
1. Purpose & Philosophy

To promote the safety of [Hospital]'s patients, employees and visitors against the unauthorized possession or use of firearms and/or other weapons, and to establish a mechanism for reporting incidents involving weapons to the Public Safety & Security Department. In accordance with Federal and State laws and regulations and applicable [Hospital] policies, only Authorized Individuals (as defined below) are permitted to carry firearms or other weapons on [Hospital]'s premises. [Hospital] shall take appropriate steps to ensure that weapons carried by unauthorized individuals are secured or removed from the premises and, when appropriate, addressed by the relevant authorities.

Note: This policy is not intended to address violence/hostage weapon situations

2. Scope

This policy applies to [Hospital].

3. Definitions

- 3.1. Authorized Individuals – Authorized Individuals may carry firearms on properties owned or operated by [Hospital]. An Authorized Individual, for the purpose of this policy, is an on-duty law enforcement officer. Off-duty law enforcement officers shall be treated as any other [Hospital] visitor or patient for purposes of this Policy and, accordingly, are not Authorized Individuals. An on-duty [Hospital] Public Safety Officer may, while in the process of securing a firearm, become an Authorized Individual. [Hospital] Public Safety and Security staff are otherwise not Authorized Individuals. In order to secure a firearm, the Public Safety Officer must possess a valid Class A License-to-Carry firearms.
- 3.2. Firearm – Any gun, including, but not limited to, any handgun, pistol, revolver, shotgun, rifle, semi-automatic or automatic weapon, pellet gun, BB gun, or paintball gun, whether loaded or unloaded, including toy or replica firearms.
- 3.3. Illegal Weapon – Any Weapon that the person carrying the weapon is not legally allowed to own, or not legally allowed to carry at all or in the specific manner being carried (i.e., on the person; concealed; not concealed). Please refer to Massachusetts General Laws, Part IV, Title I, Chapter 269, Section 10.

- 3.4. Legal Weapon – Any Weapon that the person carrying the weapon is legally allowed to own and carry in the manner being carried (i.e., on the person; concealed; not concealed).
 - 3.5. Weapon – Any implement or device, including but not limited to Firearms, knives, mace, pepper spray, stun guns, clubs, explosives, fireworks, crossbows, bows and arrows, throwing stars, and metallic knuckles, designed for the purpose of or otherwise capable of being used to disable or injure another person. Includes toy or replica Weapons.
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4. **Standards -Applicable to all [Hospital] premises**

- 4.1. This policy pertains to Weapons that become known to [Hospital]. Weapons unknown to [Hospital], but entering premises owned or operated by [Hospital], are not covered under this policy.
- 4.2. [Hospital] employees, medical staff, vendors, contractors, agents, volunteers, patients and/or visitors are never permitted to carry known Weapons of any kind while on property owned or operated by [Hospital] unless specifically job related (e.g., box cutters, etc.): (except for Public Safety Officers while securing a confiscated Weapon pursuant to this Policy). An individual who violates this rule may be asked to leave the premises when appropriate.
- 4.3. Weapons are never permitted on [Hospital] premises. All Weapons believed to be illegally owned or carried shall be confiscated, secured in a locked container in the Security Department, and turned over to the appropriate law enforcement agency.
- 4.4. Legal Weapons are not permitted on [Hospital] premises, except when carried by an Authorized Individual as defined in this policy. Security personnel should be contacted to secure the Weapon in the locked container in the security office, in accordance with this Policy and applicable law. The Weapon will be returned to the individual when s/he leaves the premises, unless the individual is being transferred to another facility. In that case, the individual must retrieve the Weapon at a later date.
- 4.5. When [Hospital] becomes aware that an individual has brought a Weapon onto its premises without permission security will be contacted immediately. **No attempt should be made by [Hospital] personnel to disarm the offender absent extraordinary/emergency circumstances.** The Public Safety & Security Department shall be notified, and **if resistance is encountered** when dealing with any Weapon incident, **law enforcement officials should be contacted immediately** to handle the situation.

- 4.6. The Director of Public Safety or his/her designee shall notify the Risk Management Department, and law enforcement officials when appropriate, of all incidents with Weapons involving either civilians or law enforcement officers under this Policy.
 - 4.7. **STANDARDS – specific to [Hospital]**
 - 4.7.1. Only an Authorized Individual as defined in this policy is permitted to carry a Weapon while on property owned or operated by [Hospital].
 - 4.7.2. Illegal Weapons are never permitted on property owned or operated by [Hospital]. All Weapons believed to be illegal shall be confiscated and secured by the Public Safety & Security Department in accordance with this Policy and applicable law. The [Hospital] Security Department shall contact the law enforcement officials and the Director of Public Safety as soon as possible. See attachment, M.G.L. Part IV, Title I, Chapter 269, Section 10.
 - 4.7.3. Any time a Weapons incident becomes dangerous or a hostage situation develops, a Code Silver should be called by dialing “66” on any in-house phone.
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5. Procedure

- 5.1. **Guidelines for Firearms at [Hospital]**
 - 5.1.1. Patients - If any patient is found to have a Firearm in his or her possession:
 - 5.1.1.1. Security shall be notified immediately.
 - 5.1.1.2. If the patient is a law enforcement officer who presents to the [Hospital] facility with his/her Firearm in his or her possession, the Public Safety Officer may either:
 - 5.1.1.2.1. Facilitate the return of the Firearm to the law enforcement officer's headquarters via another officer from that agency; or
 - 5.1.1.2.2. Unload and secure the unloaded Firearm and ammunition in the Security Office until an Authorized Individual, who is properly licensed, can remove it.
 - 5.1.1.3. If a non-law enforcement patient has proof of authorization to carry the Firearm, the unloaded firearm and ammunition shall be secured in the Security Office until the patient is discharged or an authorized and properly licensed individual claims it.
 - 5.1.1.4. If a non-law enforcement patient is not licensed to carry the Firearm or the Firearm is otherwise illegal, the local police or other appropriate law enforcement agency will be notified, and the unloaded Firearm and ammunition will be secured in the Security Office, by a Public Safety Officer, until it is released to an appropriate law enforcement officer.
 - 5.1.2. Visitors - Visitors are not permitted to carry Firearms on [Hospital] property. If any person who is not known to be a law enforcement officer

is observed on [Hospital] property with a Firearm, the following will apply:

- 5.1.2.1. The [Hospital] Public Safety and Security Department shall be notified immediately.
- 5.1.2.2. The Public Safety Officer will ask the individual for proper identification and proof of authorization to carry the Firearm.
- 5.1.2.3. If the individual is not an on-duty law enforcement officer on the premises on official business, but has a license to carry the firearm:
 - 5.1.2.3.1. He/she shall be advised of [Hospital]'s policy on Firearms.
 - 5.1.2.3.2. He/she will be asked to accompany the Public Safety Officer to the Security Office, where he/she will be asked to relinquish the Firearm to authorized [Hospital] Security personnel for the duration of his/her visit. It will be secured in a locked container in the Security Office by a Public Safety Officer with a license to carry.
 - 5.1.2.3.3. If the individual refuses to abide by [Hospital] policy and secure the Firearm, the individual will be asked to leave the premises. If the individual resists, the law enforcement officials should be called to assist.
- 5.1.2.4. If the individual has a Firearm and does not have a license to carry the Firearm, law enforcement officials will be notified immediately by the Public Safety and Security Department.
- 5.1.3. Public Safety & Security Department Procedures for Handling Firearms
 - 5.1.3.1. Firearms that are confiscated or otherwise turned over to the Security Department shall be unloaded and placed with ammunition in the locked container in the Security Office by a licensed Public Safety Officer.
 - 5.1.3.2. Only licensed on-duty Public Safety Officers shall have access to the locked container.
 - 5.1.3.2.1. Firearms secured by the Public Safety Officer shall be released only to those individuals with proper identification and authorization to take possession of the firearms, consistent with the terms of this Policy.
 - 5.1.3.3. The Director of Public Safety or his designee shall be notified immediately of any weapon confiscation. This Director will notify the appropriate law enforcement agency(ies) and the Risk Manager of all firearm infractions under this Policy.

5.2. **Guidelines for Other Weapons (Non-Firearms) at [Hospital]**

5.2.1. Patients

- 5.2.1.1. If a patient on [Hospital] property is in possession of a Legal Weapon other than a Firearm, the Security Department should be notified. The Weapon will be confiscated by Security and sent home with an appropriate patient-representative (e.g. family member) or secured in the locked container in the Security

Office by a Public Safety Officer until the patient is discharged. If the patient is transferred to another facility, the patient must return at a later date to retrieve the weapon.

5.2.1.1.1. If a patient is unwilling to surrender such Weapon, appropriate law enforcement authorities will be contacted to handle the situation.

5.2.1.2. If a patient arrives at [Hospital] with a Weapon that is known or suspected to be Illegal, the Security Department shall be notified. The Weapon shall be confiscated by Security and stored in the locked container in the Security Office by a Public Safety Officer. The Security Manager will be notified. The Manager will contact law enforcement officials and facilitate its release to such officials, as appropriate.

5.2.2. Visitors

5.2.2.1. Visitors observed carrying a Legal Weapon will be advised of [Hospital]'s policy and must surrender the weapon to Public Safety Officers for the duration of their visit, or will be asked to leave the premises.

5.2.2.2. If a visitor is observed with a weapon known or suspected to be Illegal, the Security Department shall be notified. The weapon shall be confiscated by Public Safety Officers and stored in the locked container in the Security Office, by a licensed Public Safety Officer, until it is released to an appropriate law enforcement officer.

5.2.2.3. Visitors not complying with this policy will be denied access to [Hospital]. Local law enforcement will be called if the visitor becomes disruptive and/or refuses to abide by this Policy.

5.2.3. Public Safety & Security Department Procedures for Non-Firearms

5.2.3.1. Weapons that are confiscated by the Public Safety and Security Department should be secured in the Security Office by a Public Safety Officer. Only licensed on-duty Public Safety Officers shall have access to the locked container in the security office.

5.2.3.2. Weapons secured by the Public Safety Officer shall be released only to those individuals with proper identification and authorization to take possession of the Weapons, consistent with the terms of this Policy.

5.2.3.3. The Director of Public Safety or his designee shall be notified immediately of any Weapon confiscation. This Director will notify the appropriate law enforcement agency(ies) and the Risk Manager of all Firearm infractions under this Policy. **The Weapon should be returned to the individual when s/he leaves the property, unless the individual is a patient being transferred to another facility.** In this case, the individual must retrieve the Weapon at a later date.

6. References

Massachusetts General Laws, Part I, Title XVI, Chapter 112, Section 12A – Report of Treatment of Wounds, Burns, Overdose and Other Injuries

Massachusetts General Laws, Part IV, Title I, Chapter 269, Section 10 – Dangerous Weapons

7. **Attachments** – M.G.L. Part IV, Title I, Chapter 269, Section 10
M.G.L. Part I, Title XVI, Chapter 112, Section 12A
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8. On-Line Edition

While we make every effort to keep this policy up-to-date, you should consider the on-line edition to be the most current.

9. Review and Approval

The following hospital personnel originated and approved this policy.

10. Quality Improvement Tracking Record

Action	Date
Policy approved (initial effective date)	
Revision	
Revision	
Revision	
Next planned revision	
Replaces policy	