

Policy Series 3000  
**Board Policy 3050**  
**Procedure 3050.1**

## **Firearms and Weapons Procedure**

### 1. Definitions

- a. College Property – for purposes of this procedure, means any physical property that is owned, leased and/or controlled by the college.
- b. Concealed Carry – means carrying a firearm so that the firearm is not discernible by ordinary observation and is located on or about the person or is in such close proximity to the person that it is readily accessible.
- c. Concealed Carry Permit – means a permit that has been issued pursuant to Wyo. Stat. § 6-8-104(a)(ii).
- d. Firearm – any pistol, revolver, or derringer, designed to be fired by the use of a single hand. Wyo. Stat. § 6-8-104(y)(ii).
- e. Long gun – designed to be held with both hands and fired while braced against the shoulder, typically a rifle or shotgun.
- f. On or about the person – means is in such close proximity to the person that it is readily accessible. A permittee may carry a holstered firearm in a backpack or handbag, but it must be close enough that the permittee can grasp it without materially changing position.
- g. Open Carry – means carrying a firearm or dangerous weapon visible to others.
- h. Permittees –individuals who are certified peace officers or have been issued a valid concealed carry permit pursuant to Wyo. Stat. § 6-8-104(a)(ii).
- i. Dangerous weapons, includes, but are not limited to:
  - i. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant.
  - ii. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried.
  - iii. Any martial arts weapon such as nun chucks or throwing stars.
  - iv. Any mechanical or non-mechanical bow and arrows or other projectiles that could cause serious harm to any person.
  - v. Any incendiary or explosive material, liquid, solid, or mixture equipped with a fuse, wick or other detonating device.

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- vi. Any tear gas bomb or smoke bomb. Personal self-defense items containing mace or pepper shall not be deemed a weapon for purposes of this procedure.
- vii. 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.
- viii. Any straight-blade knife of four inches or more, with the exception of that an ordinary pocketknife with a blade of less than four inches or a culinary knife designed for and used solely in the preparation or service of food.
- ix. Any other dangerous or deadly weapon or instrument of like character.

## 2. Concealed Carry Permittee Procedures

### a. Responsibilities

- i. Permittees are personally responsible for any injury or damage resulting from the use or possession of their firearm.
- ii. Permittees must have their concealed carry permit and valid identification on their persons at all times when they are concealed carrying a firearm.
- iii. Permittees may not carry a partially or wholly visible firearm on campus property.
- iv. Permittees who carry a firearm on college property must carry it always concealed and on or about their person or is in such close proximity to the person that it is readily accessible.

### b. Firearm Storage on College Property

- i. Permittees who cannot keep their firearm on or about their person must secure their firearm(s) as follows:
  - I. In a concealed biometric container, or
  - II. In a lock box that has a locking system consisting of a mechanical or electronic combination.
    - a. Any container/lock box must be large enough to fully contain all firearms placed in it and provide secure storage.
    - b. The locked box may be stored in a locked, privately-owned or leased, motor vehicle.
- ii. If a student in a residence hall becomes aware their roommate is a Concealed Carry Permit holder and they do not want to live with a Concealed Carry Permit holder, they may contact the Campus Life and Housing (CL&H) office, and they will facilitate a room change. CL&H does not keep records of concealed weapon permit holders.

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iii. Nothing in this Procedure shall prohibit the storage of a firearm separate from its ammunition as required by W.S. § 6-8-105(d)(vii)(B).

c. College Property

- i. Permittees are allowed to have their firearms in any location on college property that is not expressly prohibited, including but not limited to, outdoor areas, as well as building and spaces that are accessible to the public.
- ii. Permittees are allowed to carry in individual or private offices and classrooms. College employees and faculty/instructors may not impose a ban on firearms by permittees in their classrooms/offices.

d. Exclusion Areas

- i. The following areas are prohibited areas for firearms and other deadly weapons, including for permittees:
  - I. College events where alcohol is being sold/tendered.
  - II. College property where explosive or volatile materials are present, in such an amount, that may reasonably cause serious bodily injury due to the materials explosive or volatile nature.
    - a. Such locations will be marked with visible signage.
  - III. College property containing explosive or volatile materials will be marked with a conspicuous sign indicating firearms prohibited. It is the responsibility of the permittee to know these locations.
  - IV. Any place where the carrying of firearms is prohibited by federal law or regulation or state law.

3. Storage of Long Guns

- a. The Sheridan College Safety Office offers free storage to students for long guns, as defined in Section 1.(e) of this procedure.
- b. Storage is available only to on-campus resident students who are 18 years of age or older.
- c. Firearms must have legible serial numbers.
- d. No ammunition or ammunition clips may be stored.
- e. Weapons must be transported in cases at all times; however, cases will not be stored.
- f. Students may temporarily secure their long arms in a locked, privately-owned or leased, motor vehicle, so long as they are not visible from outside the vehicle.

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- g. Appointments for check-in and check-out of all items must be made in advance with the Sheridan College Safety Office and students must provide ID including driver's license and student ID.
    - h. Students must complete and sign Firearms Storage Form.
    - i. SC Safety Team member, or designated staff, reserve the right to refuse service to anyone not in compliance with Student Code of Conduct, Procedure 5075.2.
4. Exception process for official college business and/or college-approved activities
  - a. All exception requests must be requested through the Vice President for Administration's Office, by filling out the SC Firearm Exception Request Form.
  - b. Approved requests must follow all SC protocols for safe handling, transportation, and storage of firearms. Protocols will vary depending upon the specific request.
5. Responding to potential violations
  - a. The following guidelines are the foundational principles used in annual trainings and are designed to help individuals respond appropriately and effectively in situations that may occur. Under no circumstances will employees, students, or visitors to campus be expected to confront anyone potentially violating board policy or the law.
  - b. If an individual witnesses or otherwise learns about the presence of a weapon or firearm:
    - i. Stay Calm and Assess the Situation
      - I. Do not approach or confront the individual.
      - II. If possible, observe from a safe distance and note key details: location, physical description, behavior, and type of firearm (if possible).
    - ii. Determine the Nature of the Situation
      - I. Contact Campus Safety Line or Law Enforcement Immediately
        - a. Call Campus Safety Line, 307-675-0250 or 911 (if you feel there is an immediate threat).
        - b. Provide as much detailed information as possible.
    - iii. Do Not Attempt to Intervene
      - I. Do not attempt to disarm or detain the individual.
    - iv. Document the Incident
      - I. As soon as it is safe, write down all details of the incident for official records and provide them to the VP of Administration.

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