




Department of
Rehabilitation & Correction

SUBJECT: Concealed Carry Handguns on Properties under Control of DRC	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: 31-SEM-11
RULE/CODE REFERENCE: ORC 2921.36	SUPERSEDES: NEW
RELATED ACA STANDARDS: N/A	EFFECTIVE DATE: November 1, 2017
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to provide the Director's written authority under Ohio Revised Code 2921.36 for employees to carry a validly licensed concealed handgun onto the grounds of an institution or office building under the control of the DRC if all the provisions of this policy are followed.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (DRC).

IV. DEFINITIONS

Authorized Handgun - A concealed handgun that is permitted to be carried by the employee who: is currently licensed to conceal carry by Ohio or another state; OR is a law enforcement officer or agent of Ohio or another state or the United States, who is authorized to carry concealed weapons in the scope of the officer's or agent's duties.

Handgun - A firearm that has a short stock and is designed to be held and fired by the use of a single hand.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to make available to its employees the ability to transport an Authorized Handgun onto the grounds of an institution or office building under the control of DRC by completing and submitting a Concealed Carry Handgun Notice and Acknowledgement (DRC3146E) acknowledging and agreeing to follow all the rules of safety set forth in this policy. Nothing in this policy shall permit contractors, volunteers, interns, and/or visitors to carry firearms onto the grounds of an office building or institution as set forth in Ohio Revised Code 2921.36.

VI. PROCEDURES

A. Submission of Concealed Carry Handgun Acknowledgement

1. An employee who intends to carry an Authorized Handgun onto the grounds of an institution or office building under the control of DRC shall submit a signed Concealed Carry Handgun Notice and Acknowledgement (DRC3146E) to the appropriate authority.
2. A Concealed Carry Handgun Notice and Acknowledgement (DRC3146E) shall be submitted to the following persons:
 - a. Institutional staff shall submit their acknowledgement to the managing officer at their institution.
 - b. Regional DRC staff shall submit their acknowledgement to the regional director.
 - c. Regional APA staff shall submit their acknowledgement to the regional parole administrator.
 - d. Corrections Training Academy (CTA) staff shall submit their acknowledgement to the superintendent.
 - e. Operations Support Center (OSC) staff and staff with statewide assignments shall submit their acknowledgement to their assigned managing director.
 - f. Training and Education Center (TEC) staff shall submit their acknowledgement to the managing officer at London Correctional Institution (LoCI).
 - g. Terry Collins Re-Entry Center staff shall submit their acknowledgement to the managing officer at Ross Correctional Institution (RCI).
3. The employee shall submit all information required by the Concealed Carry Handgun Notice and Acknowledgement (DRC3146E).
4. The employee shall also submit a photocopy of the concealed carry license or law enforcement credentials.
5. To be eligible for the Director's written authorization issued by this policy, the employee shall agree to maintain an active concealed carry license or law enforcement credentials. The employee shall also agree to advise the person to whom the Concealed Carry Handgun Notice and Acknowledgement (DRC3146E) was submitted if the concealed carry license or law enforcement credentials are revoked or are not renewed upon expiration. Failure to do so may result in disciplinary actions as further described below.

6. If a new concealed carry license or law enforcement credentials are obtained due to a renewal or move to a different jurisdiction, the employee shall supplement with a photocopy of the new concealed carry license or law enforcement credentials. The employee shall not be required to complete a new Concealed Carry Handgun Notice and Acknowledgement (DRC3146E).
7. Employees who report to work in a building not under the control of DRC (i.e., a county or city building) shall not be required to complete a Concealed Carry Handgun Notice and Acknowledgement (DRC3146E). Employees who report to those buildings are governed by Ohio Revised Code 2923.1210 which provides authorization to carry on grounds of a public office without need for specific written permission from the person in charge of a facility as required by Ohio Revised Code 2921.36.
8. In the event an employee who works in a building not under control of DRC anticipates being temporarily assigned or intends to report to an alternate work location that is a building under the control of DRC, the employee shall complete a Concealed Carry Handgun Notice and Acknowledgement (DRC3146E) if the employee intends to transport a concealed carry handgun in their personal vehicle. The Concealed Carry Handgun Notice and Acknowledgement (DRC3146E) shall be submitted to the appropriate person set forth in section VI.A.2 above.

B. Processing of Request

1. The person to whom the employee submitted their request under section VI.A.2 above shall maintain the Concealed Carry Handgun Notice and Acknowledgement (DRC3146E) and a copy of the employee's current concealed carry license or law enforcement credentials in the confidential portion of the employee's personnel file.
2. In the event the person identified in section VI.A.2 above chooses to revoke the employee's ability to carry a concealed handgun as provided in this policy for disciplinary reasons, safety concerns or failure to follow the requirements set forth herein, the employee shall be provided notice of the decision in writing.

C. Safety Precautions and Requirements to Secure Weapons

1. The concealed carry handgun and all ammunition must be stored in the manner described below before the employee leaves the location of their vehicle and proceeds to the entry of the institution or office building.
2. Upon exiting the vehicle, the concealed carry handgun and all ammunition shall be stored behind two (2) locks, the first being a vehicle lock, trunk lock or external storage device lock and the second being a secure compartment attached to the vehicle that cannot be easily removed by hand such as a glove box or lock box.

3. If the employee chooses to store the concealed carry handgun and all ammunition in the trunk of the vehicle or an external storage device, the employee shall assess their surroundings and be aware of potentially hazardous or threatening situations before removing the handgun from their person and beginning the process of securing it to ensure the removal and securing of the handgun can be done safely.
4. Concealed carry handguns shall not be transported away from the vehicle further than is required to secure the handgun in the vehicle's trunk or external storage device.
5. Concealed carry handguns shall not be transported to entry of the institution or the office building unless specifically authorized by the person identified in section VI.A.2 above.
6. The person identified in section VI.A.2 of this policy may set local rules specific to institutions or office buildings that reasonably restrict the locations in which vehicles containing concealed carry handguns may be parked. Employees who submit an acknowledgment of safety rules shall be provided written notice of any such restriction.
7. Personal concealed carry handguns and ammunition shall not be transported in state vehicles or stored in state issued lock boxes unless specifically authorized by the Director.
8. Personal concealed carry handguns shall not be used in use of force situations where DRC issued firearms would be permitted.
9. This policy shall serve as an authorization for the employee to carry a Validly Licensed Concealed Handgun onto the grounds of other institutions or office buildings under the control of DRC if the authorized employee has multiple work locations or has been directed to report to an alternative work location.
10. Once an employee has reported to a work location and secured the Validly Licensed Concealed Handgun in their personal vehicle, it shall remain secured until such time that the employee is off state time. If the employee has been directed to report to an alternate work location using their personal vehicle on state time, the concealed carry handgun may be rendered accessible during the approved travel; however, it shall not be carried on the employee's person. Personal concealed carry handguns shall not be permitted to be carried on one's person while on state time unless specifically authorized by the Director.
11. Failure to follow the requirements set forth in sections VI.A and VI.C of this policy may result in the suspension or revocation of the authorization to transport onto grounds.
12. Failure to follow the requirements set forth in sections VI.A and VI.C of this policy may also result in disciplinary action and/or criminal prosecution.

Related Department Forms:

Concealed Carry Handgun Notice and Acknowledgement

DRC3146E