



University of Wisconsin-Stevens Point

Business Affairs
Risk Management

PERMIT APPLICATION PROCESS FOR WEAPONS or FIREARMS ALLOWANCE AT UW-Stevens Point

Outlined below are the requirements UW-Stevens Point (UWSP) follows regarding weapons and firearms on campus and related procedures.

[UW-System Administration](#) provides the central policy enforcement direction UW-Stevens Point adheres to on this issue. Therefore, UW-Stevens Point adheres to the following guidance:

“On July 8, 2011, Governor Walker signed [2011 Wisconsin Act 35](#) into law. Effective November 1, 2011, it became legal for licensed individuals to be armed with a concealed weapon. Under the law, an individual does not violate the prohibition against disorderly conduct, or does not violate any local ordinance prohibiting disorderly conduct, by carrying particular weapons. A licensed individual may lawfully carry particular weapons in an open or concealed manner as long as there is no indication of a criminal or malicious intent. The law does not, however, permit people to go armed with a weapon in certain public buildings such as police stations or sheriff’s offices, prisons or jails, courthouses, and schools. There is no parallel exception for college or university buildings.

The Wisconsin Administrative Code at [UWS 18.10\(3\)](#) prohibits a person from carrying, possessing, or using any dangerous weapon on university lands or in university buildings or facilities, unless it is for law enforcement purposes or the person receives written approval of the chief administrative officer. Chapter 18 permits police to confiscate and remove dangerous weapons from university lands. To the extent Chapter 18 is consistent with Wisconsin Act 35, the University of Wisconsin System will continue to follow and enforce Chapter 18.”

References:

- [UWS 18.10](#) - **Offenses against public safety – (3) DANGEROUS WEAPONS.**
 - (a) No person may carry, possess or use any dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer or for law enforcement purposes.
 - (b) No person may display or portray as real any object that resembles a dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer.
 - (c) Dangerous weapons in violation of this subsection may be confiscated and removed from university lands by police.
 - (d) In this subsection, the term “dangerous weapon” has the meaning specified in s. 939.22 (10), Stats.
- 2011 WI Act 35 - <http://docs.legis.wisconsin.gov/2011/related/acts/35.pdf>
- UW-System Administration policy on enforcement of Wisconsin Act 35 - <https://www.wisconsin.edu/general-counsel/legal-topics/concealed-carry/>

Individuals seeking exception to this policy shall first complete and submit the following [Permit Application for Weapons or Firearms at UWSP](#).

PERMIT APPLICATION FOR WEAPON AT UWSP

Dangerous weapons or objects resembling them and firearms, are not permitted at UWSP per [UWS 18.10](#) without prior written authorization of the chief administrative officer or when in compliance with 2011 WI Act 35 or for other authorized law enforcement activities. This permit application shall be completed by those individuals who required and are seeking written authorization per UWS 18.10. See following page for further instructions and guidance.

Name <i>(Last, First, M.I.):</i>		Phone:	Address:
Name of Requesting Department/Unit or Organization:			
If Student Organization, Name of Advisor:		Driver License Number:	
List the Exact Proposed Weapon(s) or Firearms Type. Include manufacturer, model, and/or other descriptions.			
Exact location(s) and dates of proposed weapons or firearms use on UWSP campus. If at other locations, state those locations.			
Describe below the exact purpose of the event. Include how this is related and contributes to the mission of UWSP.			
Describe how weapons will be utilized for this proposed event. Include if any ammunition will be involved, firing, aiming, etc.			
List Detailed credentials of your use (training), and a Safety Plan for event or use (attached additional sheets as necessary):			
List Names and Contact for all Designated Individuals allowed to handle or supervise the weapons.			
NAME	ADDRESS	PHONE #	
<u>Applicant Signature.</u> I agree to all requirements and conditions of the use and possession of inoperable prop weapons or operable firearms possession on or at the University of Wisconsin-Stevens Point campuses or at other locations as required by my employment. I understand that all requests must be approved through this permit process and I agree to any restrictions or allowances made by campus authorities regarding my use. Violations of the rules and conditions on this form are subject to applicable citations, disciplinary procedures, or enforcements as allowable by law.			
SIGNATURE:		DATE:	
APPROVALS			
DEPARTMENT	PRINT NAME OF AUTHORIZED DEPARTMENT REPRESENTATIVE	SIGNATURE	DATE
UWSP Risk Management			
UWSP Protective Services			
UWSP Affected Building / Grounds Responsible Person			
Chancellor's Office*			

*Last signature return to UWSP Risk Management Office, 101 George Stien Building. Applicant will be informed by Risk Management of decision.

PERMIT APPLICATION FOR WEAPON AT UWSP INSTRUCTIONS:

- **Definitions:**
 - “Dangerous weapon” means any firearm, whether loaded or unloaded; [or] any device designed as a weapon and capable of producing death or great bodily harm ... as defined in s. [941.295 \(1c\) \(a\)](#); or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. – WI [939.22\(10\)](#)

Instructions:

- **Form must be completed and submitted two weeks prior to your event, or on an annual basis for those that frequently use firearms in the course of their employment.** This restriction does not include personnel involved in routine law enforcement activity.
- When listing desired location include specifics such as building name, addresses, room numbers, outdoor locations, etc. If outdoor and difficult to describe include pictures to help. If in multiple locations throughout the year, state it as so.
- Provide as many details on type of weapons or firearms as possible. Include pictures where necessary or helpful.
 - A full written inventory is required. If using others’ firearms, use is restricted to weapons generally understood for use in a recreational setting only (pistol, shotgun or rifle, semi-automatic arms)
 - Type (gun, knife, sword, prop weapon, etc.)
 - Brand, model, style, number, other specific identifier.
 - Prop weapons: full description. If your event is requesting the use of a prop firearm or simulated gun of any kind, you are required to attach a picture of the prop firearm to your request.
- When describing how weapons will be utilized for this proposed event include.
 - Details of how and when weapon will be utilized for event or activity.
 - Describe why the weapon necessary for the event.
 - Describe who will handle and supervise the weapons or firearms.
 - Describe any need for gun and/or trigger locks to be taken off.
 - Include if any ammunition will be involved, firing, aiming, etc.
 - Define how weapon use is related to the mission of the campus.
 - Describe if conceal carry will be involved.
- **Safety Plan** key elements to include:
 - While standing by and in possession of weapon or firearms, participants in the event should be sensitive to the impacts that brandishing weapons or firearms can have upon members of the public, and not engage in behaviors that might reasonably be expected to create alarm or fear for personal safety on the part of persons moving through the areas occupied by persons in possession of weapons.
 - Listed weapons that will be used during the [event name] are the only weapons that will be brought onto campus in association with this event.
 - Describe specifically how the weapon or firearm will be transported from the vehicle to the event location.
 - Weapons will only be used/brandished within the [detail of location].
 - While on campus the weapons must be either secured, i.e., locked in an automobile trunk, locker or another space than cannot be accessed or viewed by the public or;
 - During any period of time that the weapons are unsecured they must be attended by the person designated to use them, or by an associate assigned responsibility for maintaining security regarding them. These individuals must be listed on the permit application.
 - When moved about campus, e.g., to and from cars to the event location; the weapons must be placed in a carrying case or similar item that hides them from public view.
 - The members of your event management group should coordinate posting of signage (or other communications) at the event when possible, advising attendees and passersby of your event

to avoid any confusion or panic. Depending on the type of event responsible individuals may need to be posted for reference.

- Inventory management of weapons or firearms:
 - Gun lock and/or trigger lock must be on all weapons at all times. Any need for removal of locks shall be thoroughly describe and alternative safety measures detailed.
 - List of credentials, qualifications, training and experience completed which qualifies applicable personnel that will be handling & responsible for weapons. Include documentation when available.
 - In the assurance of proper prop weapon management and safety, must include any noise producing effects are properly addressed to prevent public confusion or panic.
 - **No less than one hour prior to your event's start**, you or someone from your organization must place a call to the University of Wisconsin-Stevens Point's Protective Services Department (715-346-3456) advising them of your pending demonstration, its location, and the approximate time it is scheduled to occur, if firearms are being discharged.
 - Event managers must also provide the UWSP Protective Services (715-346-3456) with the number of a cellular phone that will be in the possession of an event manager during the course of the event, to support our ability to contact a responsible person for the activity should the need arise.
- List names and contact information for all individuals that will be Designated Individuals allowed to handle or supervise the weapons. These are individuals properly authorized and qualified to handle weapons safely.
 - **Submit permit application to UWSP a minimum of two weeks in advance of your planned event or related activity.**
 - All personnel that will carry and use firearms for a number of events throughout the year, should submit a weapons permit on an annual basis, preferably during the academic year, and running from September 1 to August 31 of the following year.
 - **Submit completed application to UWSP Risk Management.** Risk Management will review and forward to next approving authority. All listed department representatives must approve and sign permit.
 - Final response to applicant will come from UWSP Risk Management.