

## ACADEMIC SENATE MINUTES

**DATE:** March 16, 2017

**PRESENT:** Tom Dell  
A.J. Otjen  
Francisco Saldivar  
Heather Thompson-Bahm  
Kelly Shumway  
Joy Honea  
Greg Dicharry (student)  
Christine Shearer (ex-officio)  
Robert Hoar (ex-officio)

Jim Barron  
Cindy Dell  
Susan Gilbertz  
Vern Gagnon  
Paul Pope  
Steve Coffman  
Diane Duin (ex-officio)  
Mary Susan Fishbaugh (ex-officio)  
Joe Oravec (ex-officio)

**ABSENT:** Andrew Sullivan\*  
Clifford Coppersmith (ex-officio)  
Terrie Iverson (ex-officio)

Barbara Wheeling (ex-officio)\*  
Matt Redinger (ex-officio)

\* *excused*

**GUESTS:** Ron Larsen  
Tami Haaland

Mike Campbell

**PRESIDING:** Susan Gilbertz, Chair

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Susan Gilbertz called the meeting to order at 3:40 p.m. in the Chancellor's Conference Room.

The minutes of March 2 were accepted as presented.

### I. CHANCELLOR REPORT

Chancellor Larsen noted that they held a dinner, prior to the BOR meeting in Helena, with the Yellowstone area legislators. The discussion went well, but it was mostly about what the legislators were interested in, and not so much about Yellowstone Hall, which was a surprise. The \$5 million in a bonding bill for Yellowstone Hall has not yet been approved, but it's not dead yet, either. The Montana legislature has put back some of the

funding which had been cut from the University System budget. Also, this week, we did a corporate ask for Yellowstone Hall.

A question was asked about possible tuition increases. Dr. Larsen responded that there was a lot of discussion, without a lot of content, about tuition increases at the BOR meeting. It's likely we will have tuition increases, but the amount is still very unclear.

Dr. Larsen also stated that he would very much like faculty involvement in the University Budget Committee over the summer, but he is aware they must be respectful of faculty time, especially when not on contract.

The Commissioner's Office has also said they would like to participate with us in our visioning process to create a mission statement. Dr. Larsen stated that process has to start with faculty.

## II. PROVOST REPORT

Provost Hoar stated that MSUB received great responses at the BOR meeting both for our math coreq project and our dual enrollment program. There is a lot of budget information out on the BOR website, if you visit the agenda for last week's meeting. Our equipment fee purchases were approved.

Also at the BOR meeting, the Board has taken up an initiative to classify the units of the University System into four categories: two year (City College falls here), four year regional (which we also fall into), special four year (Montana Tech only), and research doctoral. The "special four year" description states that 75% of the programs are in one discipline, and thus why only Tech fits there. Our task is to send feedback on the description of the category we fall into, so that it is not restrictive of our mission (the draft is attached to these minutes). This classification will likely be used for budget allocations and tuition models. It was suggested that right now City College seems to have an unclear description, since it fits in both the two-year category and with the main campus. It is time this issue needs careful consideration to decide exactly how City College will be with, or separated from, the east campus. We could be locked into separating. Feedback is due to OCHE by March 31.

Dr. Hoar noted that at the next BOR meeting in May, we will be proposing new fees and changing existing fees. We kept our increases to 3% or less, but we have been told to keep them at 2% or less.

## III. OTHER REPORTS

### **Occupational Therapy – Dean Diane Duin**

Dr. Duin presented a draft budget (attached) that was built on the draft created by Missoula. One big issue yet to be resolved is the difference in tuition between the two units. So, this budget is figured using MSUB tuition. The annual program fee of \$4,500 seems very high, but students entering this program are very motivated. There will be

shared course delivery between the two campuses. Due to start-up costs, there will be a loss on the first year, but once the program is rolling we will be in the black.

A question was raised as to how the non-resident number of students was figured. Dr. Duin responded that they guessed based on the number of nearby public programs, of which there are none in Montana, Wyoming, or North and South Dakota. There are private schools in North Dakota, one of which has a branch here in Billings. Provost Hoar noted that we also used Missoula's numbers, and perhaps we could be a bit more conservative. Dr. Duin is very hopeful that this program will be very successful once up and running.

#### **Armory – Greg Dicharry, ASMSUB President**

Mr. Dicharry distributed a timeline of development and the policy (attached). With the support of former Chancellor Nook, the student government began talking with various student groups about weapon storage on campus in September, 2016. Many students keep hunting weapons in their cars, so having a campus armory is a great idea. The ASMSUB approved a \$17,000 allocation to purchase a locker which has been placed at the University Police office. The campus policy prohibiting weapons remains in effect: No firearms on campus, *except when transporting them to the armory*. We will not be storing ammunition in the locker, since it is difficult to maintain who owns which ammunition. University Police will verify with a national database if any weapon in the armory turns out to be stolen. The University Police office staff will not handle any of the weapons; this will only be done by the University Police officers. There are also procedures in place so that students cannot receive their weapon if they are under the influence of drugs or alcohol, or if University Police receives a tip that a student has exhibited suicidal thoughts or actions. There will be a soft roll out in April, with promotion and a full roll out this Fall.

It was suggested that the mental health counselors in Student Health Services as well as the student RAs should be made aware of the armory and policies. Vice Chancellor Oravec noted that the RAs receive suicide prevention training, and everyone in Housing will be aware of the armory policies. Also, at the request of OCHE, we began a suicide prevention task force to establish means restrictions, not just for firearms, but for balconies, chemistry labs, and other possible means.

Mr. Dicharry noted that the armory is available to students living off campus as well as those living in the residence halls.

#### **IV. CONSENT ITEMS**

**Item 56** BSEd Broadfield Major in Elementary Education AND BSEd Elementary Education/Special Education (P-12) Double Major. Modification to existing programs.

**Item 57** RD 101 Reading Improvement for College Students. Change title to College Reading Strategies.

⇒ Motion by Paul Pope, seconded by Cindy Dell to **approve the consent agenda.**

⇒ Motion carried.

#### V. ITEMS – FIRST READING

**Item 53** ENGL 557 Worlds Apart But Not Strangers. New course.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **approve Item 53 on first reading.**

Tami Haaland, Chair of English, Philosophy and Modern Languages, noted that this course is specifically for teachers teaching in the area. The program is sponsored by the Elk River Writing Project and is taught by their instructors. It is funded entirely by Elk River and other charitable assistance.

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Kelly Shumway to **waive second reading of Item 53.**

It was noted that once the program is over, the course can be deleted.

⇒ Motion carried.

**Item 55** College of Business Transfer Credits Policy. Revised February 2017.

⇒ Motion by Jim Barron, seconded by Paul Pope to **approve Item 55 on first reading.**

Mike Campbell, Chair of Business Administration, noted that the College has no policy about how many credits have to be from MSUB for a student to graduate with a COB degree. It was noted that this comes down to an issue of branding. Transfer students must take 30 credits from MSUB, but those can all be lower division electives or Gen Eds. This policy would require that about 15 of those credits are in the business major. It was suggested that we should trust that those courses transferring in are being taught competently. Approving this policy will set a precedent for other departments on campus.

⇒ Motion carried: 8 for, 3 opposed, 2 abstentions

The meeting adjourned at 5:05 p.m.

rjrm

### I. Purpose

To recognize the distinct and unique missions and roles of the institutions in the Montana University System; to configure a system of colleges and universities to meet the educational needs of the citizens of the State of Montana; and to maintain system integrity by defining institutional categories.

### II. Institutional Classifications

- A. Two-year Colleges: [Great Falls College, Helena College, Gallatin College, City College, Missoula College, Highlands College] The Two-year Colleges in the MUS possess a comprehensive community college mission, committed to providing transfer education through the associates degree, workforce development including certificates and applied science degrees, developmental and adult basic education, lifelong learning opportunities, and community development. These institutions provide affordable, open access admissions that will allow opportunities for all Montanan's to access higher education.
- B. Four-year Regional Universities: [MSU Billings, MSU Northern, UM Western] The Four-year Regional Universities in the MUS offer comprehensive education primarily at the baccalaureate level in specific, regional niches that connect with economic development and industry demands within the state. These institutions are embedded with Two-year Colleges and programs that work to enhance the breadth of opportunity for students. When approved by the regents, these institutions may also offer select graduate-level programs. Admissions policies define minimum levels of preparation that match the academic focus of the institution.
- C. Special Focus Four-year Universities: [Montana Tech] Special Focus Four-year Universities possess a high concentration of degrees granted, typically 75% or more, in a single field or set of related fields. Admissions policies define specific preparation levels necessary for student success.
- D. Research Doctoral Universities: [University of Montana, Montana State University] Research Doctoral Universities are comprehensive research institutions offering education from the baccalaureate through the master and doctoral levels. These institutions provide select graduate and professional programs. Doctoral programs correlate with defined research and academic strengths. These institutions make significant contributions to new knowledge, economic development, and the culture of the state. These institutions are embedded with Two-year Colleges that work to enhance the breadth of opportunity for students. Admissions policies define specific preparation levels necessary for student success.

### III. Definitions

- A. Classifications - the general category within which an institution fits as approved by the Regents and based in part upon the Carnegie Center for the Advancement of Teaching classification system.

**Proposed Program Budget  
Occupational Therapy Masters  
2 Cohorts of 15 students**

	Year 1	Year 2	Year 3	Year 4
<b>Enrollment Assumptions</b>				
Resident Students	10	20	19	19
Nonresident Students	5	10	10	9
Retention Rate		98%	98%	98%
Total # of Students	15	29	29	28
<b>Estimated Revenues</b>				
Resident Tuition Academic Year	\$ 5,929	\$ 6,106	\$ 6,290	\$ 6,478
Resident Tuition Summer Semester	2,964	3,053	3,145	3,239
Nonresident Tuition Academic Year	19,710	20,301	20,910	21,537
Nonresident Tuition Summer Semester	9,855	10,151	10,455	10,769
Program fee per year	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
<b>Total Tuition and Program Fee Revenue</b>	<b>\$ 225,334</b>	<b>\$ 532,221</b>	<b>\$ 615,195</b>	<b>\$ 616,714</b>
<b>Estimated Salary and Benefit Expenses</b>				
Faculty Salaries	\$ 176,000	\$ 177,760	\$ 181,315	\$ 184,942
Benefits (19.106 %)	\$ 33,627	\$ 33,963	\$ 34,642	\$ 35,335
Medical Insurance (\$12,648 each)	\$ 25,296	\$ 26,561	\$ 27,889	\$ 29,283
Administrative Assistant (FTE x 2080 x \$11/hour)	\$ 22,880	\$ 23,109	\$ 23,571	\$ 24,042
Benefits (16.8 %)	\$ 3,844	\$ 3,882	\$ 3,960	\$ 4,039
Medical Insurance (\$12,648 for .50 FTE and above)	\$ 12,648	\$ 13,280	\$ 13,944	\$ 14,642
<b>Total Salary Expenses</b>	<b>\$ 274,294</b>	<b>\$ 278,555</b>	<b>\$ 285,321</b>	<b>\$ 292,283</b>
<b>Estimated Operating Expenses</b>				
Travel	\$ 5,000	\$ 7,500	\$ 7,500	\$ 7,500
Marketing	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ 100,000	\$ 28,000	\$ 32,000	\$ 36,000
Telephones	\$ -	\$ -	\$ -	\$ -
Accreditation Fees	\$ 12,180	\$ 4,120	\$ 4,244	\$ 4,371
Recruiting/Start Up	\$ 120,000	\$ -	\$ -	\$ -
<b>Total Operating Expenses</b>	<b>\$ 237,180</b>	<b>\$ 39,620</b>	<b>\$ 43,744</b>	<b>\$ 47,871</b>
<b>Total Estimated Expenses</b>	<b>\$ 511,474</b>	<b>\$ 318,175</b>	<b>\$ 329,065</b>	<b>\$ 340,154</b>
<b>Estimated Net Revenue</b>	<b>\$ (286,140)</b>	<b>\$ 214,046</b>	<b>\$ 286,129</b>	<b>\$ 276,560</b>

## Timeline establishing MSU Billings Centralized Weapon Facility (Armory)

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### September/October 2016

- After the September 2016 Board of Regents meeting at City College and the presentation of the *Suicide Prevention and Mental Health Task Force report and recommendations*, ASMSUB leadership, along with student organization leadership within the Vice Chancellor for Student Affairs Student Advisory Boards at both campuses (entitled *Ex-Officio*) had discussions with Dr. Joe Oravec regarding the possibility of establishing an armory at MSUB.
  - o Rationale included:
    - Students made consistent comments they are aware students keep hunting/weapons in parked cars on both campuses, and are concerned quick access does not lend itself to the spirit of the “means restrictions” portion of the recommendations of the task force.
    - Providing a safe, secure location for weapons for both residential and off-campus students would be utilized by both types of students (those living in the residence halls, and those living in apartments/houses).
- Subsequently, the Vice Chancellor for Student Affairs establishes an *Armory Working Group* with the first meeting to occur early November 2016.

### November 2016

- An *Armory Working Group* meets to examine the possibility of establishing an Armory at MSUB, and included the following participants:
  - o Co-Chairs
    - Scott Forshee – MSU Billings Chief of Police
    - Greg Dicharry – President, ASMSUB
  - o Kathy Kotecki – interim Dean of Students
  - o Jeff Rosenberry – interim Associate Dean of Students
  - o Maj. Adam Karlin – Military Science/ROTC
  - o Jason McGimpsey – Director, Facility Services
  - o Student representatives from ASMSUB, and respective campus *Ex-Officios*
  - o Dr. Joe Oravec – Vice Chancellor for Student Affairs
- Students from ASMSUB and *Ex-Officio* indicated the following:
  - o Students are very supportive of establishing a centralized weapons storage facility (aka “Armory”) on campus (University campus).
  - o They articulated the need to balance accessibility and safe-storage for students who hunt, as well as means restrictions to support suicide prevention initiatives.
  - o They also indicated the Montana Association of Students (MAS) are in “high support” of MSUB moving forward with an armory-type centralized storage.
- In addition, it was noted Chancellor Mark Nook was in full support of the students desire to establish a centralized weapon storage facility on the University campus, and indicated efforts should be made towards determining the location and operation thereof within MSUB Police & Parking Services.
- Next steps:
  - o Jason McGimpsey would put a bid together to determine the cost to create an Armory within MSUB Police & Parking Services.
  - o The working group discussed various and similar respective policies at varied institutions.

- The Student Affairs Officers (SAOs) of the Montana University System (MUS), during the October 2016 conference call, indicated they look to the University of Montana's firearm and storage policy as a best practice within the State.
- Therefore, it was decided Chief Forshee will take the lead in examining the University of Montana's current firearms policy and procedures to propose the same/similar but institution specific for MSUB:
  - <https://www.umt.edu/police/Physical%20Security/Firearms.php>
- Other institutions across the country who had a *firearms on campus policy* and/or *firearms storage/usage* policy were to be contacted or reviewed, e.g., Wisconsin – Stevens Point, Univ. of North Dakota.

#### December 2016

- The estimate to retrofit an area within MSUB Police & Parking Services for an appropriate Armory as determined by the MSUB Chief of Police would be approximately \$17,000.
- Chief Forshee and Dr. Joe Oravec meet with leadership within the **City of Billings Police Department**, as well as **Dr. Eric Arzubi, Director of Chair, Department of Psychiatry at the Billings Clinic** about the proposed *Armory*. Respective BPD representatives and Dr. Arzubi indicated full support for MSUB moving forward with the establishment of such a centralized weapon storage facility, supporting means restrictions.
- *Working group* meets to further discuss draft policies.
- ASMSUB votes at December 19, 2016 senate meeting to fund the Centralized Weapon Storage Facility (aka *Armory*) the total amount not to exceed \$17,000.

#### February 2016

- Chief Forshee presents initial draft of policies and procedures for the Armory.
- Next steps would be to work with MSU Legal to finalize both documents.
  - Once MSU Legal approves, vetting will take place with:
    - ASMSUB and student groups
    - Academic Senate
    - Staff Senate
    - Cabinet

#### March 2016

- Armory facility is near completion
- MSU legal counsel approves policies and procedures
- Next steps are vetting with:
  - ASMSUB and student groups
  - Academic Senate
  - Staff Senate
  - Cabinet

**Procedure Number: 107.9**  
**Procedure: Weapons on Campus**  
**Effective Date: 03/01/2017**  
**Revision Date: 03/01/2017**  
**Approved by: Scott Forshee, Chief of Police**

**PURPOSE:**

Montana State University Billings is committed to maintaining a safe and secure living and learning environment. This Policy/Procedure is a proactive measure toward mitigating injury or death associated with the use of weapons.

For safe and secure weapons storage Montana State University Billings offers an armory within the University Police office. This armory is free to MSU Billings students and is operated by personnel trained in handling firearms in a safe manner. The below procedures have been implemented to ensure security of the property and safety for students, faculty and staff. This procedure defines how Montana State University Billings will handle weapons on campus and manage operations of the university armory.

**DEFINITIONS:**

For the purpose of this policy/procedure, "weapons" means any: An object or device which will, is designed to, or may be readily converted to expel bullet, shot, shell, BB, or pellet, by the action of an explosive, spring, or other propellant, specifically;

- I. Firearms:
  - A. Handgun;
    - 1. Pistol,
    - 2. Revolver,
  - B. Long gun;
    - 1. Rifle,
    - 2. Shotgun.
  - C. Other projectile launching weapon;
    - 1. BB gun,
    - 2. Pellet gun,
    - 3. Air/CO2 gun, or
    - 4. Blow gun.
- II. Firearms components, whether partial or complete firearm components, including:
  - A. Barrels,
  - B. Stocks,

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- C. Grips,
- D. Receivers.
- III. Electronic device designed to discharge immobilizing levels of electricity, commonly known as
  - A. A stun gun, or
  - B. Taser.
- IV. Explosives, including all types of ammunition for firearms, incendiary or poison gas:
  - A. Bomb,
  - B. Mine,
  - C. Grenade,
  - D. Rocket with a propellant charge, or
  - E. Missile having an explosive or incendiary charge.
  - F. Incendiary or explosive material, or
  - G. Liquid, solid or mixture equipped with a fuse, wick or other detonating device.
- V. Tear gas bomb or smoke bomb; however, small personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- VI. Knife:
  - A. Commonly known as a switch-blade, or stiletto which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
  - B. A blade knife of four inches or more such as a dirk, dagger, sword.; except that an ordinary pocket knife of less than four inches or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy.
- VII. Martial arts weapon such as;
  - A. Bo staff.
  - B. Nunchaku (Nunchucks),
  - C. Tonfa,
  - D. Throwing stars,
  - E. Sai.
- VIII. Archery equipment;
  - A. Long bow,
  - B. Recurve bow,

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- C. Compound bow,
  - D. Crossbow, and
  - E. Arrows or other projectiles that could cause serious harm to any person.
- IX. Other weapon:
- A. Slingshot,
  - B. Cane,
  - C. Billy,
  - D. Knuckles made of any metal or hard material,
  - E. Razor, not including safety razor.

**PROCEDURE:**

- I. No firearm, ammunition, explosive device, or any unlawful weapon of any kind is permitted on University property, in any University facility, in private vehicles or function without proper authority. Exceptions:
- A. In the possession of:
    - 1. A peace officer,
    - 2. Federal authorities authorized to be armed.
  - B. Transported directly to, or from the MSU Billings Armory. Example:
    - 1. If a student arrives after hours wishing to check in a weapon and due to calls for service the University Police Duty Officer is unavailable, it is acceptable for the student to retain the weapon in its case, secured in the trunk of their vehicle for a reasonable amount of time until able to access the arms room.
  - C. Logged and stored in the MSU Billings Armory.
  - D. Renters not affiliated with MSU Billings, residing in university residential property. Example: Non students living in MSU Billings rental houses.
  - E. Prior approval has been obtained from the Chief of University Police, or his designee. Example:
    - 1. University sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, for example martial arts classes/clubs; fencing classes/clubs; theatrical events, etc.
  - F. Anyone possessing a weapon other than those aforementioned exceptions will be asked to remove it from MSU Billings premises immediately. They may also be subject to disciplinary action and/or criminal prosecution.
- II. Ammunition: No ammunition (with the exception of arrows) will be allowed in the Armory:
- A. No projectile that explodes using an explosive or chemical energy after the projectile leaves the weapon is allowed on campus.

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**Weapons on Campus**

B. No black powder is allowed on campus.

III. Armory use:

A. Only authorized personnel are allowed access to the armory.

B. Only sworn law enforcement personnel are authorized to remove a firearm from its case. All weapon cases will be retained by the student.

C. Student responsibility:

1. Submit a completed Armory Use Application form (FM #107.9.1) to University Police.

a. Complete the form by providing Name, Sex, Date of Birth, and Social Security Account Number. (As noted in the Rules section of this Procedure, this information is for law enforcement use only).

b. Provide the officer with a valid government issued photo identification.

2. Unload all firearms and all magazines prior to bringing them to the University Police office.

3. Have all firearms enclosed inside a proper case, scabbard, or range bag so the firearm is completely obscured when taken to or from the University Police office.

4. Read and acknowledge page one of the Contract & Receipt form, FM #107.9.2.

5. Agree to and sign the Firearms Transfer Statement at the bottom of the Contract & Receipt form, FM #107.9.2.

6. Acknowledge page 2 of the Contract & Receipt form, (FM #107.9.2) by signing at the bottom.

7. For all check in/out transactions, students must provide a valid government issued photo identification.

8. When permanently removing a weapon from the armory:

a. Inform the officer, and

b. Sign the FM #107.9.3 (Weapon Register) acknowledging permanent removal from the armory.

D. Officer's responsibility:

1. Initial receipt of weapons:

a. Immediately upon receiving a firearm;

(i). using the unloading station the officer will make certain the firearm is unloaded.

b. Verify the identification of the applicant.

c. Upon being presented a firearm and the Armory Use Application, the firearm will be checked through the NCIC database. NCIC is a computerized index of criminal justice

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- information (i.e. criminal record history information, fugitives, stolen property, missing persons).
- b. Acknowledge the Contract & Receipt form, (FM #107.9.2).
  - c. Complete page 2 of the Contract & Receipt form, (FM #107.9.2).
  - d. Verify the identification of the student and make a photo copy of the government identification to be attached to the students armory file.
  - e. Initiate a Computer Aided Dispatch (CAD) entry in the University Police Automated Report Management System (ARMS) listing the student information and brief synopsis of information surrounding the transaction,
  - f. Using a Red file folder, create an armory jacket for the associated paperwork,
  - g. Fill out a property tag with the students name and attach it to the weapon.
  - h. Assign a rack number within the armory,
  - i. Provide the student with a copy of the Contract & Receipt,
  - j. File the jacket in the armory filing cabinet.
2. Releasing weapons:
- a. Verify the identification of the student accepting the weapon,
  - b. Conduct a brief interview with the student to determine whether, or not the weapon is to be released,
  - c. Note the release transaction on FM #107.9.3 (Weapon Register),
  - d. Have the student sign the proper box on FM #107.9.3 for receipt of the weapon.
  - e. Remove the property tag from the weapon and place it into the student's armory jacket,
  - f. Place the firearm in the provided (by the student) case,
  - g. Release the weapon to the student.
  - h. Permanent removal:
    - (i). Mark on the FM #107.9.3 (Weapon Register) that the weapon is being permanently removed,
    - (ii). Have the student acknowledge the transaction with a signature, and
    - (iii). Initial by the students signature acknowledging the transaction.
3. Returned weapons (being checked back into the armory):
- a. Immediately upon receiving a firearm;
    - (i). using the unloading station the officer will make certain the firearm is unloaded.

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- b. Visually examine the weapon for any notable damage which may need documentation,
- c. Reattach the property tag from the armory jacket and attach it to the weapon,
- d. Return the weapon to its assigned rack within the armory.

IV. Forms:

- A. Armory Use Application (FM #107.9.1).
- B. Weapon Contract & Receipt (FM #107.9.2).
- C. Weapon Register (Chain of Custody) (FM #107.9.3).

V. Inventory: The armory will be inventoried each year;

- A. Unrecovered weapons (where the student has not been granted an extension) will be retained in armory for the balance of the academic year entered plus one year.
- B. Unrecovered weapons are subject to removal through the University Police Lost and Found Property Procedures #107.2.

VI. Records retention:

- A. Armory jackets shall be deemed inactive after a period of one year following a weapon being permanently removed from the armory,
- B. Each year the Chief of University Police, or his designee will purge all inactive files.

**RULES:**

**The information gathered in the MSU Billings Armory use process is confidential and is intended to be used by law enforcement personnel only.**

REFERENCES:

- NCIC Gun Rules: (Job No. NC1-65-82-4, Part E. 13 h. (6))
- NCIC Article Rules: (Job No. NC1-65-82-4, Part E. 13 h. (4))
- Office of Public Safety/University Police, University of Montana
- California Department of Justice Bureau of Firearms (Penal Code Section 33855)
- U.S. Army Regulation 190-11

# MONTANA STATE UNIVERSITY BILLINGS

## Weapon Contract & Receipt

UPD Form #107.9.2

Revised 03/01/17

CAD Number	Report Number	Armory Locker Number(s)						Date/Time

### CONTRACT

1. Only the owner of a weapon may check it in or out. The owner must provide valid government issued photo identification to check a weapon in or out of the armory.
2. Weapons will only be checked in or out through a Montana State University Billings Police Officer. It is understood that Police Officers will give priority to calls for service and emergencies. Persons checking weapons in or out may be subject to waiting for an officer to become available.
3. Firearms will not be accepted unless they are unloaded. Any loaded firearm brought to the University Police office will result in disciplinary actions through the student code of conduct.
4. All firearms must be enclosed inside a proper case, or range bag so the firearm is completely obscured when taken to or from the armory.
5. Weapons may be checked in or out 24 hours a day. Weapons may be checked in or out after business hours (8:00 A.M. to 4:30 P.M. Monday through Friday), or weekends and holidays if arrangements are made by calling University Police at 657-2147. Officers will attempt to accommodate after-hours requests on a priority call basis.
6. The armory is only available to students who pay student fees and are in good standing with the university.
7. Only MSU Billings Police Officers are allowed access to the armory. Handling of weapons is only allowed by University Police Officers.
8. If the weapon is being removed permanently from the armory, the owner must inform the Officer.
9. The MSU Billings Police Department is not responsible for any damage or change in conditions to the weapons and accessories. It is the owners responsibility to notify the Police Officer, at the time of check in, of any change in condition or damage that occurred to the weapon while it was checked out.
10. Weapons will not be released to individuals who, by the Police Officer's judgement, appear to be under the influence of mind altering substances, or those who the Officer believes may be a threat to themselves or others.
11. Without an extension granted by the Chief of University Police, any weapons left in storage longer than one year will be subject to removal through the University Police Lost or Found Property procedures. After one year and ninety days, any weapons left in storage will be submitted to the State of Montana Crime Lab for destruction/disposal.
12. **NO WEAPONS OR AMMUNITION ARE ALLOWED IN THE RESIDENCE HALLS FOR ANY REASON.**
13. Weapons may not be cleaned or maintained on Montana State University Billings campus property.
14. No ammunition will be allowed in the armory.

I have read, understand, and agree to obey the aforementioned rules and policies of the Montana State University Billings Police Department's Weapons Storage Contract. Failure to adhere to this firearm policy or contract will result in forfeiting the ability to use the armory, along with student conduct code violations and/or criminal charges being filed against me.

**Firearm Transfer Statement:**

I \_\_\_\_\_, a resident of the State of \_\_\_\_\_, transfer custody of the firearm(s) described on page two of this document swear or affirm that the information I have provided is true and correct to the best of my knowledge and belief.

I certify that I am not prohibited by any Federal, State or local laws from possessing or owning firearms. I certify the firearm(s) listed are legal, that I am the legal owner and or agent of these/this firearm(s) and authorize transfer to Montana State University Billings Police.

Owner's Signature	Date/Time	Officer's Signature	Date/Time

RECEIPT

CAD NUMBER:

REPORT NUMBER:

UPD Form #107.9.2

Revised 03/01/17

1	<input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Bow <input type="checkbox"/> Other <input type="checkbox"/> Air Rifle <input type="checkbox"/> Air Pistol			Locker Number	
	Firearm Type <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Other (Specify):				
	Category <input type="checkbox"/> Pump Action <input type="checkbox"/> Lever Action <input type="checkbox"/> Bolt Action <input type="checkbox"/> Semi-auto <input type="checkbox"/> Single Shot <input type="checkbox"/> Automatic				
	Manufacturer		Model	Cal./Ga.	
	Serial #	Optics	Finish	BBL	___ in.
	Condition <input type="checkbox"/> New <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Comments:				
2	<input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Bow <input type="checkbox"/> Other <input type="checkbox"/> Air Rifle <input type="checkbox"/> Air Pistol			Locker Number	
	Firearm Type <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Other (Specify):				
	Category <input type="checkbox"/> Pump Action <input type="checkbox"/> Lever Action <input type="checkbox"/> Bolt Action <input type="checkbox"/> Semi-auto <input type="checkbox"/> Single Shot <input type="checkbox"/> Automatic				
	Manufacturer		Model	Cal./Ga.	
	Serial #	Optics	Finish	BBL	___ in.
	Condition <input type="checkbox"/> New <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Comments:				
3	<input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Bow <input type="checkbox"/> Other <input type="checkbox"/> Air Rifle <input type="checkbox"/> Air Pistol			Locker Number	
	Firearm Type <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Other (Specify):				
	Category <input type="checkbox"/> Pump Action <input type="checkbox"/> Lever Action <input type="checkbox"/> Bolt Action <input type="checkbox"/> Semi-auto <input type="checkbox"/> Single Shot <input type="checkbox"/> Automatic				
	Manufacturer		Model	Cal./Ga.	
	Serial #	Optics	Finish	BBL	___ in.
	Condition <input type="checkbox"/> New <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Comments:				
4	<input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Bow <input type="checkbox"/> Other <input type="checkbox"/> Air Rifle <input type="checkbox"/> Air Pistol			Locker Number	
	Firearm Type <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Other (Specify):				
	Category <input type="checkbox"/> Pump Action <input type="checkbox"/> Lever Action <input type="checkbox"/> Bolt Action <input type="checkbox"/> Semi-auto <input type="checkbox"/> Single Shot <input type="checkbox"/> Automatic				
	Manufacturer		Model	Cal./Ga.	
	Serial #	Optics	Finish	BBL	___ in.
	Condition <input type="checkbox"/> New <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Comments:				
5	<input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Bow <input type="checkbox"/> Other <input type="checkbox"/> Air Rifle <input type="checkbox"/> Air Pistol			Locker Number	
	Firearm Type <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Other (Specify):				
	Category <input type="checkbox"/> Pump Action <input type="checkbox"/> Lever Action <input type="checkbox"/> Bolt Action <input type="checkbox"/> Semi-auto <input type="checkbox"/> Single Shot <input type="checkbox"/> Automatic				
	Manufacturer		Model	Cal./Ga.	
	Serial #	Optics	Finish	BBL	___ in.
	Condition <input type="checkbox"/> New <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Comments:				
6	<input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Bow <input type="checkbox"/> Other <input type="checkbox"/> Air Rifle <input type="checkbox"/> Air Pistol			Locker Number	
	Firearm Type <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Other (Specify):				
	Category <input type="checkbox"/> Pump Action <input type="checkbox"/> Lever Action <input type="checkbox"/> Bolt Action <input type="checkbox"/> Semi-auto <input type="checkbox"/> Single Shot <input type="checkbox"/> Automatic				
	Manufacturer		Model	Cal./Ga.	
	Serial #	Optics	Finish	BBL	___ in.
	Condition <input type="checkbox"/> New <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Comments:				
7	<input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Bow <input type="checkbox"/> Other <input type="checkbox"/> Air Rifle <input type="checkbox"/> Air Pistol			Locker Number	
	Firearm Type <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Other (Specify):				
	Category <input type="checkbox"/> Pump Action <input type="checkbox"/> Lever Action <input type="checkbox"/> Bolt Action <input type="checkbox"/> Semi-auto <input type="checkbox"/> Single Shot <input type="checkbox"/> Automatic				
	Manufacturer		Model	Cal./Ga.	
	Serial #	Optics	Finish	BBL	___ in.
	Condition <input type="checkbox"/> New <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Comments:				
Owner's Signature		Date/Time	Officer's Signature		Date/Time

1	
2	
3	
4	
5	
6	
7	

# MONTANA STATE UNIVERSITY BILLINGS

## Armory Use Application

UPD Form #107.9.1

Revised 03/01/17

**Applicant** *(Identified by valid government issued photo ID)*

Last Name		First		Middle	
Date of Birth	Age	SSAN	Ht.	__ ft. __ in.	Wt. ____ lbs.
Student ID #	Gender		U.S. Citizen		<input type="checkbox"/> Yes <input type="checkbox"/> No
Residence Street Address				Phone - -	
City			State	Zip Code	
Mailing Address (if different)					
City			State	Zip code	
Contact Person (First & Last Name)		Address		City	State Phone
Weapon (Check all that apply) <input type="checkbox"/> Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Bow <input type="checkbox"/> Other <input type="checkbox"/> Air Rifle <input type="checkbox"/> Air Pistol					
Item 1	Item 2				
Item 3	Item 4				
Item 5	Item 6				
Firearm Type <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Other (Specify):					
Firearm Category <input type="checkbox"/> Pump Action <input type="checkbox"/> Lever Action <input type="checkbox"/> Bolt Action <input type="checkbox"/> Semi-auto <input type="checkbox"/> Single Shot <input type="checkbox"/> Automatic					
1	Manufacturer		Model		Cal./Ga.
	Serial #	Optics	<input type="checkbox"/> Yes <input type="checkbox"/> No	Finish	BBL ____ in.
2	Manufacturer		Model		Cal./Ga.
	Serial #	Optics	<input type="checkbox"/> Yes <input type="checkbox"/> No	Finish	BBL ____ in.
3	Manufacturer		Model		Cal./Ga.
	Serial #	Optics	<input type="checkbox"/> Yes <input type="checkbox"/> No	Finish	BBL ____ in.
4	Manufacturer		Model		Cal./Ga.
	Serial #	Optics	<input type="checkbox"/> Yes <input type="checkbox"/> No	Finish	BBL ____ in.

I understand that under penalty of law the information on this form is true and correct and I am the lawful owner of all firearms and other property I seek to store in the MSU Billings Armory. I expressly authorize the MSU Billings Police Department to perform firearms checks of all relevant state and federal databases, including the National Crime Information Center and the Federal Bureau of Investigation's National Instant Criminal Background Check System. I also understand that if I currently possess or own firearms and the results of this check reveals that I am ineligible either to lawfully possess or purchase firearms, I must relinquish any and all firearms in my possession.

Applicant Signature

Date

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**University Police Use only**

<input type="checkbox"/> NCIC on Firearm	Comments:
<input type="checkbox"/> Disapprove <input type="checkbox"/> Approved by:	
Date:	