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## Unauthorized Weapon

### Purpose

The purpose of this Unauthorized Weapon Policy is to provide the Ohio Department of Agriculture (ODA) employees with guidance regarding the possession of unauthorized weapons while on state property.

### Policy

ODA employees are prohibited from carrying or possessing a firearm or deadly weapon while on state property or while conducting state business or on state time.

### Authority

- a. Ohio Revised Code 124.09, 124.831 and 2923.126
- b. Ohio Administrative Code 123: 1-45-01

### Reference

Department of Administrative Services Directive HR-D-05

### Scope

This policy applies to all ODA employees, contractors and visitors.

### Definitions

“Deadly Weapon” or “Deadly Ordnance” is defined as any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon. These items include, but are not limited to: a firearm, a club, brass knuckles, any martial arts weapon, a stun gun, explosives, or a knife (other than a small folding pocket knife or paring knife intended for food preparation).

“Firearm” is defined as any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. "Firearm" includes an unloaded firearm, and any firearm that is inoperable but that can readily be rendered operable.

“State property” is defined as any property that is owned by the State of Ohio and all portions of any building that is not owned by the State of Ohio but are leased by the State of Ohio. This also includes state owned or leased vehicles.

“Work Status” is defined as any condition under which an employee is representing ODA and where the employee is eligible to receive pay or other compensation.

### Procedures



- a. Employees shall not carry or store a weapon or dangerous ordnance in a building or portion of a building owned or leased by the state. This prohibition includes parking garages and lots.
- b. Employees shall not carry or store a weapon or dangerous ordnance in a motor vehicle owned or leased by the state.
- c. Employees conducting state business or on state time, when they are off of state owned or leased property, shall not carry or store a weapon or dangerous ordnance.
- d. Employees who have been issued a Permit to carry a concealed weapon in the State of Ohio are not exempt from the above provisions. Employees who carry or possess a weapon MUST store said weapon, in accordance with the law, prior to entering an area in which a weapon is prohibited.

**Reporting Responsibilities**

- a. All employees are required to immediately report any unauthorized possession or use of a weapon that they have witnessed, received, or of which they are aware to their immediate supervisor.
- b. Any supervisory employee aware of unauthorized possession of a weapon shall immediately contact the Human Resources Director, Deputy Director of Operations or Legal Counsel. The Human Resources Director, Deputy Director of Operations or Legal Counsel shall then be responsible for making the appropriate referrals or contacting law enforcement officials.

**Contact**

The Human Resources Director and Chief Legal Counsel are available for consultation or questions regarding this Unauthorized Weapons policy.

**Revision History**

Date	Description of Change
8/2012	Initial Policy Issued
7/2015	Policy Reviewed

