



HUMAN RESOURCES DEPARTMENT  
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

To: Judge Robert Hebert  
Commissioner Richard Morrison  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson

From: Kathy Novosad, PHR  
Sr. Human Resources Generalist

Date: December 10, 2015

Subject: Addition to Employee Information Manual:  
Policy 618: Carrying of Handguns

Human Resources is submitting the attached new policy for the Employee Information Manual for your review and action. *Policy 618: Carrying of Handguns and Other Weapons* has been developed to communicate to employees certain restrictions on the possession of handguns and other weapons on County property or while on duty.

If you have any questions regarding the attached policy, please contact me or Kent Edwards at 281-341-8631.

## 618 – CARRYING OF HANDGUNS AND OTHER WEAPONS

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**Section 618.01**  
**Possession of Weapons –**  
**County Employees**

The unlawful possession of any weapons by County employees on County premises during working hours or while on duty is strictly prohibited.

As permitted by Section 411.203 of the Texas Government Code, and Section 52.062 of the Texas Labor Code, County employees are prohibited from openly carrying firearms or ammunition either on County premises during work hours or while on-duty for the County unless:

- the employee is a commissioned law enforcement officer or the employee has specific job duties that require or authorize use of a firearm as part of their employment; OR
- the employee is a person identified by Texas Penal Code Section 46.15(a), who is lawfully licensed to carry the firearm, and has received prior supervisory approval to openly possess a firearm.

This prohibition on openly carrying or displaying a firearm applies regardless of whether the employee has been issued a handgun license under Subchapter H, Chapter 411, Government Code and also applies regardless of whether the firearm is holstered.

**Section 618.02**  
**County Employees**  
**Reporting Unlawful**  
**Possession of Weapons**

Any County employee who believes that a member of the public is illegally possessing or displaying a weapon including a firearm, while on County property shall report the matter to their supervisor or to law enforcement. Except for those employed as peace officers, no individual County employee is authorized to control or otherwise prohibit the possession of weapons by members of the public.

Employees who have questions about this policy should discuss with their supervisor or contact Human Resources. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Any County employee that has a question regarding a weapon-related situation should refer the matter to their elected official or department head.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
December 15, 2015