



ADMINISTRATIVE REGULATION (AR)

AR-00059 Workplace Anti-Violence Policy

Effective: August 31, 2016

I. SCOPE:

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

II. PURPOSE:

This Administrative Regulation provides LFRA members with guidance regarding a Workplace Anti-Violence Policy, including 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:

- **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 LFRA owned property, any work site leased or rented by LFRA, any LFRA vehicle, or any location where a member is conducting official business for LFRA, with the exception of a member's private home when such member is working from home.

IV. POLICY:

LFRA's goal is to maintain a workplace free from intimidation, threats and violence. This includes, but is not limited to, physically, psychologically or emotionally intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, openly carrying weapons onto LFRA's property or during any LFRA duty or activity, or any other act which in LFRA's opinion is inappropriate in the workplace.

The use of LFRA property, including but not limited to LFRA's communications systems, in a physically, psychologically or emotionally threatening, intimidating or violent manner is prohibited. All members are prohibited from bringing a weapon onto LFRA's property or into the workplace, or possessing a weapon while performing any LFRA duty or activity, except for the following individuals:

1. Law enforcement officials; and



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2. A member authorized by valid permit to carry a concealed weapon may bring a concealed weapon into the public portions of the LFRA's facilities while off duty; however, a member is expressly prohibited from carrying, storing or using a concealed weapon in the performance of any LFRA duty or activity, including while in the workplace, or in any LFRA facility, apparatus or vehicle. A member who carries, stores or uses a concealed weapon while on duty in the LFRA workplace, or while performing any LFRA duty or activity, may be subject to disciplinary action, up to and including termination. Further, a member who carries, stores or uses a concealed weapon while on duty in the LFRA workplace, or while performing any LFRA duty or activity, in violation of this policy will be individually liable for any harm resulting from such actions.

An LFRA member shall immediately notify his/her supervisor if the member obtains a lawfully granted restraining order or any other protective order against another LFRA member, or against any other person, which includes or could affect LFRA property, LFRA's workplace or operations, or any other LFRA member. The member shall immediately provide a copy of the order to his/her supervisor upon issuance. The supervisor shall notify the Human Resources Director and Risk Manager within 24 hours of receiving the information from the member. LFRA reserves the right to monitor such orders and to take whatever action it sees fit to enforce this policy and protect its members relative to such orders. A member who fails to comply with this provision of this Administrative Regulation may be subject to disciplinary action, up to and including termination.

Basis For Mandate:

- CRS §18-2-201 *et seq.*
- Internal Governance

V. PROCEDURE:

For purposes of this policy, a "weapon" shall include firearms of any type, whether loaded or unloaded, or any other object or substance designed, or which the possessor intends to use, to inflict psychological or emotional harm, bodily injury or death upon another individual. The term "weapon" includes knives, except knives with a blade less than 3 inches in length that members routinely carry to assist them in performing their duties, unless a knife is brought onto LFRA's premises or into LFRA's workplace with the intent to cause psychological or emotional harm, bodily injury or death.



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If you believe you have been subjected to workplace violence, you have witnessed workplace violence, or you know an individual who has engaged in workplace violence, you must report it to your supervisor. If there is an immediate threat to your health/safety, or the health or safety of another member or the public, or to LFRA property, you also must immediately call 911. LFRA will investigate all reports of workplace violence and take such action as it deems appropriate. If you engage in workplace violence, you may be subjected to discipline, up to and including immediate termination. LFRA also may report any incident of workplace violence to the appropriate law enforcement agency. Retaliation against a member for making or participating in the investigation of a complaint of workplace violence is prohibited.

VI. 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