
Weapons Policy and Procedures

BOT Approved: 11/18/2015
Revised: 7/1/2017
Revised: 7/1/2019
Revised: 7/1/2020
Revised: 7/1/2021

Table of Contents

| | | |
|-------------|--|----------|
| I. | Philosophy and Scope..... | 1 |
| II. | Definitions for the Purpose of this Policy and Procedures | 1 |
| III. | Responsible Senior Leader and Responsible Office | 3 |
| IV. | Entities Affected by this Policy and Procedures..... | 3 |
| V. | Exceptions | 3 |
| VI. | Procedures..... | 4 |
| VII. | Related Policies and Procedures | 5 |

Weapons Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) is committed to having a safe environment for all students, employees, visitors, guests, and volunteers. It is the responsibility of the College community to work together to ensure the safety and security of our College community.

Communication is a crucial component of creating and maintaining a safe environment. Members of the College community are entrusted with reporting suspected violations of this Policy and Procedures and any known threats to the College community.

College Security staff regularly patrol the College premises. The College has a longstanding partnership with the Frederick Police Department. Violations of this Weapons Policy and Procedures are considered severe misconduct under the College Employee Misconduct Policy and Procedures, the Code of Student Conduct, and the Code of Conduct for Visitors, Guests, and Volunteers.

Frederick Community College employees, students, visitors, guests, and volunteers are not permitted to possess, conceal, transport, or store weapons as defined in this Policy and Procedures on College premises.

Exemptions to this Policy and Procedures are defined under Section V.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“College”** means Frederick Community College and, collectively, those responsible for its control and operation and applies to all sites at which the College conducts classes and/or activities.
- B. **“College community”** includes trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- C. **“College premises”** means buildings or grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.
- D. **“Student”** means an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes, who has either paid or made arrangement for payment of tuition and/or fees.
- E. **“Visitor”** and **“guest”** mean any person who is not a member of the College community who is on College premises.
- F. **“Volunteers”** refers to individuals who are not members of the College community, but have had background checks and have been officially approved to serve as volunteers at the College.
- G. **“Weapon”** refers, but is not limited to, any instrument or object used to inflict injury or physical damage, defeat, intimidate, attack, or destroy self, another person, or property.

Weapons Policy and Procedures

Any object or device which will, is designed to, or may be readily converted to expel bullet, shot, shell, BB, pellet, or any projectile by the action of an explosive, spring, or other propellant;

Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature;

Any BB gun, pellet gun, air/CO₂ gun, or blow gun;

All components, including barrels, stocks or grips, and receivers, of firearms, whether partial components or components of a complete firearm;

Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun or taser;

Any explosive, including all types of ammunition for firearms, incendiary or poison gas (a) bomb, (b) mine, (c) grenade, (d) rocket having a propellant charge of more than four ounces, or (e) missile having an explosive or incendiary charge of more than ¼ ounce, or fireworks of any type;

Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick, or other detonating device;

Any tear gas bomb or smoke bomb;

Any knife which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

Any edged weapon with a fixed blade to include a sword, machete, a pocket knife with a blade-length of more than two inches such as a dagger, dirk, knife or stiletto, or pocket knife;

Any martial arts weapon such as nunchucks or throwing stars;

Any longbow, crossbow, compound bow, recurve bow and arrows or other projectile that could cause serious harm to any person; or

Any instrument or device:

1. designed or traditionally used to inflict harm or injury;
2. handmade or computer-aided;
3. that could be reasonably construed as a weapon;
4. designed to look like a weapon, which is or can be used to cause intimidation, apprehension, or fear of harm; or
5. which may be a common item (e.g., baseball bat) but is wielded as or used to inflict damage or harm to living beings, structures, or systems.

Weapons Policy and Procedures

III. Responsible Senior Leader and Responsible Office

Chief of Operations

Operations

IV. Entities Affected by this Policy and Procedures

The College community

Visitors, guests, and volunteers

V. Exceptions

- A. Instruments (e.g., culinary knives, box cutters, exacto knives, surgical instruments) and tools required for use in courses or employment, or College-sponsored activities, in accordance with approved procedural guidelines, are excluded from this Policy and Procedures. However, inappropriate or dangerous use of any instrument, device, or tool by any authorized student or employee is in violation of this Policy and Procedures, and is considered a weapon under the scope. The Director of College Safety, Security, and Emergency Preparedness or their designee, shall maintain and keep current an inventory of such College authorized instruments.
- B. Frederick Community College Security staff who have received College-approved training and endorsement by the College to employ College-supplied and authorized weapons are excluded from this Policy and Procedures. These weapons or tools are explicitly limited to:
 - 1. Oleoresin capsicum (OC) spray
 - 2. Baton
- C. Active duty law enforcement officers¹ and qualified retired law enforcement officers² as defined in the Law Enforcement Officers Safety Act, 18 USC §926C (LEOSA), and United States Military acting in the performance of their official duties but only to the extent that they are legally permitted to possess such weapons are excluded from this Policy and Procedures.
 - 1. FCC employees who meet this exception may not carry a firearm during their regularly scheduled work duties on campus and must properly store the firearm within an approved storage location at any College-owned, leased or rented facility, or at any College-sponsored activity provided that:
 - i. the College employee is a qualified retired law enforcement officer² as defined in the Law Enforcement Officers Safety Act (LEOSA) and has met all conditions therein; and

¹ <https://www.law.cornell.edu/uscode/text/18/926B>

² <https://www.law.cornell.edu/uscode/text/18/926C>

Weapons Policy and Procedures

- ii. the College employee maintains on file with the Director of College Safety, Security, and Emergency Preparedness, a current LEOSA permit and identification, as defined in that Act.
- D. Possession, storage, or display of weapons for instructional, demonstrative, or theatrical purposes may be granted in limited circumstances. For theatrical purposes, Security staff will inspect any prop weapon and review all safety procedures with a person designated to keep the weapon in safe storage, usually a stage manager, who will be responsible for proper storage.
- E. Personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this Policy and Procedures when its use and possession are reasonable, appropriate, and clearly for the purpose of self-defense are excluded from this Policy and Procedures.

VI. Procedures

Any suspected violations of this Policy and Procedures must be immediately reported to College Security at (301) 846-2453 or (301) 606-7716, extension 4444 from any campus phone, or by activating any of the College emergency phone poles. If the suspected violation is an emergency or constitutes criminal behavior, it should be reported immediately to the Frederick Police Department by dialing 9-1-1 and reported to College Security. College personnel will work with local law enforcement to immediately ensure the safety and security of the College community.

- A. When a non-uniformed or off-duty armed law enforcement officer (currently sworn or retired) is on campus and staff is uncertain of their identity or status, Security and Frederick Police Department (301-600-2102) must be notified and a tactful and coordinated inquiry will be completed. Security will verify the identity of the subject and their current employment status through an identification check to ensure that the legal requirements are met to allow their armed status.
- B. Violations by an Employee – Upon a report of an alleged violation by an employee of this Policy and Procedures, the Director of College Safety, Security, and Emergency Preparedness will initiate an investigation, in consultation with the employee’s supervisor, Senior Leader, and the Associate Vice President for Human Resources. Any employee involved in any investigation must fully cooperate. Employees found in violation of this Policy and Procedures are subject to disciplinary action per the Employee Misconduct Policy and Procedures.
- C. Violations by a Student – Upon a report of an alleged violation by a student of this Policy and Procedures, the Director of College Safety, Security, and Emergency Preparedness or their designee will initiate an investigation with the Dean of Students in accordance with the Code of Student Conduct Policy and Procedures. Students found in violation of this Policy and Procedures are subject to an interim suspension and other disciplinary action which may include a wide variety of sanctions up to and including expulsion from the College and/or referral to the Frederick Police Department.

Weapons Policy and Procedures

- D. Violations by Visitors, Guests, and Volunteers – Upon confirmation of a violation by a visitor, guest, or volunteer of this Policy and Procedures, the Director of College Safety, Security, and Emergency Preparedness or their designee may remove the individual from the College and/or permanently bar them from College facilities and/or refer the incident to the Frederick Police Department in accordance with the Code of Conduct for Visitors, Guests, and Volunteers Policy and Procedures.
- E. Exceptions for the possession, storage, or display of weapons for instructional, demonstrative, or theatrical purposes may be granted in limited circumstances. Written requests for such exceptions must be made at least five workdays (Monday through Friday, not including weekends, holidays, or days the College is closed) in advance to the appropriate Senior Leader. The Senior Leader will then forward the consent form to the Director of College Safety, Security, and Emergency Preparedness for final review; a copy of the approved/disapproved form will be returned to the requestor. If approved, immediately prior to the demonstration, all weapons and unloaded firearms will be inspected by appropriately trained Security staff.

VII. Related Policies and Procedures

[Code of Conduct for Visitors, Guests, and Volunteers](#)

[Code of Student Conduct](#)

[Employee Misconduct](#)

[Use of Facilities](#)