



**PEDRO E. SEGARRA**  
Mayor

**CITY OF HARTFORD  
POLICY MEMORANDUM**

SUBJECT: Weapons in the workplace

NO: 008

Date: October 23, 2013

DISTRIBUTION: Affected Personnel

Approved:   
Albert Ilg, Chief Operating Officer

**I. PURPOSE**

The purpose of this memorandum is to prohibit the wearing, transporting, storage, or presence of firearms or dangerous weapons in City facilities or on City property.

**II. RESPONSIBILITY**

It shall be the responsibility of all City personnel to comply with these provisions.

**III. IT IS THE POLICY OF THE CITY OF HARTFORD:**

- a. That firearms or other dangerous weapons means:
  - i. Any device from which a projectile may be fired by an explosive.
  - ii. Sling shot or metal knuckles.
  - iii. Any spring blade knife or knife which opens or is ejected open by an outward, downward thrust or movement.
  - iv. Any instrument that can be used as a club and poses a reasonable risk of injury, any other item that is intended to be used to cause harm or damage.
- b. This policy does not apply to:
  - i. Any security, law enforcement
  - ii. military/state government personnel
  - iii. municipal personnel engaged in official duties.
- c. Any employee in possession of a firearm or other weapon within our facilities/property or while not otherwise fulfilling job responsibilities may face disciplinary action including employment termination.
- d. Possession of a valid Concealed Weapons Permit authorized by the State of Connecticut is not an exemption under this policy.
- e. To the extent allowed by law, the City of Hartford prohibits clients or visitors from carrying weapons into our facilities or onto our property.



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- f. Signs shall be conspicuously posted within all City of Hartford facilities, in parking areas and on grounds surrounding our facilities. These signs will clearly indicate that firearms and other weapons are not to be carried onto property or into our facilities
- g. Management or internal security personnel of the Police Department should be notified immediately at (860) 757-4000, if an employee, customer or visitor is found with a firearm or other dangerous weapon in violation of this policy.



**CITY OF HARTFORD  
WORKPLACE WEAPONS POLICY**

In order to ensure a safe work environment for employees and customers, the City of Hartford prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities or on our property. Any employee in possession of a firearm or other weapon within our facilities/property or while otherwise fulfilling job responsibilities may face disciplinary action including employment termination. Possession of a valid Concealed Weapons Permit authorized by the State of Connecticut is not an exemption under this policy. To the extent allowed by law, the City of Hartford prohibits clients or visitors from carrying weapons into our facilities or onto our property.

Definition – Firearms or other dangerous weapons means:

- \* Any device from which a projectile may be fired by an explosive.
- \* Sling shot or metal knuckles.
- \* Any spring blade knife or knife which opens or is ejected open by an outward, downward thrust or movement.
- \* Any instrument that can be used as a club and poses a reasonable risk of injury, any other item that is intended to be used to cause harm or damage.

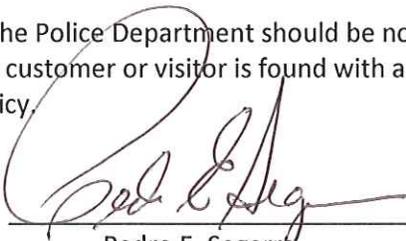
Exemption: This policy does not apply to: Any security, law enforcement or military/state government personnel or municipal personnel engaged in official duties.

“No firearms or other Dangerous Weapons Allowed.” Signs shall be conspicuously posted within all City of Hartford facilities, in parking areas and on grounds surrounding our facilities. These signs will clearly indicate that firearms and other weapons are not to be carried onto our property or into our facilities.

Management or internal security personnel of the Police Department should be notified immediately at (860) 757-4000, if an employee, customer or visitor is found with a firearm or other dangerous weapon in violation of this policy.

Date

11/20/2013

  
Pedro E. Segarra

Mayor

THIS STATEMENT IS AVAILABLE IN ALTERNATIVE FORMATS FROM THE DEPARTMENT OF HUMAN RESOURCES BY CALLING (860) 757-9800.

\*\*Revised 6/10/2013\*\*