



# MANAGEMENT POLICY

POLICY NUMBER:

337

SUBJECT:

**ACCEPTING CUSTODY OF  
FIREARMS IN CITY BUILDINGS**

EFFECTIVE DATE:

08/01/01

## I. PURPOSE

This policy describes the procedures for employees to accept custody of firearms in City buildings.

## II. POLICY STATEMENT

The following procedures shall be followed by City employees regarding accepting custody of firearms in City of Mesa government buildings that are open to the public and where signs have been posted prohibiting guns.

## III. PROCEDURES

- A. Each City of Mesa government building that is open to the public and where signs have been posted prohibiting guns will have a sufficient number of gun lockers to meet the reasonably anticipated demand for firearm storage by persons carrying firearms.
- B. Gun lockers shall be located near security stations for establishments staffed with City security officers. In other City buildings where firearms are prohibited, gun lockers shall be located at a main or central location staffed by City personnel.
  - 1. Commercial style lockers will be used for storing firearms. These lockers consist of 16-gauge steel with foam padding and key-coded.
  - 2. Gun lockers shall be securely fastened to a fixed wall in a discreet location.
  - 3. One set of duplicate keys will be maintained at the main police station. If a key is lost, damaged, stolen, or, if a firearm is abandoned, Municipal Security will be notified and a Mesa Police Officer will be dispatched to secure the firearm as abandoned property until the provision of C(2)(c) below are satisfied. It will be

the responsibility of Municipal Security to retrieve the spare key for gun lockers should this occur.

- C. When a person enters a City establishment with a firearm, and that establishment either has signage requesting that the firearm be removed and checked, or the operator or sponsor makes a reasonable verbal request of a person to remove and check their firearm, City staff shall respond to the situation and follow these procedures:

1. The person with the firearm:
  - a. Shall not be asked to unload the firearm;
  - b. Shall be asked to place their firearm in the gun locker as is or as carried in their holster with the muzzle pointing away from public areas, if possible (in other words, patrons may choose to remove and check their holster with their firearm, or to check only their firearm and continue to wear their holster);
  - c. Shall be asked to secure the lock on the gun locker and take the corresponding key;
  - d. Shall be offered the option, but not required, to leave their name and some way of getting in touch with them (e.g. place their driver's license in the gun locker) in case they forget they left their firearm in a gun locker and leave the establishment or event without their firearm, or an emergency forces them to leave the establishment without their firearm.
2. City personnel:
  - a. Shall watch the person place their firearm in the gun locker, and, without touching the firearm, assure themselves visually that the object appears to be a firearm and is not a bomb, other destructive device or hazardous compound, or any other item.
  - b. Except in the case of abandonment under paragraph 2(e) below shall not touch or handle the firearm or gun locker that contains a private citizen's firearm, at any time. Handling of private firearms in or out of gun lockers is the sole responsibility of the owner of the firearm. If necessary, City employees will demonstrate operation of the gun locker.

- c. Shall inform the firearm carrier of the following: That they possess the only key available for the gun locker; that whoever has that gun locker's key is presumed to be the firearm's rightful owner; if the key is lost or damaged beyond use, the gun carrier will be responsible for any cost incurred by the City for re-keying the gun locker compartment. The gun carrier will be required to complete ATF Form 4473 and submit to an instant background check or provide a valid concealed carry permit prior to regaining possession of their firearm from the Mesa Police Department.
  - d. Shall maintain reasonable monitoring of the gun lockers and the gun locker area when a firearm or firearms are stored to assure that guns or gun lockers are not stolen or damaged and firearms contained therein are not handled except by the person who brought in the firearm.
  - e. Shall make sure that no firearms are left in gun lockers once the City establishment closes. If a firearm is left in a gun locker when the City establishment closes, City staff shall call the Municipal Security Office, or notify the on-duty Municipal Security Officer. The procedures set forth in section B(3) will be followed for retrieval of this weapon. If the firearm is not retrieved from the Mesa Police Department within the applicable time frame as other lost or apparently abandoned property, the unclaimed firearm shall be disposed of in the same fashion as the City disposes of other firearms.
- D. When the person with the firearm is ready to leave the City establishment, that person shall remove it from the gun locker, return the key, and leave the City establishment.
- E. These procedures shall not apply:
  - 1. To peace officers, members of the military forces of the United States, or correctional officers attending public establishments on official business.
  - 2. Persons with valid concealed carry permits under A.R.S § 13-3112 who are carrying their firearm in a concealed fashion where there is no metal detector at the City building or event. Nevertheless, persons with valid concealed carry permits shall be asked to

remove and check their firearm in all Police Department facilities or if a metal detector is used at a City building and the metal detector inspection process reveals the presence of a firearm.

3. In the Mesa Municipal Court, whose firearm procedures shall follow those rules, orders, or directions issued by the Arizona Supreme Court in its capacity as the governing body for all courts in the state.
4. In City parks governed by A.R.S § 13-3108(C)(5).
5. To a bona fide military honor guard or persons engaged in an historical re-enactment when these persons and organizations follow procedures consistent with customary safety and security practices, in the judgment of the operator of the City establishment or premise.
6. To vendors and patrons of gun shows in City facilities that, in the judgment of the operator of the City establishment, comply with safety and security practices consistent with industry standards for gun shows.

ISSUED BY:

**MIKE HUTCHINSON**  
City Manager