

Procedure Number: 107.9

Procedure: Weapons on Campus

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Approved by: Scott Forshee, Chief of Police

PURPOSE:

Montana State University Billings is committed to maintaining a safe and secure living and learning environment. This Policy/Procedure is a proactive measure toward mitigating injury or death associated with the use of weapons.

For safe and secure weapons storage Montana State University Billings offers an armory within the University Police office. This armory is free to MSU Billings students and is operated by personnel trained in handling firearms in a safe manner. The below procedures have been implemented to ensure security of the property and safety for students, faculty and staff. This procedure defines how Montana State University Billings will handle weapons on campus and manage operations of the university armory.

DEFINITIONS:

For the purpose of this policy/procedure, “weapons” means any: An object or device which will, is designed to, or may be readily converted to expel bullet, shot, shell, BB, or pellet, by the action of an explosive, spring, or other propellant, specifically;

I. Firearms:

A. Handgun;

1. Pistol,
2. Revolver,

B. Long gun;

1. Rifle,
2. Shotgun.

C. Other projectile launching weapon;

1. BB gun,
2. Pellet gun,
3. Air/CO2 gun, or
4. Blow gun.

II. Firearms components, whether partial or complete firearm components, including;

- A. Barrels,
- B. Stocks,

Procedure Number: 107.9
Weapons on Campus

- C. Grips,
- D. Receivers.
- III. Electronic device designed to discharge immobilizing levels of electricity, commonly known as
 - A. A stun gun, or
 - B. Taser.
- IV. Explosives, including all types of ammunition for firearms, incendiary or poison gas:
 - A. Bomb,
 - B. Mine,
 - C. Grenade,
 - D. Rocket with a propellant charge, or
 - E. Missile having an explosive or incendiary charge.
 - F. Incendiary or explosive material, or
 - G. Liquid, solid or mixture equipped with a fuse, wick or other detonating device.
- V. Tear gas bomb or smoke bomb; however, small personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- VI. Knife:
 - A. Commonly known as a switch-blade, or stiletto which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
 - B. A blade knife of four inches or more such as a dirk, dagger, sword,; except that an ordinary pocket knife of less than four inches or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy.
- VII. Martial arts weapon such as;
 - A. Bo staff.
 - B. Nunchaku (Nunchucks),
 - C. Tonfa,
 - D. Throwing stars,
 - E. Sai.
- VIII. Archery equipment;
 - A. Long bow,
 - B. Recurve bow,

Procedure Number: 107.9
Weapons on Campus

- C. Compound bow,
 - D. Crossbow, and
 - E. Arrows or other projectiles that could cause serious harm to any person.
- IX. Other weapon;
- A. Slingshot,
 - B. Cane,
 - C. Billy,
 - D. Knuckles made of any metal or hard material,
 - E. Razor, not including safety razor.

PROCEDURE:

- I. No firearm, ammunition, explosive device, or any unlawful weapon of any kind is permitted on University property, in any University facility, in private vehicles or function without proper authority. Exceptions:
- A. In the possession of:
 - 1. A peace officer,
 - 2. Federal authorities authorized to be armed.
 - B. Transported directly to, or from the MSU Billings Armory. Example:
 - 1. If a student arrives after hours wishing to check in a weapon and due to calls for service the University Police Duty Officer is unavailable, it is acceptable for the student to retain the weapon in its case, secured in the trunk of their vehicle for a reasonable amount of time until able to access the arms room.
 - C. Logged and stored in the MSU Billings Armory.
 - D. Renters of MSU Billings residential property. Example: Persons living in MSU Billings rental houses.
 - E. Prior approval has been obtained from the Chief of University Police, or his designee. Example:
 - 1. University sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, for example martial arts classes/clubs; fencing classes/clubs; theatrical events, etc.
 - F. Anyone possessing a weapon other than those aforementioned exceptions will be asked to remove it from MSU Billings premises immediately. They may also be subject to disciplinary action and/or criminal prosecution.
- II. Ammunition: No ammunition (with the exception of arrows) will be allowed in the Armory:
- A. No projectile that explodes using an explosive or chemical energy after the projectile leaves the weapon is allowed on campus.

Procedure Number: 107.9
Weapons on Campus

B. No black powder is allowed on campus.

III. Armory use:

A. Only authorized personnel are allowed access to the armory.

B. Only sworn law enforcement personnel are authorized to remove a firearm from its case. All weapon cases will be retained by the student.

C. Student responsibility:

1. Submit a completed Armory Use Application form (FM #107.9.1) to University Police.
 - a. Complete the form by providing Name, Sex, Date of Birth, and Social Security Account Number. (As noted in the Rules section of this Procedure, this information is for law enforcement use only).
 - b. Provide the officer with a valid government issued photo identification.
2. Unload all firearms and all magazines prior to bringing them to the University Police office.
3. Have all firearms enclosed inside a proper case, scabbard, or range bag so the firearm is completely obscured when taken to or from the University Police office.
4. Read and acknowledge page one of the Contract & Receipt form, FM #107.9.2.
5. Agree to and sign the Firearms Transfer Statement at the bottom of the Contract & Receipt form, FM #107.9.2.
6. Acknowledge page 2 of the Contract & Receipt form, (FM #107.9.2) by signing at the bottom.
7. For all check in/out transactions, students must provide a valid government issued photo identification.
8. When permanently removing a weapon from the armory:
 - a. Inform the officer, and
 - b. Sign the FM #107.9.3 (Weapon Register) acknowledging permanent removal from the armory.

D. Officer's responsibility:

1. Initial receipt of weapons:
 - a. Immediately upon receiving a firearm;
 - (i). using the unloading station the officer will make certain the firearm is unloaded.
 - b. Verify the identification of the applicant,
 - c. Upon being presented a firearm and the Armory Use Application, the firearm will be checked through the NCIC database. NCIC is a computerized index of criminal justice

Procedure Number: 107.9
Weapons on Campus

information (i.e. criminal record history information, fugitives, stolen property, missing persons).

- b. Acknowledge the Contract & Receipt form, (FM #107.9.2).
 - c. Complete page 2 of the Contract & Receipt form, (FM #107.9.2).
 - d. Verify the identification of the student and make a photo copy of the government identification to be attached to the students armory file.
 - e. Initiate a Computer Aided Dispatch (CAD) entry in the University Police Automated Report Management System (ARMS) listing the student information and brief synopsis of information surrounding the transaction,
 - f. Using a Red file folder, create an armory jacket for the associated paperwork,
 - g. Fill out a property tag with the students name and attach it to the weapon.
 - h. Assign a rack number within the armory,
 - i. Provide the student with a copy of the Contract & Receipt,
 - j. File the jacket in the armory filing cabinet.
2. Releasing weapons:
 - a. Verify the identification of the student accepting the weapon,
 - b. Conduct a brief interview with the student to determine whether, or not the weapon is to be released,
 - c. Note the release transaction on FM #107.9.3 (Weapon Register),
 - d. Have the student sign the proper box on FM #107.9.3 for receipt of the weapon.
 - e. Remove the property tag from the weapon and place it into the student's armory jacket,
 - f. Place the firearm in the provided (by the student) case,
 - g. Release the weapon to the student.
 - h. Permanent removal:
 - (i). Mark on the FM #107.9.3 (Weapon Register) that the weapon is being permanently removed,
 - (ii). Have the student acknowledge the transaction with a signature, and
 - (iii). Initial by the students signature acknowledging the transaction.
3. Returned weapons (being checked back into the armory):
 - a. Immediately upon receiving a firearm;
 - (i). using the unloading station the officer will make certain the firearm is unloaded.

Procedure Number: 107.9
Weapons on Campus

- b. Visually examine the weapon for any notable damage which may need documentation,
- c. Reattach the property tag from the armory jacket and attach it to the weapon,
- d. Return the weapon to its assigned rack within the armory.

IV. Forms:

- A. Armory Use Application (FM #107.9.1).
- B. Weapon Contract & Receipt (FM #107.9.2).
- C. Weapon Register (Chain of Custody) (FM #107.9.3).

V. Inventory: The armory will be inventoried each year;

- A. Unrecovered weapons (where the student has not been granted an extension) will be retained in armory for the balance of the academic year entered plus one year.
- B. Unrecovered weapons are subject to removal through the University Police Lost and Found Property Procedures #107.2.

VI. Records retention:

- A. Armory jackets shall be deemed inactive after a period of one year following a weapon being permanently removed from the armory,
- B. Each year the Chief of University Police, or his designee will purge all inactive files.

RULES:

The information gathered in the MSU Billings Armory use process is confidential and is intended to be used by law enforcement personnel only.

REFERENCES:

- NCIC Gun Rules: (Job No. NC1-65-82-4, Part E. 13 h. (6))
- NCIC Article Rules: (Job No. NC1-65-82-4, Part E. 13 h. (4))
- Office of Public Safety/University Police, University of Montana
- California Department of Justice Bureau of Firearms (Penal Code Section 33855)
- U.S. Army Regulation 190-11