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|   | **Mind Springs, Inc.** |
| **Policy and Procedure** |
| Policy name: | **Weapons-Free**  |
| Policy number: | **115-00-07** |
| Proponent: | **Vice President of Human Resources**  |
| Company: | [x]  | Mind Springs, Inc. | [x]  | Mind Springs Asset Management, LLC |
|  | [x]  | West Springs Hospital, Inc. | [x]  | Health Services Program, Inc. |
|  | [x]  | Mind Springs Health, Inc. | [x]  | Whole Health, LLC |
|  | [x]  | Transitions at West Springs |  |  |
| Statutes/Standards: | [ ]  | CARF: | [ ]  | OBH ADAD: |
|  | [ ]  | CDPHE: | [ ]  | JC: |
|  | [ ]  | CMS: | [ ]  | HIPAA: |
|  | [ ]  | CRS: | [ ]  | OTHER: |
|  | [ ]  | OBH MH: |  |  |

**Purpose**

To maintain a workplace that is safe and free of violence.

**Scope**

# This policy applies to all Mind Springs Inc. (referred to as Center) employees, contract and temporary employees, volunteers and interns, clients and visitors on Center property, regardless of whether or not they are licensed to carry a concealed weapon.\*

**Definitions**

**“Center property”** covered by this policy includes all Center-owned or leased buildings, including residences, and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the Center’s ownership or control. This policy also applies to all center-owned or leased vehicles and all vehicles that come onto Center property.

**“Dangerous weapons”** include, but are not limited to, handguns, firearms, explosives, knives and other weapons further defined by Colorado stature and/or local ordinance. If employees have a question regarding whether an item is covered by this policy, they should contact Human Resources.

**Responsibilities**

# Employees have the responsibility to ensure that any item not specifically listed above, and which is in the possession of the employee, is not prohibited by this policy.

**Policy**

# In the interest of maintaining a workplace that is safe and free of violence, Mind Springs, Inc. prohibits the possession or use of dangerous weapons on Center property, regardless of whether the person is licensed to carry the weapon.

Mind Springs, Inc. reserves the right at any time and at its discretion to search all Center-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Any employee failing or refusing to promptly permit a search under this policy will be subject to disciplinary action up to and including termination from employment.

\* Exceptions to this policy will be made for law enforcement officers on site in the performance of official duties.