

UW Tacoma Administrative Directive 10.1

Process to Request Exception to (WAC) 478-124-020(3) (f)-Policy Restricting Firearm or other weapons and instrumentalities on Campus

(Approved by the Chancellor and the Vice Chancellor of Administrative Services, December 2010)

1. Purpose: The purpose of this directive is to establish a process for requesting an exception to the policy restricting weapons on the UW Tacoma campus.
2. Background: The University of Washington has, in accordance with a process established under the Washington Administrative Code, adopted a policy restricting the possession of pistol on campus. The policy also establishes a process for seeking permission to carry pistol on campus. This administrative directive is necessary to clarify the specific process for requesting an exception to the restriction of possession of weapons on campus.
3. Overview
 - a. UW policy restricts the possession of a firearm or other weapons and instrumentalities (does not apply to pepper spray) on campus but also provides a process for requesting an exception to this restriction.
 - b. This Administrative Directive provides the process to request an exception to the policy restricting weapons on the UW Tacoma campus.
 - c. This directive is consistent with the University's power to control its property of various kinds. RCW28B.20.130 (1).
 - d. Limitations: This directive is only applicable to properties controlled by the University, RCW28B.20.130 (1).
 - e. Statement of authority within the University: The responsibility for reviewing requests for exceptions to WAC478-124-020(2) (e) is transferred from the Vice President for Student Affairs to the Chief of Police of the University of Washington Police Department for the Seattle campus. In addition, responsibility to review requests for Tacoma campus is transferred to the Chancellor. (See Delegation of WAC 478-124-020(2) (e), dated 4/11/06: UW President to UW Chief of Police.)
4. Procedures
 - a. Individual makes a request to carry weapon in writing to the Director of Campus Safety and Security.
 - i. Written request includes reason for needing to carry weapon on campus.
 - ii. If Requestor is asking to carry a concealed pistol they must provide a copy of current valid concealed pistol permit license and copy of current valid state driver's license.

- iii. Requestor signs a release form for a Washington State Patrol criminal background check to determine if there have been violent convictions since obtaining the concealed permit license.
- b. Director of Campus Safety and Security forwards the request to the Chancellor of the University of Washington Tacoma, per WAC 478-120-020(3)(f).
- c. Director of Campus Safety and Security reviews the request with the Chancellor.
- d. Chancellor consults with Chief of Police of the University of Washington Police Department in Seattle who will provide recommendation and advice on the request.
- e. Chancellor consults with the Attorney General's Office.
- f. Chancellor meets with appropriate Vice Chancellor and/or Associate Vice Chancellor to review the request. Student requests are reviewed with the Associate Vice Chancellor of Student Affairs; faculty requests are reviewed by the Vice Chancellor for Academic Affairs, and staff requests are reviewed by the Vice Chancellor of Administrative Services.
- g. Chancellor responds to requestor in writing, a copy of the letter is kept on file in the Chancellor's office; a copy is forwarded to the University of Washington Attorney General's Office and UW Tacoma Campus Safety & Security office.

For more information please contact the Director of Campus Safety and Security:

- Phone: 253.692.4425
- Campus mail: Box 358452
- Email: swg5@uw.edu

Related regulations, policies, delegations and procedures can be found at the cited following links or are attached:

- Student Code of Conduct: [WAC 478-120-020\(3\)\(f\)](#)
- [WAC 478-124-020 \(2\)\(e\)](#)
- [RCW28B.20.130\(1\)](#)
- [Washington State Attorney General's Concealed Weapons Guidelines](#)
- April 11, 2006 Memo: University of Washington President to UW Chief of Police re: Transfer of responsibility to reviewing requests for exceptions to WAC 478-124-020(2) (e)