

**CITY OF BUCKEYE  
Regular Council Meeting  
COUNCIL ACTION REPORT**

|                                                                                                         |                                                                                                          |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b> 05/05/26                                                                           | <b>AGENDA ITEM:</b> 4.O. HR - Amendment to Human Resources Policy 400: Professional and Personal Conduct |
| <b>DATE PREPARED:</b> 05/04/26                                                                          | <b>DISTRICT NO.:</b>                                                                                     |
| <b>STAFF LIAISON:</b> Cindy Camarata, Human Resources Director, ccamarata@buckeyeaz.gov, (623) 349-6255 |                                                                                                          |
| <b>DEPARTMENT:</b> Human Resources                                                                      | <b>AGENDA ITEM TYPE:</b> Consent Agenda Items / New Business                                             |

**ACTION/MOTION:** (This language identifies the formal motion to be made by the Council)  
Council to take action on Resolution No. 40-26 declaring as a public record that certain document on file with the City Clerk entitled the "Revised Policy 400 Professional and Personal Conduct;" adopting the same by reference; providing for repeal of conflicting resolutions and provisions; and providing for severability.

**GOALS AND OBJECTIVES FOR THE STRATEGIC PLAN FOCUS AREAS:**  
Innovative and High Performing Organizations

### SUMMARY

**PROJECT DESCRIPTION:**

This amendment updates Policy 400: Professional and Personal Conduct to align the "Workplace Violence" section with existing operational Guidelines.

Current Language: Prohibits weapons for all employees "Except for sworn police officers".

Proposed Change: Amends the exception to include "sworn police officers and other authorized employees".

This update ensures that non-sworn staff who are authorized to handle firearms as part of their job duties are correctly represented in the Council-adopted Policy.

**BENEFITS:**

Amending Policy 400 ensures consistency between the Council-adopted Policies and the administrative Guidelines used for daily operations. By including "other authorized employees" in the weapon prohibition exceptions, the City provides clear legal and professional standing for staff whose job descriptions explicitly require the handling of firearms, thereby reducing policy and guidelines/operations conflicts.

**FUTURE ACTION:**

Upon Council approval, the Human Resources Department will update the official Human Resources Policies and Guidelines Manual in PowerDMS. All employees have real time access to the PowerDMS tool.

**FINANCIAL IMPACT STATEMENT:**

No direct financial impact.

**BUDGETED:**

No

---

**Items related to a project or facility location must include an attached vicinity map for Council Review.**

**ATTACHMENTS:**

[Current Policy 400 Professional and Personal Conduct.pdf](#)

[Revised Policy 400 Professional and Personal Conduct .pdf](#)

[Redline track changes version of Policy 400.docx](#)

[Resolution No. 40-26 HR Policy Update.pdf](#)