

# Concealed Carry by Employees Policy



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## Purpose

To establish a policy which implements the Concealed Carry Law within the confines of employment at the Department of Administration.

## Scope

This policy is applicable to all permanent, project, and LTE employees who work for the Department of Administration or boards, agencies, commissions or other entities attached to the Department for purposes of human resources administration.

## Policy Statement

Employees are permitted to carry concealed weapons in compliance with Wisconsin law (2011 Act 35). The policy clarifies application of the law for employees and supervisors to ensure understanding of all aspects of the right to have concealed weapons in a workplace.

## Policy Requirements

### General Provisions

The Department of Administration permits concealed carry and takes no measure 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. Employees who hold a valid CCW license may carry a concealed weapon while operating a vehicle owned by the State of Wisconsin.
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.
3. 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.

### Prohibited Areas

The general provisions section of this policy do not 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 authorizes 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.

### 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.

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.
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. 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.

**Threatening or Violent Behavior in the Workplace**

The mere carrying of a concealed weapon shall not be construed 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.