



Approved: December 2016
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Procedure Summary

Texas A&M University-Texarkana (A&M-Texarkana) is committed to providing a safe environment for students, employees, university affiliates, and visitors, as well as respecting the rights of individuals licensed to carry a handgun in the State of Texas.

A license holder may carry a concealed handgun (licensed carry) on premises of A&M-Texarkana or in a university vehicle, unless prohibited by state or federal law, or [University Rule 34.06.02.H1, Carrying Concealed Handguns on Campus](#). *The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted on the campus of A&M-Texarkana.*

This procedure provides: (1) general information and safety recommendations for license holders who wish to carry a concealed handgun on campus, (2) guidelines for posting approved signage where concealed carry is prohibited and (3) a process for requesting prohibition of licensed carry in an assigned office.

Procedures and Responsibilities

1. GENERAL

- 1.1 Texas law allows license holders to carry a handgun on campus but the handgun must be concealed. To “break concealment” is to knowingly or intentionally allow a handgun to be seen by others. Breaking concealment on campus is a criminal offense and a violation of A&M-Texarkana rules and procedures.
- 1.2 A&M-Texarkana strongly recommends that license holders, who carry on campus, carry the handgun in a holster that completely covers the trigger and the entire trigger guard area. The holster should have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.
- 1.3 Only law enforcement officers have the authority to require a license holder to display his or her handgun license. A license holder is not required by law to disclose the existence of the license to any other university or university system employee. Therefore, university administrators, faculty, staff and students should not request individuals to indicate whether they have a license.

2. SIGNAGE PROHIBITING LICENSED CARRY

- 2.1 Signage prohibiting licensed carry on campus property (“30.06 Notice”) must meet the requirements of Section 30.06 of the Texas Penal Code.

30.06 Notice may only be produced by University or System-approved vendors and must be installed in accordance with campus standards. Signage content, font size and other aspects are explicitly detailed by law.

- 2.2 Premises approved as areas where licensed carry is prohibited are specific to the room or rooms as approved. No individual is authorized to expand that area to encompass adjacent hallways, common areas, etc. without review and approval by the President.

3. POSTING OF 30.06 NOTICE

- 3.1 30.06 Notice shall be posted on all premises identified in [University Rule 34.06.02.H1, *Carrying Concealed Handguns on Campus*](#) and must be displayed in a conspicuous manner clearly visible to the public.
- 3.2 30.06 Notice will be posted on A&M-Texarkana premises where a collegiate sporting event is taking place. Such notice will be posted at least two hours prior to the event starting and shall remain in place no more than two hours after the event concludes.
- 3.3 Premises where formal administrative hearings/investigations are being conducted may only prohibit licensed carry when such hearings/investigations are being conducted.
- 3.4 Posting and removal of 30.06 Notice when temporary prohibitions are established in accordance with [University Rule 34.06.02.H1, *Carrying Concealed Handguns on Campus*](#), state or federal law and this procedure are the responsibility of the University Police Department (UPD) for all postings except Athletic events. The Athletic Department is responsible for the posting and removal of 30.06 Notice at all collegiate sporting events.
- 3.5 Failure to promptly put signs in place and remove them after the activities are completed may subject the institution to complaints and civil penalties as outlined in [Texas Government Code, Section 411.209, *Wrongful Exclusion of Concealed Handgun License Holder*](#).
- 3.6 Requests for temporary 30.06 Notice shall be made with UPD.

4. REQUEST TO PROHIBIT LICENSED CARRY IN AN ASSIGNED OFFICE

- 4.1 As provided in [University Rule 34.06.02.H1, *Carrying Concealed Handguns on Campus*](#), a license holder is prohibited from carrying a concealed handgun in an assigned office, as approved by the president, for which the employee has demonstrated that the carrying of a concealed handgun by a license holder in the office presents a significant risk of substantial harm due to a negligent discharge.

- 4.2 A requestor must complete the *Request to Prohibit Licensed Concealed Carry in an Assigned Office* form (Appendix), providing all required information. Justification for each room or area is critically important and must demonstrate that the standards for prohibiting licensed carry as set out in the applicable provision of [University Rule 34.06.02.H1, *Carrying Concealed Handguns on Campus*](#) are clearly met.
- 4.3 The completed request form must be printed, signed and submitted to the department or unit head, dean (if appropriate), and Provost or appropriate vice president for a recommendation. At any level, the appropriate administrator may support or decline the request; however, the request must be submitted at each level for a recommendation until it reaches the President for final approval or rejection.
- 4.4 The President's decision on the request is final and not subject to further review or appeal.
- 4.5 If the request is approved by the President, the Office of the VPFA, including Compliance and UPD, will be notified and 30.06 Notice will be posted in accordance with [University Rule 34.06.02.H1, *Carrying Concealed Handguns on Campus*](#).
- 4.6 The Office of the VPFA will maintain a list of the specific locations where licensed carry is prohibited under [University Rule 34.06.02.H1, *Carrying Concealed Handguns on Campus*](#). All completed forms, regardless of decision, will be filed with Director of Compliance for record keeping.

Related Statutes, Policies, or Requirements

[System Regulation 34.06.02, *Weapons*](#)

[University Rule 34.06.02.H1, *Carrying Concealed Handguns on Campus*](#)

[Texas Government Code, Section 411.2031, *Carrying of Handgun by License Holders on Certain Campuses*](#)

[Texas Government Code, Section 411.209, *Wrongful Exclusion of Concealed Handgun License Holder*](#)

[Texas Penal Code, Section 30.06, *Trespass by License Holder with a Concealed Handgun*](#)

Appendix

[Request for Prohibition of Licensed Concealed Carry in an Assigned Office](#)

Contact Office

Vice President for Finance and Administration
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