

**ADMINISTRATIVE SERVICES MANUAL****Policies and Procedures**

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***Purpose***

The purpose of this procedure is to provide for the safe use of firearms by university employees and to assist the university with complying with the federal and state gun control regulations.

***Applicability***

This procedure is to be followed for the issuance and use of firearms by researchers, research assistants, and/or other faculty members who are involved in research; this procedure is only applicable if said individuals are employed with UAA and conducting research sanctioned by the University. This would include the use of firearms for personal protection, survival, and hunting while conducting research. With the exception of the check-in and check-out procedures, the remaining sections of this procedure apply to the use of personal firearms for research.

This procedure does not apply to university law enforcement officers or rifle teams as they are already covered under similar and often times more stringent procedures.

***Responsibilities*****Vice Provost for Research and Graduate Studies**

- Confirm employees who request the use of firearms are qualified to use firearms under existing university policies and governmental regulations with assistance through EHS. This will be annotated on the list of authorized employees.

**Environmental Health and Safety Office**

- Develop, maintain, and certify the list of authorized employees
- Provide the authorized employee list to UPD as the list is updated with additions and deletions
- Verify authorized employees have received training as required by this procedure

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### Chief of the University Police Department

- Secure all firearms within the UPD using an appropriate weapons locker.
- Issue firearms to requesting employees upon review of their identity and inclusion on the authorized list as provided by the Vice Provost for Research and Graduate Studies.
- Every April, UPD will run a criminal history check for all employees on the authorized employee listing to ensure they are legally allowed to possess a firearm.

### 707A Building Manager

- Secure all firearms within 707A using the appropriate weapons locker.
- Issue firearms to requesting employees upon review of their identity and inclusion on the authorized list as provided by the Vice Provost for Research and Graduate Studies.
- Request criminal history check from UPD every April.

### Employees

- Review the policy concerning the safe use of firearms found on the [UA Remote Travel Safety Guide](#) and [UA Remote Travel Resource Guide](#).
- Complete a firearms safety course. The training may be attained through different sources, but an employee must receive training in order to be issued a firearm. Traditionally, researchers who are in the field in need of the firearm are trained by or with the agency which they are working with on the project. This training usually occurs annually before the field season begins. This training is totally acceptable with regard to the requirements of this policy.

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- Obtain applicable licenses and permits if required. Generally it is a good idea to have a valid Alaska Hunting License and, in the case of resident aliens, a hunting license may be required.

***Firearms***

Currently only university shotguns are available for checkout by authorized employees. Employees may use their own personal firearms for university business to include handguns, long guns, and shotguns, but they still must adhere to the policies and procedures governing firearms safety and control. You must be on the authorized list to use any firearm, no matter who the owner is, for university related work.

**Checkout Procedure**

- Be sure that you are on the authorized list by calling UPD at 786-1120 or the Building Manager for 707A and letting them know that you'd like to checkout a shotgun.
- Go to UPD in Eugene Short Hall, Room 114 or the Building Manager of 707A's office and present your picture ID (drivers license or university ID).
- Sign for your firearm.
- Verify that the firearm is unloaded and place it into a transport case.
- Prior to using the firearm, verify that it is functioning properly and that it is clean.
- You are responsible for the care, custody and control of the firearm while it is checked out to you and you can be held personally responsible for acts of negligence, loss or damage.
- You and your department are responsible for procuring and storing small and reasonable amounts of ammunition. Small amounts of ammunition (less than 50 rounds) must be secured in a locked drawer or cabinet. If you anticipate the need for larger quantities of ammunition for training or project use, procure it on or near the date that you anticipate using it.

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- Only you and others on the authorized list are permitted to use the firearm.

### ***Check In Procedure***

- Return firearms to UPD or 707A at the end of the project. If the firearms are not returned daily, you must keep them unloaded and in a secure location. Review the [UA Remote Travel Safety Guide](#) and [UA Remote Travel Resource Guide](#) for more details on security.
- Unload and clean firearms prior to returning them to UPD o.707A.
- Return unexpended ammunition to your department and account for any expended rounds in accordance with university policy.

### ***Firearms Purchases***

- Approval to purchase firearms must be obtained from the Vice Provost for Research and Graduate Studies. Usually an e-mail from the Vice Provost authorizing a firearms purchase to Procurement Services will suffice.
- Procurement Services and Environmental Health and Safety reserve the option to specify makes and models of firearms to be purchased.

### ***Storage & Security***

- All firearms must be permanently stored at UPD or 707A.
- No firearms can be permanently stored in department controlled areas.
- Temporary storage in department areas is authorized after EHS or UPD have inspected and approved the temporary storage facility and procedures.