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Policy Name:	Weapons Policy
Originating/Responsible Department:	Campus Safety Services
Approval Authority:	Senior Management Committee
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Contact:	Campus Safety Services

POLICY:

As a responsible member of the community, Carleton University is committed to providing a safe, secure, learning, research, and working environment to all its students, partners, and employees. To that end, Carleton University acknowledges the following concerns, obstacles, and risks:

- Weapons (such as Firearms and Replica Weapons) have the potential to compromise safety and security on our campus and beyond;
- Carleton University researchers use Firearms in remote areas off-campus to protect against aggressive wildlife;
- Professors may choose to display Weapons as an illustration or statement of their research;
- Carleton University owns Weapons and Replica Weapons for the staging of theatrical productions.

PURPOSE:

To comply with all the applicable regulations (these items are regulated and restricted federally, provincially, and municipally), Carleton University will restrict the presence of Weapons on-campus and commits to following the prescribed practices set out in this policy so as to foster a safe and secure environment for all members of our community.

SCOPE:

This policy applies to the entire university community. All members of the campus community are expected to comply with this policy. Any questions regarding the implementation of this policy should be directed to the Director of Campus Safety Services or the Director of Risk and Insurance Services. This policy applies to all Carleton University employees, students, contractors, partners, and visitors. No part of this policy is intended to replace any law established by federal, provincial, or municipal authorities/jurisdictions. This policy simply puts additional controls not offered by the law which Carleton University feels are in the best interests of the safety of its community members.

EXCEPTIONS:

This policy does not apply to Members of a Police Service, Royal Canadian Mounted Police, Canadian Armed Forces, Peace Officers, Licensed Guards or Provincial Constables while on active duty, Carleton University Campus Safety Officers/Special Constables where they are carrying out functions that are related to their work.

Exceptions to this policy may be granted for a Carleton University sanctioned event or activity, a minimum of one week advanced notice is required to obtain an exception. Exceptions require written

approval signed by the Director of Campus Safety Services. The written approval will include a detailed list of Weapons involved, the purpose of the event and the provisions for safe storage and any concerns noted, in advance of the event. The appropriate Vice-President and all relevant Carleton University departments/services and external agencies, such as the Ottawa Police Service will then be informed.

DEFINITIONS:

The following are definitions of key terms used in this policy:

Authorized Firearms User: A Principal Investigator at Carleton University who has completed the training required to hold a possession and acquisition license (PAL), requires a Firearm to conduct Carleton University field research, and has been authorized by their Dean in writing or Departmental Chair to do so.

Delegate: Anyone affiliated with Carleton University (a Student, work-study, employee) who is working under the supervision of an Authorized Firearms User, who has completed the necessary training requirements, and been authorized by their Principal Investigator to use a Firearms.

Firearm: A barrelled Weapon from which any shot, bullet or other projectile can be discharged, and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such a barrelled Weapon and anything that can be adopted for use as a Firearm - subsection 84(1) of the Criminal Code of Canada.

Non-Restricted Firearm: A rifle or shotgun that is not listed in subsection 84(1) of the Criminal Code.

Principal Investigator: The lead researcher for a particular well-defined academic project, laboratory study or clinical trial and is officially designated as such by Carleton University.

Replica: Any item that looks like a Weapon and/or that a reasonable person would believe is a Weapon.

Research Firearms: A Non-Restricted Firearms used by Carleton University researchers in a remote area off-campus which is known to have, or likely to have, aggressive wildlife

Weapon: Anything used, designed to be used or intended for use

- (a) in causing death or injury to any person: or
- (b) for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a Firearm

REGULATIONS:

General Restrictions:

- Weapons and Replicas are not permitted on property owned or leased by Carleton University at any time with the exception of Firearms approved for research field work, Weapons owned by the Department of Theatre and Weapons approved for display by Faculty Deans;
- Ammunition may not be kept on Carleton University premises at any time. It is to be purchased and used up (or donated) entirely off-campus;
- Should Firearms be the proposed subject(s) of research, the Director of Campus Safety Services and the Director of Risk and Insurance Services must be advised immediately so that a proper risk assessment can be conducted and risk mitigation can be recommended to and implemented by the principal researcher.

Specific Restrictions:

Research Firearms

The following paragraphs outline the steps to be followed for each Firearm used in research fieldwork.

a. Purchasing

The cost of Firearms purchased for use during the life of a research project may be reimbursed with either university or agency funding; however, the ownership and licensing responsibilities of the Firearms will remain with the individual acquiring the item.

Each Faculty will maintain a list with a detailed description of each Firearm with copies to be provided to Campus Safety Services and the Director of Risk and Insurance Services.

b. Usage

The Authorized Firearms User or his or her Delegate must be conducting research fieldwork in a remote area which is known to have, or likely to have, aggressive wildlife in order to be authorized to purchase a Firearm. If, in the judgment of the Principal Investigator, the work situation does not justify the possession of a Firearm, or it is too risky, alternative means of protection should be used.

The Authorized Firearms User must produce a valid PAL to their Dean or, if so delegated, the Department Chair. Faculties will maintain lists of Authorized Firearms Users and ensure that lists are kept current. These lists must be made available to Campus Safety Services and the Director of Risk and Insurance Services at all times.

c. Storage

Firearms will not be stored on Carleton University property. The Authorized Firearms User or his or her Delegate will ensure that Firearms are stored off campus in compliance with requirements of the Firearms Act and Regulations. The Authorized Firearms User may enter into an agreement to store Firearms with a reputable Firearms Dealer.

d. Transportation

When Firearms are being transported, all legal requirements must be followed. In addition, during transportation on campus and in populated areas, the Firearm must be:

- Unloaded
- Rendered inoperable by means of a secure locking device
- In a locked hard gun case (i.e.: Pelican or Doskoi)
- Not visible from the outside of the vehicle
- Ensure that the Registration Certificate for any long gun Firearm being transported is kept with the Firearm at all times

f. Disposal

When Research Firearms must be disposed of, they must be:

- a. completely destroyed such that they cannot be resold (contact the Ottawa Police Service or local authorities to arrange for the safe pick up and regulated disposal of the firearm); or
- b. transferred to a business, museum or other organization with a valid Firearms Business Licence.

The Dean must immediately be informed of any disposals and must ensure that the inventory of Firearms is adjusted accordingly.

Use of Weapons in Theatrical Productions

The Kailash Mital Theatre (KMT) and the Sock 'n' Buskin Theatre Company have a variety of swords and Replica Firearms for the sole purpose of staging theatrical productions in the theatres at Southam Hall. Use of these Weapons in a theatrical production must be approved by the Theatre Manager. The Theatre Manager may not approve the purchase or possession of a Firearm. The Kailash Mital Theatre (KMT) must conform to existing Federal gun legislation with respect to the use of Replica Firearms on the stage. The latest edition of "Safety Guidelines for the Live Performance Industry in Ontario" must be adhered to at all times. The Theatre Manager has also developed and enforces a policy respecting the handling of starter's pistols for production purposes – please refer to the attached document, "Kailash Mital Theatre Starter's Pistol Handling Policy."

Production Companies and Carleton University Film Studies students shooting videos and filming activities on campus involving the use of Replica Firearms or Weapons must also adhere to the provisions and restrictions as set out in this policy. Permissions for students and groups to set-up/use Carleton University facilities will be coordinated through the Department of University Communications (DUC) in consultation with the Director of Campus Safety Services. Persons filming on campus must also comply with the Filming on Campus policy. Paid duty/hired-on security provided by Campus Safety Services will be required at all times where a Replica Firearms or Weapon is used in the filming production in any common or public area to ensure safety and to address any concerns that members of the University community may raise at the filming location.

a. Purchasing or Loans

The Theatre Manager must approve and arrange all theatrical Weapons purchases and/or loans from an external company (such as the National Arts Centre). The Theatre Manager will keep an active list of all Weapons loaned or purchased by the KMT or the Sock 'n' Buskin Theatre Company.

b. Usage

The use of Weapons in a theatrical production must be approved by the Theatre Manager. Where there exists any danger or safety issue with the choreography or staging, permission must be refused until the issue can be resolved. No person may use the Weapon in a theatre production until he or she receives basic training in the handling and care of the Weapon.

c. Storage

All theatrical Weapons are to be securely stored immediately following use and stay securely stored while not in use.

d. Transportation

In cases where Weapons must be transported on campus, they are to be carried in a container or bag that completely covers them such as a gun case for a rifle or large duffle bag for smaller Weapons or Replicas. Weapons are never to be carried concealed on a person or in plain view in public areas.

If the Weapon in question is a Replica Firearms, any off campus transportation must be done by vehicle with a trunk or other secure locking compartment and the Replica Firearm cannot be visible from the outside of the vehicle. Campus Safety Services must be advised of any on campus transportation of Weapons and/or Replicas.

e. Disposal

Where the Weapons must be disposed of, they must first be destroyed so that they do not resemble any form of Weapon. In cases where this is not possible, the Director of Campus Safety Services must be contacted and they will advise on the best course of action to dispose of the weapon.

f. Police Responses

It is important that all members of the KMT and Sock 'n' Buskin Theatre Company who may handle Weapons are instructed how to conduct themselves when confronted by law enforcement officials to prevent the situation from escalating. The following points are recommended for anyone when confronted by a law enforcement officer in the vicinity of a Weapon:

- unless instructed otherwise by the law enforcement officer, immediately STOP moving
 - drop the Weapon, and raise both hands high with the palms facing towards the officers with the fingers spread out in a slow smooth motion
 - follow all directions given by the law enforcement officer(s)
 - if the Weapon is not in either hand at the time of the confrontation (i.e. in a pocket), do NOT attempt to retrieve it in order to drop it to the ground.
- Other Weapons
In rare instances, Weapons or Replicas may be displayed in the work areas of Faculty members as an illustration or statement of their research. These Weapons must be approved by the Dean (or Department Chair if so delegated) and a comprehensive, updated inventory (as per Annex A) provided to Campus Safety Services and the Director of Risk and Insurance Services with updates as they occur.

All displays and uses of Weapons must comply with the prevailing legislation, including but not limited to that listed in the References section 1-7.

Responsibilities:

The following roles and responsibilities apply:

Dean (may be delegated to a Chair or Head of Department)

- Ensure that this policy is adhered to at all times within the Faculty or Service;
- Approve the acquisition or disposition of Firearms by their Faculty;
- Maintain a record of Research Firearms;
- Maintain a record of Authorized Firearms Users and their Delegates, ensure it is updated regularly and provided to Campus Safety Services and the Office of Risk Management Services;
- Keep a copy of Authorized Firearms Users and Delegates PAL's;
- Ensure user training and licensing requirements are met prior to authorizing Firearm users;
- Cover costs related to storage of Firearms and ammunitions;
- Approve the display of Weapons (for example: plaque-mounted swords and daggers) as appropriate and safe in Faculty work areas. If the display is inappropriate or unsafe in any way, permission must be refused.

A. Campus Safety Services

- Keep a copy of Research Firearms on hand for reference;
- Keep a record of Authorized Firearms Users and their Delegates on hand for reference;

- Liaise with the Director of Risk and Insurance Services to ensure that appropriate control and procedures are in place for special Carleton University-sanctioned events;
- Secure or seize any unauthorized Weapons found on campus and notify the appropriate authorities;
- Approve any special events that may require exemption from this policy (jointly with the Director of Risk and Insurance);
- Escort and/or assist with any event where Weapons may be used on campus.

B. Director of Risk and Insurance Services

- Ensure Carleton University is appropriately managing risks arising from Weapons and their Replicas;
- Liaise with Campus Safety Services to ensure appropriate controls and procedures are in place for Carleton University sanctioned events and activities;
- Approve any special events that may require exemption from this policy (jointly with Campus Safety Services);
- Provide information and advice to all Weapons owners/users on risk management insurance and regulatory issues as requested or required.

C. Authorized Firearms User/Principal Investigator

- Obtain Possession and Acquisition Licence (PAL) and give a copy to Dean or Chair as appropriate for Faculty;
 - Comply with all relevant Firearm legislation dealing with, but not limited to, the licensing, registration, control, use, transport, and storage of a Firearm and ammunitions;
 - Cover costs related to training and the purchase, licensing, maintenance, transport and, de-commissioning of Firearms and ammunitions;
 - Delegate the Authorized Firearms User designation only as needed to graduate students that have the applicable training, licenses and permits;
 - Prove legal possession of Firearm (provide PAL and Registration Certificate) to authorities upon request;
 - Ensure that there is no ammunition on campus at any time and that any leftover ammunition is not returned with the Firearm;
 - Ensure that Firearms are never left unattended on campus or in an urban area;
 - Have care, custody, and control of the Firearm at all times unless it is stored in accordance with the applicable regulations;
 - Not operate or have access to the Firearm while under the influence of drugs or alcohol;
 - Inform the Dean or Department Chair immediately if Firearms possession and acquisition licence is suspended or removed at any time;
 - Ensure that Research Firearms are in good working order well in advance of the field work and arrange repairs or maintenance as needed;
 - Ensure that the field activity and/or destination is not in an area in which Firearms are prohibited from use by applicable Acts, Bylaws; or Regulations;
 - Ensure their Delegates also comply with all of the above measures.
- **Delegates**
 - Complete Possession and Acquisition Licence course and background check by Police and give a copy to Dean or Chair as appropriate for Faculty;

- Comply with all Firearms relevant legislation dealing with, but not limited to, the licensing, registration, control, use, transport, and storage of a Firearm and ammunitions;
- Prove legal possession of Firearm (provide PAL and Registration Certificate) to authorities upon request;
- Ensure that there is no ammunition on campus at any time and that any leftover ammunition is not returned with the Firearm;
- Ensure that Firearms are never left unattended;
- Have care, custody, and control of the Firearm at all times unless it is located and stored in accordance with the applicable regulations;
- Not operate or have access to the Firearm while under the influence of drugs or alcohol;
- Inform the Dean or Department Chair immediately if Firearms possession and acquisition licence is suspended or removed at any time;
- Ensure that Research Firearms are in good working order well in advance of the field work and arrange repairs or maintenance as needed;
- Ensure that the field activity and/or destination is not in an area in which Firearms are prohibited from use by applicable Acts, Bylaws, or Regulations.

D. Theatre Manager

- Approve the use of Weapons for all theatre productions;
- Arrange the purchases and loans of any Weapons required;
- Maintain a list of Weapons owned by Carleton University KMT and Sock 'n' Buskin Theatre Company;
- Ensure appropriate training for actors who will be using Weapons in their roles;
- Consult with the Director of Risk and Insurance Services and the Director of Campus Safety Services where requirements are not clear or known;
- Ensure that Weapons are securely stored when not in use.

E. Other Weapons Owners

- Secure the approval of their Dean to display Weapons in their work area;
- Comply with all applicable Municipal, Provincial, or Federal Regulations as appropriate.

Enforcement / Consequences:

Campus Safety Services will seize any unauthorized Weapons found on campus. The Weapons may be returned to the owner once the owner has arranged to have them stored permanently off campus. Prohibited or non-registered Firearms will be turned over to the Ottawa Police Service.

Individuals found in possession of unauthorized Weapons on campus may be excluded from Carleton University property under the Trespass to Property Act pending an investigation.

Individuals may be subject to disciplinary action up to and including expulsion from Carleton University in the case of a student, or where staff is involved, termination of employment depending upon the circumstances. In the case of prohibited or non-registered Firearms and other illegal Weapons, the individual may also be subject to criminal prosecution.

Training:

The minimum standard for becoming an Authorized Firearms User or Delegate is to obtain a Possession and Acquisition Licence (PAL). This requires taking a course provided by a certified instructor, passing a

written exam and having a background check done by the Police. It is recommended that Authorized Firearms Users and Delegates get some practice using the Firearm which can be arranged through a gun club that has a firing range.

Theatrical Weapon training is specific to the type of Weapon in question but should include at a minimum: safe handling, cleaning and proper usage techniques.

References:

For further information on the use of Firearms in the field, please contact Campus Safety Services (non-emergency number) at (613)520-3612 [3612 on campus]. For further information on the legal or insurance aspects of Firearms use, please contact the Director of Risk and Insurance Services at (613)520-2600, ext. 1473 [1473 on campus].

1. Part 2 of the schedule in subsection 84(1) of the Criminal Code SOR/98-462
2. Firearms Act
3. Storage, Display, Transportation and Handling of Firearms by Individuals Regulations, SOR 98- 209
4. Trespass to Property Act
5. Noise, City of Ottawa BY-LAW NO. 2004-253
6. Discharge of Firearms City of Ottawa BY-LAW NO. 2002-344
7. Safety Guidelines for the Live Performance Industry in Ontario - "Theatre Ontario: Canada's Laws – Firearms and Bladed Weapons"
8. Kailash Mital Theatre Starter's Pistol Handling Policy

Related Policies:

Alumni Theatre Starters Pistol Handling Policy

Contacts:

Director, Campus Safety Services