

Approval Date: May 31, 2004

Parent Policy: [Firearms Policy](#)

Firearms Maintenance 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.

Purpose

To state the maintenance (cleaning and servicing) required prior to the issuance of a University owned firearm or the approval for the use of a privately owned firearm.

PROCEDURE

1. UNIVERSITY OF ALBERTA OWNED FIREARMS

Campus Security Services will ensure each University firearm is inspected. Firearms to be cleaned and maintained will be sent to a gunsmith for processing. Each firearm will be cleaned and serviced a minimum of once every two years. Firearms in frequent use will be cleaned and serviced as required. Costs to maintain a firearm will be billed to the Department using the firearm.

If the firearm is to be used for any length of time it must be properly cleaned, serviced and maintained while in the field. Campus Security Services will provide the proper cleaning kit for the weapon. The cost of the kit will be charged to the Department using the firearm.

Campus Security Services reserves the right to dispose of firearms no longer deemed safe for use.

2. PRIVATELY OWNED FIREARMS

When requesting permission for the use of a privately owned firearm, the owner must provide a written declaration from a recognized gunsmith affirming the firearm is clean and is in good working order. Such a declaration must be dated no more than 30 days prior to the request for permission.

DEFINITIONS

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

FORMS

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

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