

CONCEALED CARRY BY EMPLOYEES

1.0 Carrying Concealed Weapons by State Employees, Generally: Except as otherwise provided for by this Employee Concealed Carry policy ("policy"), nothing in the Department of Administration's Employee Handbook shall be interpreted or applied to: (a) prohibit any State employee from carrying a concealed weapon in the course of employment if the employee holds a valid license to carry a concealed weapon ("CCW") issued by the Wisconsin Department of Justice, OR (b) to prohibit the carrying of a concealed weapon in the course of employment by an employee who is a *bona fide* resident of another state, and who holds a CCW from the employee's state of residence, if the WDOJ has granted reciprocity to CCW licensees of the employee's state of residence.

1.1 Employees who hold a valid CCW license may carry a concealed weapon while operating a vehicle owned by the State of Wisconsin.

1.2 Nothing in this policy shall be interpreted or applied as waiving the right of the Department of Administration ("DOA") to prohibit any individual employee from carrying a concealed weapon in the course of employment, whether permanently or temporarily, whether for cause or for any non-discriminatory reason.

1.3 No employee may carry a concealed weapon in the course of employment unless the employee has notified the employee's supervisor in writing that the employee holds a CCW and intends to carry the weapon in the course of employment, using the DOA form approved for that purpose. An employee whose CCW license is suspended, or who is otherwise prohibited by a court from carrying a weapon, shall immediately notify the employee's supervisor of that fact, in writing.

1.4 A decision by an employee to carry a concealed weapon during the course of employment is solely a choice by the employee to exercise the employee's individual right to bear arms. Nothing in this policy shall be interpreted or applied as a directive or authorization to any employee to carry or use a weapon in the scope of the employee's employment or agency.

2.0 Carrying Concealed Weapons by State Employees, Prohibited Areas: Nothing in paragraph 1.0 of this policy shall be interpreted or applied to allow an employee who holds a CCW license to carry a concealed weapon in any building or area where doing so is posted as prohibited in accordance with the laws of the State of Wisconsin, whether public or private, and whether owned by the State or any person. Nothing in this policy shall be interpreted to authorize any employee to carry a concealed weapon in any area proscribed by Wis. Stats. section 175.60 (16). No employee shall carry a concealed weapon in the course of employment in any private vehicle or on private property owned or leased by another person over the objections of the owner or leasee. No employee may openly carry any weapon in any State building.

3.0 Storage of Concealed Carry Weapons: It is the sole responsibility of the employee to maintain control of the employee's concealed weapon and ammunition (if any) at all times.

3.1 Except as provided below, an employee who chooses to carry a concealed weapon during the course of employment shall have the weapon concealed and on the employee's person, carried in a holster or other appropriate carrying device, at all times, unless lawfully using the weapon.

3.2 An employee who stores a concealed weapon in a vehicle owned by the State of Wisconsin during the course of employment must store the weapon in a locked case and place the case out of plain view from the exterior of the vehicle.

3.3 An employee who stores a concealed weapon in a vehicle owned by the employee (or any other private vehicle, with the consent of the owner), in a parking lot owned or controlled by the State during the course of employment must place the weapon out of plain view from the exterior of the vehicle.

4.0 Threatening or Violent Behavior in the Workplace: Nothing in DOA's Employee Handbook shall be interpreted or applied to construe the mere carrying of a concealed weapon as a violent, threatening or intimidating act on the part of the employee. Nothing in this policy shall be construed to support or permit violent, threatening or intimidating behaviors related to the possession of a concealed weapon. Threatening and intimidating behaviors may include, but are not limited to, intentionally displaying a concealed weapon to any person, referring to the concealed weapon, or referring to a weapon not on the employee's person, with the intent to implicitly or explicitly threaten or intimidate another person.

5.0 Penalties for Violation: Conduct in violation of this policy is punishable by discipline, up to and including discharge. Violations of this policy which also constitute a criminal act may be referred to law enforcement. Nothing in this policy shall be construed as providing implicit or explicit authorization for the violation of any federal, state, or local statute, administrative code or local ordinance, unless such administrative code or ordinance is voided by 2011 Act 35.

CONCEALED CARRY NOTIFICATION
For Department of Administration Employees

I, _____ am hereby providing notice to the Department of Administration that I intend to carry a concealed weapon during the course of my employment, and either:

- I am a resident of the State of Wisconsin, and I currently hold a valid license to carry a concealed weapon, issued by the Wisconsin Department of Justice; or
- I currently am a *bona fide* resident of another state, I currently hold a valid license to carry a concealed weapon from another state, and the Wisconsin Department of Justice has determined that it is appropriate to grant reciprocity to concealed carry licenses issued by that state.

I have read and understood the Department of Administration's policy entitled, "Concealed Carry by Employees," as well as all other relevant portions of DOA's Employee Handbook. I understand that it is my responsibility to ensure that I monitor DOA's Employee Handbook for possible changes. I also understand that it is my responsibility to comply with all applicable laws and administrative rules, as well as the requirements of the DOA's concealed carry policy. I understand that those requirements include, but are not limited to: (A) carrying my weapon in a manner designed to conceal it's presence; (B) keeping my weapon in my physical possession at all times, meaning on my body or in an appropriate carrying device (such as a purse) that is within my reach at all times; and (C) storing my weapon in a State vehicle in the manner described in the policy when I am unable to carry my weapon into an area restricted by law, by posting or at the request of the property owner.

I understand that my choice to carry a concealed weapon under my license is my choice alone, that the Department neither encourages nor discourages me from carrying a concealed weapon. My supervisor has informed me that my decision to carry a concealed weapon, in and of itself, will have no adverse impact upon my employment. I understand that how I choose to handle or store my weapon in the course of my employment may lead to discipline, including prohibition of carrying a weapon while working, and up to and including termination. I will never represent that I am required or entitled to carry a concealed weapon by virtue of my position, unless I am otherwise required to do so by my position description.

| | | |
|--------------------------------|-----------------------|------|
| | | |
| Typed/Printed Name of Employee | Signature of Employee | Date |

| | | |
|----------------------------------|-------------------------|---------------|
| | | |
| Typed/Printed Name of Supervisor | Signature of Supervisor | Date Received |

Forward to Bureau of Human Resources via Bureau Supervisor and Division Administrator.