



**Office of Human Resources  
Standard Operating Procedure  
HR SOP #903**

**Subject:** Handgun Carry

**Effective Date:** June 1, 2017

**Policy Statement:**

This policy is applicable to DNR employees. EPD employees see SOP HR904 Handgun Carry Variance - EPD.

Persons who do not have a valid weapons carry license are prohibited by state law from carrying a handgun in government buildings. However, persons with a valid weapons carry license issued pursuant to O.C.G.A. Section 16-11-129 are specifically authorized by state law to carry a handgun in a government building when the government building is open for business and where ingress to the building is not restricted or screened by security personnel. In addition, persons with such a valid weapons carry license are specifically authorized by state law to carry a handgun in all parks, historic sites, and recreational areas, including Wildlife Management Areas, and in all publicly owned buildings located in such parks, historic sites, and recreational areas. An exception is that persons may not carry a handgun into places where it is prohibited by federal law.

For this reason, the Department does not prohibit employees with a valid weapons carry license from carrying a handgun, in compliance with all applicable state and federal laws and regulations, in a government building when the government building is open for business and where ingress to the building is not restricted or screened by security personnel. The Department likewise does not prohibit employees with a valid weapons carry license from carrying a handgun, in compliance with all applicable state and federal laws and regulations, in the Department's parks, historic sites, and recreational areas, including Wildlife Management Areas, and in all publicly owned buildings located in such parks, historic sites, and recreational areas. With regard to other places not owned or managed by the Department, the Department does not prohibit employees with a valid weapons carry license from carrying a handgun, in compliance with all applicable state and federal laws and regulations, in such other places where the carrying of a handgun by persons with a valid weapons carry license is authorized by state law.

For the employees to whom this SOP applies, the carrying of a handgun is not necessary for any work-related purpose of the Department. The decision by an applicable employee with a valid weapons carry license to carry a handgun in areas authorized by state law is a personal choice of the employee and is outside the scope of his or her employment. Any such employee shall be

responsible for the safety, security, and control of the handgun at all times. The Department shall have no liability for the safety, security, control, use, misuse, loss or theft of the handgun.

**NOTE:** This SOP does not apply to certified peace officers employed by the Department whose duties include law enforcement.

### **Definitions:**

**Carry License:** A weapons carry license issued pursuant to O.C.G.A. Section 16-11-129 by a Probate Court with the official seal affixed and laminated as required.

**Handgun:** As defined in O.C.G.A. Section 16-11-125.1(1), a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term handgun shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

**Qualified Law Enforcement Officer:** Law Enforcement Officers possessing applicable qualifications as per *H.R. 218*.

### **Procedure:**

#### **Valid Weapons Carry License:**

Division Directors (Human Resources Director for employees not assigned to a Division or for Division Directors) will ensure that all applicable employees who choose to carry a handgun in areas authorized by state law while performing duties for the Department meet the legal requirement of possessing a valid weapons carry license. Division Directors/HR Director will accomplish this requirement by maintaining a file with copies of the weapons carry license of such employees.

Applicable employees who choose to carry a handgun in areas authorized by state law while performing duties for the Department must present a copy of their valid weapons carry license to the Division Director/HR Director, or that individual's designated representative.

Employees who choose to carry a handgun in areas authorized by state law while performing duties for the Department must complete a DNR Georgia Weapons Carry Law Training Course administered by the DNR Law Enforcement Division Training Unit.

#### **ID/Certification - Retired Law Enforcement Officers:**

*H.R. 218* allows retired qualified law enforcement officers to carry a concealed weapon if the qualified retired law enforcement officer carries a photo id issued by the agency from which the officer retired from service as a law enforcement officer that indicates that the officer has been tested or otherwise found by the agency to have met the standards established by the agency for training and qualification for active law enforcement to carry a firearm of the same type as the concealed firearm, **or** a qualified retired law enforcement officer must carry a photo id issued by the agency from which the officer retired from service as a law enforcement officer and a certification issued by the State in which the officer resides that indicates that the officer has been tested or otherwise found by the State to have met the standards established by the

State for training and qualification for active law enforcement officers to carry a firearm of the same type as the concealed forearm within the past 12 months.

Retired law enforcement officers who are employees of DNR and desire to carry a concealed weapon must present the valid agency photo id or the valid State photo id and certification to their Division Director or agency (Human Resources Director for employees not assigned to a Division or for Division Directors).

**Attachments:**

None