

Weapons Directive v2.77

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

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

To comply with all the applicable regulations (these items are regulated and restricted federally^{1,2,3}, provincially⁴ and municipally^{5,6}), uOttawa will restrict the presence of *Weapons*, and commits to following the prescribed practices set out in this directive so as to foster a safe and secure environment for all members of our community.

Definitions:

The following are definitions to key terms used in this directive.

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

Delegate: Anyone affiliated with uOttawa (a Student, workstudy, 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 uOttawa-owned *Firearms*.

Firearm: A barreled *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 barreled *Weapon* and anything that can be adopted for use as a *Firearm*. (subsection 84(1) of the Criminal Code of Canada¹).

Non-Restricted Firearm: A rifle or shotgun that is not listed in subsection 84(1) of the Criminal Code¹

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

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

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 firearm¹

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.

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General Restrictions:

- *Weapons* and *Replicas* are not permitted on property owned or leased by uOttawa at any time with the exception of uOttawa-owned *Firearms*, *Weapons* owned by the Department of Theatre and *Weapons* approved for display by Faculty Deans.
- Ammunition may not be kept on uOttawa premises at any time. It is to be purchased and used up (or donated) entirely off-campus.
- Should *Firearms* themselves become the subject(s) of research, this is to be brought to the attention of the Office of Risk Management immediately.

Specific Restrictions:

1. uOttawa-owned Firearms

The following paragraphs outline the steps to be followed for each uOttawa-owned *Firearm*.

a. Purchasing

Purchases must be pre-approved by the Dean or Department Chair who will ensure that the Faculty firearms list (see Annex A) is updated accordingly. *Firearms* purchased on behalf of uOttawa must comply with the *Firearms Act*².

Each Faculty will maintain a list with a detailed description of each *Firearm* purchased that is to be kept in the *Firearms* storage area with copies to be provided Protection Services and the Office of Risk Management.

b. Usage

The *Authorized Firearms User* or his or her *Delegate* must be undertaking research fieldwork in a remote area which is known to have, or likely to have, aggressive wildlife in order to have a uOttawa-owned *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*, Department Chair. Faculties will maintain lists of *Authorized Firearms Users* and ensure that they are current. These lists must be made available to Protection Services and the Office of Risk Management at all times.

c. Storage

All uOttawa-owned *Firearms* must be stored in the designated *Firearms* storage area administered by Protection Services who provide access to the secure room given 72 hours notice. Each Faculty will have the keys or combinations to their own gun cabinet only inside the secure room which will be available to *Authorized Firearms Users* only.

In order to be stored properly, *Firearms* must be rendered inoperable by a secure locking device, locked inside their assigned gun cabinet located inside the secured *Firearms* storage area.

All uOttawa-owned *Firearms* must be returned to safe storage within 72 hours of the *Authorized Firearms User's* or *Delegate's* return to Ottawa. *Firearms* MUST not be left unattended in offices or vehicles. *Firearms* users must arrange with Protection Services to meet them when returning uOttawa-owned *Firearms* to storage.

Ammunition may not be stored on property owned or leased by the uOttawa at any time. It is the responsibility of the *Authorized Firearms User* or their *Delegate* to purchase ammunition off campus to take on the trip and to ensure that no ammunition is returned to campus upon completion of the trip.

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d. Retrieval

All retrievals are to be carried out by vehicle – *Authorized Firearms Users* and/or their *Delegates* must park at 720 King Edward Avenue to retrieve their firearms.

Each Faculty will provide and maintain an access log binder to be kept in the storage area that must include, at a minimum, the following headings: name of *Authorized Firearms User*, description of gun (or refer to serial on Faculty list), and time and date taken /returned. This log must be updated by the *Authorized Firearms User* on each visit into the *Firearms* storage area.

Delegates may access the secure room to retrieve uOttawa-owned *Firearms* **only if** the *Authorized Firearms User* supervising them is out of town but has given prior written permission to allow their *Delegates* to use uOttawa-owned firearms (note that in this case an email would suffice). Otherwise, *Delegates* may retrieve uOttawa-owned *Firearms* only from the *Authorized Firearms Users* supervising them.

e. 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 gun case
- 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 the uOttawa-owned *Firearms* must be disposed of, they must be completely destroyed such that they cannot be resold. The Dean must immediately be informed of any disposals and must ensure that the inventory of *Firearms* is adjusted accordingly.

2. Use of Weapons in Theatrical Productions

The Department of Theatre has a variety of swords and *Replica* firearms for the sole purpose of staging theatrical productions by the Department of Theatre at 133-135 Séraphin-Marion. The use of these *Weapons* in a theatrical production must be approved by the Technical Director of Theatre. The latest edition of "*Safety Guidelines for the Live Performance Industry in Ontario*"⁷ must be adhered to at all times.

a. Purchasing or Loans

The Technical Director of Theatre must approve and arrange all theatrical *Weapons* purchases and/ or loans from an external company (such as the National Arts Centre). The Technical Director of Theatre will keep an active list of all *Weapons* loaned or purchased by the Theatre department.

b. Usage

The use of *Weapons* in a theatrical production must be approved by the Technical Director of Theatre. 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*.

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c. Storage

All theatrical *Weapons* are to be securely stored while not in use and are to be secured again as soon as practicable.

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* firearm, 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. Protection 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 Office of Risk Management will advise on the best course of action.

f. Police Responses

It is important that all members of the Theatre Department 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.

3. 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 Protection Services and the Office of Risk Management 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^{1,2,3,4,5,6,7}.

Enforcement / Consequences

Protection 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.

Individuals found in possession of unauthorized *Weapons* on campus may be excluded from uOttawa property under the *Trespass to Property Act*⁴ pending an investigation. Individuals may be subject to disciplinary action up to and including expulsion from uOttawa 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.

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Responsibilities

The following roles and responsibilities apply:

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

- Ensure that this directive 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 Faculty-owned *Firearms*
- Maintain a record of *Authorized Firearms Users* and their *Delegates*, ensure it is updated regularly and provided to Protection Services and the Office of Risk Management
- Keep a copy of *Authorized Firearms Users* and *Delegates* PAL's
- Ensure user training and licensing requirements are met prior to authorizing firearms 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.

Protection Services

- Keep a copy of Faculty-owned Firearms on hand to refer to
- Keep a record of Authorized Firearms Users and their Delegates, on hand to refer to
- Liaise with the Office of Risk Management to ensure that appropriate control and procedures are in place for special uOttawa-sanctioned events
- Secure or seize any unauthorized *Weapons* found on campus and notify the appropriate authorities as well as the Office of Risk Management
- Provide access to the *Firearms* storage area, given 72 hours notice
- Generate a TARS report each time the *Firearms* storage area is accessed
- Approve any special events that may require exemption from this directive (jointly with Office of Risk Management)
- Escort and/or assist an *Authorized Firearms User* and/or *Delegate* and *Firearms* in retrieving or returning their firearm to/from the *Firearms* storage area
- Escort and/or assist with any event where *Weapons* may be used on campus

Office of Risk Management

- Ensure uOttawa is appropriately managing risks arising from *Weapons* and their *Replicas*
- Liaise with Protection Services to ensure appropriate controls and procedures are in place for uOttawa sanctioned events and activities
- Approve any special events that may require exemption from this directive (Jointly with Protection Services)
- Provide information and advice to all *Weapons* owners/users on risk management, insurance and regulatory issues as requested or required

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 *Firearm* relevant 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, licences and permits
- Prove legal possession of *Firearm* (provide PAL and Registration Certificate) to authorities upon request

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- 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 uOttawa-owned *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 Regulations¹²³⁴⁵⁶⁷
- Return *Firearms* to safe storage within 72 hours of returning to Ottawa
- Arrange with Protection Services in advance to have an escort to return *Firearms* to storage
- 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 *Firearm* 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 uOttawa-owned *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 Regulations¹²³⁴⁵⁶⁷
- Return *Firearms* to safe storage within 72 hours of returning to Ottawa
- Arrange with Protection Services in advance to have an escort to return *Firearms* to storage

Technical Director of Theatre

- 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 uOttawa Theatre Department
- Ensure appropriate training for actors who will be using *Weapons* in their roles
- Consult with the Office of Risk Management where requirements are not clear or known
- Ensure that *Weapons* are securely stored when not in use

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 appropriate¹²³⁴⁵⁶⁷

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Application / Scope

All members of the campus community are expected to comply with this directive. Any questions regarding the implementation of this directive should be directed to the Office of Risk Management, at (613) 562-5892.

This directive applies to all uOttawa employees, students, contractors, partners and visitors. No parts of the directive are intended to replace the law. This directive simply puts additional controls not offered by the law which uOttawa feels are in the best interests of the safety of its community members.

Exceptions

This directive does not apply to

- Members of a Police Service, Royal Canadian Mounted Police, Canadian Armed Forces, Peace Officers, Licensed Guards and Provincial Constables while on active duty
- uOttawa Protection Service Officers where they are carrying out functions that are related to their work

Exceptions to this directive may be granted for a uOttawa 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 Protection Services and the Director, ORM. 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 VP and all relevant uOttawa departments/services and external agencies, such as the police will then be informed.

References

For further information on the use of *Firearms* in the field, please contact Protection Services (non-emergency number) at (613) 562- 5499 [5499 on campus]. For further information on the legal or insurance aspects of *Firearms* use, please contact the Office of Risk Management at (613) 562-5892 [5892 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](#)

Annex A To *Weapons* Directive

Faculty / Institute / School / Department *Firearms* Inventory

Faculty :					
Date Last Updated:					
Faculty Prefix*	University Serial	Name/Make	Model and Caliber	Serial Number	Principal Investigator
	01				
	02				
	03				
	04				
	05				
	06				
	07				
	08				
	09				
	10				

* Prefix is a three letter abbreviation for the department or Faculty that will distinguish *Firearms* by owners at a glance and eliminate the need to synchronize the list university-wide (for example both Engineering and Arts could have a gun # 3 listed, one could be ENG03 and the other could be ART03)

Annex B To *Weapons Directive*

Firearms Sign In / Out Page*

Faculty Prefix	University Serial	Weapon Name/ Make	Authorized Firearms User or Delegate				Planned Use		In / Out			
			Name (please print)	PAL certificate No.	Expiry date	Signature	Destination	Estimated Return Date	Signed Out: Date / Time	Protection Services initials	Returned: Date / Time	Protection Services initials
		NAME	FIRST		[yy/mm/dd]			[yy/mm/dd]	[yy/mm/dd]		[yy/mm/dd]	
		MAKE	LAST					TIME			TIME	
		NAME	FIRST		[yy/mm/dd]			[yy/mm/dd]	[yy/mm/dd]		[yy/mm/dd]	
		MAKE	LAST					TIME			TIME	
		NAME	FIRST		[yy/mm/dd]			[yy/mm/dd]	[yy/mm/dd]		[yy/mm/dd]	
		MAKE	LAST					TIME			TIME	
		NAME	FIRST		[yy/mm/dd]			[yy/mm/dd]	[yy/mm/dd]		[yy/mm/dd]	
		MAKE	LAST					TIME			TIME	
		NAME	FIRST		[yy/mm/dd]			[yy/mm/dd]	[yy/mm/dd]		[yy/mm/dd]	
		MAKE	LAST					TIME			TIME	
		NAME	FIRST		[yy/mm/dd]			[yy/mm/dd]	[yy/mm/dd]		[yy/mm/dd]	
		MAKE	LAST					TIME			TIME	

*NOTE – a TARS report should be generated by Protection Services for each Retrieval and Return

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