



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Criminal Justice Program Firearms
Number: 2.4.2.1**

Responsibility: Administrative Services
Last Updated: November 1, 2023
Related Policy: 2.4.2.1 Campus Safety and Security

President

Purpose:

To outline procedures for procuring and maintaining weapons aboard campuses of the Technical College of the Lowcountry in support of the Criminal Justice Program.

Procedure:

1. The President of the Technical College of the Lowcountry will designate, in writing, a representative authorized to purchase firearms for the College. The designee shall comply with the College's procurement policies and federal, state, and local laws when procuring firearms. Upon receipt of firearms, the designee will supervise registration and accountability of firearms approved firearms and other weapons in the College equipment inventory in coordination with the Vice President for Administrative Services.
2. Firearms procured by the College must be stored and secured in an approved firearms safe. Access to the firearms safe shall be limited to the Criminal Justice Instructor, the Vice President for Administrative Services, and a third party designated in writing by the Vice President for Administrative Services.
3. Two-person integrity access is required when an instructor other than the Criminal Justice Instructor requires access to the firearms safe. In this case, the instructor will be accompanied by either the Vice President for Administrative Services or their third-party designee. Firearms and other approved weapons will be secured in the firearms safe daily. An individual gunlock will be affixed to each firearm prior to being secured within the safe. The Criminal Justice Instructor will notify the Vice President for Administrative Services by phone, radio, or email that weapons have been accounted for and secured, and that an appropriate logbook entry has been made. In the absence of the Criminal Justice Instructor, an instructor seeking to secure weapons shall adhere to the two-person integrity procedure. Instructors, other than the primary Criminal Justice Instructor, are not authorized to access the safe alone or possess a key or combination to the firearms safe.

4. Handling of firearms by students, from student familiarization to participation in firearms simulation and live-fire training, will be closely supervised by instructors to ensure proper weapons handling and training and a safe learning environment. Before firearms/weapons being used for instruction, transported, and secured, instructors will account for and visibly inspect each weapon to ensure proper operating condition and safety status.
5. In accordance with Technical College of the Lowcountry Policy 2-4-2, Prohibition of Firearms and Weapons, the Criminal Justice Instructor is responsible for overseeing instructors of the Pre-Police Academy Certificate program are properly vetted and approved by the College. Before an instructor participating in the program of instruction, a written record of the instructor's minimum ten years of law enforcement experience and a completed background check shall be reviewed and endorsed by the Criminal Justice Instructor, Dean of Business and Technology, Vice President for Academic Affairs, and Vice President for Administrative Services.