



TITLE	POLICY NUMBER	
Weapon Storage Lockers	DCS 02-09	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Real Estate Services/Risk Management	10/14/16	3

I. POLICY STATEMENT

The Department of Child Safety (Department or DCS) is committed to protecting the health, safety, and well-being of all employees and other individuals in our workplace. In accordance with this commitment and statutory requirement, it is the policy of the Department to ensure the safe storage of any weapons brought into a DCS facility.

II. APPLICABILITY

This policy applies to all persons on DCS property, including employees, volunteers, contractors, providers, vendors, clients, and members of the public.

III. AUTHORITY

- [A.R.S. § 13-3101](#) Weapons and explosives; definitions
- [A.R.S. § 13-3102](#) Misconduct involving weapons; defenses; classification; definitions
- [A.R.S. § 13-3102.01](#) Storage of deadly weapons; definitions
- [A.R.S. § 13-3108](#) Firearms regulated by state; state preemption; violation; classification; definition
- [A.R.S. § 13-3118](#) Possession, transfer or storage of firearms; restrictions prohibited; exceptions

IV. DEFINITIONS

Building Liaison: A DCS employee designated as a contact person regarding facility issues, operation, equipment, and safety processes and procedures.

Deadly Weapon: Anything that is designed for lethal use. The term includes a firearm, whether loaded or unloaded, a knife, a bludgeon, or any other weapon, device, or instrument, which in the manner it is used or intended to be used is capable of producing death or serious bodily injury. The term weapon, in this document, refers to a deadly weapon.

Firearm: Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will expel, is designed to expel, or may readily be converted to expel a projectile by the action of an explosive. This does not include a firearm in permanently inoperable condition.

Weapon Storage Locker: A secured locking receptacle provided by the Department of Child Safety or the Department of Administration specifically for the purpose of storing a weapon.

V. POLICY

- A. With the exception of law enforcement officers in the performance of duties, employees, clients, and members of the general public must not enter into a secured DCS facility in possession of a weapon. Any person in possession of a weapon is not allowed under any circumstances to conduct business in a DCS facility.

DCS shall ensure that a weapon storage locker is provided for each DCS facility to ensure that any person carrying a deadly weapon is able to secure it in temporary and secure storage. The storage shall be readily accessible upon entry into the facility and allow for the immediate retrieval of the weapon upon exit from the facility. Weapon storage lockers shall be located at the facility where they minimize a threat to employees, customers, or members of the public in the event of an accidental or negligent discharge.

NOTE: When a DCS office or unit is located in a facility managed by the

Department of Economic Security (DES), the DES policy and procedures regarding weapon storage lockers shall supersede this policy.

- B. Any person in possession of a weapon shall not be allowed under any circumstances to conduct business in a DCS facility, regardless of whether the person possesses a concealed weapons permit. If the person refuses to comply with the requirements to store the weapon in a weapon storage locker, the person shall be instructed to leave the facility and staff must immediately notify law enforcement. The only exception to this is law enforcement personnel in the conduct of their official business.
- C. The Building Liaison for each DCS facility shall account for the keys to all weapon storage lockers on a daily basis.
 - 1. Only those individuals designated by the Building Liaison shall have access to the keys.
 - 2. It is the responsibility of the Building Liaison to ensure that all keys are accounted for at the end of each work day. Lost keys (i.e., missing, misplaced, unaccounted for) must immediately be reported to the Building Liaison.
- D. DCS shall post signs on the lobby entrance door of all DCS facilities and next to the weapon storage locker, which:
 - 1. Require all persons to check all weapons, whether concealed or openly displayed;
 - 2. Indicate that the office receptionist must be contacted to store a weapon in a weapon storage locker;
 - 3. Specify that weapon storage locker keys are controlled by DCS staff;
 - 4. State the time frame for retrieving checked weapons and stipulate what happens to a weapon that is not retrieved within the time frame; and
 - 5. Specify that the Department is not liable for the weapon; the liability and responsibility for the weapon reside with the weapon's owner.
- E. Upon entry into a DCS facility, a person who is in possession of a weapon shall

notify the employee at the front desk that they have a weapon in their possession – regardless of whether a person possesses a concealed weapons permit.

1. The employee shall direct the person to store the weapon in the weapon storage locker provided at the facility.
 2. Under no circumstances shall employees handle the weapon. The person possessing the weapon shall be responsible for safely storing the weapon in the locker provided.
- F. Employees who choose to bring a weapon to work shall secure the weapon in the weapon storage locker and shall be required to follow the same procedures for storing and retrieving a weapon as any customer or member of the public.
1. Employees shall not be permitted to keep weapons on their person or at their desks or workspaces.
 2. Employees who work shifts after 5:00 p.m. must make arrangements with their supervisors to secure and retrieve their weapons after regular business hours.
 3. Employees who fail to follow the procedures shall be subject to disciplinary action up to and including dismissal.
 4. Nothing in this policy is intended to or should be construed to prohibit employees from lawfully possessing weapons in their homes or while driving their personally owned motor vehicles and motorcycles in non-work-related use.
- G. Weapons must be retrieved prior to the close of business on the day they are stored.
1. Weapons left in storage after close of business or after the time arranged will be impounded by local law enforcement.
 2. Responsibility for retrieval of any weapon that has been impounded by law enforcement officials will rest with the individual who is the owner of that weapon.
 3. If law enforcement does not impound the weapon, contact the Office of

Real Estate Services.

- H. Employees shall immediately contact local law enforcement when:
1. Any person in possession of a weapon who refuses to store the weapon in a weapon storage locker provided by DCS, and becomes aggressive or fails to comply with the Department's request;
 2. Any person who appears to be under the influence of alcohol or drugs enters a DCS facility possessing a weapon;
 3. Any person who has stored a weapon in a weapon storage locker makes threatening remarks, makes overt threats to cause harm to an individual, and/or displays anger-induced physical signs (e.g., clenched jaws, sweating, shaking, or trembling);
 4. Any firearm has been accidentally or negligently discharged within a Department facility; or
 5. Any weapon has not been retrieved from a weapon storage locker by close of business and all attempts to contact the weapon owner have failed. For the purposes of this policy, "close of business" may extend beyond traditional business hours in order to accommodate families who have appointments at a DCS office.
- I. Staff shall immediately report all unusual incidents identified in this policy to their supervisor or the Building Liaison as required by the [DCS 02-12, Unusual Incident Reporting policy](#). In the event of an emergency, staff shall contact law enforcement immediately.
- J. Objects which are not necessarily defined as deadly weapons but which may be considered weapons, such as stun guns, pepper spray, pocket knives, etc. are not allowed in DCS facilities and must be stored in weapon storage lockers.
- K. The State of Arizona is not responsible for loss or damage to weapons or from acts or any failures to act.
- L. Visitors to DCS Offices may be screened for weapons with a metal detector before entering secure areas.

VI. PROCEDURES

A. Weapons in DCS Facilities

1. A weapon storage locker is installed in the lobby of each DCS facility where they can be secured. When lockers cannot be installed in the lobby, lockers are located at the facility where they minimize a threat to staff, customers, or members of the public in the event of an accidental or negligent discharge.
2. Each DCS facility designates a weapon storage locker attendant, or designee, who is responsible for supervising the owner of a weapon placing the weapon in a locker. The Building Liaison ensures that all lockers have keys which are numbered and correspond to the appropriate locker. The weapon storage locker attendant records the number of the key assigned to the weapon owner on the [DCS 1074A, Weapons Locker Log](#).
3. When a weapon owner notifies staff at the counter that they have a weapon in their possession, the weapon storage locker attendant will ask the weapon owner to complete the DCS 1074A, Weapons Locker Log and provide their name, type of weapon, and phone number. The weapon storage locker attendant notes the locker number, the time the weapon was checked in, and initials the form.
4. The weapon storage locker attendant unlocks the weapons storage locker for the weapon owner and directs the weapon owner to safely store the weapon in the assigned locker.
 - a. Under no circumstances is a DCS employee to handle a weapon. The weapon owner is responsible for safely storing the weapon in the locker provided.
 - b. If the weapon is in a holster or other such carrying device, the weapon owner is instructed to keep the weapon in the carrying device and store both items together.
5. Once the weapon is securely stored, the weapon storage locker attendant provides the weapon owner with the numbered weapon storage card for the locker housing the owner's weapon. The attendant also informs the

weapon owner that weapons must be retrieved prior to the close of business on the day checked, and that if a weapon is left after 5:00 p.m. (or close of business), the weapon will be impounded by the local police.

6. The weapon storage locker attendant maintains control of the storage locker keys for all weapon storage lockers that are in use for the duration of the weapon owner's visit.
 7. Upon departure, the weapon owner presents the weapon storage card to the weapon storage locker attendant. The attendant escorts the person to the weapon storage locker and unlocks the locker for the person. The weapon owner retrieves the weapon and any carrying device from the weapon storage locker and exits the facility. The weapon storage locker attendant notes the time the weapon was checked out on the DCS 1074A, Weapons Locker Log.
 8. In the event that the weapon owner has not retrieved the weapon and it is nearing close of business, the weapon storage locker attendant attempts to contact the weapon owner by calling the phone number provided on the DCS 1074A Weapons Locker Log to remind the weapon owner that weapons left after close of business will be impounded by the local police. The Department cannot assume liability for weapons left after business hours.
 9. If the weapon storage locker attendant is unable to reach the weapon owner, he or she contacts the Building Liaison so that the local police department can be contacted to retrieve the weapon. The Building Liaison informs the police that the weapon was not retrieved and that the Department is requesting that it be turned over to the police.
- NOTE:** Police departments may respond to other higher priority calls first. Allow ample time for the police to respond before close of business.
10. When the police arrive to retrieve the weapon, under no circumstances may employees handle the weapon. The weapon storage locker attendant or the Building Liaison escorts the officer to the weapon storage locker and unlocks the locker, allowing the officer to retrieve the weapon.

B. Employees Who Bring Weapons to Work

1. Employees who choose to bring weapons to work inform their supervisors at the beginning of their work shift.
2. Employees may use weapon storage lockers to secure their weapons while they are at their assigned office or while they are conducting DCS business at any other locations.
3. Employees follow the same procedures for storing and retrieving a weapon as a client or member of the public and must secure all weapons in the weapon storage locker. At no time are employees permitted to keep weapons on their person or at their desk/workspace (i.e., under the counter).
4. Employees who work shifts after 5:00 p.m. must make arrangements with their supervisors to secure and retrieve their weapons after regular business hours; Supervisors or their designees oversee the retrieval of weapons by employees when the weapon storage locker attendant is unavailable after regular business hours.
5. Employees who fail to follow these procedures are subject to disciplinary action up to and including dismissal.

C. Key Control

1. Each day the Building Liaison for each DCS facility accounts for all keys to the weapon storage lockers. The Building Liaison ensures that all weapon storage locker keys are accounted for at the end of each work day.
2. Keys are secured in a key storage unit (i.e., cabinet) that is lockable. The key storage unit is located at the front reception counter and has controlled access. The Building Liaison designates lobby counter staff to ensure the key storage unit is kept locked and access controlled.
3. Keys are positively identified to correspond to the associated weapon storage locker (i.e., numbered).
4. Only those individuals so designated by the Building Liaison may have access to the keys.

5. The Building Liaison has a second set of keys made for each weapon storage locker and maintains the secondary keys in a safe and secure location.
 - a. The Building Liaison maintains positive control of the second set of keys at all times; this responsibility cannot be delegated except to a backup to the Building Liaison who has been designated to perform this duty in the event that the Building Liaison is absent.
 - b. In the event that a primary weapon storage locker key is lost and a locker needs to be opened, the Building Liaison uses the secondary key to open the weapon storage locker.
6. An employee who loses, misplaces, or otherwise cannot account for a key promptly alerts the Building Liaison (i.e., verbally in person, or by phone or email) within 24 hours. Additionally, staff submits a [DCS 1125A Unusual Incident Report](#) regarding the missing key.
7. The Building Liaison ensures that a replacement key is ordered.

D. Signage

[“No Firearms Allowed”](#) and the [“Weapons Storage Notice”](#) posters are posted on the lobby entrance door(s) of each DCS facility and next to the weapon storage lockers. The signage indicates the following:

1. Weapons are prohibited inside the building.
2. All weapons must be checked, whether concealed or openly displayed.
3. Contact the office receptionist to store a weapon in the weapon storage locker.
4. Weapons must be retrieved prior to the close of business on the day checked.
5. Weapons left after 5:00 p.m. or close of business will be impounded by the local police.
6. The State of Arizona is not responsible for loss or damage to weapons

during storage.

7. The weapon owner shall be held legally liable and responsible for any loss or damage to person or property as a result of an accidental or negligent discharge of the weapon on the premises.

E. Emergency Situations

1. If an emergency exists, call 911 immediately. Staff must immediately report any unusual incidents to their supervisor or the Building Liaison.
2. Staff completes and submits the DCS 1125A Unusual Incident Report form to the DCS Office of Real Estate Services, Risk Management Section as outlined in the [DCS 02-12 Unusual Incident Reporting](#) policy.
3. The following are examples of the types of unusual incidents which must be reported:
 - a. Refusal to Store Weapon: If the person becomes aggressive or fails to comply with staff's request, the person will be asked to leave the facility and staff immediately notifies law enforcement.
 - b. Under the Influence: If a person enters a DCS facility in possession of a weapon, and appears to be under the influence of alcohol or drugs, staff immediately contacts law enforcement.

NOTE: Due to the potential for accidental discharge of the weapon during storage, staff should not attempt to store the weapon or allow the person to conduct business at the office until the issue has been resolved by law enforcement.

- c. Threatening Behavior: If a person who has stored a weapon in a locker makes threatening remarks, has made overt threats to cause harm to an individual, or displays anger-induced physical signs of clenched jaws, sweating, shaking, or trembling, the weapon storage locker attendant must NOT open the locker or allow the person to retrieve his/her weapon. Staff immediately contacts law enforcement.

- d. Accidental or Negligent Firearms Discharge: In the event of an accidental or negligent discharge of a firearm within a Department facility, staff immediately notifies law enforcement and follows all instructions provided by law enforcement officials, including evacuation of the facility if so directed.

- e. Weapons Not Retrieved by Close of Business: With the exception of employees who have made alternative arrangements as described in Section VI.B.4, weapons must be retrieved prior to the close of business on the day they are stored. After the steps identified in Section VI.A.9 and 10 are completed, the designated Building Liaison contacts law enforcement to impound any weapons left in the weapon storage lockers after close of business.

NOTE: Responsibility for retrieval of any weapon that has been impounded by law enforcement officials rests with the weapon owner.

VII. FORMS INDEX

[Weapons Locker Log \(DCS-1074A\)](#)

[Unusual Incident Report \(DCS-1125A\)](#)

[No Firearms Allowed Poster \(DCS-1982\)](#)

[Weapons Storage Notice Poster \(DCS-1983\)](#)