

FIREARM/WEAPON PROCEDURE

Following is The University of Montana's policy governing firearms and ammunitions. In part this policy requires all firearms (rifles, handguns, shotguns of any type or caliber including BB guns and pellet guns, bows, arrows, dart guns, slingshots, and large knives) to be stored in authorized storage areas. The authorized storage area is located in Public Safety at the Physical Plant. Failure to adhere to this firearm policy will result in student conduct code violations and/or criminal charges being filed. Public Safety will store smokeless powder only. Black powder cannot be stored in any area.

A. Check-in Procedure

1. Request photo I.D. Weapons may only be accepted by those presenting a **VALID** photo ID.
2. Have owner read and sign the **Weapon Contract** . The officer checking in the weapon must also sign and date the contract.
3. Complete **Weapon Information** form. Each firearm or ammunition box must have a separate Weapon Information form so they can be checked out separately. File all forms together (staple) alphabetically.
4. Check for damage, change in condition, and general condition. Confirm findings with owner and note any abnormalities or unique identifiers on the Weapon Information form. **Do this every time the weapon is checked in.**
5. Before accepting the firearm for storage, check to ascertain the weapon is unloaded. (All weapons stored must be unloaded). If unloaded, accept the weapon; place it in the storage area.

B. Check-out Procedure

1. Request Photo I.D.
2. Check I.D. to make certain the person checking out the firearm is the owner.
FIREARMS MAY ONLY BE CHECKED OUT TO THE PERSON LISTED ON THE CHECK IN FORM. EXCEPTIONS TO THIS PROCEDURE MAY ONLY BE GRANTED BY THE CHIEF OF POLICE.
4. Refuse release of the weapon if the person appears intoxicated or presents a danger to themselves or others.
3. Fill out the information on the Weapon Storage Log and have the resident sign this form **each time** a weapon is removed from storage.

4. Check the property serial number and remove the firearm from the storage area.
5. Issue the Student the firearm and reaffirm the University's firearm policy.
6. Return the storage log to the alphabetical file.

C. **General Guidelines**

1. Ammunition should be boxed by Students into one box for storage.
2. Firearms and ammunition will be stored for students living in Residence Halls or Family Housing only.
3. Only University of Montana Police Officers are permitted in the storage areas. **NO EXCEPTIONS.**
4. No one is permitted to tamper with or handle the firearms or ammunitions stored.
5. Encourage residents to take all firearms home at the end of the hunting seasons and/or the end of semester.

Make a note on the storage log when the student takes the weapon(s) out of storage permanently. Turn the form into the Captain for storage in archives.

NO FIREARMS OR WEAPONS ARE ALLOWED IN THE RESIDENCE HALLS

AT ANY TIME FOR ANY REASON.