

## ESCC NO WEAPONS ON CAMPUS POLICY

**Effective Date:** 10/15/2012

**Responsible Office:** Eastern Shore Community College Campus Security Department

### **I. PURPOSE**

To establish Eastern Shore Community College's policy regarding weapons on campus.

### **II. AUTHORITY**

The President has given the Campus Security Department the responsibility and authority to establish and enforce the college's No Weapons on Campus Policy.

### **III. APPLICABILITY**

This policy applies to all employees, students and visitors/third parties of the college.

### **IV. DEFINITION**

Weapons are defined as any instrument of combat, or any object not designed as an instrument of combat but utilized for the purpose of inflicting or threatening bodily injury to an individual.

Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, B. B.s or shot, regardless of the propellant used.

### **V. POLICY**

Pursuant to the VCCS Policy Manual, Section 3.14.6 (Workplace Violence Prevention and Threat Assessment Policy), to the extent allowed by law, Eastern Shore Community College prohibits carrying weapons/firearms on campus property.

#### **A. Firearms (prohibited action)**

1. Possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of the participation in an organized and scheduled instructional exercise for the course, or where the student is law enforcement professional;
2. Possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in the college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional;
3. Brandishing, using or possessing a weapon without a permit to carry a concealed weapon by the third parties while on campus in the academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
4. Brandishing or using a weapon by third parties with a permit to carry a concealed weapon while on campus in academic or administrative building, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.

**B. Weapons (prohibited action)**

1. Using other materials or items as dangerous weapons is also prohibited. An item is used as a dangerous weapon when it is used with intent to cause harm, threaten, or intimidate.
2. Specifically prohibited items include, but are not limited to the following: explosive or incendiary devices, sheath knives, stilettos, switchblades, dirks, daggers, pocket knives with blades over three inches in length and carrying of any knife in such a manner that makes it visible to the general public, and any other item or object utilized for the purpose of inflicting or threatening bodily injury to an individual.

**C. Violation**

1. Any individual who is reported or discovered to possess a firearm or weapon on college property will be asked to remove it immediately. Failure to comply may result in a student disciplinary action and/or arrest.

**VI. PROCEDURES**

**A. Reporting Incidents of Weapons on Campus.**

1. Employee Responsibilities
  - a) Any employee who becomes aware of a weapon on campus shall immediately report it to his/her supervisor or the Campus Security Department. If the supervisor or Security Officer is unavailable, or is the alleged perpetrator, the incident shall be reported to the Accomack County Sheriff's Office. In the event of an emergency, dial 911.
2. Management Responsibilities
  - a) Any manager/supervisor/faculty who becomes aware of a weapon on campus, must immediately report it to their manager/supervisor and Campus Security Department. If the act represents an immediate threat of harm to any individual or themselves, it must be reported immediately to the Accomack County Sheriff's Office. In the event of an emergency dial 911.

**B. Investigation**

1. Employee Responsibilities
  - a) All employees shall cooperate with any investigation of weapons in the workplace. Employees will be asked to provide statements regarding a weapon which they witnessed.
2. Management Responsibilities
  - a) Investigation of reported weapons on campus shall be conducted initially by the VP of Finance and Administration or the Administrator in Charge (AIC) and Campus Security Department. The investigation shall be conducted on an immediate, priority basis, following emergency medical care if needed, and in a manner consistent with the concepts of confidentiality, impartiality, and due process. Known or suspected physical evidence should not be touched without law enforcement guidance whenever possible.
  - b) As part of the investigation, the VP of Finance and Administration or the AIC and Campus Security Department will obtain statements from the individuals involved in the incident and any witnesses.

c) The President or VP of Finance and Administration shall take appropriate disciplinary action in accordance with DHRM's Standards of Conduct Policy 1.60 and this policy. The manager/supervisor should consult with Campus Security prior to issuing any formal disciplinary action.

C. ESCC prohibits any form of retaliation against an employee making a report under this policy.

**VII. SANCTIONS**

Sanctions will be commensurate with the severity and/or frequency of the offense. ESCC is committed to ensuring the safety of all employees, students and visitors to the campus community. Any violation under this no weapons policy is an extremely serious offense and may result in termination, even upon the first offense.

**VIII. INTERPRETATION**

The authority to interpret this policy rests with the President, and is generally delegated to the Campus Security Department.

**Approved:**

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**Linda Thomas-Glover, President**

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**Date**