



POLICIES and PROCEDURES

Responsible Unit	Safety & Security
Last Reviewed/Updated	1 May 2016
Approving Sector Head	Vice-President, Finance & Administration and CFO
Policy	WEAPONS, POSSESSION OF

All members of the Acadia University community, including faculty, staff, students, or any person attending Acadia University campus, are prohibited from possessing firearms, explosives or weapons (hereafter referred to as “weapons”) on the premises of the university without the explicit authorization of the university.

1. Purpose

Acadia University is committed to maintaining a safe and secure environment in which to conduct educational and research activities. This policy is a proactive step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

2. Weapons Policy

No person, while on property controlled or owned by Acadia University, shall store or carry a weapon. A weapon is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, sling shots, crossbows, long bows, swords, martial arts weapons, prohibited blades, hunting or fishing knives, brass knuckles, replica or imitation firearms, or any prohibited device as defined by the Criminal Code of Canada, such as pipe bombs.

3. Exceptions

- a) This policy does not apply to Police Officers or Peace Officers carrying issued weapons in the performance of their duties. Licensed Guards must have expressed written permission from the Director of Safety and Security to carry a firearm on Acadia University property.
- b) Exceptions to the policy may be granted for an Acadia University sanctioned event or activity. Exceptions for such events or activities require written approval signed by the appropriate Dean, Director or Department Head, and the Director of Safety and Security. The written approval will include a detailed list of what weapons are approved and for what purpose, those requesting to use them, how long they will be on campus and the provisions

made for safe storage of the weapons when not in use (*see attached form*). The Director of Safety and Security will resolve any security concerns directly with the Dean, Director or Department Head in advance of the event taking place. Safety and Security will be responsible for informing the relevant University departments/units (and, if appropriate, the Wolfville Royal Canadian Mounted Police) about any sanctioned activities taking place on-campus involving weapons or replica weapons. Any weapons that are required to be stored on Acadia University property must be stored safely and in accordance with all applicable laws, regulations and policies by the Department responsible for the event or activity. No weapons will be permitted to be stored in any Acadia University residence facility; in any Acadia University apartment or housing units, or any vehicle on Acadia University Campus property.

- c) This policy exempts ceremonial knives carried or used to meet religious obligations and small folding or utility knives used for a lawful purpose that are not brandished or worn in such a manner as to cause concern or alarms.

4. Unauthorized weapons on campus

Safety and Security will seize any unauthorized weapons found on campus for which there is not written authorization (see 3b). The weapons will be returned to the owner/user if weapons are considered legal and when authorization has been received or the owner has arranged to have them stored permanently off campus. Any firearms or weapons considered prohibited or restricted under the Criminal Code will be immediately turned over to the Royal Canadian Mounted Police. Individuals in possession of unauthorized weapons on campus may also be subject to disciplinary action up to and including expulsion from the University or termination of employment, depending on the circumstances. In the case of prohibited or non-registered firearms and other illegal weapons, the individual may also be subject to criminal prosecution.

5. Application for Exemption

If you wish to apply for an exemption under paragraph 3b of this policy, please print and complete the attached request form. The form should then be passed to the Manager, Residence Life (if living in Residence), Director or Department Head for their concurrence and then forwarded to the Director of Safety and Security for approval.

If an exemption has been granted the individual(s) authorized to possess the weapon on campus must have weapon encased during transport and not visible to the public. The department of Safety and Security is to be notified at 585-1103 before the authorized person enters campus with the weapon and notified when the authorized person is departing campus with the weapon. Information regarding the location and duration of stay on campus is also to be provided to Safety and Security.



WEAPONS REQUEST FORM

PART I: Request to Bring Weapon(s) on Campus

Name of Requesting Individual: _____

Student/Staff/Faculty Number: _____

Telephone: (Acadia) _____ (Home) _____

E-mail: _____ Date Submitted _____

Type and number of weapon(s) required	
Why do you require these weapon(s) on campus (please identify specific event or activity if applicable)?	
How long will the weapon(s) be on campus (please indicate specific times/dates)?	
Where will the weapon(s) be used on campus (please list specific locations i.e., building, room number, field or outside area)?	
If applicable, where will the weapon(s) be stored on campus and in what secure storage facilities (please identify building and room and describe storage facilities)?	
If the weapon(s) are required for an Acadia sanctioned event, which Department is sponsoring the event or activity?	
Who is the departmental contact for the event (name and phone number)?	

By signing below, I certify that I have read and understand the Acadia University Weapons Policy and the following two stipulations:

1. Transport: Place item(s) as authorized in appropriate case during transport and ensure they are not visible to the Public.
2. Notice - Must contact Safety and Security (585-1103) before entering campus and when departing campus property.

Signature of Requesting Individual

Date

PART 2: Certification by Departmental Authority

Department or Unit sponsoring event or activity: _____

Name of Dean, Director or Department Head _____

Acadia Phone Number _____ E-mail _____

By signing below, I certify that the above listed weapon(s) are required for an authorized event or activity and that they will be used and stored as described in this request. I recommend approval of this request.

Signature of Dean, Director or Department Head

Date

PART 3: Approval by Department of Safety & Security

- This request is approved.
- This request is not approved.
- This request is approved with the following conditions:

Signature of Director Safety and Security

Date

FOR SAFETY AND SECURITY USE ONLY

The following have been notified regarding the above sanctioned event (list who and date contacted):

Name	Date