



LARAMIE COUNTY GOVERNMENT

TITLE Concealed Carry	APPROVAL DATE 07/01/2025
SECTION Workplace Expectations	REVISION DATE N/A

This policy establishes the County's expectations of County employees and volunteers who wish to carry a concealed firearm while engaged in the duties of County employment.

An eligible employee or volunteer may carry a concealed firearm on County property unless prohibited by federal or state law or by court order, if they fulfill eligibility requirements of the policy. The County is not liable for any wrongful or negligent act or omission related to the actions of persons or employees who carry a concealed firearm. Unless specific job duties require it, the ability to carry a concealed firearm is not within the scope of employment and is not a condition of employment.

Definitions

Employee- Individual hired or appointed by Laramie County Government, for prescribed compensation, to fulfill prescribed duties, tasks and services during fixed time periods for an indeterminate length of time, over which management has the right to direct and control the way the person works, both as to the final results and as to the details of when, where, and how the work is done. For the purposes of the policy, employees also include volunteers.

Locked storage- A portable, small safe specifically designed to securely store handguns with a lock mechanism, such as a key, combination, keypad or biometrics that provides exclusive access to the employee.

Private Sector Tenant- A group or business that is privately owned and not under direct government control.

Eligibility to Conceal Carry

Any County employee who wishes to carry a firearm on County property shall satisfy the following requirements prior:

- Notify their Elected Official/Department manager about their wishes to conceal carry at work.
- Complete the Notification and Acknowledgement Concealed Carry Form

Completed forms will be submitted to HR. Forms will be maintained in the employee's personnel file.



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On-Going Eligibility

It is the responsibility of the employee to understand state and federal laws and to know whether he or she can legally carry a concealed firearm. Once meeting eligibility, Employees must notify their Elected Official/Department Manager and HR about the loss of eligibility.

Employee Responsibility

The employee must always keep the firearm completely concealed. Firearms must always be in the immediate control of the eligible employee in a holster or in locked storage, and the employee cannot leave his or her firearm unattended in or on his or her workstation or in a purse, bag, desk, filing cabinet or other container left behind at the employee's office, desk or work vehicle unless in locked storage.

Eligible employees who visit or work at locations other than County-owned facilities must abide by the conceal carry laws, policies and requirements that apply to those buildings or properties. For example, a meeting on private property may have a restriction regarding firearms on the premises that an eligible employee must comply with when visiting or working in the non-county building. This expectation includes Private Sector Tenants in County owned buildings. It is the responsibility of the employee to understand these policies and requirements.

Use of Firearms

If an employee's concealed carry firearm, unless required by an employee job description, is discharged for any reason while performing duties as an employee for the County, intentionally or otherwise, they shall immediately report the discharge to their direct supervisor, Elected Official and/or Department Manager. The supervisor/Department Head or Elected Official must immediately notify Risk Management. Risk Management, in consultation with the County Attorney's office will determine if law enforcement notification is necessary. The employee will immediately be placed on paid administrative leave pending an investigation of the incident. The County will require an employee to undergo immediate drug and alcohol testing within 8 hours after an incident. The cost of testing will be paid by the County.



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Costs

All costs and expenses for firearms, containers, boxes, ammunition, training and all other expenses incurred as a result of an employee's desire to carry a firearm on County property shall be the responsibility of the employee.

Prohibited Acts

The County will not tolerate any inappropriate displaying or use of firearms by a Laramie County employee. Any employee who carries a firearm who fails to comply with any provision of this policy will be subject to disciplinary action, up to and including termination. Any volunteer who carries a firearm who fails to comply with any provisions of this rule will be prohibited from volunteering.

Indemnification

Nothing in this policy shall be interpreted to require the County to indemnify, defend or otherwise hold harmless any employee or volunteer for claims, losses or liabilities arising out of or related to their decision to carry or use a firearm, except to the extent required by applicable law. Each employee or volunteer assumes personal responsibility and liability for the decision to carry and/or use firearm, including any consequences thereof, and does so voluntarily and at their own risk.

The County will not defend or indemnify an employee for any civil or criminal actions arising from the use or misuse of a firearm outside the scope of official county duties. Employees must understand that carrying a concealed firearm is a personal decision and largely at their own risk regarding liability, unless use of force is a defined part of their job. Employees are advised that they will not be insured, indemnified or defended under the County's liability coverage in the event that a claim or other legal consequence results from possession and/or use of a firearm when or if such possession or use are outside the scope of the employee's duty. Employees opting to carry concealed weapons pursuant to this policy and concerned about liability exposure, should consider acquiring appropriate insurance coverage for themselves.