



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE 107.1 CRIMINAL JUSTICE PROGRAM FIREARMS

**Department Responsibility:** Administrative Services  
**Last Review:** January 2018  
**Related Policy:** 107

  
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**PRESIDENT SIGNATURE**

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January 25, 2018

**DATE APPROVED**

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### 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

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, in coordination with the Vice President for Administrative Services, supervise registration and accountability of firearms approved firearms and other weapons in the College equipment inventory.

Firearms procured by the College will only 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.

A signature chain of custody log for firearms will be maintained by the Criminal Justice Instructor and reviewed by the Vice President for Administrative Services. The Criminal Justice Instructor is authorized to access the weapons as necessary to support academic instruction and to perform first echelon maintenance of the firearms and weapons simulation system. The Criminal Justice Instructor shall be responsible for ensuring established weapons security procedures are understood by Pre-Policy Academy instructors.

Two-person integrity access to the firearms safe is required when an instructor other than the Criminal Justice Instructor must access the safe. In this case, the instructor will be accompanied by either the Vice President for Administrative Services or their third party designee.



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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 aforementioned 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.

At the conclusion of each academic week and in preparation for the weekend or other extended period of absence, the Criminal Justice Instructor will request the presence of the Vice President for Administrative Services or their designee to visibly confirm accountability of the weapons and that they have been properly secured in the firearms safe.

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. Prior to 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.

In accordance with Technical College of the Lowcountry Policy 2-1-230, *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. Prior to an instructor participating in the program of instruction, 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 Technology, Vice President for Academic Affairs, and Vice President for Administrative Services.