



## POLICY

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<b>CATEGORY:</b>	<b>ADMINISTRATION</b>	<b>No: 1.0.117.00</b>
<b>TITLE:</b>	<b>Firearms and Weapons Restrictions on Workforce Solutions Premises</b>	
<b>SUPERSEDES:</b>	<b>New</b>	
<b>EFFECTIVE:</b>	<b>January 7, 2016</b>	
<b>DATE OF LAST REVIEW:</b>	<b>January 7, 2016</b>	

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### I. PURPOSE:

Recognizing that Unemployment is a significant family and personal stressor for most people, Workforce Solutions adopts this policy to help ensure a safe and efficient business environment for customers, visitors and all staff located on Workforce Solutions premises. Workforce Solutions prohibits all weapons on all Workforce Solutions premises. This prohibition also applies to, but is not limited to, holders of licenses that might otherwise allow a person to carry handguns in a concealed manner or openly in a belt or shoulder holster.

### II. BACKGROUND:

The Coastal Bend Workforce Development Board is a private non-profit 501(c) (3) entity doing business as Workforce Solutions of the Coastal Bend. This policy is adopted in response to recent state legislation that allows Open Carry of Handguns. Workforce Solutions Administration takes the opportunity with this policy to not only address Open Carry but also Concealed Carry of Handguns as well as any other weapons which Workforce Solutions deems inappropriate for an employment agency and its service, business, and administrative offices.

### III. DEFINITIONS:

*Premises* – Premises refers to all buildings, offices and spaces owned, operated or leased by Workforce Solutions. Also includes premises owned, operated or leased by Workforce Solutions and referred to as Workforce Centers.

*Parking Lot* – Any parking areas on the property of 520 North Staples Street Corpus Christi Texas, as well as any common parking lots or parking garages and parking areas that are available to other properties and offices leased by Workforce Solutions.

*Staff* – Staff shall include employees of Workforce Solutions and Workforce Center Management and other employees, contractors, staff or volunteers associated with Workforce Solutions and Workforce Center Management, and employees of tenants of Workforce Solutions.

*Weapons* – Weapons refers to any offensive or defensive device typically intended to inflict physical damage or violence on another person, this includes but is not limited to any type of firearm\* including but not limited to handguns\*, long guns, shotguns, rifles, automatic weapons, assault rifles, explosive weapon\*, any blade\* or pike in excess of five and one half inches in length, any clubs\* or battering devices typically intended for use as a weapon. Security Personnel and Management may expand this list at will when deemed necessary for the safety of the public and our employees. (\*as defined by Texas Penal Code Title10 Section 46)

Workforce Solutions – Workforce Solutions shall refer to Workforce Solutions of the Coastal Bend.

Workforce Center Management – Workforce Center Management shall refer to the entity responsible for the daily management and supervision of Workforce Centers operated by Workforce Solutions under existing contract.

#### **IV. POLICY STATEMENT:**

Workforce Solutions prohibits all weapons on Workforce Solutions' premises. This prohibition also applies to, but is not limited to, holders of licenses that allow a person to carry handgun(s) in a concealed manner or openly in a belt or shoulder holster. This prohibition applies to all customers, visitors, guests, Workforce Solutions staff, contracted Workforce Center staff, other tenant staff, volunteers, and Workforce Solutions Board members, but does not apply to armed security guards (contracted either by Workforce Solutions or by Workforce Center Management).

Workforce Solutions will post signs notifying the public and employees of the prohibition against both concealed carry and open carry of handguns. Such signs will conform to Texas Penal Code Title 7 Chapter 30 Sections 30.06 and 30.07.

#### **V. ADVISING PUBLIC AND VISITORS OF WEAPONS PROHIBITION:**

Approved signage will be displayed at Workforce Solutions' offices. In all instances, people carrying weapons will be treated with the same respect as any other customer and not in a confrontational manner. If staff notices anyone with a prohibited weapon they are authorized to explain the weapons prohibition to the person who is in possession of the weapon and invite them to return when they are not carrying a weapon. Staff shall inform the violator that they are welcome in Workforce Solutions' offices even though their weapons are not allowed.

#### **VI. PARKING LOTS:**

Customers, visitors and staff at 520 N. Staples Street will be allowed to leave their weapons (except bombs) in their vehicles on the parking lot of Workforce Solutions if they choose to do so. Securing weapons in their vehicles is their responsibility. Parking areas controlled by landlords of Workforce Solutions at other locations are subject to the policies of the landlord.

#### **VII. OPEN CARRY CONCEALED CARRY LICENSES/PERMITS:**

If a customer, visitor or staff is carrying a handgun, it will be assumed that such customer, visitor or staff has a permit, and (other than the security guard) staff are advised not to ask those carrying handguns for their permit or license to carry; however, staff are authorized to inform the customers,

visitors or staff of the policy of Workforce Solutions as stated in IV. above. Peace officers and security guards are not restricted from asking for licenses/permits to carry when they encounter someone on our premises.

#### **VIII. CALLING POLICE:**

Staff will not call police simply because someone on the premises of Workforce Solutions is carrying a weapon. If a customer, visitor or staff has been verbally advised of this policy of Workforce Solutions as stated in V. above and has been asked to remove their weapon from the premises and has refused, staff should then call the police. If at any point an armed customer, visitor or staff is threatening in any way, staff should call the police which is consistent with the practice of Workforce Solutions in the event a customer who is unarmed makes threats or displays threatening behavior. Staff will not be sanctioned for using their best judgement in these difficult situations.

#### **IX. SEARCHES OF PERSONAL PROPERTY:**

Workforce Solutions reserves the right to question any customer, staff or visitor in a Workforce Solutions premises regarding possible possession of a weapon. Except for personal property that is left abandoned on the premises, Workforce Solutions, Workforce Center Manager and their staff shall not search personal property. This does not prohibit calling police if management or staff suspect imminent danger. Peace officers may conduct any searches they deem appropriate.

#### **X. POLICY PROCEDURES:**

Workforce Solutions is responsible for the proper signage and for this policy. The Workforce Center Management is responsible for implementing this policy in the Workforce Solutions offices which the Workforce Center Management supervises.

All instances of policy violations and/or resolutions will be reported to the Deputy Director of Workforce Solutions through an incident report.

Workforce Center Management will implement this policy but is not expected to defend the policy. This policy has been researched by Workforce Solutions and legal counsel has been engaged in review of this policy. Workforce Solutions is confident in the resulting policy.

Any person challenging Workforce Solutions' policy should be directed to include the specifics of their complaint in a written letter addressed to the Deputy Director of Workforce Solutions and mailed to P.O. Box 2568, Corpus Christi, Texas 78403-2568. The Deputy Director will have three business days after receipt of the letter to address the written complaint. Regardless of the Deputy Director's decision, complainants may, after three business days, file a complaint with the Attorney General of Texas to further challenge the policy of Workforce Solutions. The Attorney General will investigate the complaint and issue a determination. Workforce Solutions will abide by the guidance of the Attorney General.

#### **XI. WORKFORCE CENTER MANAGEMENT CONTRACTOR PROCEDURES:**

Workforce Center Management will develop procedures to implement this policy within the Workforce Centers and other premises of Workforce Solutions supervised by the Workforce Center Management.

Implementation will be done in a non-confrontational manner with respect for the customer, visitor or offending staff member.

Workforce Center Management will designate staff responsible for the implementation of this policy at each of the Workforce Solutions Centers and other premises of Workforce Solutions supervised by Workforce Center Management.

Workforce Center Management will train all of their staff and other tenant staff in the Workforce Centers regarding this policy and the procedures Workforce Center Management has adopted to implement the policy. Such training will be documented and maintained to assure all staff are trained.

## **XII. OTHER WORKFORCE TENANTS**

All other tenants of Workforce Solutions will assure their employees are advised of and comply with this policy and the procedures of the Workforce Center Management.

## **XIII. OPEN MEETINGS PROHIBITION**

A person who is licensed to open carry or concealed carry of a handgun is prohibited by law and notice posted by Workforce Solutions from carrying handguns into a room(s) for meetings that are subject to the Texas Open Meetings Act (TOMA), provided such public meetings are posted per TOMA. This applies to all regular and special meetings of the Board of Directors of Workforce Solutions, all meetings of the Board's Committees, and all meetings of the Chief Elected Officials (CEO) Council.

## **XIV. RELATED POLICY INFORMATION:**

Texas Penal Code Title 7 Chapter 30 Sections 30.06 and 30.07  
Texas Penal Code Chapter 46  
Government Code 411.203  
Labor Code 52.061

## **XV. RESPONSIBILITIES:**

Workforce Solutions Administration will advise the Workforce Center Management of this policy.

Workforce Center Management will develop procedures and train their staff and other tenant staff regarding this policy and the procedures to implement.

Other Workforce Tenants: including but not limited to ES staff, Texas Veterans Commission Staff, Job Corps Staff, and Senior Employment Program Staff will comply with this policy and any implementing procedures.

The President/CEO of Workforce Solutions or designee may suspend any part(s) of this policy for any reason, including but not limited to emergency situations, civil unrest, lack of law enforcement capacity, etc.

XVII. SIGNATURES:

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Reviewed by EO Officer  
*Joseph Polster*  
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President/CEO  
*[Signature]*

\_\_\_\_\_  
Date  
*2/18/16*  
\_\_\_\_\_  
Date  
*01-22-16*

XVI. DISTRIBUTION:

- Board of Directors
- Workforce Solutions Staff
- Workforce Center Management Staff