

City of Stamford
Weapons/Violence Free Workplace Policy

General Statement: The City of Stamford has adopted a City-wide zero tolerance policy for workplace violence and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Purpose: To ensure a safe and secure environment for all employees and persons entering City of Stamford facilities. The City has adopted a ban on weapons and dangerous instruments and a city-wide zero tolerance policy for violence in city facilities.

Policy: The City of Stamford provides a safe, non-violent environment for all employees and persons entering city facilities. Any employee in violation of this policy will be subject to disciplinary action up to and including termination. In addition, any employee or person in violation of this policy may be subject to criminal prosecution.

Prohibit Conduct: The following conduct is prohibited in all city facilities by employees, contractors, visitors, and all persons entering city facilities.¹

- No person shall bring onto any city facility any weapon or dangerous instrument as defined in this policy. A license to carry a weapon does not supersede this policy.
- No person shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a city facility.
- No person shall cause or threaten to cause death or physical injury to any individual in a city facility.
- All conduct, either verbal or physical, that is abusive, threatening, intimidating, or demeaning is prohibited.

Definitions:

- “Weapon” means any firearm, including a BB gun, whether loaded or unloaded, explosives, any knife (excluding a small pen or pocketknife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
- “Dangerous instrument” means any instrument, article, or substance that, under the circumstances, can cause death or serious physical injury.
- “City facility” includes all city-owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots and garages under the city’s ownership or control. It includes all city-owned or leased vehicles and non-city owned or leased vehicles that enter city facilities.

¹ With the exception of law enforcement personnel who are authorized to carry a weapon as a condition of employment both on and off duty.

Confiscation of Weapons and Dangerous Instruments: Any weapon or dangerous instrument in the possession of an employee at a city facility will be confiscated and local law enforcement will be contacted. Employees have no reasonable expectation of privacy with respect to such items in a city facility. Any weapon or dangerous instrument in the possession of a non-city employee at a city facility will be reported to local law enforcement.

Reporting Procedures:

- ***Emergency Situations:*** Persons who believe that there is a serious threat to their personal safety or the safety of others that require immediate attention should contact 911. Employees must also contact their immediate supervisor or the Human Resources Department.
- ***Non-Emergency Situations:*** Persons who feel subjected to or witness violent, threatening, harassing, or intimidating behavior in any city facility should immediately report the incident to a city employee at their location. Employees should report the incident to their supervisor, manager or the Human Resources Department.
- ***Supervisors/Managers Responsibilities:*** Any manager or supervisor who receives a report of violent, threatening, harassing, or intimidating behavior shall immediately contact the Human Resources Department so that a Department representative may evaluate, investigate, and take appropriate action.

Investigation and Corrective Action: The City of Stamford Human Resources Department will promptly investigate all reports or alleged incidents of violent, threatening, harassing, or intimidating behavior or other violations of this policy. The City of Stamford Police Department will be notified of any alleged violation of this policy by non-employees.

- All employees are expected to cooperate fully in all such investigations.
- The employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
- If the claims of violent, threatening, harassing, or intimidating conduct or other policy violation are substantiated, the employee will be subject to the appropriate disciplinary process which may result in the City taking disciplinary action up to and including dismissal from city employment.
- Where the situation warrants, the city will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and the city may seek prosecution of conduct that violates the law.

Enforcement of the Policy: This policy will be prominently posted for all City of Stamford employees.



Alfred C. Cava, Director of Human Resources

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