

## Weapons Removal and Disciplinary Actions

## Procedure 1.2.1(a)

POLICY NO. AND TITLE	1.2.1.	Policy Prohibiting Weapons within the College of Dentistry
PROCEDURE	1.2.1(a)	Weapons Removal and Disciplinary Actions
DATE ADOPTED		April 18, 2024
REVIEW FREQUENCY		Every three years
DATE OF NEXT REVIEW		April 18, 2027

**Introduction:** Maintaining a safe environment for OU College of Dentistry (OUCOD) personnel, patients and visitors who rely upon us to provide quality oral healthcare, and our vendors, is a responsibility we all share. To that end, this 2-part procedure outlines the actions OUCOD personnel should take if an individual is observed to be openly carrying a weapon (i.e., firearms and munitions, weapons identified in 21 O.S.; 1277, and/or knives with blades that are  $\geq 4$ " in length) within the College of Dentistry building. It also specifies disciplinary actions that may be imposed in instances of non-compliance.

**Prerequisites:** None.

### Procedure:

**PART 1:** Steps to Be Taken by OUCOD Personnel if They Observe an Individual in the Building Carrying a Prohibited Weapon

Step 1A: If the individual openly carrying a prohibited weapon on his/her person is posing an immediate threat, OUCOD faculty, staff, students and residents are to contact Campus Police by pressing the nearest panic button (if available) or calling 405/271-4911.

Step 1B: If the individual carrying the prohibited weapon on his/her person is not posing an immediate threat and is:

1. A patient or visitor, Ms. Susan Shelden, Director of Patient Relations is to be contacted.
2. An employee or vendor, Ms. Kim Graziano, Director of Compliance, is to be contacted.

\*To avoid the possibility of escalating tensions, faculty, staff, residents and students must not confront individuals who are carrying weapons.

Step 2: Ms. Shelden and/or Ms. Graziano may request that the individual exit the building and store the weapon in a locked glovebox or the trunk of their

**Procedure (continued)**

vehicle while they are at the OUCOD and/or contact Campus Police for assistance if/as warranted.

**PART 2: Disciplinary Actions for Non-Compliance**

- A. Dental Hygiene and Dental Students: At a minimum, the first offense for carrying a prohibited weapon in the College of Dentistry building will result in a verbal warning and the second offense will be documented by the Office of Quality Assurance & Compliance in the form of a *Professional Concerns Report* that will be placed in the student's file. Depending on the severity of the initial offense, and in the event of subsequent offenses, dental hygiene and dental students who carry prohibited weapons in the College of Dentistry building may also be subject to disciplinary actions ranging from loss of clinic privileges and temporary suspension to dismissal from the program. Such decisions shall be made in consultation with the Dean for Student Affairs and with the approval of the Dean of the College of Dentistry.
- B. Post-Doctoral Students and Residents: For first-time violations, a written warning will be issued by the Office of Quality Assurance & Compliance to post-graduate students and dental residents who carry prohibited weapons in the College of Dentistry. Depending on the severity of the initial offense, and in the event of repeat offenses, post-doctoral students and residents may also be subject to disciplinary actions ranging from temporary suspension to dismissal from the program. Such decisions shall be made in consultation with Director of Compliance and the respective program director, and shall require approval of the Dean of the College of Dentistry.
- C. Faculty & Staff: For first-time violations, a written warning will be issued to faculty or staff members who carry a prohibited weapon in the College of Dentistry by the immediate supervisor and placed in the employee's personnel file. Depending on the severity of the initial offense, and in the event of repeat offenses, faculty and staff may also be referred for sensitivity training and subject to disciplinary actions ranging from temporary suspension to termination of their employment. Such decisions shall be made in consultation with the respective supervisor, Director of Human Resources and Dean for Administration & Finance, and shall require approval of the Dean of the College of Dentistry.
- D. Patients & Visitors: Patients and visitors who are discovered to be openly carrying prohibited weapons in the College of Dentistry will be informed of the college's policy by the Office of Quality Assurance & Compliance and asked to return to their vehicles to store their weapons in a locked glovebox or trunk. This occurrence will also be documented in the patient's chart. Depending on the severity of the initial offense, and in the event of repeat offenses, patients and visitors may be

**PART 2: Disciplinary Actions for Non-Compliance**

D. Patients & Visitors *(continued)*

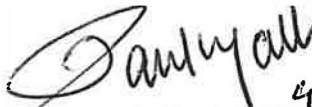
dismissed from the program. Such decisions shall be made in consultation with the Director of Patient Relations and the Dean for Clinical Affairs, and shall require approval of the Dean of the College of Dentistry.

E. Vendors: Vendors who are discovered to be openly carrying prohibited weapons in the College of Dentistry will be informed of the college's policy by the Office of Quality Assurance & Compliance and asked to return to their vehicles to store their weapons in a locked glovebox or trunk. Depending on the severity of the initial offense, and in the event of repeat offenses, relationships between the vendors and the college may be terminated. Such decisions shall be made in consultation with the Director of Compliance and the Dean for Administration & Finance, and shall require approval of the Dean of the College of Dentistry.

**Procedure Approval:** This procedure was reviewed by the Dean's Advisory Council on April 17, 2024, and signed by the Dean on April 18, 2024. It will go into effect on the date it is formally communicated across the College, and be reviewed every three years by the Director of Administration in coordination with the Office of Compliance.

X  4/17/2024

Submitted by: Michael Ferguson, CPA, CGMA  
Sr. Assoc. Dean for Administration & Finance

X  4/23/24

Approved by: Paul M. Mullasseril, DDS, MS  
Dean, OU College of Dentistry

**Procedure-Specific Forms**

- None

**Policy Reference**

- [1.2.1: Policy Prohibiting Weapons within the College of Dentistry](#)

**Related Procedures**

- None

**Revision History**

**Revision Date**

4/17/2024

**Revision Details**

Added area code to Campus Police phone number;

Reviewed and revised individuals who shall make disciplinary decisions in instances of non-compliance; *and*,

Updated procedure approval and signature dates.