



SANTA ANA COLLEGE

Prop Weapon Institutional Guideline

Purpose of the Institutional Guideline

Santa Ana College (SAC) is committed to maintaining a safe and secure environment for the College, its guests and the greater community. In support of this commitment, this policy sets forth rules governing the possession of simulated firearms and other simulated weapons at SAC for theatrical use in activities sponsored and/or authorized by SAC, including use in SAC Theatre Arts Department stage and film productions as well as Television/Video Communications Department film productions. This policy does not address the possession and use of real weapons and of simulated weapons for non-theatrical purposes, which are covered by Rancho Santiago Community College District (RSCCD) Board Policy 3530 and Administrative Regulation 3530. Real firearms and weapons may never be used during theatrical productions at SAC.

Scope of this Institutional Guideline

This policy applies to all members of the College Community, as defined below. It also applies to any person on SAC property, in an SAC facility, or at a SAC sponsored/co-sponsored activity or event.

Simulated Weapon refers to facsimiles of instruments used to inflict physical harm, that are intended to inflict harm, or that could reasonably cause fear of infliction of harm, and any item that may be deemed weapons under applicable law, including but not limited to: a pistol, revolver, shotgun, rifle, firearm, stun gun, BB or pellet gun, taser, electric dart gun, and other instrument that launches a projectile by pressure resulting from combustion of propellant material, including a weapon related to or using air, sound, flare, hunting, or springs; bombs, grenades, mines, explosives, or incendiary devices (which can include “ignition devices” and aerosols; and daggers, stilettos, swords, and knives (including switchblade and gravity knives); and including parts, components, spare parts, or ammunition relating to the above, but are not capable of use as a weapon.

Theatrical Use refers to use in a stage or film production sponsored and/or authorized by SAC, including during rehearsals.

College Community includes the following persons associated with SAC: (a) the Board of Trustees (“Board”); (b) faculty, including visiting faculty; (c) employees; (d) volunteers; (e) students; and (f) others who are performing activities or providing services at or under the auspices of SAC, including consultants, vendors, and contractors.

Guideline

Santa Ana College strictly prohibits possession of simulated firearms and weapons in and around any facility owned or controlled by the College except when the bearer is in possession of written approval as obtained on the **On Campus “Prop Weapon” Permit Request Application**. Under no circumstances may students bring their own simulated firearms or weapons to campus. Students are

limited to using simulated firearms or weapons supplied by Santa Ana College, which, in turn, may be rented from a licensed third-party supplier of theatrical simulated firearms and weapons.

When an individual is appropriately authorized to possess a simulated firearm or weapon for theatrical use at SAC, the following terms shall apply:

1. The approved simulated firearm or weapon may only be used during the time and in the manner specified in the **On Campus “Prop Weapon” Permit Request Application**.
2. Whenever an approved simulated firearm or weapon is transported from one location to another, including within the same building, it must be transported by the authorized individual designated in the **On Campus “Prop Weapon” Permit Request Application**. It should not be transported by a student. When transporting, the authorized individual must assure that the simulated firearm or weapon is placed in a secure container in such a manner that it cannot be observed.
3. The individual to whom written permission has been granted to possess a simulated firearm or weapon must maintain custody of the simulated firearm or weapon at all times and may not transfer custody of the simulated firearm or weapon to any person not specified in the **On Campus “Prop Weapon” Permit Request Application**. The **On Campus “Prop Weapon” Permit Request Application** with approval signatures must accompany the simulated firearm or weapon at all times.
4. The individual to whom permission has been granted to possess a simulated firearm or weapon may not drink alcoholic beverages or engage in any reckless behavior while in possession of a simulated firearm or weapon.
5. When not in use for a theatrical production, the simulated firearm or weapon must be securely stored in a location chosen by the department in charge of production (Theatre Art Department or Television/Video Communications Department) and approved by Campus Safety. Under no circumstances may simulated firearms or weapons be stored in any RSCCD owned, leased, or controlled facilities other than an approved safety storage area.
6. If for any reason it is not possible for an individual in authorized possession of a simulated firearm or weapon to return the item to an approved safety storage area after authorized use, the simulated firearm or weapon should be brought for temporary safe storage to Campus Safety.