

SITE MANAGEMENT
WEAPONS

CHF
(REGULATION)

The College District prohibits the unlawful use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined in CHF(LEGAL), on all College District property at all times. No violation of College District policy occurs when a license holder, as defined in CHF(LOCAL), carries a concealed handgun on the property of the College District, unless such carry is prohibited by state or federal law or College District policy.

This procedure provides safety recommendations for the carry of concealed handguns; guidelines for posting signage where concealed handguns are prohibited, as required by law; and the process for requesting approval of temporary exclusion zones where concealed handguns should be prohibited in accordance with the law, College District policy, or as deemed reasonably necessary to ensure the safety of the College District.

**Safety
Considerations and
Carry
Recommendations**

For safety, the College District recommends that license holders who carry a concealed handgun on College District property carry the handgun in a holster that completely covers the trigger and the entire trigger guard area to avoid inadvertent manipulation of the trigger. The holster should have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

Notice / Signage

The College District will provide reasonable notice at all locations on College District property and College District-sponsored or -related activities where concealed handguns are prohibited by this policy and/or law. Such notice will be provided in the form of signage or as reasonably calculated to provide reasonable notice if the posting of signage is not required by law.

The language of the notice will meet the requirements of law, as applicable, and will not be altered in any way unless such alteration is made by an authorized individual and revision is required to comply with the law. An individual who, without authorization, alters, modifies, tampers with, defaces, or removes notice provided pursuant to this regulation may be subject to disciplinary action.

The Director of Facilities at each College District location will confer before the beginning of each semester with the appropriate campus or location administrator to collect and provide an inventory of those areas, including, but not limited to, early college high school classrooms that may qualify as exclusion zones under College District policy. Signage may only be produced by College District-approved vendors and must be installed in accordance with College District standards, as established by the Emergency Manager and College District Facilities.

Placement of signage will be determined by the Director of Facilities for each location or a designee in coordination with the College District Department of Public Safety and Security. Signage will be provided in both English and Spanish and be displayed in a conspicuous manner that is clearly visible to the public and at a sufficient distance from the location or activity to provide notice to a license holder that entry with a concealed handgun is prohibited.

The cost of signage and installation for each of the College District's locations will be borne by the respective location.

Posting

Permanent

Rooms, areas, or locations of the College District in which concealed handguns are prohibited ("exclusion zones") are specific to those exclusion zones provided and/or described by College District policy. No individual is authorized to expand an exclusion zone to include adjacent hallways, common areas, and the like without the review and approval of the Chancellor or a designee.

Signage will be permanently posted in those exclusion zones where concealed handguns are categorically prohibited. This includes, but is not limited to, child-care centers (i.e., Brookhaven Child Development Center and Eastfield College Children's Laboratory School), laboratories and potentially hazardous areas (e.g., science labs, welding labs, auto body labs, and vet tech labs), health-care facilities, and fitness centers/facilities.

For those exclusion zones for which a prohibition of concealed handguns is temporal in nature (i.e., the prohibition is contingent on the nature of the event and/or exists for the duration of the event only), temporary notice will be provided in accordance with the procedure provided herein. This includes, but is not limited to, formal grievance proceedings, large-scale/ticketed events, polling places, Board meetings, sporting or interscholastic events, or where deemed reasonably necessary by the Chancellor or a designee to ensure the safety of the College District community.

Temporary

Temporary signage may be posted using stanchions or other means at all entrances of the exclusion zone to which the concealed carry prohibition applies. Such signage will be posted no more than two hours prior to the event, with the exception that for events such as grievance proceedings, which have a limited number of attendees, signage will be posted for the duration of the event only. Posting and removal of signage providing notice of a temporary exclusion zone is the responsibility of Facilities staff. Facilities staff will ensure that a log is maintained of the location (i.e., College District location number, building number, and room number), dates, time of the event, reason for which concealed carry was prohibited and notice provided, and the time at which signage was placed and removed for each such occurrence.

**Requesting a
Temporary
Exclusion Zone**

To request signage for a temporary exclusion zone as provided by law, College District policy, or as deemed reasonably necessary to ensure the safety of the College District, a requestor must submit a written request, via the Temporary Exclusion Zone Request Form, to the Office of the President or designated location CEO. Justification for the prohibition or exclusion, as well as the applicable policy provision, must be included on the form. The request form must be completed in full, signed by all required signatories and submitted to the Office of the President or College District location CEO not less than two business days prior to the start of the exclusionary period. Exceptions to this deadline will be considered by the College President or location CEO on a case-by-case basis and only in extenuating circumstances. The Office of the President or College District location CEO will verify the form for completeness and forward to the Chancellor for review. The Chancellor, with input from the College President or location CEO, will approve or deny a request for a temporary exclusion zone.

If a request is denied, the request form will be returned to the requestor with an explanation for the denial. A copy of all denials will contemporaneously be forwarded to the College District's Emergency Manager, who will keep a record of the denial.

If a request for a temporary exclusion zone is approved, copies of the approved request will be sent to the College District's Emergency Manager, the Director of Facilities for the College District location, and the College Police Department, and appropriate notice will be posted in accordance with this procedure.

Records

Each College District location will maintain records of the exclusion zones specific to its respective location. Such records will be reviewed and updated on a semester basis.