

General Procedure - Weapons on Campus

1. The possession of illegal weapons as defined by law or defined in the Bismarck State College General Weapons and Firearms Policy is strictly prohibited.
2. Possession of a weapon on the Bismarck State College Campus by any faculty, staff, student, or visitor will be treated as a serious violation of the Bismarck State College Weapons and Firearms Policy. This can be cause for disciplinary action for BSC employees. Students may face disciplinary action in accordance with the Bismarck State College Student Code of Conduct Policy.
3. In the event that a weapon is discovered in the possession of an employee, student, or visitor on campus the following procedure will apply:
 - a. In all incidents where a weapon is observed or reported, **CAMPUS SECURITY IS TO BE NOTIFIED IMMEDIATELY.**
 - b. Once notified, Campus Security will assess the situation and determine if law enforcement personnel should be contacted.
 - c. If the weapon is found without the owner being in the immediate area, Campus Security will secure the area and instruct designated BSC Maintenance personnel or appropriate administrator(s) to help with securing the area. This includes but is not limited to monitoring vehicles, lockers, offices, and classrooms. BSC Maintenance personnel or appropriate administrator(s) will remain with the weapon while Campus Security locates the owner of the weapon. **AT NO TIME IS THE WEAPON TO BE LEFT UNATTENDED.**
 - d. Should the reported weapon be located in a vehicle on campus the North Dakota Department of Transportation will be contacted to obtain vehicle owner information. Campus Security will then contact the BSC Student Records Office to verify that the registered vehicle owner is a BSC student. At no time is a BSC employee authorized to enter the vehicle to remove the weapon.
 - e. If the owner of the weapon is believed to be a high school student, Campus Security will contact the appropriate Bismarck Public School Personnel in the Technical Center. Once the owner is verified as a high school student the situation will be assessed and the appropriate personnel notified.

- f. If the owner of the weapon is believed to be a BSC employee, Campus Security will meet with this employee in person to explain the situation.
- g. If the owner of the weapon is believed to be a visitor, all meeting areas on campus will be checked. Additional assistance from designated BSC employees may be requested from Campus Security to help in locating the visitor.
- h. In all of the above scenarios, once the owner of the weapon has been located and verified as the owner, the individual will be advised of the BSC Weapons and Firearms Policy. If possible, the BSC Security Officer will remove the weapon immediately. The owner and weapon will then be escorted off BSC property by the Security Officer. The owner will be instructed to not return with the weapon. The Security Officer will document this incident and forward the report to the appropriate Administrative (President, Vice President, etc.) personnel.
- i. Should the owner not be immediately found and the weapon is not secured or locked up it will be confiscated immediately and stored in the BSC Security Office. A BSC Weapons Form will be completed by the BSC Security Officer with a witness at this time.

For all cases where a weapon is discovered, BSC Security will refer the matter to the appropriate Administrative (President, Vice President, etc.) personnel for appropriate action.

It should be noted that the above procedures are for incidents where a weapon is discovered and there is no immediate threat of imminent bodily harm to a person or persons. In the event of an obvious threat of imminent bodily harm to the public call 9-911 to report this threat to the Bismarck Police Department.

In the event that you are confronted by a person armed with a gun or other weapon, the following procedure should be used:

- Remain calm. Do not raise your voice to avoid upsetting the armed person. Your tone and demeanor will strongly influence the outcome of the crisis.
- Avoid sudden moves or gestures.
- Be observant to what the person looks like and is wearing, what he/she may say and what they are doing. This could be valuable in identifying the person should they leave before help arrives.
- Do not be a hero. If possible remove yourself, seek shelter, and call 9-911 and/or Campus Security.

History of This Procedure:

First Procedure draft January 24, 2008.