

COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number: R 643

Date: 31 August 2026

Rector's ordinance on the use of weapons and ammunition

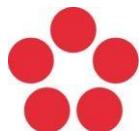
INTERNAL REGULATION FOR FIREARMS LICENCE HOLDERS

I.

Introductory provisions

1. This ordinance is issued as an internal regulation for firearms licence holders (hereinafter also referred to as 'FL'). It implements, at the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB'), the conditions laid down by the Firearms Act, together with the requirements for the secure storage of firearms and ammunition.
2. The scope of this Rector's ordinance is governed by the following legislation (as amended):
 - Act No. 90/2024, on Firearms and Ammunition (hereinafter referred to as the 'Firearms Act')
 - Act No. 262/2006, the Labour Code (hereinafter referred to as the 'Labour Code')
 - Government Regulation No. 504/2025, on the entry and maintenance of data in the central register of weapons and on the establishment of templates for certain documents relating to weapons, ammunition and munition (hereinafter referred to as the 'Government Regulation on the Central Register of Weapons')
3. USB holds a firearms licence of category ZL2 issued by the Regional Police Directorate of the South Bohemian Region on 24 February 2017 and carries out activities in accordance with the Firearms Act. USB has a chief armourer, appointed by the USB Rector, who acts on behalf of USB as the licence holder. The chief armourer is the line manager and is responsible for the armourers at the individual faculties. The chief armourer and the armourers hold extended firearms authorisations and are employed by USB as the holder of the firearms licence. Any changes to the positions of chief armourer and armourers shall be notified without undue delay to the Regional Police Directorate of the South Bohemian Region. The main conditions of the firearms licence are set out in Sections 37–42 of the Firearms Act.





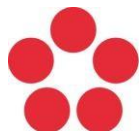
4. Where an additional armourer is appointed, the chief armourer is their superior and is responsible for their activities. The additional armourer must meet the conditions laid down in the Firearms Act.
5. Definition of the chief armourer's duties: The chief armourer ensures and is responsible for communication and dealings with the relevant unit of the CR Police and informs the firearms licence holder of these dealings; he or she is present and assists the CR Police during regular inspections of the firearms licence holder. Should any shortcomings be identified, he is obliged to rectify them without delay or, where appropriate, to resolve the issue with the firearms licence holder. He makes the necessary entries in the central register of firearms (hereinafter referred to as the 'CRF'), conducts regular training and subsequently records the training carried out in the CRF, and carries out regular checks on the record-keeping and security of firearms at individual facilities (faculties).
6. Definition of the armourer's duties: The armourer maintains records of firearms and ammunition, and, where applicable, maintains records in the CRF. They inform the chief armourer about the use of firearms and ammunition. They make the necessary entries in the CRF. They are responsible for the safe storage of firearms and ammunition at the relevant faculty. They take part in regular training.
7. The ZL2 firearms licence authorises USB to provide shooting training in connection with the instruction of game management at the USB Faculty of Agriculture and Technology, and to provide security for persons and property at the USB Faculty of Science.
8. The condition of the firearms licence relating to professional competence is met through a professionally qualified chief armourer who satisfies the requirements under Section 39(2–3) of the Firearms Act and who was named in the application for a firearms licence or whose appointment was notified to the Regional Police Directorate of the South Bohemian Region in accordance with Section 42(1)(d) of the Firearms Act.
9. Persons to whom firearms and ammunition are entrusted in accordance with Article III of this ordinance shall be fully liable for their loss in accordance with the provisions of Section 255 or Section 391(1) of the Labour Code.

II.

Access to the CRF by firearms licence holders

1. A firearms licence holder or a person designated by them (chief armourer, armourer) shall access the CRF using a means of electronic identification.





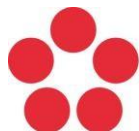
2. A firearms licence holder may request the Regional Police Directorate of the South Bohemian Region to grant or deny access to the CRF to persons designated by them.

III.

Rules for the use of firearms and ammunition

1. Instruction and training in marksmanship in connection with the instruction of game management at the USB Faculty of Agriculture and Technology shall take place either at a shooting range or in another area designated by the person responsible for supervision. In this context, the faculty's armourer may entrust a firearm and ammunition for that firearm to another individual (a student) who does not hold a firearms licence, for the purposes of instruction and training in shooting and preparation for a future profession involving the possession or carrying of a firearm. The firearm is entrusted to such a natural person only for the strictly necessary period and solely for the purpose of shooting at a shooting range or for other handling of the firearm or ammunition within an area designated by the responsible supervising person.
2. Hunting and sporting activities at the USB Faculty of Agriculture and Technology are organised within the Department of Agribusiness and Rural Development, whose members are employees of USB and use firearms solely for hunting and at shooting ranges. In this context, the faculty's armourer may entrust a firearm and ammunition for that firearm to another individual (an employee or a student) who holds the relevant firearms licence, for the purpose of exercising hunting rights, participating in shooting training or taking part in organised competitions. The firearm shall be entrusted to such a natural person only for the strictly necessary period, and the recipient shall be fully responsible for the safe handling of the firearm and for protecting it against misuse, loss or theft.
3. The USB Faculty of Science uses firearms and ammunition primarily in connection with the operation of the Czech Arctic Research Station on the Svalbard archipelago (Norway), exclusively for the purpose of safeguarding the life, health and property of persons in areas where there is a risk of encountering dangerous wildlife. To fulfil this purpose, the faculty's armourer is authorised to entrust these firearms and the corresponding ammunition to other persons (university staff) who hold a valid extended firearms licence or a European Firearms Pass listing the firearms owned by USB. The handover of a firearm shall take place only for the period strictly necessary to carry out specific fieldwork, whilst the recipient shall be fully responsible for the safe handling of the firearm and its protection against misuse, loss or theft, as well as for compliance with local regulations.

IV.



Method of recording firearms and ammunition

1. The armourers at the individual faculties are responsible for the registration, storage, issue and receipt of firearms and ammunition.
2. Records are kept by means of written entries in the register books (for firearms and ammunition) or, where applicable, via the CRF: [Central Firearms Register – Police of the Czech Republic](#)

V.

Place of storage of firearms and security measures for stored firearms and ammunition

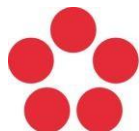
1. The conditions for the security of firearms and ammunition are laid down in Sections 83–85 of the Firearms Act.
2. At the USB Faculty of Science, firearms are stored at Na Zlaté stoce 690/3, České Budějovice, in a lockable steel firearms cabinet.
3. At the USB Faculty of Agriculture and Technology, firearms are stored at Na Zlaté stoce 588/10, České Budějovice, in a lockable steel firearms cabinet, and at Studentská 1668, České Budějovice, in a security safe.

VI.

Safe handling of firearms and ammunition

1. Only a firearms licence holder, a chief armourer, an armourer or a person in an employment relationship with a firearms licence holder who also holds the relevant firearms authorisation may handle firearms and ammunition.
2. When handling firearms and ammunition, authorised persons are obliged to observe the principles of safe handling, in particular to aim towards a safe area, to remove the magazine from the firearm or the ammunition from the magazine or the barrel, and to check the feed well and the chamber.
3. It is prohibited to lend or hand over firearms owned by USB to persons other than those specified in Article III, or to other organisations. As the holder of a firearms licence, USB must not transfer ownership of firearms or ammunition to a person who is not authorised to acquire ownership of such firearms and ammunition.

VII.



Safety measures during shooting sessions

1. Every shooter must comply with the shooting range's operating regulations and bears full responsibility for doing so.
2. Every shooter must immediately cease firing, either on their own initiative or on the instruction of the range officer, if people, vehicles, low-flying objects or aircraft, or animals (wildlife) appear in the target area; if the shooter loses their bearings; or in the event of a fault with the firearm that cannot be rectified by the shooter.
3. Loading the firearm is permitted only on the instructions of the range officer.
4. It is strictly forbidden to:
 - load firearms with live, spare or practice rounds without the range officer's instruction;
 - point a firearm at people, animals (game) or into the safety zone of the shooting range, even if the firearm is not loaded;
 - handle firearms and ammunition in any way at the shooting range without the range officer's instruction; placing a firearm anywhere or handing it to other persons; leaving it at the firing position; or removing a firearm from its holster without the range officer's command.
5. When shooting in enclosed shooting ranges, ear defenders must always be worn.

VIII.

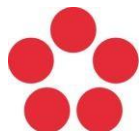
Medical fitness

USB shall reimburse the chief armourer and armourers for the costs associated with undergoing compulsory periodic medical examinations in accordance with Sections 15–17 of the Firearms Act.

IX.

Regular training

1. Regular training for persons who, under an employment or similar relationship with USB, will carry out its duties relating to the holding of a firearms licence shall be conducted by USB's chief armourer to the extent necessary once a year (shooting practice, familiarisation with the individual provisions of the Firearms Act and with these internal regulations) and shall make a record of this in the CRF.



2. The firearms licence holder, the chief armourer and armourers, and any other relevant persons shall comply with the relevant provisions of the Firearms Act and all other implementing and related regulations.

X.

Common and final provisions

1. Everyone is obliged to
 - report the loss or theft of a firearm to the relevant unit of the CR Police without delay;
 - upon request by the relevant unit of the CR Police, to produce the firearm or ammunition in their possession, and any related documents and records.
2. As the holder of a firearms licence, USB is obliged to
 - ensure compliance with these internal regulations and make them available to persons carrying out its duties;
 - ensure, without undue delay, that the internal regulation is amended in cases where it no longer corresponds to the conditions of the firearms licence holder's activities or the requirements of the Firearms Act;
 - submit these internal regulations or any amendments thereto to the Regional Police Directory of the South Bohemian Region without undue delay; these internal regulations or any amendments thereto which have not been submitted to the specialised police department shall be deemed invalid;
 - notify the Regional Police Directory of the South Bohemian Region without undue delay of the appointment and termination of the chief armourer;
 - allow the inspector, for the purpose of inspecting the activities of the firearms licence holder, access to the premises where USB, as a firearms licence holder, handles firearms or ammunition in the course of their activities.
3. This ordinance repeals Rector's Ordinance No. R 478 of 21 September 2021.
4. This ordinance comes into force and takes effect on the date of its publication in the public section of the USB website.

prof. Ing. Pavel Kozák, Ph.D.
Rector

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Distribution list: Deans of faculties, Chief Armourer