

Policy 1101 - Procedures

The presence of any person possessing a weapon on college property or at a college-sponsored event will be reported immediately to TCC Public Safety dispatch center 757-822-7777. Dispatch will notify the Director of Public Safety, the campus security officer and the affected Campus Dean. Upon such notification, the following procedures will be implemented. These procedures do not apply to law-enforcement officers.

1. Acts/Threats of Violence

Any act of violence or immediate threat of violence must be reported immediately by calling 911 and then contacting TCC Dispatch Center 757-822-7777 when in doubt, call 911 and the call taker will evaluate the situation to determine an appropriate response.

2. Failure to Comply

In the event a student, employee, or visitor fails to comply with the direction of a person lawfully in charge issued in accordance with the State Board for Community College Weapons Regulation or this policy, the local police will be contacted immediately for assistance in arresting and removing the person from the college property or college-sponsored event.

3. Weapon Observed

i. Non-Threatening

Any person observed to be carrying or possessing a weapon on college grounds who does not appear to be presenting a threat of violence will be approached by Department of Public Safety staff and asked to identify their relationship to the college – i.e., whether they are a student, employee, or visitor.

ii. Possession by a Minor

In the event the person is observed to be carrying a handgun or other firearm and appears to be under the age of 18 years in the opinion of the Public Safety staff, they shall be required to provide proof of age. If the person refuses to or cannot provide proof of age, police will be notified; it is unlawful for a minor to possess or transport a weapon in the Commonwealth, except in the very limited circumstances delineated in the Code of Virginia § 18.2-308.7, none of which pertain to on college property. Public Safety will call the police, as they cannot let a minor walk away with the firearm. Security staff will observe and report and not take further action. A report of the incident will be filed with the local police.

4. Students and Employees

i. Vehicle Storage

A student or employee desiring to store a handgun, rifle, or shotgun in their vehicle while on college property will provide notice of such intent to the Campus Dean responsible for the location.¹ This notice shall be provided on the **Notice of Intent to Store Firearm Form** in advance of introducing the weapon onto college property.² In the event the student or employee desires to store a handgun in, their vehicle they shall personally deliver the form to the Campus Dean and produce their concealed handgun permit for inspection by the Dean, a copy of the permit will be attached to the Intent to Store Form. Alternatively, the student or employee may send the Notice of Intent to Store Firearm Form to the Dean and attach a copy of their concealed handgun permit to the form, along with their driver's license to confirm their identity. The "notice of intent" is not a "request for permission." The Campus Dean will forward the notice, and copies of the concealed carry permit, and driver's license to the Director of Public Safety, within five days.

Authorization to store a handgun, in a vehicle on campus expires coincident with the expiration of the concealed handgun permit. If the student or employee desires to continue to store a handgun, they must submit an updated Notice of Intent to Store Firearm Form to the Campus Dean, either producing a valid concealed handgun permit for inspection or attaching the permit to the form as described above, to include an updated photocopy of their driver's license to confirm their identity.

Where TCC occupies space or offers classes within another entity's facility, such as military bases/facilities, Old Dominion University's (ODU) Tri-Cities Center or Virginia Beach Higher Education Center, public or private schools, or other locations, the host entity's regulations and/or policies regarding weapons apply. By regulation, ODU does not generally permit weapons to be carried on its property by employees, students, volunteers, and invitees, including TCC students attending class or participating in other college activities.

An employee or student who is under the age of 18 years may not lawfully possess or transport a handgun or other firearm in the Commonwealth except in the limited circumstances delineated in the [Code of Virginia § 18.2-308.7](#), none of which pertain on college

¹ The campus dean is the responsible official for their respective campus and associated off-campus locations. The Vice President for Workforce Development is the official responsible for the college's Suffolk location (i.e., Regional Workforce Development Center, Central Receiving & Warehouse, District Buildings & Grounds Maintenance Facility, and Truck Driver Training Program facilities). The Director of Public Safety is responsible for the Green District Administration Building and its associated parking garage space.

² The public parking garages used by students and employees in downtown Norfolk are not considered "college property."

property. Thus, an employee or student who is a minor shall be notified he/she may not lawfully store such a weapon in his/her vehicle while it is on college property.

ii. Carrying or Possessing on College Property

Any student or employee, who is reported or discovered to be carrying or possessing a weapon on college grounds or other property, in a college vehicle, or at a college-sponsored event will be directed to remove it immediately by a college official or Public Safety employee. Removal may be accomplished by securely storing the weapon in the student's or employee's vehicle as delineated in section 2.4.2 above. The circumstances and identity of the person will be reported to the office of the Director of Public Safety. A report will be taken and reviewed by the appropriate supervising staff member or Code of Conduct Officer for action.

5. Visitors

i. College Grounds

Any person who has been determined to be a visitor and is observed to be carrying or possessing a weapon on college grounds shall be advised by Department of Public Safety staff it is unlawful to enter any academic buildings, administrative office buildings, student centers, child care centers, dining facilities, or other places of like kind where people congregate, or to attend any college-sponsored sporting, entertainment, or educational events while carrying or possessing the weapon. They shall be further advised this prohibition is embodied in a lawful regulation of the Virginia Community College System and is without regard to whether they hold a concealed handgun permit. The visitor will be advised failure to comply with this regulation will result in Public Safety staff contacting local police and request the visitor be arrested.

Public Safety staff shall continue to monitor the visitor's presence on college grounds until such time as they depart the grounds or securely stores the weapon in their vehicle.

ii. Unlawful Conduct

The foregoing notwithstanding, it is unlawful to point, hold, or brandish any firearm or air- or gas-operated weapon or any object similar in appearance, whether capable of being fired or not, in such a manner as to reasonably induce fear in the mind of another. Further, it is unlawful to hold such a weapon in a public place in such a manner as to reasonably induce fear in the mind of another of being shot or injured. Touching the weapon is not required to violate this section. Rather, the relevant question is whether the weapon is exhibited or exposed with the intent to reasonably induce fear in others. [VCCS

Counsel memorandum, "Regulation on Workplace Safety," January 25, 2013]

If, in the opinion of the campus dean or their designee or other college official responsible for the location, or Public Safety staff, the visitor is acting unlawfully, they shall be directed to depart college property immediately and local police will be called. Public Safety staff will complete a case report of the incident.

iii. College Buildings and Events

Any person who has been determined to be a visitor and is observed to be carrying or possessing a weapon in a college academic building, administrative office building, student center, child care center, dining facility, or other place of like kind where people congregate, or while attending any college sporting, entertainment, or educational event shall be directed by Public Safety staff to remove the weapon immediately. Removal may be accomplished by securely storing the weapon in the visitor's vehicle. The visitor shall be advised this prohibition is embodied in a lawful regulation of the Virginia Community College System and is without regard to whether they hold a concealed handgun permit. The visitor will be further advised failure to comply with this regulation will result in Public Safety staff contacting local police and requesting the visitor be arrested.