



## PROCEDURE

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|----------------------|---------|
| Policy Name:         | Weapons |
| Policy Number:       | 1001    |
| Applicable Code/Law: | N/A     |

### Procedural Guidelines

1. When a weapon is reported on campus, Safety and Security shall be notified immediately to investigate and take appropriate action.
  - Safety and Security on campus: **x4499 (206-546-4499)**
  - 24-Hour Safety and Security Emergency Line: **206-235-5860**
2. When a weapon is displayed on campus under any circumstances by an individual, other than commissioned law enforcement officials, local police shall be notified immediately by calling 9-1-1 and reporting the incident. After a report to 9-1-1 is completed, Safety and Security staff shall also be notified of the incident for any necessary investigation and action.
3. Any person in possession of a weapon on College property shall be contacted by Safety and Security personnel, informed of the College Weapons Policy, and directed to comply by safely removing the weapon from College property or storing it securely in a locked private vehicle on campus.
4. Commissioned law enforcement officers may enter the campus in lawful possession of firearms while conducting official law enforcement duties.
5. Any exception to these procedural guidelines may be authorized in writing by the President or her/his designee in response to a written request.