

Kentucky 4-H Shooting Sports Storage and Transportation Policy

INVENTORY CONTROL

1. Extension Staff shall maintain a written inventory of all equipment including but not limited to firearms, archery equipment and ammunition regardless of where it is stored. Inventory lists should at minimum include location of equipment, serial number, make and model, gauge/caliber, and any other identifying marks. Date of acquisition, purchase price/estimated value and related information should be listed as appropriate. (Equipment Inventory Template provided).
2. Equipment inventory must be visually audited **annually** (or more often if requested) by local and/or State Extension Personnel responsible for the 4-H Shooting Sports program.
3. A copy of the inventory shall be posted in the storage area/vault and a copy kept on file by the county agent and/or state specialist and the club coordinator.
4. A copy of the registration and/or invoice for purchase and source of funding for the purchase of 4-H firearms should be kept on file in the Extension Office when available.
5. A sign-out process will be used to record any checking out of equipment, including who/when/what/when returned.
6. Only approved, current certified instructors shall be authorized to pick up and return equipment.

STORAGE OF FIREARMS & MUZZLELOADING EQUIPMENT

On University of Kentucky Property:

The following are requirements for proper management and storage of firearms and muzzleloading equipment:

1. 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.
2. All firearms should be stored unloaded with an open bolt or clear barrel indicator when not in use.
3. All firearms should be secured behind two deadbolt type locks.
 - a. Preferred storage method is within a commercial firearm safe secured in a locked storage area. If a safe is not available a locked closet within a locked storage area is allowed.
 - b. If a safe is used, it shall be secured to the building, i.e. wall or floor.
4. Only Extension Staff shall have access to keys to all locked areas and safe combinations.

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

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

1. All firearms should be stored unloaded with an open bolt or clear barrel indicator when not in use.
2. All firearms should be secured behind two deadbolt type locks.
 - a. Preferred storage method is within a commercial firearm safe secured in a locked storage area. If a safe is not available a locked closet within a locked storage area is allowed.
 - b. If a safe is used, it shall be secured to the building, i.e. wall or floor.
3. Keys and combinations should only be made available to those who would need immediate access to the equipment (homeowner, club manager, etc.). Extension Staff responsible for the 4-H Shooting Sports program should also have access to all program equipment.
4. It is strongly recommended that trigger locks or locked cases be used.

Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Lexington, KY 40506



Disabilities
accommodated
with prior notification.

STORAGE OF ARCHERY EQUIPMENT (ON UNIVERSITY AND NON-UNIVERSITY PROPERTY)

1. Archery equipment shall be stored in a locked closet, room, or trailer. Doors should be double locked.
 - a. In the case of being stored in a trailer, doors should be padlocked, and a hitch lock should be used.
2. Keys and combinations should only be made available to those who would need immediate access to the equipment (homeowner, 4-H agent, club manager, etc.). Extension Staff responsible for the 4-H Shooting Sports program should also have access to all program equipment.

STORAGE OF AMMUNITION (ON UNIVERSTIY AND NON-UNIVERSITY PROPERTY)

1. All ammunition, shotgun shells, rifle shells, pistol shells, powder, caps, BB's, and pellets shall be stored separate from the guns which use them.
2. Ammunition should be stored in a closet or room where there are at least two separate locks on the door.
3. Keys and combinations should only be made available to those who would need immediate access to the equipment (homeowner, 4-H agent, club manager, etc.). Extension Staff responsible for the 4-H Shooting Sports program should also have access to all program equipment.

TRANSPORTATION OF FIREARMS

1. All applicable local, state, and federal laws are to be followed when transporting firearms, ammunition and other 4-H Shooting Sports program equipment and supplies. Only licensed individuals age 18 or older are permitted to drive vehicles transporting 4-H Shooting Sports equipment.
2. When transporting firearms and bows in a vehicle, or to and from the range, all equipment shall be in a case, blanket case, box, or other object that completely encases the firearm/bow. Holsters are not acceptable cases.
 - a. All firearms shall be unloaded, action open, and safety on during transport.
3. Equipment should be transported in such a way that the equipment cannot be seen from outside the vehicle. Some examples of concealment include transporting in the vehicle's trunk, in a locked trailer, beneath a pick-up truck bed topper, etc. The vehicle should not be left unattended when equipment is being transported.

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/State Specialist, I will do so immediately, following the safe transportation procedures listed above. Additionally, should I be dismissed or choose to retire/step down as a volunteer, I will return all equipment in my possession to the Cooperative Extension Office/State Specialist immediately, following the safe transportation procedures listed above.

Signature of Volunteer

Date

Signature of County Agent/State Specialist

Date

This signed policy must be kept on file for the above signed volunteer along with a copy of the inventory being stored at the respective volunteer's residence.

