

**PROCEDURES TO DEAL WITH WEAPONS (KNOWN and SUSPECTED),  
DRUGS & SUSPICIOUS PACKAGES**

**FOR ALL PROCEDURES BELOW – THE NON-EMERGENCY POLICE NUMBER SHOULD BE CALLED FOR THE CITY IN WHICH THE SITUATION IS HAPPENING.**

<b>FARMINGTON NON-EMERGENCY POLICE</b>	<b>267-2674</b>
<b>FAYETTEVILLE NON-EMERGENCY POLICE</b>	<b>587-3555</b>
<b>HUNTSVILLE NON-EMERGENCY POLICE</b>	<b>738-6556</b>
<b>SILOAM SPRINGS NON-EMERGENCY POLICE</b>	<b>524-6554</b>
<b>SPRINGDALE NON-EMERGENCY POLICE</b>	<b>751-4542</b>



**A. KNOWN WEAPON(S)**

1. Staff should follow these procedures when dealing with known/visible weapon(s) on a client or employee:
  - a. Do not attempt to take the weapon(s) from the person
  - b. One staff person should remain “Eyes on” with the person who has the weapon(s)
  - c. Another staff person should dial the non-emergency police number for the city where the facility is located.
  - d. Inform the police of the situation, the exact address and which entrance to use.
  - e. The staff person that called the police should then wait at that entrance to the facility so they can direct police so that no time is lost.
  - f. This same staff person knows what they told the police so that information is not duplicated or changed.
2. If a weapon(s) of any kind (knife, gun, etc.) is found on any ERC property or at any ERC facility or vehicle, the following procedures should be followed:
  - a. Do not touch the weapon(s) – the police will want to determine if it was used in the commission of a crime and will confiscate the weapon for processing.
  - b. One staff person should remain “Eyes on” with the weapon(s)
  - c. Another staff person should dial the non-emergency police number for the city where the facility is located and inform the police of the situation and exact address where the weapon(s) was found.
  - d. The staff person that called the police should then wait at the entrance to that facility to direct the police so that no time is lost. This same staff person knows what they told the police so that information is not duplicated or changed.

- B. SUSPECTED WEAPON(S)** - If it is suspected that a client, staff, volunteer or visitor is in possession of a weapon of any kind (knife, gun, etc.), staff should follow these procedures:
1. NEVER ATTEMPT to take the weapon(s) from the person suspected of being in possession of the weapon(s).
  2. One staff person should remain “Eyes on” with the person suspected of possessing the weapon(s). (NOTE: It is best not to let the person be aware that they are suspected of anything. Let the police deal with it when they arrive.)
  3. Another staff person should dial the non-emergency police number and inform the police of the situation, the exact address and which entrance to use.

4. The staff person that called the police should then wait at that entrance to the facility to direct the police so that no time is lost. This same staff person knows what they told the police so that information is not duplicated or changed.

**C. DRUGS** - If illegal drugs are found or suspected to be in the possession of a client or staff, the following procedures should be followed:

1. Do not make any attempt to take the drug(s) from the person suspected of being in possession of the drug(s).
2. One staff person should remain "Eyes on" with the person suspected of possessing the drugs(s). (NOTE: It is best not to let the person be aware that they are suspected of having drugs. Let the police deal with it when they arrive.)
3. Another staff person should dial the non-emergency police number and inform the police of the situation, the exact address and the entrance they should use.
4. The staff person that called the police should then wait at that entrance to the facility to direct the police so that no time is lost. This same staff person knows what they told the police so that information is not duplicated or changed.

**D. SUSPICIOUS PACKAGES** - If a suspicious package is delivered to an ERC facility or found on any ERC grounds, these procedures should be followed:

1. Do not make any attempt to move or open the suspicious package.
2. One staff person should remain "Eyes on" – at a safe distance - with the suspicious package.
3. Another staff person should dial the non-emergency police number and inform the police of the situation and location.
4. The staff person that called the police should then wait at that entrance to the facility to direct the police so that no time is lost. This same staff person knows what they told the police so that information is not duplicated or changed.