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Richmond Heights Memorial Library NO WEAPONS POLICY AND VIOLENCE IN THE WORKPLACE

All appointed officials, employees, contractors and library patrons with the Richmond Heights Memorial Library entering upon or using the premises of the Richmond Heights Memorial Library, excepting *only* police officers, security guards, or other persons who have been given express written permission by the City of Richmond Heights to carry a weapon in or on City property, including Library premises, are prohibited from carrying prohibited weapons.

Prohibited weapons include, but are not limited to: firearms, explosives, knives, bows and arrows, stun guns, blackjacks or any other weapons; devices, instruments, substances or objects that may be used as a means of intimidation or may produce bodily injury or death; or any other devices restricted or regulated under local, state, or federal law.

Exception: Library employees or contractors who are required to carry knives in the course of performing their job duties are allowed to possess such knives with the approval of the Library Director.

City of Richmond Heights property includes, but is not limited to: all buildings, walkways, parks, storage areas, lockers and desks; city-owned, rented, used or leased real and personal property, including city-owned, rented or leased vehicles; or any other property under the City's ownership or control, including the Library premises. This subdivision shall not apply to any building used for public housing by private persons, highways or rest areas, firing ranges, and private dwellings owned, leased, or controlled by the City of Richmond Heights.

All employees and contractors are further prohibited from possessing prohibited weapons while in the course and scope of performing their job for the Library, whether or not they are on or in Library property at the time and whether or not they are licensed to carry a weapon. This policy also prohibits all persons from possessing weapons at library-sponsored functions such as, but not limited to, parties, cookouts, or outreach events.

All employees and contractors who are on or in City property, including the Library premises, are subject to a search request of their person and belongings including, but not limited to, purses, briefcases, lunch boxes, or other packages in their possession.

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Failure to abide by the terms and conditions of this policy, including refusing to consent to a search will result in disciplinary action up to and including termination of employment.

Further, carrying a weapon onto City property, including the Library premises, in violation of this policy may be considered an act of criminal trespass, and may be grounds for immediate removal from City property, including Library premises, and may result in prosecution.

If you have a question about whether an item or device is covered by this policy or if you become aware of anyone violating this policy, please contact the Library Director.

The Richmond Heights Memorial Library has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Richmond Heights Memorial Library or which occur on City property, including Library premises, will not be tolerated, and may result in discipline up to and including termination.

The City of Richmond Heights has also developed a lockdown policy and procedure which is a pre-set and rehearsed crisis response plan. This plan requires the participation of all employees on the City's property, including Library premises, in order to mitigate the risk of injury or loss of life to those affected by the threat. Employees are responsible for understanding the lockdown procedure and how it is implemented for themselves and guests at their specific facility.

Adopted by the RHML Library Board of Trustees January 16, 2024