



Kentucky 4-H Shooting Sports Education Policy Statement: Firearm Storage and Transportation

Revised: 11/30/17, 11/1/2018

Storage of Firearms

- **On University of Kentucky Property:**

If the Cooperative Extension Office is owned by the Extension District Board or other entity, the Extension Staff shall seek and receive permission of the Extension District Board or other entity for the storage of Shooting Sports firearms and ammunition in that office/area.

Extension Staff shall maintain a written inventory of all firearms including make, model and serial numbers. The 4-H Agent must visually compare the itemized inventory on paper with the actual firearms on an annual basis for accuracy. A copy of the inventory shall be posted in the storage area/vault and a copy kept on file by the county agent and the club coordinator.

A copy of the registration, invoice for purchase and source of funding for the purchase of 4-H firearms should be kept on file in the Extension Office.

1. Firearms and ammunition shall be stored in separate locked areas within the office/area.
2. Firearms shall be stored behind two deadbolt type locks at all times, e.g. in a locked vault or closet in a locked room.
3. If a vault is used, it shall be secured to the building, i.e. wall or floor.

Only Extension Staff shall have access to keys to all locked areas. Only a club coordinator or club coach shall be authorized to pick up and return equipment. The club coordinator or club coach picking up equipment shall date and sign on an equipment sheet maintained by the Extension Staff designee.

- **On Non-University of Kentucky Property (Sheriff's Office, Local Sportsmen's Club, Coaches home, etc.):**

The following are recommendations for proper storage of firearms and ammunition:

1. A written, current inventory with make, model and serial number of firearms should be maintained. The 4-H Agent must visually compare the itemized inventory on paper with the actual firearms on an annual basis for accuracy. A copy of the inventory will be kept on file by the county agent and the club coordinator.
2. Ammunition and firearms should be stored in separate locations on the property.
3. Firearms should be stored behind two locks, e.g. locked closet in a locked room.
4. It is strongly recommended that trigger locks or locked cases be used.



A copy of the registration, invoice of purchase and source of funding for the purchase of the firearm(s) should be kept on file in the Extension Office.

Depending upon the location for firearms storage, the club may want to follow the storage policy outlined for the Extension Office.

Transportation of Firearms

When a firearm is being transported to an event/practice session, it shall be carried to the range and away from the range, to and from a vehicle or other area, in a case, blanket case, box or other object that completely encases the firearm. Holsters are not acceptable cases.

A firearm shall be transported unloaded and with the safety on and action open and kept in this condition until a command for “range is open” or other appropriate instruction is given.

The firearm shall always be pointed in a safe direction. The muzzle should be pointed straight up while carrying it into the range or shooting area and down range away from people from that point on.

While a firearm is being transported to a range, it shall be under complete control of the person carrying it. It should not be touching or bumping the ground.

The shooter shall keep the finger away from the trigger until ready to fire.

I have read and understand the above firearm storage policy. For the 4-H equipment stored in my private residence, I will follow the above policy. When/if 4-H requests the equipment be returned to the Cooperative Extension Office, I will do so immediately following the safe transportation procedures listed above.

 Signature of Volunteer

 Date

