

Approval Date: May 31, 2004

Parent Policy: [Firearms Policy](#)

Firearms & Ammunition Acquisition & Disposition Procedure

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

Overview

Campus Security Services holds joint responsibility with the Faculty/Unit for approving and coordinating the purchase of firearms and ammunition and the disposition of firearms and ammunition no longer needed. The Firearms Act stipulates a person will need a valid firearms license to acquire a firearm or to obtain ammunition. The license must be kept current for as long as a firearm is in service.

Purpose

To state the required procedure for the acquisition or disposition of a firearm and ammunition.

PROCEDURE

1. ACQUISITION OF FIREARMS AND AMMUNITION

Departments or units needing to acquire firearms must contact Campus Security Services to initiate the purchase process.

Consistent with the University's Firearms policy hand loaded ammunition is not to be used. It is the user's responsibility to purchase ammunition consistent with the type of firearm, the intended use of the firearm and in consultation with Campus Security Services.

2. DISPOSITION OF FIREARMS AND AMMUNITION

Campus Security Services will monitor the frequency of use of all University firearms. Firearms not used for five years will be subject to a needs assessment with the responsible Department. Appropriate action to dispose of the firearm will be taken when the needs assessment indicates the firearm is no longer required.

At the end of the issuance or approval period all unspent ammunition is to be given to Campus Security Services for storage, re-distribution or disposal.

DEFINITIONS

There are no definitions for this Procedure. [[▲Top](#)]

FORMS

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[Firearms Acquisition and Disposition Form](#)

RELATED LINKS

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