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 GFA (LOCAL).

This regulation applies to all employees and current students regarding any College District-controlled property.

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

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

“Chief Operating 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 GFA (LOCAL).

The Chancellor has established a Weapons Free Zone 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 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.

Overview
The Committee shall review all completed applications after review by the relevant Chief Operating 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.

Step 1: The Application (See EXHIBIT 1)
Employees or current students interested in establishing, modifying, or eliminating a WFZ designation should complete the application, also available at http://www.hccs.edu/district/departments/police/campus-carry. The application must be completed in its entirety and submitted to the appropriate WFZ email address (ce.wfz@hccs.edu, co.wfz@hccs.edu, ne.wfz@hccs.edu, nw.wfz@hccs.edu, se.wfz@hccs.edu, sw.wfz@hccs.edu, or district.wfz@hccs.edu).
Incomplete applications will be returned to the Requestors. Applications must include a rationale for the request that complies with GFA (LOCAL).

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

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.

Step 2: College Operations Officer (COO) Review
All applications must be reviewed by and receive a recommendation from
the relevant COO. The COO should do the following:
1. Review the rationale provided by the Requestor;
2. Provide any alternative solutions that were considered prior to forwarding the application; *(Alternate resolutions shall be documented on the application.)*
3. Ensure that the request is aligned with the policy;
4. Complete the application with his/her recommendation and signature;
5. Email the application to the relevant Executive.

**Step 3: Executive Review**
All applications forwarded by the COO shall be reviewed by and receive a recommendation from the relevant Executive (i.e., district-wide application for Testing Centers would go through the Vice Chancellor). The Executive should do the following:
1. Review the rationale provided by the Requestor;
2. Provide any alternative solutions that were considered prior to forwarding the application; *(Alternate resolutions shall be documented on the application.)*
3. Ensure that the request is aligned with the policy;
4. Complete the application with his/her recommendation and signature; and
5. E-mail the application to the Committee at hcc.wfz@hccs.edu.

All completed applications shall be sent to the Committee regardless of the Executive and COO recommendations.

The Requestor, Executive, and COO will receive e-mail notification within 24 hours of Committee receipt.

**Step 4: Committee Review**
Applications shall be sent to the official e-mail address: hcc.wfz@hccs.edu for submission to the Committee, who will review all applications received at least forty-eight (48) hours prior to the upcoming Committee meeting. Applications received less than forty-eight (48) hours prior to the upcoming Committee meeting shall be reviewed at the subsequent meeting. All scheduled Committee meetings will be posted on the campus carry website.

The following will be considered in the Committee’s review:
1. Compliance with policy and law;
2. The viability of the request;
3. The enforceability of the request; and
4. The impact on business operations.

The Committee will then make a recommendation and email it to the
Step 5: 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 will be communicated via e-mail to the requestor, Committee, COO, and the Executive within five (5) business days of receipt of the recommendation from the Committee. The decision of the Chancellor or designee is final.

Step 6: Posting
All Weapons Free Zones will be posted on the campus carry website. All applications, whether approved, resolved, or denied, will be stored in an electronic file in the Office of the Chancellor. 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 Instructional Services