PURPOSE
The purpose of this regulation is to provide a process for establishing, modifying, and eliminating College District Weapons Free Zone (WFZ) designations at any College District location and also a process for evaluating such requests in accordance with CHF (LOCAL).

APPLICABILITY
This regulation applies to all employees and current students regarding any College District-controlled property or HCC Sponsored Event.

DEFINITIONS
“Approval” means full support for the recommendation and/or request.

“Business Day” means any weekday when the College District is open for business.

“College Operations Officer” means the member of the College President management team who will review applications regarding the designation of WFZs at the college level and deliver relevant recommendations to the President under this regulation.

“Denial” means the recommendation and/or request is not supported.

“Executive”, as used in this regulation, means the President, Vice Chancellor, or administrative equivalent whose jurisdiction includes the WFZ(s) in question.

“Requestor” means the individual/applicant seeking to establish, modify, or eliminate a WFZ designation under this regulation.

Definitions for other terms used in this regulation are set out in CHF (LOCAL).

COMMITTEE
The Chancellor has established the College Security Committee ("Committee"), comprised of a cross-section of College District employees, including subject matter experts, and faculty, staff, and student representation, to review applications for establishing, modifying, and eliminating WFZs (hereinafter referred to as "applications").

The Committee representation shall consist of individuals from the Faculty Senate, College Operations Officer, Instructional Services, Student Services, HCC Police Department (PD), Legal, Risk Management, Facilities, Communications, and Information Technology (IT). The Committee is led by two Co-Chairs selected from the represented departments.

The Committee will meet regularly or as needed to approve all applications submitted under this regulation. When necessary, emergency meetings will be held to make recommendations regarding pending applications. All WFZ designations will be reviewed annually for continued appropriateness.

PROCEDURE
Overview
The Committee shall review all completed applications after review by the relevant College Operations Officer (COO) and Executive and deliver relevant recommendations to the Chancellor or designee. For each application
forwarded to the Chancellor/designee, he/she shall approve or deny the recommendation; this decision is final.

The Committee shall create a process for reviewing, approving, and modifying, WFZ designations and provide the application on the campus-carry website (https://www.hccs.edu/departments/police/campus-carry/).

**Emergency Meetings**

The Committee may hold emergency meetings from time to time to approve WFZ designations. In the event an emergency meeting is called, there must be at least a representative of the following:

1. Co-Chairperson;
2. HCC PD; and
3. Legal.

Any and all decisions made during an emergency meeting will be presented and documented at the next scheduled Committee meeting.

Requests to designate entire buildings as WFZs will not be considered unless required by law.

**Criteria for Designating Additional WFZs**

Criteria for designating additional WFZs include the following:

1. College District areas used exclusively for day care, child care centers, and school activities.
2. Health care facilities used for patient care, counseling and mental health services.
3. Laboratory areas where dangerous materials and equipment or research animals are present.
4. Designated conference areas used for discussions of grievances or disciplinary hearings or meetings. (These exclusions may be permanent or temporary based on usage of spaces.)
5. Areas where contractual or licensing obligations require the exclusion of weapons and handguns.
6. Other areas prohibited by regulation, state or federal law.

In accordance with applicable law, laboratory spaces warrant special consideration, and the following criteria, in part, will be utilized when evaluating whether such locations shall be designated at WFZs:
1. The presence of cylinders containing corrosive, reactive, flammable, toxic, and/or oxidizer gases classified National Fire Protection Association (NFPA) Category 2 or higher;

2. The amount of dangerous chemicals, biologic agents, and explosive agents;

3. The quantity of gas cylinders; and

4. The presence of nuclear magnetic resonance (NMR) equipment, MRI equipment, and other equipment capable of generating significant magnetic fields.

**Chancellor or Designee Approval**

The Chancellor or designee will consider the recommendation of the Committee and make a final decision either approving or denying the recommendation. The decision of the Chancellor or designee is final.

**Posting**

All Weapons Free Zones will be posted on the campus carry website. Relevant signage will be posted/removed by the campus managers in accordance with the date and time (if applicable) designated in the approved application.

**OFFICE OF RESPONSIBILITY**

Finance and Administration.

**EFFECTIVE DATE**

This regulation shall be effective as of the adoption date, August 17, 2020.