



Procedures Manual

Weapons Procedures

Number: MISC-601

Policy Number (if applicable): HCP 2.15

Office of Primary Responsibility: Hocking College Police Department/Campus Safety

Effective Date: November 6, 2017

Purpose:

In order to maintain a safe academic and workplace environment, Hocking College provides this procedure for information and direction regarding the storage of weapons on Hocking College property.

Definitions:

1. A "Deadly weapon" is a weapon as defined in Section 2923.11 of the Ohio Revised Code, and refers to any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon (includes a weapon that is inoperable but that can readily be rendered operable).
2. "Hocking College Campus" means all property owned, leased, or controlled by Hocking College including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

Procedures:

Hocking College students and employees shall not use, place, transport or possess deadly weapons in College buildings or while acting as an employee of Hocking College, or while attending a Hocking College sponsored event. Replicas such as, water guns, pellet guns, BB guns, airsoft guns, paintball guns, etc. are also prohibited unless they are possessed or stored in accordance with Hocking College Storage Procedures below or in accordance with academic protocols. Employees and students must also observe the procedure developed by any employer or property owner at any alternative site visited for College business or for instruction.

Discovery of a weapon in College buildings, residence halls, on College grounds, locked in a vehicle on College grounds, without a concealed handgun license, or in the possession of a student or employee on campus, or any other violation of the weapons regulations, may result in criminal charges, confiscation of the weapon and/or disciplinary action against the owner and/or person in possession. Hocking College recognizes certain exceptions to the foregoing procedure

as expressly set forth below:

- a) Exception in accordance with Policy 2.15, "An officer, agent, or employee of Ohio or any other state or the United States, or a law enforcement officer, when authorized to carry or have loaded or accessible firearms and acting within the scope of the officer's, agent's, or employee's duties. An individual shall produce their credentials when requested to do so by a representative of the Hocking College Police Department or law enforcement personnel."
- b) Any staff, student or visitor who possesses a Concealed Handgun License issued by the State of Ohio, or another state with which Ohio has reciprocity, must secure the handgun in the trunk, glove box or other compartment within his/her vehicle immediately upon entering the Hocking College Campus.
- c) Prior to bringing a weapon on campus, individuals must contact the Hocking College Police Department

at (740) 753-6598, to determine if a weapon is eligible for storage.

Storage

All owners will abide by the weapons storage procedures concerning storage time limits and penalties.

- a) The Hocking College Police/Campus Safety will control access to the weapons storage room.
- b) Students wishing to access their weapons must contact the Hocking College Police/Campus Safety in advance, (740) 753-6598.
- c) Owners must claim their weapon(s) at the close of the academic term or at any time they move out of campus student housing.
- d) Hocking College will not store knives, ammunition, ammunition magazine or any other weapon deemed unsafe by the Hocking College Police/Campus Safety.
- e) A Weapons Registration Form must be filled out, signed and submitted to the Hocking College Police/Campus Safety. The Chief of Police or designee will approve/deny the storage request.
- f) Storage of weapons at the Hocking College Police/Campus Safety is a privilege, not a right and may be revoked for any violation of rules governing the possession of any weapon.
- g) Actions must be OPEN and clear of ammunition prior to entering the Hocking College Police/Campus Safety.
- h) Hocking College Police/Campus Safety will provide a barrel flag and/or trigger lock when checking in firearms to ensure firearms are free of ammunition.
- i) For all check in/check out transactions, students must provide their HC Student ID and a valid Driver's License.
- j) Students are able to check in/check out weapons during the hours posted by the Hocking College Police/Campus Safety.
- k) Individuals must be enrolled as a student or be an employee of Hocking College in order to store a bow or firearm.
- l) Students and employees of Hocking College must comply with Ohio State law to legally possess/own a firearm or bow.
- m) Serial numbers must have the ability to be referenced.
- n) Students and employees will document all damage to their weapon prior to initial check in and update the damage report after any checkout and return check in.
- o) Students and employees must have weapons in a protective case when transporting them to and from the Hocking College Police/Campus Safety.
- p) Only the owner is permitted to check in and check out the weapon.
- q) During certain times, and at the discretion of the Hocking College Police/Campus Safety, a weapon withdrawal may be suspended or denied.
- r) Failure to disclose prior felony convictions pertaining to firearms prohibitions, including probation and parole violators can result in criminal or federal charges.



Hocking College Police Department
Weapons Registration Form

The following conditions apply to all weapons to be stored at HCPD:

- a) The Hocking College Police/Campus Safety will control access to the weapons storage room.
- b) Students wishing to access their weapons must contact the Hocking College Police/Campus Safety 24 hours in advance, (740) 753-6598.
- c) Owners must claim their weapon(s) at the close of the academic term. Employees who separate from Hocking College must claim their weapon within 24 hours. Students who un-enroll or are dropped from classes must claim their weapon within 24 hours.
- d) Hocking College will not store knives, ammunition, ammunition clips or any other weapon deemed unsafe by the Hocking College Police/Campus Safety.
- e) A Weapons Registration Form must be filled out, signed and submitted to the Hocking College Police/Campus Safety. The Chief of Police or designee will approve/deny the storage request.
- f) Storage of weapons at the Hocking College Police/Campus Safety is a privilege, not a right and may be revoked for any violation of rules governing the possession of any weapon.
- g) Actions must be OPEN and clear of ammunition prior to entering the Hocking College Police/Campus Safety.
- h) Hocking College Police/Campus Safety will provide a barrel flag and/or trigger lock when checking in firearms to ensure firearms are free of ammunition.
- i) For all check in/check out transactions, students must provide their HC Student ID and a valid Driver's License.
- j) Students are able to check in/check out weapons during the hours posted by the Hocking College Police/Campus Safety.
- k) Students or employees must meet the minimum age requirements in Ohio for possession of the weapon being stored.
- l) Serial numbers must have the ability to be referenced.
- m) Students and employees will document all damage to their weapon prior to initial check in and update the damage report after any checkout and return check in.
- n) Students and employees must have weapons in a protective case when transporting them to and from the Hocking College Police/Campus Safety.
- o) Only the registered owner is permitted to check in and check out the weapon.
- p) During certain times, and at the discretion of the Hocking College Police/Campus Safety, a weapon withdrawal may be suspended or denied.
- q) Failure to disclose prior felony convictions pertaining to firearms prohibitions, including probation and parole violators can result in criminal or federal charges.

I understand that the firearm storage at Hocking College Police Department is provided for my benefit. HCPD will take every reasonable precaution to protect my weapon. However, by checking in my property and signing this policy, I acknowledge that there is a risk of damage to my property. I hereby acknowledge that Hocking College and HCPD (including its staff) is not liable for any damages and I hereby assume all risks associated with having my weapon on campus, checking it in and out of the HCPD facility, and all other risks associated with this policy, and agree to hold Hocking College, its trustees, officers, employees, agents, representatives and the State of Ohio harmless from any and all liability which may arise by or in connection with my use of weapons storage benefit. With my signature below, I further acknowledge I have read and understand all HCPD Student Weapons procedures and agree to all of the stated terms and conditions.

Printed Name

Signature

Date

Driver's License Number

State of Issue

Weapon Make _

Model _

Serial # _

Caliber _

Damages (describe the damage in detail including the location of the damage on the weapon).

Office Use Only: