

Approval Date: May 31, 2004

Firearms Policy

Office of Accountability:	Vice President (Finance & Administration)
Office of Administrative Responsibility:	Campus Security Services
Approver:	Vice President (Finance & Administration)
Scope:	Compliance with University policy extends to all members of the University community.

Overview

Although uncommon, certain circumstances could give rise to a need for a firearm by those carrying out the business of the University. Protection of human life under threatening situations in remote wilderness areas could be such a need.

Purpose

To state the University's policy on firearms and the related roles and responsibilities.

POLICY

Normally a need for a firearm while carrying out the business of the University will be met with a University owned and issued firearm. Privately owned firearms are not allowed (whether being transported or used) on University owned, leased, rented or controlled properties without the approval of Campus Security Services and the appropriate Dean or Unit Director.

Large stores of ammunition are not to be maintained. The extent of stores for a given situation will be at the discretion of Campus Security Services (see roles & responsibilities point 3. below). Hand loaded ammunition is not to be used.

All aspects of this policy apply to research settings. Should actual firearms be the subject(s) of research, this is to be brought to the attention of Campus Security Services.

Normally the University will not collect firearms. Exceptions are at the discretion of the Executive Director, Museums and Collections in consultation with Campus Security Services.

The following roles and responsibilities apply:

1. FACULTY DEAN/UNIT DIRECTOR AND DIRECTOR, CAMPUS SECURITY SERVICES (SHARED RESPONSIBILITIES)

- a. Implement appropriate controls and procedure to ensure compliance with related legislation dealing with, but not limited to, licensing, registration, maintenance, use, transport, storage, and de-commissioning of firearms and ammunitions.
- b. Co-approve the acquisition or disposition of firearms. These authorities cannot be delegated.
- c. Implement appropriate controls and procedure to deal with the issuance and return of University owned firearms to Campus Security Services.
- d. Co-approve the issuance of University owned firearms. These authorities may be delegated to another appropriate administrator in each unit but cannot be further delegated.

- e. Implement appropriate controls and procedure to deal with approving the use of privately owned firearms.
- f. In consultation with the Manager, Risk Management, co-approve the use of a privately owned firearm. These authorities cannot be delegated.

2. FACULTY DEAN/UNIT DIRECTOR RESPONSIBILITIES (ALSO SEE 1. ABOVE)

- a. Ensure user awareness and acknowledgement of related responsibilities (see 5. below).
- b. Ensure user training and licencing requirements are met.
- c. Cover costs related to training, and the purchase, licensing, storage, maintenance, transport and de-commissioning of firearms and ammunitions. Should additional insurance premiums be charged pertaining to an issuance or approval, this cost will be passed on to Faculty/Unit.

3. DIRECTOR, CAMPUS SECURITY SERVICES RESPONSIBILITIES (ALSO SEE 1. ABOVE)

- a. Implement appropriate procedure to maintain an inventory of University owned firearms.
- b. Keep records of privately owned use approvals.
- c. Keep records of the issuance of University owned firearms.
- d. Maintain University owned firearms.
- e. Implement appropriate controls and procedure for the disposition of University owned firearms.
- f. Implement appropriate procedure for reporting the discharge, theft or loss of the firearm.
- g. Stipulate all matters related to ammunitions. This authority can only be delegated to other senior members of Campus Security Services and cannot be further delegated.

4. MANAGER, RISK MANAGEMENT OR DESIGNATE

- a. In consideration of the firearms usage afforded by this Policy, ensure the University is appropriately insured.
- b. Liaise with the Director of Campus Security Services to ensure appropriate controls and procedures are in place to ensure the firearms usage afforded by this Policy is within the University's tolerance for risk.
- c. Consult with the Director, Campus Security Services on matters regarding the possible use of a privately owned firearm.

5. USER RESPONSIBILITIES

That person to whom a University owned firearm is issued or who receives approval for use of their privately owned firearm is responsible for the following:

- a. Compliance with firearm relevant legislation dealing with but not limited to the licensing, registration, control, use, transport, and storage of a firearm and ammunitions.
- b. Compliance with all related University of Alberta policy and procedure.
- c. To ensure applicable licenses and permits are available to show the user is in legal possession of the firearm (i.e. upon request of a peace officer or other official).

- d. For the control of an issued firearm and adherence to the terms and conditions of the issuance of a University owned or approved privately owned firearm.
- e. To purchase ammunition consistent with the type of firearm, the intended use and in consultation with Campus Security Services
- f. To report the discharge, theft or loss of the firearm consistent with the University's Firearms Incident Reporting Procedure.
- g. Ensure an issued firearm is returned into the custody of Campus Security Services according to the period of issuance.
- h. To advise Campus Security Services of any need to extend an issuance period.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. **[▲Top](#)**

University Property	Includes all University owned, leased, rented or controlled buildings, residences, grounds and vehicles.
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RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. **[▲Top](#)**

[Canadian Firearms Centre](#) (Government of Canada)

[Firearms Act](#) (Department of Justice)

PUBLISHED PROCEDURES OF THIS POLICY

[Firearms & Ammunition Acquisition & Disposition Procedure](#)

[Firearms Incident Reporting Procedure](#)

[Firearms Issuance/Approval Procedure](#)

[Firearms Maintenance Procedure](#)