

## Procedure 4.1512

### Weapons on Campus Reporting Procedure

If you see someone with a weapon on campus or you are told someone has a weapon:

1. Dial 9-943-8721 on any on campus phone or 943-8721 on a cell phone for the BCCC Police Duty Officer
2. Tell the Duty Officer:
  - a. Your name
  - b. The exact location of the person with the weapon or where they were last seen.
  - c. The name of the person suspected to have the weapon, if known.
  - d. A brief description of the person, such as: Gender, race, physical Characteristics, such as, clothing, hair color & length, complexion, weight, height, build, approximate age, etc.
  - e. The weapon type: shotgun, rifle, handgun, pistol, knife, etc.

Stay away from the person at a safe distance.

Under no circumstances, do you approach the person and inquire about the weapon. Let Campus Police handle the situation.

### References

**Legal References:** *OSH Act of 1970, General Duty Clause, Section 5(b)(1); NCGS 14-269.2. Weapons on campus or other educational property.*

**SACSCOC References:** *CS 3.11.2*

**Cross References:**

### History

**Senior Staff Review/Approval Dates:** *11/9/2015*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *11/9/2015*