

**POLICY TYPE: Administration**

**POLICY TITLE: Weapons Policy**

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Responsible Administrator: Vice President of Human Resources  
Vice President of Administration  
Director of Public Safety

Location of Related Procedures: Office of Vice President of Human Resources  
Office of Vice President of Administration  
Office of Public Safety Services

Madison College is committed to providing a safe and healthy working environment for all of its employees, visitors, clients, authorized agents, and students. As part of that commitment, and subject to state and federal law, Madison College has established a policy prohibiting all firearms or weapons of any type, concealed or unconcealed, on Madison College property. Even though the state of Wisconsin has enacted a concealed carry law, the right to carry a concealed handgun or other weapon, even though legally obtained, does not apply to employees, visitors, clients, authorized agents, students, or any persons when on the property of Madison College.

Madison College employees are also prohibited from possessing or carrying weapons while in the course and scope of performing their jobs, and, to the extent permissible by law, when they are performing their jobs while away from Madison College property.

This Weapons Policy applies to all Madison College employees, visitors, clients, authorized agents, invitees, students, and all other persons on Madison College property, regardless of whether or not they are licensed to carry a weapon.

Weapons include, but are not limited to, firearms (whether loaded or unloaded), knives, billy clubs, electronic controlled devices (conducted energy devices/Tasers/stun guns), ammunition, explosives and any other device or instrument which, in the manner it is used or intended to be used, could cause death or great bodily harm. Employees who have questions about whether an item is covered by this policy should call the Human Resources Department. Employees are responsible for making sure that any item in their possession is not prohibited by this policy.

“Madison College property” covered by this policy includes, without limitation, all Madison College owned or leased space. Madison College owned vehicles are covered by this policy at all times regardless of whether they are on Madison College property. The policy also applies to employees and authorized agents when conducting business on behalf of Madison College at a customer’s facility or site.

Signs detailing the prohibitions contained in this policy shall be posted at each entrance to Madison College facility.

If any Madison College employee has reason to believe that an employee, visitor, client, authorized agent, invitee, student, or other person has a weapon (whether or not concealed) on Madison College property in violation of this policy, that employee is required to report such belief to Public Safety and/or their supervisor or the Vice President of Human Resources. There will be no retaliation against any employee who in good faith makes a report of a violation of this policy, or who assists in an investigation of such a report.

Individuals and employees authorized in accordance with Wisconsin law may store a concealed weapon in their own vehicle which is driven or parked on Madison College property, as long as the concealed weapon is properly secured in a locked vehicle and is not visible to passers-by.

Employees who violate this policy may be subject to discipline, up to and including termination from employment. Students and guests are subject to discipline according to the Student Code of Conduct for violation of this policy.

This policy does not apply to the following: (1) Madison College security personnel carrying authorized weapons acting within the scope of their employment; (2) certified law enforcement personnel conducting official business on Madison College property, and/or taking certification or training classes; and (3) authorized instructors in the School of Human and Protective Services performing instructional and educational-related training activities with Madison College.

In addition, non-sworn Madison College law enforcement academy students are excepted from this policy only when using a Madison College owned training weapon, provided during an official Madison College law enforcement academy class, or an official training session; and, only under the supervision of a State of Wisconsin certified law enforcement instructor.

*January 2014*