

As found in the MSU Extension Administrative Handbook ([http://od.msue.msu.edu/human\\_resources/administrative\\_handbook](http://od.msue.msu.edu/human_resources/administrative_handbook)).

## Firearms (All Employees and Volunteers)

The MSU Firearms Policy has been in place since 2001 and may be viewed here: <http://www.hr.msu.edu/documents/uwidepolproc/firearms.htm>. It is the responsibility of MSU Extension staff, as MSU employees, to be aware of and abide by the contents of this policy. The additional guidelines and FAQs noted in this Handbook serve to address the expectations for all MSU Extension employees and volunteers.

As outlined in the MSU policy, MSU Extension employees may not be in possession of a firearm while conducting MSU business. In addition, volunteers who are participating in or attending a MSU Extension program or event are prohibited from possessing a firearm on their person during the MSU Extension-sponsored event. This policy applies to all MSU Extension volunteers present at MSU Extension events, even those who possess a valid concealed carry permit. MSU Extension volunteers who attend a MSU Extension-sponsored event with a firearm on their person will be asked to remove their firearm to a secure location or leave the event.

The exception to this policy is for educational trainings and events that are part of the 4-H Shooting Sports program, which may use discipline specific firearms (BB, air pellet, .22, shotgun, muzzleloader & air pistol) for educational, demonstration and competition uses only and must comply with the policies and practices of the Michigan 4-H Shooting Sports program. This exception only applies during the period that the above-referenced firearms are in use for 4-H Shooting Sports educational, demonstration and competition purposes, and does not allow 4-H Shooting Sports volunteers to possess firearms for other purposes in conjunction with MSU Extension-sponsored programs.

Frequently Asked Questions – a resource for MSU Extension employees and volunteers

1. How long has this policy been in place?  
**The MSU policy was issued by the Office of the Provost on November 20, 2001.**
2. Why are we talking about this policy now?  
**Local, state and national events have necessitated the need to clarify the policy and expectations of staff and volunteers.**
3. So who does this policy apply to?  
**All MSU Extension employees and volunteers.**
4. Why does this MSU policy apply to volunteers?  
**The Policy applies to all members of the University's "workforce," defined broadly within the Policy to include all employees, volunteers, trainees, and other persons who conduct work for the University.**
5. What about youth attending a MSU Extension event?  
**Possession of firearms for youth participants is addressed by the Youth Code of Conduct. Youth participating in MSU Extension events may not be in possession of a firearm, with the exception of those participating in a Michigan 4-H Shooting Sports program educational, demonstration or competitive event.**
6. What about parents of 4-H youth that attend a 4-H event and are not 4-H volunteers?  
**4-H parents who are not volunteers are not governed by this policy.**

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7. What about general spectators attending an MSU Extension event?  
Only MSU Extension staff and volunteers are governed by this policy. This policy does not apply to spectators and the general public.
8. Do spectators need to inform anyone that they are carrying a firearm?  
No, this policy does not apply to spectators.
9. Do spectators carrying a firearm have any restrictions while attending a MSU Extension event?  
Restrictions are governed by the laws and regulations outlined in their concealed carry permit and the restrictions of the event location.
10. Does this policy apply to adults participating in MSU Extension sponsored events?  
No, only MSU Extension staff and volunteers are governed by this policy.
11. Does this policy apply to MSU Extension staff and volunteers who have a Michigan concealed pistol license?  
Yes, this policy applies to all MSU Extension employees and volunteers.
12. What is considered a secure location?  
A secure location is considered a locked area where the firearm is out of sight and is only accessible by the firearm owner or their designee.
13. If a volunteer or program participant has firearms in a secure location on their property can MSU Extension events occur on their premises?  
Yes; no mention or attention should be made of the firearms or their whereabouts.
14. If an individual is hosting a MSU Extension event on their personal property, do they have the right to request that no firearms be brought on their property – even by those that are not MSU Extension volunteers or program participants, and/or those who have concealed pistol licenses?  
Yes, because it is considered private property which allows the owner to prohibit firearms on their property.
15. What are the procedures for staff/volunteers who become aware that this policy is not being followed at a MSU Extension event?  
When a violation becomes known, the individual should be asked to remove the firearm to a secure location. If that request is ignored, the individual should be asked to leave the premises/event immediately. If the individual refuses to leave the premises/event, local law enforcement should be notified. Local county MSU Extension staff should also be notified of the steps taken and will follow-up as appropriate.
16. Who is going to implement this policy locally?  
MSU Extension staff and volunteers are responsible for implementation of this policy. MSU Extension staff will hold all volunteers accountable according to the Volunteer Code of Conduct.