



CHICAGO PARK DISTRICT

Firearm Policy for Park District Security Officers

07.31.2025

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I. Overview

A. Introduction

The Chicago Park District (“Park District”) seeks to promote a safe and secure workplace for its employees, patrons, and contractors while safeguarding its assets. This is accomplished, in part, through the employment of Park District Security Officers.

The Park District developed this Firearm Policy for Park District Security Officers (the “Policy”) in continued alliance with existing federal and state law and to address Security Officers carrying concealed Firearms in the course of duties.

- The federal [Law Enforcement Officers Safety Act of 2004](#), 18 U.S.C. §§ 926B and 926C, exempts – with certain limitations and conditions – active and retired qualified law enforcement officers from state laws and local ordinances prohibiting the carrying of concealed Firearms.
- The Illinois Police Training Act ([50 ILCS 705](#)) provides for the annual firearm qualification of qualified retired law enforcement officers required under the federal Law Enforcement Officers Safety Act. The Illinois Retired Officer Concealed Carry (“IROCC”) program allows qualified law enforcement officers to apply for an IROCC card, permitting them to legally carry a concealed Firearm in Illinois.

Additional rules may be developed as deemed necessary by the Park District. The Park District reserves the right to amend this Policy to revise, supplement, or discontinue any of the policies and guidelines.

B. Purpose

The purpose of this Policy is to define the requirements of conceal and carry use of Firearms by Security Officers in the course of their duties at the Park District.

C. Scope & Applicability

The Policy is applicable to all Security Officers who are assigned to provide security services at Park District programs and events; and at Park District locations, including premises that are owned or leased by the Park District. **Nothing in this Policy requires a Security Officer to carry a Firearm.**

Only eligible Park District Security Officers who meet the requirements set forth in this Policy are eligible to carry concealed Firearms in the course of Park District duties. No

other Employees may carry concealed Firearms on Park District property, whether during work hours or outside of work hours.

This Policy aligns with the Park District's existing policies, including its:

- [Violence in the Workplace Policy](#), which states that the Park District does not tolerate any type of workplace violence committed by or against Employees; and that Employees are prohibited from making threats or engaging in violent activities. Prohibited conduct includes possessing a weapon while on Park District property or while conducting Park District business, with the exception of authorized Security Officers who have received approval from the Park District to carry a Firearm due to the nature of their job duties.
 - **Violations of the Violence in the Workplace Policy, including any violations of the rules prohibiting weapons and Firearms at work, should be reported to the Office of Prevention and Accountability (OPA).** Reports may be made to OPA [online](http://www.chicagoparkdistrict.com/opa) (www.chicagoparkdistrict.com/opa) by telephone (312.742.5672), or by email (OPA@chicagoparkdistrict.com). Workplace violence complaints can be submitted to OPA anonymously.
- [Employee Code of Conduct](#), which provides that:
 - Employees shall not keep Firearms or ammunition on Park District property, except where directly required as a part of their duties with the Park District, as is applicable to authorized Security Officers who have received approval from the Park District to carry a Firearm;
 - Possession of Firearms and ammunition while on duty is prohibited, except where directly required by those duties; and,
 - Storage of Firearms or ammunition in Park district facilities is prohibited.

This Policy also aligns with the Firearm Concealed Carry Act, [430 ILCS 66/1](#), a state law that provides that individuals with licenses to carry concealed Firearms are not allowed to carry concealed Firearms in any public park, athletic area, or athletic facility under the control of a park district.

D. Definitions

Employees: Individuals who are employed by the Park District, whether part-time, full-time, or seasonal.

Firearm: Any weapon or device defined as a Firearm in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/1.1](#)).

Illinois Retired Officers Conceal and Carry (IROCC) Permit: The permit issued by the Illinois Law Enforcement Training and Standards Board to retired officers who are qualified to carry a concealed weapon under applicable federal and state law.

Law Enforcement Officer: Includes either (i) any police officer of a law enforcement agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of Illinois or any political subdivision of Illinois or (ii) any member of a police force appointed and maintained as provided in Section 2 of the Railroad Police Act ([610 ILCS 80/0.01](#)).

Active-Duty Law Enforcement Officer: A Law Enforcement Officer who is currently employed at a law enforcement agency, such as the Chicago Police Department, the Cook County Sheriff's Office, or the Illinois State Police.

Retired Law Enforcement Officer: A Law Enforcement Officer who is retired from a law enforcement agency, such as the Chicago Police Department, the Cook County Sheriff's Office, or the Illinois State Police.

Park District: The Chicago Park District.

Patron: An individual who is participating in Park District sponsored programs, activities, or events either in-person or online.

Security Officers: Park District Employees who work in the Park District Security Department in security operations who are employed as a Security Supervisor, Security Officer, Director of Security, Security Officer, Security Coordinator, Assistant Director of Security Services, or Region Security Manager.

II. Use of Firearms by Park District Security Officers

A. Conceal and Carry Firearm Possession

1. A Security Officer who is an Active-Duty Law Enforcement Officer may conceal and carry a Firearm in the course of their duties as a Security Officer in accordance with the directives of the Park District and the law enforcement agency that employs the Security Officer.
2. A Security Officer who is a Retired Law Enforcement Officer who has a current and valid Illinois Retired Officers Conceal and Carry (IROCC) permit may conceal and carry a Firearm in the course of their duties as a Security Officer.

B. Concealing Firearms and Use of Holsters

1. All Security Officers shall conceal their Firearm from public view in a secure active retention holster at all times while working at the Park District.
2. Security Officers shall use an active retention level holster of at least a Level 2, which requires an additional restraint such as a thumb strap, a flip-up strap, an automatic lock, or some other device.
3. In no instance shall a Security Officer use a Level 1 holster or any other holster that keeps the Firearm in the holster through friction only and no other additional restraints.

C. Required Training

1. Security Officers who are authorized to carry a Firearm in the course of their duties shall comply with the State of Illinois' rules and requirements including the annual certification process and authorize its investigation to determine if the Security Officer has been convicted of any criminal offense that disqualifies the person as a peace officer, including persons who are Retired Law Enforcement Officers.
2. Security Officers who are authorized to carry a Firearm in the course of their duties shall comply with the Illinois Law Enforcement Training Standards Board's annual Firearm certification courses consistent with the requirements enumerated in the Peace Officer and Probation Officer Firearm Training Act for retired law enforcement officers qualified under federal law to carry a concealed weapon ([50 ILCS 710](#)). These trainings shall include:
 - a. Instruction in the dangers of misuse of the Firearm, safety rules, and care and cleaning of the Firearm;
 - b. Practice firing on a range and qualification with the Firearm in accordance with the standards established by the Illinois Law Enforcement Training and Standards Board;
 - c. Instruction in the legal use of Firearms under the provisions of the Criminal Code of 1961 and relevant court decisions; and,
 - d. A forceful presentation of the ethical and moral considerations assumed by any person who uses a Firearm.

D. Revocation of Firearm Possession

Security Officers shall have their Firearm possession **revoked** if:

1. Any law enforcement agency prohibits the Security Officer from carrying a Firearm in the course of their duties at the law enforcement agency, whether by judicial order, including as a condition of bond, or by applicable law or ordinance.
2. The Security Officer is legally unable to perform as a Law Enforcement Officer.
3. The Security Officer fails to comply with the Illinois Law Enforcement Training Standard's Board's annual Firearm certification courses for peace officers.
4. The Security Officer fails to submit the mandatory reports after unholstering or discharging a Firearm within the time frames set forth in Paragraph E of Section II of this Policy.
5. The Security Officer continues to carry a Firearm after discharging it and **before** the Director of Security determines that the Security Officer's discharge of the Firearm was objectively reasonable, necessary, and proportional to the threat, under the totality of the circumstances, as set forth in Paragraph E of Section II of this Policy.
6. The Park District determines that it is in the best interest of the safety and security of the Park District, Patrons, and Employees to revoke permission for the Security Officer to carry a concealed Firearm while working at the Park District.

E. Mandatory Reports and Requirements after Unholstering or Discharging a Firearm

1. Security Officers who **unholster** their Firearm while working at the Park District shall:
 - a. File an oral report with the Director of Security as soon as possible and no later than three (3) hours after the incident; and,
 - b. Collaborate with their Supervisor to file a written report via the Patron Incident Reporting Form within twenty-four (24) hours of the incident.
2. Security Officers who **discharge** a Firearm while working at the Park District shall:
 - a. Call 911 to report the incident;
 - b. Attend to any safety concerns or matters;
 - c. File an oral report with the Director of Security as soon as possible and no later than three (3) hours after the incident; and,

- d. Collaborate with their Supervisor to file a written report via the Patron Incident Reporting Form within twenty-four (24) hours of the incident.
 - e. Attend an in-person meeting with the Director of Security within seven (7) days of the incident. **The Security Officer shall not bring their Firearm to work until after the Director of Security has determined that the Security Officer's discharge of the Firearm was objectively reasonable, necessary, and proportional to the threat, under the totality of the circumstances.**
3. Security Officers who unholster or discharge a Firearm while working at the Park District and fail to make timely reports as provided in this section may be subject to discipline, up to and including termination.

F. Accountability

1. Security Officers shall **immediately report** to the Director of Security should they:
 - a. Receive a suspension of authorization to carry a Firearm from a law enforcement agency that employs the Security Officer; or,
 - b. Experience loss or revocation of their IROCC card.
2. All Retired Law Enforcement Officers are required to submit a copy of their current and valid IROCC permit every six (6) months to the Director of Security or their designee.
3. The Director of Security shall review Security Officers use of and authorization to carry a concealed Firearm every six (6) months.
4. The Director of Security shall submit a list of Security Officers who have valid IROCC permits to the Chief Operations Officer every six (6) months.

G. Supports for Security Officers After Discharging a Firearm

Security Officers who discharge a Firearm may access available resources to support their wellbeing, including:

1. Accessing resources through Park District crisis support services;
2. Accessing the 24-hour access to the Employee Assistance Program (EAP);
3. Taking any applicable leave available as outlined in their collective bargaining agreement to Employees who are members of a union; and,
4. If applicable, requesting leave in accordance with the Victims' Economic Security and Safety Act ([VESSA](#)).

H. Patron Post-Incident Inquiries

1. Patrons who have concerns regarding the conduct of a Security Officer following an incident in which the Security Officer unholstered or discharged a Firearm may file a report with the Park District's Office of the Inspector General (OIG).
2. Any individual who contacts the OIG can report information openly or anonymously.
3. Reports may be submitted to the OIG through one of the following options:

Online: <https://chicagoparkdistrict.i-sight.com/external/case/new>

By telephone: (312) 742-3333

By fax: (312) 742-9505

In person: 740 N. Sedgwick St., 3rd Floor, Chicago, IL 60654

In writing: Chicago Park District Office of Inspector General
740 N. Sedgwick St.
3rd Floor
Chicago, IL 60654