

Responsible Officer:	UC ANR Vice President
Responsible Office:	Office of the Vice Provost of Research and Extension
Issuance Date:	07/27/2020
Effective Date:	07/27/2020
Last Review Date:	10/01/2014
Scope:	Applicable to all UC ANR Research and Extension Centers

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**Note: For links to referenced documents see Item VI,
Related Information, below.**

I. POLICY SUMMARY

This policy describes the need for and purpose of firearms at University of California (UC) Agriculture and Natural Resources (ANR) Research Extension Centers (REC) locations. In addition, this policy outlines the process for authorizing residential storage for employees who live and work at a REC. Moreover, this policy outlines the requirements for use of a firearm in the course and scope of employment on property owned and operated by UC ANR.

The RECs are committed to ensuring safe working environments and compliance with federal and state laws related to the possession and/or discharge of firearms on the RECs. Under California laws, it is a felony for anyone to bring firearms onto UC property without the written authorization from the relevant University official (California Penal Code sections 626.9(h) and 626.9(i)). Among the exceptions are peace officers engaged in the course of their duties.

The University of California, Office of the President (UCOP) wisely recognized that some University employees work in remote and potentially dangerous locations where possession and/or use of firearms may be deemed appropriate. Therefore, in limited special circumstances, Chancellors or their designees may grant written permission to an individual for lawful possession of a firearm on University property.

For those who conduct research and work daily in these environments, Campus Departments were encouraged to develop measures promoting public safety for those instances where authorization is approved, including fingerprinting, weapons inspections and the institution of gun safety measures (see link in Item VI., *Related Information* below).

II. DEFINITIONS

Firearm: Any device capable of discharging a center or rim fire cartridge, black powder, CO₂- powered metal-projectiles, or metal-projectiles powered by pumping or cocking the device. For the purposes of this policy, this includes but is not limited to: rifles, handguns, shotguns, pellet guns, and BB guns.

Dormitory: A “dormitory” at a REC is a living facility where the occupant has a shared living space and shared kitchen and/or bathroom facilities. Dormitories are used by visiting researchers and their associates (graduate students, Staff Research Associate, etc.), who typically stay for days, weeks or months.

Authorization Period: This is the specific period of time that the authorization is granted. Depending on circumstances, the authorization may encompass one day or up to one calendar year. Authorizations must have an end date and shall expire no later than December 31 of the calendar year. Renewal of authorizations may be requested annually with the completion of a new Employee Firearm Authorization Form (link provided in Item VI, *Related Information* below).

Residence: A “residence” is a single-family dwelling (house or duplex, etc.) on University property where residents live for months or years.

Unloaded: There is no cartridge in the chamber or magazine.

University Property: Buildings and grounds that are operated by, or under the control of, the Regents of the University of California.

III. POLICY TEXT

A. Authorization: Use Within Course and Scope of Employment

1. Firearm(s) use may be authorized for vertebrate pest management or emergency euthanasia of animals. (See UC ANR: Vertebrate Pest Management Section 420.2. For hunting see UC ANR: Recreational Hunting Section 420.3.).
2. If this job function is 30% or more of the total job duties, an employee position description must document that vertebrate pest management, emergency euthanasia of animals or other use is an essential job function.
3. Prior to use of a firearm on REC property in the course and scope of employment, the Authorization Form (see below Item VI., *Related Information*) must be completed and approved by the UC ANR Vice President (Vice President) or the UC ANR Vice Provost of Research and Extension.
4. Employees who use firearms in the course of their job duties must submit their fingerprints to the California Department of Justice for a criminal records search. Employees who have criminal convictions for violent crimes, gun-related offenses, or are otherwise barred from using a firearm under California law will not be allowed to use a firearm for University business.
5. A subsequent arrest notification request will be submitted to DOJ to ensure compliance with California law.
6. The employee must provide proof that they have passed one of the following:
 - a. State of California certified hunter safety course;
 - b. A valid hunting license issued by the State of California Fish and Wildlife Department or;
 - c. State or federal certification as an instructor for firearm/hunter safety.
7. RECs shall maintain a use log when a firearm is used for work. The log shall include information such as date of use, authorized user, firearm used, authorized by and purpose, number of animals euthanized or

harvested. See below Item VI, *Related Information* for a sample Firearm Use Log.

8. Except in the case of a statutory bar, if an action adverse to employment is created by this policy, the employee may make an appeal in accordance with the union grievance process or other Human Resources procedure.

B. Authorization: Transportation and Residential Storage.

1. Prior to bringing any type of firearm onto REC property for any purpose, the Authorization Form must be completed and approved by the Vice President or the Vice Provost of Research and Extension.
2. When firearm authorization is requested for purposes of storage only, no written proof of safety training and/or hunting license is required.
3. The Period of Firearm Authorization is not to exceed one calendar year. Every year all employees who wish to continue to transport or store firearms on REC property must request a new authorization before December 31.
4. The Period of Authorization (if less than one calendar year) and Conditions of Authorization shall be completed by the REC Director (or Designee), based on the specific firearms, authorized use(s), or other needs of the REC.
5. If approval is denied, the decision of the REC System is final.

C. Storage of Firearms

1. Personally-Owned
 - a. Personally-owned firearm(s) must be removed from the REC at the end of each work day unless:
 - i. They are stored in an onsite residence as described in Section C.; or
 - ii. If a personally-owned firearm is used in direct connection with authorized job duties, such as euthanasia of sick or diseased animals or vertebrate pest management, then the firearm may be stored with University-owned firearms, or in a REC authorized and approved University-provided storage locker.
 - iii. Fill-out a loan agreement form to document ownership and loan terms.
 - b. When not being used for the authorized purposes during working hours, the personally-owned firearm shall be maintained unloaded and in an authorized location, and/or in accordance with California

state laws. Ammunition for the firearm shall be maintained in locked location separate from the firearm.

c. Firearm Storage in Residences on University Property

i. Some employees live on University REC property. These employees provide a rapid response to emergencies (e.g. fire, broken pipes, injured livestock, trespassers, and predation etc.). If an employee leases property from the University in this capacity and wants to store firearms in their leased homes, the tenant/employee must get approval in the form of an Authorization Form signed by the Vice President or the Vice Provost of Research and Extension.

ii. Firearms must be unloaded, with the following provisions:

a. Firearm(s) capable of being rendered inoperable through a process described by the manufacturer must be maintained in that condition. This would include, but not be limited to, removing the bolt, barrel, cylinder, clip or using an approved trigger lock or cable lock.

b. Firearm(s) not capable of being rendered inoperable as described in paragraph C (2)(a) above, shall be stored in a case or locked location such as, but not limited to, gun cabinet or safe, owned and purchased by the tenant.

iii. Firearms may not be stored or possessed in dormitories.

2. University-Owned

a. University-owned firearms can only be used for purposes directly related to the University's mission of teaching, research, and outreach.

b. When not being used for the authorized purposes during working hours, the University-owned firearm shall be maintained unloaded and in an authorized location, and/or in accordance with California state laws. Ammunition for the firearm shall be maintained in a locked location separate from the firearm.

c. Only employees, REC Directors or superintendents who are authorized to use firearms within the course and scope of their duties may have access to the keys or combinations for locked firearm storage units.

- d. Locks or combinations shall be changed when previously authorized employees leave employment or firearm use is removed from an employee's essential job duties.
- e. The REC Director or designee shall perform periodic inspections to verify that University-owned firearms are stored in accordance with this policy.

D. Mandatory Firearm Discharge Log

1. If an employee is authorized to discharge a firearm within their course and scope of employment, that employee must log the reasons they used a firearm by recording the date of use, authorized user name, authorized by, purpose of use, and number and type of animals euthanized or harvested.
2. A copy of the log will be submitted upon request to the Vice Provost of Research and Extension and a copy of the submitted log will be maintained on a shared folder or collaborative tool.

E. Recreational Hunting

1. At RECs where recreational hunting is used for community stewardship and as an effective strategy to reduce game animal depredation of research sites, the REC shall establish local procedures for granting residential employee hunting privileges.
2. See UC ANR: Recreational Hunting Policy Section 420.3.

F. Vertebrate Pest Management Plans

1. RECs may find it necessary to use firearms for the purposes of controlling predators or pests that harm research crops or livestock. Such use must comply with all federal, state, and local laws, including but not limited to, California Fish and Wildlife depredation permit requirements.
2. RECs using firearms for this purpose shall establish a written Vertebrate Pest Management Plan. That plan must be legal and science-based with sufficient justification that the use of a firearm is the best method for controlling a particular vertebrate pest.
3. Vertebrate Pest Management Plans DO NOT include situations where there is a direct threat to the safety and welfare of REC livestock, employees and visitors.
4. See UC ANR: Vertebrate Pest Management Policy Section 420.2.

G. Individual REC Policy and Procedures

1. Because each REC location has a different and diverse ecosystem, individual RECs may develop operationally specific guidelines in addition

to these policies and procedures.

2. Prior to implementation, REC-specific policies must be submitted to the Vice Provost of Research and Extension for review and approval. These policies must be reviewed periodically (no more than 5 years) and any proposed changes submitted to the Vice Provost of Research and Extension for review and approval.

H. Authorization and Inventory Record-Keeping

1. Each REC is responsible to maintain an inventory of University-owned firearms, by recording firearms in the University's Capital and Assets Management System (CAMS), including the following information:
 - a. Purchase date; Manufacturer; Model number; Caliber; Serial number; and REC location.
2. Risk and Safety Services will maintain a record of ALL approved firearms authorizations. This record will be forwarded to the Vice Provost of Research and Extension and REC-specific reports will be forwarded to the Director of each REC. The firearm authorization record will contain the following information:
 - a. Employee name; date of authorization; type of authorization; type of firearm(s) and identifying information; use of personally-owned or University-owned firearm; reason for use; and location of stored firearm.
 - b. Employees who are authorized to use a firearm within the course and scope of employment (any percentage) should be indicated within the REC's organization chart. The REC Director or designee will be responsible for creation and maintenance of the organization chart.

I. Training and Safety

1. Employees using firearms for University business must have firearm safety refresher training every five years, either by completing a certified hunter safety course or other applicable firearm safety training approved by Risk and Safety Services. Note: refresher training may be specific to the task that the employee is using a firearm for, e.g. proper techniques for animal euthanasia.
2. Eye and ear protection must be made available and used by staff as appropriate.
3. When REC shooting ranges are necessary to perform periodic maintenance and inspection of University owned firearms, they shall

conform to the criteria standards of the National Shooting Sports Foundation.

- a. The range can only be used for University business.

J. Policy Communication

1. REC Directors are responsible for providing copies of this policy, procedures and any REC-specific policies to the REC's employees, on-site researchers, tenants, and public hunters, as applicable.
2. Current policies and procedures should be easily accessible on a web page, a shared-drive or on a collaborative tool. All employees should be noticed when any updates, changes or modifications are made to these policies or procedures.
3. Signs shall be placed at entry locations to RECs stating that under California Penal Code sections 626.9(h) and 626.9(i) it is considered a felony to possess firearms, loaded or unloaded, on University property unless written permission is granted by the appropriate University official.

K. Acquisition and Disposition of University-Owned Firearms

1. Disposition of firearms requires special handling based on Code of Federal Regulations (CFR) Title 27 / Alcohol, Tobacco Products and Firearms, Chapter II: Bureau of Alcohol, Tobacco, Firearms, and Explosives, Department of Justice, Part 478: Commerce in Firearms and Ammunition (See UC Office of the President BFB-BUS-38, *Disposition of Excess Property*).
2. The REC Director must obtain the approval of the Vice Provost of Research and Extension prior to purchasing, or otherwise obtaining firearms.
3. Approved purchases must be completed through a licensed firearms dealer and in accordance with University and UC ANR purchasing policies.
4. Transfer of ownership of a firearm must be done in accordance with federal and state laws and regulations. As well, transfers must be processed through a license firearms dealer.
5. Only the possession and use of California-legal firearms are authorized.
6. No Steel Jacketed, Steel Core, Tracer, Armor-Piercing or Incendiary ammunitions are allowed on the RECs.

IV. COMPLIANCE / RESPONSIBILITIES

A. UC ANR Research and Extension Center Director (REC Director)

The REC Director is responsible for compliance with this policy at their REC and will report issues of non-compliance to the Vice Provost of Research and Extension.

B. The UC ANR Risk and Safety Services Office

The UC ANR Risk and Safety Services office will periodically review compliance with this policy, including audits of UC-owned firearms, records, and storage practices. The Risk and Safety Services Director will report audit findings to the Vice Provost of Research and Extension and to the UC ANR Controller.

C. The UC Whistleblower Hotline

The UC Whistleblower Hotline is available for staff or the public to report any violations of this policy or any federal, state, or local laws and regulations.

D. Authority

1. Authority for enforcement of this policy is vested with Vice President, and through the Vice President, with the Vice Provost of Research and Extension.

V. PROCEDURES

Not used – refer to Item III. *Policy Text* above.

VI. RELATED INFORMATION

- [California Firearms Laws Summary 2013](#)
- [August 16, 1999 Letter to Chancellors Concerning Guns On Campus](#)
- [UC Office of the President Business and Finance Bulletin BUS-38, Disposition of Excess Property and Transfer of University-Owned Property](#)
- [UC ANR Policy and Procedure Manual Section 420.2 Vertebrate Pest Management Policy](#)
- [UC ANR Policy and Procedure Manual Section 420.3 Recreational Hunting Policy](#)
- [UC ANR Policy and Procedure Manual Employee Firearm Authorization](#)
- [UC ANR Policy and Procedure Manual Firearm Authorization for Hunting](#)
- [UC ANR Policy and Procedure Manual Firearm Use Log](#)

VII. FREQUENTLY ASKED QUESTIONS

Not used.

VIII. REVISION HISTORY

November 2017: Format updated.

July 27, 2020: Title corrections, minor formatting updates.