



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 50**

FIREARMS POLICY

In the interest of protecting the safety of employees and citizens of the City of Bowling Green, the following policy has been adopted. City employees and officials are advised to review and adhere to all other City policies relating to violence, harassment, and weapons in the workplace.

Instructions

Effective April 8, 2004, as required by the Ohio Revised Code §2923.1212, the following signage or language substantially similar will be posted at the entrance of every City-owned building, and at the entrance to the portion of any non-City owned building which is leased by the City:

“Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid license does not authorize the licensee to carry a concealed handgun onto these premises.”

Employees and officials of the City of Bowling Green, other than law enforcement officers specifically authorized to carry a firearm, are prohibited from carrying firearms into any City building, in any City vehicle or at any time while they are acting within the course and scope of their employment. Other persons visiting or working within City buildings are prohibited from carrying firearms into any City building or in any City vehicle.

Employees and officials of the City of Bowling Green, other than law enforcement officers specifically authorized to carry a firearm, and all other persons entering, visiting or working in City buildings, are prohibited from bringing a loaded handgun onto a City owned parking lot, even if it is kept in their own vehicle, except for employees or persons with a valid license to carry a concealed handgun.

A City employee or official or any other person with a valid license to carry a concealed handgun may bring a loaded handgun onto a City owned parking lot, but must leave the loaded handgun in their own locked vehicle, either in the glove compartment (or other locked compartment), in the trunk, or locked inside a gun case, when they report for work. An employee, official, or other person doing business at a City building, who has a valid license to carry a concealed handgun, may remove the loaded handgun from

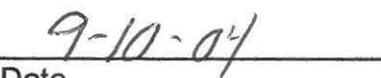
his/her own vehicle parked on City property only for the purpose of transporting it to and/or from the trunk of that vehicle for storage.

Any City employee or official who violates this policy is acting outside the course and scope of their employment. The City of Bowling Green will neither defend nor indemnify such actions by any City official or employee. City employees found to be in violation of this policy will be subject to disciplinary action up to and including discharge.

City employees or officials who use firearms or make comments about firearms in such a way that intimidates, harasses, coerces, or threatens other City employees will be subject to disciplinary action, up to and including discharge. Additionally, criminal prosecution will also be considered. Non-employees, who use firearms or make comments about firearms in such a way that intimidates, harasses, coerces, or threatens City employees, will be subject to criminal prosecution.



John B. Quinn
Mayor



Date