

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 285.8</b>	
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	Last Revision Date:	
Effective Date: 11-16-09		
<b>Section:</b> Administration	<b>Subject:</b> Weapons on Campus	

## PURPOSE

The College seeks to maintain public order and to protect the safety of individuals on campus. This procedure is adopted pursuant to A.R.S. § 13-291, which give the College the authority to adopt rules to maintain public order. It is the intention of Arizona Western College to prohibit the use of weapons or dangerous items on land and in all buildings owned or controlled by the College (“the College Campus”). An individual shall not possess or use firearms, weapons, explosives, fireworks, dangerous chemicals or any other instrument capable of harming any person or property or that reasonably would create the impression of being able to induce such harm, except as set out in this Procedure. A concealed carry permit does not exempt a person from this Procedure.

## PROCEDURE

1. Definitions
  - 1.1 *Weapon* means any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, switchblade knives, knives with blades five inches or more in length, and chemicals such as mace, tear gas, or oleoresin capsicum (pepper spray) but excluding normally available over-the-counter self-defense repellents. Chemical repellents labeled “for police use only” or “for law enforcement use only” may not be possessed by the general public.
  - 1.2 *Firearm* means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will or is designed to, or that may readily be converted to, expel a projectile by the action of an explosive.
2. Arizona Western College shall place signs in appropriate locations throughout the College Campus to provide faculty, students and visitors with directions regarding this Procedure. This signage shall serve as a reasonable request to remove any weapon from College property pursuant to A.R.S. § 13-3102(A)(10).
  - 2.1 Signs shall read: “Possession of weapons on campus is prohibited subject to certain exceptions. A.R.S. §§ 12-781, 13-2911(B), 13-3102(A)(10). Information regarding exceptions can be obtained at the Campus Police Department.
3. Any request to use, possess, display or store a weapon on the College Campus should be made in writing to the College President or designee with a copy sent to the College’s Chief of Police. Any such request must be made 10 calendar days prior to the intended date of such use and must identify the following:
  - 3.1 the purpose of the request and how it relates to the College’s business
  - 3.2 the weapon
  - 3.3 the duration of the request

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- 3.4 a responsible person
- 3.5 how the weapon will be secured
- 3.6 how the weapon will or may be used

With the exception of the items listed in Section 9, if approval is given for an indefinite period of time, it should be reviewed annually. The Campus Police Department will keep all approved requests on file.

- 4. Any approved request referenced in Section 3 above shall include conditions or restrictions necessary to require safety and consistency with this Procedure, including that all weapons remaining on the College Campus overnight which are part of regularly scheduled sessions of law enforcement courses or other College firearms training courses will be signed in and out and locked in a secure weapons vault while in the custody of the College.
- 5. Confiscated weapons may be sold, destroyed or otherwise disposed of in accordance with A.R.S. §§ 13-2911(D) and 13-4301, et seq.
- 6. Any person who violates this Procedure shall be subject to immediate ejection from the College Campus. Violations of this Procedure by College students, faculty and staff will be considered misconduct, subject to disciplinary action pursuant to College policies and procedures and/or the Student Code of Conduct. Violations of this Procedure may also result in arrest for applicable statutes and confiscation of any weapon or dangerous instrument.
- 7. The College President, or an officer or employee designated by the President to maintain order, may lawfully order a person in violation of this Procedure to remove any weapon and/or leave the College Campus. Any person who violates this Procedure and who does not immediately comply with any lawful order to remove a weapon and/or leave the College Campus is subject to arrest and confiscation of the weapon by a peace officer for interference with or disruption of an educational institution. A.R.S. § 13-2911(A), (C), (D).
- 8. Unless specifically authorized by law, a person may also be in violation of “misconduct involving weapons” by knowingly entering a public establishment or attending a public event carrying a deadly weapon on his or her person after a reasonable request by the operator of the establishment or sponsor of the event or agent to remove the weapon from the College Campus. A.R. S. § 13-3102(A)(10). A properly worded sign serves as a “reasonable request.”
- 9. Exceptions  
The prohibition against having a weapon on the College Campus does not apply to the following.

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- 9.1 Peace officers certified by the State of Arizona and currently employed by an Arizona law enforcement agency, regardless of whether they are performing official duties or are off-duty.
- 9.2 Any law enforcement officer working under his or her color of authority.
- 9.3 Weapons used in authorized academic programs for which prior written approval has been obtained from the College President or designee.
- 9.4 Any other activity that has been given prior written approval by the College President or designee.
- 9.5 Any employee, student or visitor may store or transport any legally possessed firearm inside the person's locked and privately owned motor vehicle or inside a locked compartment on the person's privately owned motorcycle. Such firearm must not be visible from the outside of the motor vehicle or motorcycle.