

**PROCEDURE FOR WORKING WITH THE UR DEPT. OF PUBLIC SAFETY AND  
THEATRICAL FIREARMS AND WEAPONS**

*When working with theatrical firearms, the following procedures need to be followed with regard to liaising with the UR Department of Public Safety (DPS).*

1. The URITP production Manager/Prop Supervisor will notify DPS with appropriate lead time when doing any production that needs real-looking weapons, irrespective of whether they discharge/fire or not.
2. All weapons will be appropriately designed/fabricated prop weapons and, if firing, they will be rented/purchased/secured from established theatrical armorers.
3. Once in hand, the URITP Prop Supervisor/Production Manager will provide DPS with an itemized list of weapons, accompanied by visuals of each item.
4. Once weapons are in hand, the Production Manager will ask DPS to schedule a visit by the DPS armorer to inspect/test/etc. all firearms.
5. The URITP will take the responsibility for training all those—both student and non-student—who are actively involved in their handling/firing and appropriate onstage and off-stage handling and management protocols, safety, and storage procedures.
6. The URITP will follow all guidelines with regard to safe storage of firearms and weapons, and ammunition/blanks in certified gun lockers and secure locations.
7. The URITP or its representative will inform DPS of (approximately) when, where, and the number of discharges of any weapon that might fire—both when rehearsing and performing with these firearms.
8. Appropriate signage will also be prominently posted regarding point 7 above for alerting the public.

**USEFUL NUMBERS**

**Department of Public Safety**  
X5-3333

**Emergency services (call/text)**  
(585) 275-3333

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