

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE: POSSESSION OF WEAPONS IN DDA FUNDED POLICY 6.07  
COMMUNITY RESIDENTIAL PROGRAMS

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Authority: [Chapter 71A RCW](#) *Developmental Disabilities*  
[Chapter 388-101 WAC](#) *Certified Community Residential Services and Support*

### **PURPOSE**

When providing paid support to voluntary program participants, the Developmental Disabilities Administration (DDA) must balance the rights of individual participants with the safety of others, including housemates, staff, and community members. This policy establishes the process which must be followed when a person receiving supports in certain community residential service programs chooses to possess a weapon.

### **SCOPE**

This policy applies to the following DDA community residential services programs and all adult clients age 18 and over who receive services in these programs:

- Supported Living (SL);
- Companion Homes (CH);
- Group Homes (GH);
- Group Training Homes (GTH); and
- State Operated Living Alternatives (SOLA).

### **DEFINITIONS**

**Weapon** means any object, instrument, explosive, or chemical that is: 1) designed to inflict harm or injury to another person; or 2) used in a manner threatening harm or inflicting injury to another person. This includes, but is not limited to, firearms, swords, knives (other than kitchen knives), bows and arrows, or other similar weapons.

**POLICY**

- A. The Administration respects the rights of clients receiving DDA funded residential services to own and possess items of their choosing so long as those items do not create an unsafe, unhealthy, hostile, or intimidating environment or otherwise impact the rights and safety of other individuals.
- B. Residential service providers shall not facilitate a client's purchase or acquisition of weapons.
- C. Residential service providers shall not bring any weapons into a client's home or otherwise, use, show, or display weapons in the presence of a client.

**PROCEDURES**

- A. Service providers who become aware that a client who is receiving community residential services and is in possession of a weapon (see Definitions section) or planning to obtain one must report the existence of the weapon and any extenuating circumstances to the client's Residential Resource Manager, using [DSHS 02-632](#), *Residential Provider's Report of Weapon Ownership in Residential Settings*.
- B. A plan for access and security of the weapon to avoid accidental use by other residents or people other than the owner of the weapon must be addressed in the form.
- C. Upon receiving notice from the service provider, the regional Resource Manager and the Community Residential Services Program Manager will review the request. A decision will be made to either follow the plan described in the form, or consult further with the Assistant Attorney General (AAG) for the purpose of balancing the rights of the individual with the safety of others.
- D. The completed form will be sent to the client and service provider, and a copy maintained in the client file and the agency contract file. If not approved, an alternate plan will be developed.
- E. The approved plan will become part of the Individual Instruction and Support Plan (IISP) and be reviewed annually or as changes occur.

**EXCEPTIONS**

No exceptions to the requirements of this may be allowed without the prior written approval of the Deputy Assistant Secretary.

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**SUPERSESSSION**

DDA Policy 6.07  
Issued July 1, 2013

Approved:     /s/ Donald Clintsman      
Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: July 1, 2015