

PROHIBITION AGAINST WEAPONS OR THREATS AND NOTICE OF SEARCHES

The City prohibits possession or use of weapons, including firearms, on City premises. City vehicles, as well as private vehicles parked on City premises, are locations included in this prohibition. This prohibition includes all employees with the exception of those required to carry weapons as a function of his job. In accordance with Texas law, employers retain the legal right to prohibit weapons in the workplace.

Any employee who violates this policy is subject to disciplinary action, including termination of employment. Due to the serious nature of this offense, an employee will be terminated unless extraordinary circumstances warrant a lesser punishment. Employees, who are aware of violations, must report such violations of this policy. Failure to report a violation is prohibited, and any employee who fails to make such a report is subject to disciplinary action, including termination of employment.

The City reserves the right to conduct searches or inspections of employees and their personal effects, desks, lockers, briefcases, purses, and other containers located on City premises, as well as employees' private vehicles, if parked on the City's premises. Entry onto City premises constitutes consent of a search or inspection. Searches or inspections may be conducted at the discretion of the City from time to time without prior announcement. When appropriate, items discovered as a result of the City's searches or inspections may be taken into custody and may be turned over to the proper law enforcement authorities. Any employee who refuses to consent to or permit a search by the City will be terminated, unless extraordinary circumstances warrant a lesser punishment.

Verbal threats of violence or threatening behavior are prohibited. Violation of this policy will subject the employee to disciplinary action, including possible termination. Due to the serious nature of this offense, any comment will be taken seriously, and it will not be accepted as an excuse that the employee intended the comment in a joking or harmless manner or that the employee made such statement while angry.

I have read and been informed about the content, requirements, and expectations of the Gun policy for employees at the City of Windcrest. I may request a copy of the policy from Human Resources and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at the City of Windcrest.

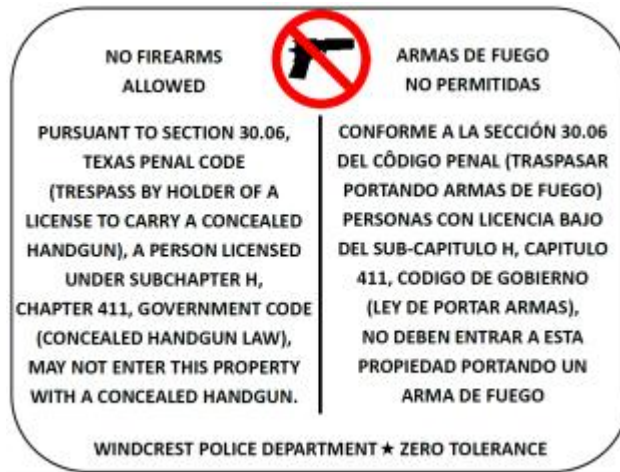
I understand that if I have questions, at any time, regarding the Gun policy, I will consult with my immediate supervisor or Human Resource.

Employee Signature: _____

Employee Name: _____

Date: _____

In addition, I have placed signage at both City Hall Entrances indicating:



The City, at its option, may change, delete, or discontinue parts of the handbook in its entirety, at any time or without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.