



# ADMINISTRATIVE REGULATION (AR)

Firearms in the Workplace (Revised from City AR-00059)  
FESSAM #7C.2

Effective: July 1, 2016

## I. SCOPE:

This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) departments and all LFRA employees including: Regular, Temporary, Seasonal, and Volunteers.

## II. PURPOSE:

The Administrative Regulation provides Authority employees with guidance regarding the possession or use of firearms in the workplace when on duty and during the conduct of Authority business and to promote safety in the workplace.

## III. DEFINITIONS:

- **Civilian employees** refers to Authority employees who are not POST-certified, not designated as peace officers pursuant to state law, nor who are not authorized to carry or handle firearms while performing their duties as Authority employees.
- **Concealed** refers to placed out of sight so as not to be discernible or apparent by ordinary observation.
- **Valid permit** refers to a current permit to carry a concealed handgun issued pursuant to CRS § 18-12-201 *et seq.* or issued pursuant to 18 USC § 926B and 18 USC § 926C.
- **Workplace** refers to any Authority owned property, any work site leased or rented by the Authority, any Authority vehicle, or any location where an employee is conducting official business for the Authority, with the exception of an employee's private home when such employee is working from home.

## IV. POLICY:

In order to promote safety in the workplace, only those employees who are authorized to use or possess firearms during the course, conduct and in the performance of their duties as Authority employees are permitted to possess firearms in the workplace, except as otherwise permitted by state law governing carrying a concealed handgun.

### **Basis For Mandate:**

- CRS §18-2-201 *et seq.*
- Violence in the Workplace
- Internal Governance



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## V. PROCEDURE:

### A. General Prohibition

Except as provided for in this Administrative Regulation, Authority employees are prohibited from using or possessing (openly or concealed) a firearm of any kind in the workplace while such employee is on duty and during the conduct of Authority business. This shall not apply to an employee's private home when working from home.

### B. Exceptions

1. Civilian employees who are required to handle or possess firearms in the performance of their duties are allowed to possess such firearms.
2. Civilian employees may keep a legal firearm in their personal vehicle when the vehicle is parked on Authority property or driven on Authority property, provided the employee keeps the firearm securely locked within the vehicle at all times.
3. Civilian employees who hold a valid permit for a carrying a concealed handgun may possess such handgun in the workplace, except in the Loveland Police Department booking area and the area in the Police and Court's building that is subject to a weapons detection security checkpoint.

### C. Restrictions on Possession of a Firearm

1. A valid permit does not authorize an employee to carry a concealed handgun into a public building at which (i) security personnel and electronic weapons screening devices are permanently in place at each entrance to the building; (ii) security personnel electronically screen each person who enters the building or area to determine whether the person is carrying a weapon of any kind; and (iii) security personnel require each person who is carrying a weapon of any kind to leave the weapon in possession of security personnel while the person is in the building.
2. A valid permit does not authorize an employee to use a handgun in a manner that would violate any provision of state or federal law.
3. No firearms are allowed in the booking area of the Loveland Police Department.

In the event of a conflict between the provisions of this Administrative Regulation and policies or directions issued by the Chief Judge of the Eighth Judicial District pertaining to the control of weapons in those areas of the Loveland Police and Courts or the Larimer County Justice Center buildings subject to the jurisdiction of the Chief Judge, the policies or direction issued by the Chief Judge shall prevail.



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### D. Personal Liability

Except for those employees authorized in section V.B1 and V.B2 of this Administrative Regulation, the use or possession of a firearm is not within the scope of a civilian employee's duties for the Authority and therefore the employee possesses or uses the firearm as a private citizen at his or her own risk and assumes all liability.

### VI. OTHER RELATED REGULATIONS & PROCEDURES:

Violence in the Workplace

Effective: 01/01/2016

### VII. LFRA FIRE CHIEF SIGNATURE:

A handwritten signature in black ink, appearing to read "Mark Miller", is written over a horizontal line.

Mark Miller, Fire Chief