



POLICY AND PROCEDURE MANUAL

Chapter:	Health, Safety and Security Management		
Title:	Weapons-Free Facilities		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: CEO/Designee	Adopted Date: 08.20.2023 Review Date: 05.2023	Related Policies: Non-Violence Progressive Discipline

Purpose:

Hopeful Horizons (HH) is committed to preventing violence and maintaining a safe environment for employees, volunteers, clients, and visitors. This policy provides clarification on possession of weapons at HHs' facilities.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified:
- HH Board Members HH Volunteers
- Other: Clients of Service, Sub-contract Providers, Visitors

Policy:

In accordance with South Carolina (SC) Code of Laws 23.31.220 and pursuant to HHs' policy on non-violence, weapons are prohibited on all HHs' premises including facilities and grounds. Employees and volunteers are further prohibited from being in the possession of a firearm or weapon while engaged in HHs' business.

HH shall conspicuously post signage, at all entrances, that reads, "NO CONCEALABLE WEAPONS ALLOWED." Violations of this policy will lead to corrective action, up to and including removal from the premises, termination of employment or service/treatment and as appropriate referral to appropriate law enforcement agencies.

Communication and Training:

This policy shall be reviewed at the time of initial employee orientation and during the periodic review process. Once the policy is approved/reaffirmed by the Board, employees will be notified of substantive changes. HH policies are available on the website and procedures are available on the employee portal. Clients shall receive notice of this policy when provided notice of their Rights and Responsibilities at the start of treatment.

Definitions:

1. Weapons: Include but are not limited to, firearms, explosives, toxic/harm inducing sprays, knives and other weapons that might be considered dangerous or that could cause harm.
2. Sign Requirements: SC Code 23.34.235 (A) Notwithstanding any other provision of this article, any requirement of or allowance for the posting of signs prohibiting the carrying of a concealable weapon, whether concealed or openly carried, upon any premises shall only be satisfied by a sign expressing the prohibition in both written language interdict and universal sign language.

(B) All signs must be posted at each entrance into a building where a concealable weapon permit holder is prohibited from carrying a concealable weapon, whether concealed or openly carried, and must be:

- (1) clearly visible from outside the building;
- (2) eight inches wide by twelve inches tall in size;
- (3) contain the words "NO CONCEALABLE WEAPONS ALLOWED" in black one-inch tall uppercase type at the bottom of the sign and centered between the lateral edges of the sign;
- (4) contain a black silhouette of a handgun inside a circle seven inches in diameter with a diagonal line that runs from the lower left to the upper right at a forty-five degree angle from the horizontal;
- (5) a diameter of a circle; and
- (6) placed not less than forty inches and not more than sixty inches from the bottom of the building's entrance door.

(C) If the premises where concealable weapons are prohibited does not have doors, then the signs contained in subsection (A) must be:

- (1) thirty-six inches wide by forty-eight inches tall in size;
- (2) contain the words "NO CONCEALABLE WEAPONS ALLOWED" in black three-inch tall uppercase type at the bottom of the sign and centered between the lateral edges of the sign;
- (3) contain a black silhouette of a handgun inside a circle thirty-four inches in diameter with a diagonal line that is two inches wide and runs from the lower left to the upper right at a forty-five degree angle from the horizontal and must be a diameter of a circle whose circumference is two-inches wide;
- (4) placed not less than forty inches and not more than ninety-six inches above the ground;
- (5) posted in sufficient quantities to be clearly visible from any point of entry onto the premises.

(D) Nothing in this section prevents a public or private employer or owner of a business from posting a sign regarding the prohibition or allowance on those premises of concealable weapons, whether concealed or openly carried, which may be unique to that business.

Other Related Materials:

NA

References/Legal Authority:

[Right to allow or permit concealed weapons upon premises, SC Code 23.31.220, 2023](#)

Change Log:

Date of Change	Description of Change	Responsible Party
05.2023	Updates the policy template; Clarifies signage requirements; Adds Communication & Training, Definitions, and References.	N. Miller, Prog. Eval. Consultant