

POLICY MANUAL

Subject: Weapons on Campus

Effective Date: 08/04/09

Initiated By: Russ Taylor
Director of Safety

Approved By: Ed Triplett
Chief Financial Officer

Review Dates: 07/10 RT/Committee, 08/11RT **Revision Dates:** 8/14 Committee
10/12 RT, 11/13 RT, 11/14 RT

POLICY:

Cumberland Heights makes every attempt to maintain a safe and secure environment at all locations for all its employees, patients, and visitors. Unauthorized weapons, including but not limited to guns and knives, pose a potential risk of harm to self and/or others. Cumberland Heights prohibits unauthorized weapons on any of its properties, including those for which the owner has a valid Tennessee Handgun Carry Permit or a permit from another state that is recognized by Tennessee.

PROCEDURE:

Due to the nature of the business of our organization, Cumberland Heights will take reasonable measures to ensure that any potential risks regarding weapons on campus are minimized. Visible public signage will be posted at all properties indicating that unauthorized weapons are prohibited. Cumberland Heights reserves the right to conduct searches of personal belongings and vehicles of employees and patients as warranted addressing any issues that pose a threat to the safety and security of the persons and property.

1. **Residential Inpatient** – Designated employees will be responsible for informing incoming residential patients of this policy prior to and upon admission and/or will be responsible for conducting thorough searches of patients' belongings (i.e., luggage and packages) to remove any weapons or other items that could be used as weapons are kept on campus. Any weapon(s) brought onto Cumberland Heights property by incoming residential inpatients will be confiscated immediately. Staff will request the patient have a family member and/or friend come and remove the weapon from campus as soon as possible. If this cannot be accomplished, Cumberland Heights will secure the weapon(s) in the Security office. The weapon(s) will be returned at time of patient discharge (except in those cases the physician determines it is not safe based on patient's clinical condition). Security staff will return the weapon(s) to the patient at the patient's vehicle immediately prior to the patient leaving campus.

2. **Outpatient and transitional living residences** - Patients who attend an outpatient location or transition to the extended care communities are told by designated staff members at the time of orientation that weapons are prohibited for both patients and visitors. Violating this policy or failing to report knowledge of other patients or visitors having weapons, whether on the River Road campus, at the sober living residences, or in the patient's vehicle, will be considered grounds for dismissal from the program. Patients bringing weapon(s) onto one of these properties should be asked to leave immediately and return once their weapon(s) have been stored off-site.
3. **Employees** – Cumberland Heights authorizes designated weapons to be carried by security officers who are employees and who possess a current Armed Security Guard/Officer license issued by the State of Tennessee Department of Insurance and Commerce. Any other employees who bring unauthorized weapons on campus are in violation of this policy and may be subject to disciplinary action including immediate termination. Any employee having knowledge of or reasonable suspicion about another employee having a weapon at the worksite should immediately notify their manager, who should then immediately notify security and human resources.
4. **Visitors** – Any employee having knowledge or reasonable suspicion about a visitor possessing a weapon while on Cumberland Heights property should immediately notify their supervisor. The supervisor should then immediately notify the security officer on duty if on the River Road campus. Otherwise, the supervisor should immediately notify the manager in charge of that location, if different than the supervisor. Visitors who refuse to immediately remove their weapons from the property will be asked to immediately leave the property. If they refuse to do so, the local police should be called immediately to ensure that the visitor leaves the property.