

Concealed Carry and Dangerous Weapons Procedure	Procedure Number	Will be assigned.
	Effective Date	July 1, 2025

1.0 PURPOSE

In accordance with the Board of Trustees policy on Concealed Carry and Dangerous Weapons, the purpose of this procedure is to establish Administrative Procedures for the College that outline the responsibilities for the possession, carrying, and storage of dangerous weapons on college property.

2.0 REVISION HISTORY

Adopted on: 12/02/25

3.0 DEFINITIONS

- A. *College Property*: Any physical property that is owned, leased, and/or controlled by the College. College property does not include property that is leased to another entity.
- B. *Dangerous Weapons*: Includes, but is not limited to:
 - a. Any object or device which will, is designed to, or may be readily converted to expel a bullet, shot or shell by the action of an explosive or other propellant.
 - b. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature.
 - c. Any martial arts weapon such as nun chucks or throwing stars.
 - d. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.
 - e. Any incendiary of explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device.
 - f. Any tear gas bomb or smoke bomb, however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for purposes of this procedure.
 - g. Any knife, commonly referred to as a switchblade which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle, or any knife having a blade that opens or falls or is ejected into position by the force of gravity.
 - h. Any straight-blade knife of four inches or more such as a dagger, except that an ordinary pocketknife or culinary knife designed for and used solely in the preparation of service of food shall not be construed as a weapon for the purposes of this policy.
 - i. Any other dangerous or deadly weapon or instrument of like character.
- C. *Custodian*: Individual to whom an exclusion by permission has been granted and is responsible for the dangerous weapons. (Does not apply to concealed carry.)
- D. *Permittees*: Individuals who hold a valid concealed-carry permit pursuant to Wyo. Stat. § 6-8-104(a)(i) and (ii).
- E. *Concealed Carry*: Carrying a firearm so that the firearm is not discernible by ordinary observation and is in such proximity to the person that it is readily accessible for prompt use.
- F. *Firearm*: Any pistol, revolver, or derringer designed to be fired by the use of a single hand (Wyo. Stat. § 6-8-104(y)(ii)).

- G. *On or About the Person*: In such proximity to the person that it is readily accessible for prompt use; a permittee may carry a holstered firearm in a backpack or handbag only if it can be grasped without materially changing position.

4.0 PROCEDURES

A. Regulation of Dangerous Weapons

1. The College allows the possession, use or storage of dangerous weapons on college property only when one of the following conditions has been met:
 - i. Permission has been granted by the College through the President or the President's designee, or:
 - ii. State or Federal law specifically allows for the possession of dangerous weapons on college property.
2. In all situations other than those in (i & ii) above, the possession, storage or use of a dangerous weapon on college property or any college sponsored event is prohibited.

B. When permission may be granted by the College:

1. There are times when the allowance of dangerous weapons on campus property may be beneficial to the college environment. Permission must be given in writing by the President or their designee.
2. Times when possession or storage of dangerous weapons is permitted by permission:
 - i. College sponsored teams or clubs requiring the use of such weapons.
 - ii. College sponsored events requiring the use of such weapons.
 - iii. Theatrical use of weapons.
 - iv. When such weapons are necessary for educational purposes.
 - v. Any other situation deemed appropriate by the President.
3. Any request shall also designate a Custodian to be the responsible person.

C. When permission is granted by law:

1. Certified Peace Officers (Wyo. Stat. § 6-8-104(a)(i))
2. Permittees carrying a concealed firearm in compliance with this procedure.
3. Any time the possession of a dangerous weapon is specifically allowed on campus by state or federal statutes.

D. Responsibilities

1. A Permittee carrying a concealed firearm bears the following responsibilities:
 - i. Permittees are personally responsible for any injury, damage, or liability resulting from the possession or use of their firearm.
 - ii. Permittees must have their concealed-carry permit and valid identification on their person while carrying a firearm. Wyo. Stat. § 6-8-104(b)
 - iii. Concealed-carry permittees may not carry a partially or wholly discernible firearm on College property.
 - iv. Permittees who carry a firearm on College property must carry it completely concealed and carried on or about the person at all times, unless it is stored in accordance with (E. Firearm Storage) below.

- v. While on college property, permittees are required to keep the firearm in a holster that completely covers the trigger and entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.
 - vi. Firearms equipped with an external safety must be carried with the safety in the on position.
- 2. The Custodian is responsible for the safe storage and safe use of dangerous weapons when an exclusion by permission has been granted and has the following responsibilities:
 - i. When not in use dangerous weapons must be stored in a secure area in a manner to prevent theft or use by unauthorized parties.
 - ii. The Custodian will ensure that all persons using, handling or storing dangerous weapons have been properly trained in safe use and storage of the weapon.
 - iii. The Custodian must notify Campus Safety when a weapon is brought onto campus, its storage location, and when it leaves campus.

E. Firearm storage

- 1. A permittee who cannot keep the firearm on or about the person shall secure the firearm in either a) a concealed biometric container; or b) a lock box with a high-strength mechanical or electronic combination lock (not a key lock).
- 2. Any container/lock box must be large enough to fully contain all firearms placed in it and provide secure storage.
- 3. Firearms may not be secured in a locked, privately owned, or leased motor vehicle unless they are stored as described in (1) above.
- 4. Nothing in this procedure prohibits storing a firearm together with its ammunition.

F. College Property

- a. Permittees are allowed to have their firearms in any location on College property, including but not limited to, outdoor areas, as well as buildings and spaces that are accessible to the public unless in an exclusion area.
- b. Permittees are allowed to conceal carry in individual or private offices, departmental spaces, and classrooms. College employees may not impose a ban on firearms by permittees in departments, classrooms, or offices.
- c. Dangerous weapons allowed by permission are only allowed in the locations for which permission has been granted.

G. Exclusion Areas

- 1. Permittees are prohibited from carrying firearms in the following areas:
 - i. Events on College property where alcohol is being tendered;
 - ii. College property where explosive or volatile materials are present in amounts that could reasonably cause serious bodily injury
 - iii. Health and human services facilities that are exempt from licensure or licensed by the department of family services.
 - a. Children's Discovery Center

- iv. Any location where the carrying of firearms is prohibited by federal or state law or regulation.
- 2. College events or areas where firearms are prohibited may be marked with conspicuous signage. It is the responsibility of the permittee to be aware of these locations.