



## STANDARD ADMINISTRATIVE PROCEDURE

### 34.06.02.M1.01 Procedures for Implementation of Campus Carry

*Approved October 27, 2016*

*Next scheduled review October 27, 2021*

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#### Procedure Statement

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A license holder may carry a concealed handgun (licensed carry) on premises of Texas A&M University or in a university vehicle, unless prohibited by state or federal law, or TAMU Rule 34.06.02.M1. See Chapter 411, Texas Government Code.

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#### Reason for Procedure

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This procedure provides safety recommendations for license holders who wish to carry a concealed handgun on campus, guidelines for posting approved signage where concealed carry is prohibited and processes for requesting the president's approval of premises where concealed carry should be prohibited.

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#### Definitions

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Refer to [University Rule 34.06.02.M1](#)

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#### Official Rule/ Responsibilities/ Process

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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 TAMU rules and procedures.
  2. For safety of all, Texas A&M 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.

3. Only a peace officer or magistrate has 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 employees. Therefore, university administrators, faculty, staff and students should not request individuals to indicate whether they have a license.
4. Signage Prohibiting Licensed Carry
  - 4.1 Signage prohibiting licensed carry on campus property (“30.06 Notice”) must meet the requirements of Section 30.06 of the Texas Penal Code.
  - 4.2 30.06 Notice may only be produced by University- or System-approved vendors and must be installed in accordance with campus standards.
    - 4.2.1 Signage content, font size and other aspects are explicitly detailed by law. Departments and facilities on the TAMU campus in Brazos County must order signs through AggieWorks. Exceptions to this requirement may be authorized by the Advisory Committee for groups with special signage requirements such as Athletics. Installation by Facilities staff (SSC) is normally included with the cost of the sign.
    - 4.2.2 Signage for remote campuses and facilities should still be purchased through TAMU Facilities (SSC) by using AggieWorks, then shipped to the location where it may be installed by local facilities staff.
    - 4.2.3 Stanchions for temporary or moveable signage may also be purchased through TAMU Facilities (SSC).
    - 4.2.4 30.06 Notice must be displayed in a conspicuous manner clearly visible to the public.
  - 4.3 Costs for signage and installation shall be borne by the departments or campus entities responsible for those activities that are the basis for the prohibition of licensed carry. There is not a central fund for signage.
  - 4.4 Premises approved by the President as areas on which licensed carry is prohibited are specific to the room or rooms approved by the President. No individual is authorized to expand that area to encompass adjacent hallways, common areas, etc. without the review and approval of the President.
5. Posting of 30.06 Notice:
  - 5.1 Locations where licensed carry is prohibited under state law if effective 30.06 Notice is posted per TAMU Rule 34.06.02.M1, sec. 6.A.3):

- 5.1.1 30.06 Notice will be posted at All Faiths Chapel.
  - 5.1.2 30.06 Notice will be posted on premises where a collegiate sporting event is taking place. Such notice will be posted two hours prior to the event starting and shall remain in place no more than two hours after the event concludes.
    - 5.1.2.1 The Athletics Department shall maintain a log of times and locations where licensed carry is prohibited under this section and 30.06 Notice is posted. Such logs shall be provided to the Advisory Committee on Implementation of Campus Carry (via email to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)) by the 10<sup>th</sup> day of each month covering the previous calendar month.
  - 5.1.3 Posting and de-posting of 30.06 Notice signs when temporary prohibitions are established in accordance with this procedure are the responsibility of the requestor (Athletics Department staff, Principle Investigator, formal hearing administrator, etc.). Failure to promptly put signs in place and remove them after the activities are completed may subject the institution to complaints and fines.
- 5.2 Locations where licensed carry is categorically prohibited by the President as set out in TAMU Rule 36.04.02.M1, sec. 6.C.1:
- 5.2.1 30.06 Notice shall be posted on all premises identified in TAMU Rule 36.04.02.M1, sec. 6.C.1), subsections a), b), c), f) and g).
  - 5.2.2 Research areas and laboratories in which research subjects are minors, see 34.06.02.M1, section 6.C.1)d), may only prohibit licensed carry if they are operating under a protocol approved by the Institutional Review Board (IRB) or authorized by the Human Research Protection Program for that research and only during times when minors (17 years of age and younger) are present or expected to be present.
    - 5.2.2.1 Temporary 30.06 Notice may be posted using stanchions or other means at all entrances to that research area or laboratory. Temporary signs may be purchased and stored inconspicuously but may not be displayed without approval from the Vice President for Research or designee.
    - 5.2.2.2 Faculty or staff responsible for the research activity are required to log those times, locations, and reasons when licensed carry is prohibited and 30.06 Notice is posted.
    - 5.2.2.3 Such logs shall be provided to the Vice President for Research or designee and to the Advisory Committee (via email to

[AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)) by the 10<sup>th</sup> day of each month covering the previous calendar month. Logs must include the building number, room number(s), date(s), time(s) when the minor research subjects were present and 30.06 was posted, and identify the IRB Number (or other appropriate identifying number) for the approved research protocol involving minors.

5.2.3 Premises where formal administrative hearings/investigations are being conducted per 34.06.02.M1 section 6.C.1)e) may only prohibit licensed carry when such hearings/investigations are being conducted.

5.2.3.1 Temporary signage used to provide 30.06 Notice may be posted using stanchions or other means at all entrances to that premises. If authorized by the applicable process established pursuant to section 5.2.3.3.1 below, notice by other forms of written communication consistent with the requirements of Texas Penal Code section 30.06 may be used.

5.2.3.2 The administrative unit or department responsible for conducting the formal administrative hearing/investigation must notify the appropriate Vice President or designee in advance of the formal hearing/investigation.

5.2.3.3 Each Vice President whose units are responsible for conducting formal administrative hearings/investigations shall:

5.2.3.3.1 establish a process for the notice required in section 5.2.3.2 and the distribution of temporary signage or provision of notice by other forms of written communication consistent with the requirements of Texas Penal Code section 30.06; and

5.2.3.3.2 ensure that a log is maintained of the building number, room number(s), date(s), time(s) and reason that licensed carry was prohibited and 30.06 Notice is provided pursuant to 34.06.02.M1, section 6.C.1)e). Such logs shall be provided to the Advisory Committee (via email to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)) by the 10<sup>th</sup> day of each month covering the previous calendar month.

6. Requesting the President's approval to prohibit licensed carry in locations provided for in TAMU Rule 34.06.02.M1, section 6.C.2), i.e., assigned offices, high hazard laboratories and laboratories working with high risk subjects:

6.1 A requestor must complete form 34.06.02.M1.01.101, Request for Prohibition of Licensed Carry, 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 Rule 34.06.02.M1, section 6.C.2) are clearly met. If the requestor will hold office hours at an alternate location, such location must be identified in the request.

- 6.2 The completed request form must be printed, signed and submitted to the appropriate department head with a copy sent to the Advisory Committee via email to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu).
- 6.3 The department head may support the request, including the availability of alternate space for the requestor to hold meetings, and forward to the appropriate dean or vice president or may decline to support the request and return the form to the requestor and notify the Advisory Committee of their decision via email to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu).
- 6.4 Upon receipt of a request relating to an assigned office, the dean may opt to support and forward the request to the Office of the Provost and Executive Vice President or decline to support the request and return the form to the requestor and notify the advisory committee of their decision. Upon receipt of a request relating to a high hazard research area or a laboratory or research area involving high-risk subjects, the dean may opt to support and forward the request to the Vice President for Research or decline to support the request and return the form to the requestor and notify the advisory committee of the decision via email to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu).
- 6.5 The Vice President for Research may support the request for prohibition of licensed carry in the laboratory or research area and forward it to the Provost or designee for review or may decline to support the request and return it to the requestor and notify the Advisory Committee via email to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu).
- 6.6 Each Vice President shall forward approved requests for prohibition of licensed carry to the Provost and Executive Vice President or to the Executive Vice President for Finance and Administration as shown below:
  - 6.6.1 Provost and EVP for Academic Affairs
    - VP Research
    - VP Student Affairs
    - VP Diversity
    - Sr. VP and COO, TAMHSC
    - VP and COO TAMU-Galveston
  - 6.6.2 EVP for Finance and Administration and CFO
    - Sr. VP Marketing and Communications
    - VP Information Technology
    - Athletic Director

- VP Human Resources and Organizational Effectiveness
- VP Government Relations
- VP Brand Development

- 6.7 The Provost and Executive Vice President or the Executive Vice President for Finance and Administration may likewise opt to support and forward the request to the Office of the President or decline to support the request and return the form to the requestor and notify the Advisory Committee of their decision via email to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu).
- 6.8 At any step in the process, if the request is declined and returned to the requestor, the requestor may request a review one level higher than the step where the rejection occurred. The administrator requested to perform the review under this section shall notify the requestor and the Advisory Committee (via email to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)) of the outcome of the review. If the request is rejected at the higher level, this decision is final and not subject to further review or appeal.
- 6.9 The President's decision on the request is final and not subject to further review or appeal.
- 6.10 If the request is approved by the President, 30.06 Notice will be posted in accordance with section 4 of this procedure.
- 6.11 The Advisory Committee will collect and maintain data on all requests submitted under this section, including the nature of the request and final decision, in order to support the consistent implementation of Rule 34.06.02.M1.
- 6.12 An automated, online solution is being developed to replace the manual request and approval cycle set forth in this section. When using the new online request submission and routing tool, email distribution and copying of the Advisory Committee as set forth in section 6 of this procedure will not be required.
7. The Advisory Committee will maintain records of the specific locations where licensed carry is prohibited under TAMU Rule 36.04.02.M1. 30.06 Notice shall be posted at each location, if required, in a conspicuous manner clearly visible to the public.

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## Forms

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34.06.02.M1.01.101, Request for Prohibition of Licensed Carry of a Handgun on Campus (see below)

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## Contact Office

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Advisory Committee on Implementation of Campus Carry – contact the Office of Safety & Security at [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu).

Request for Prohibition of Licensed Carry

This form must be completed and approval granted by the President before 30.06 Notice can be posted to prohibit licensed carry.

Requestor:

Name: \_\_\_\_\_

UIN: \_\_\_\_\_

Department: \_\_\_\_\_

Email address: \_\_\_\_\_

As allowed by Texas A&M University Rule 34.06.02.M1, Carrying Concealed Handguns on Campus, section 6.C.2, individuals may request the President to approve the prohibition of licensed carry in assigned offices, high hazard research areas and laboratories and in those where research subjects are high risk. Please complete the appropriate section according to your request.

**Submit a separate form for each room, laboratory or research area requested.**

*Assigned offices for which the employee can demonstrate that the carrying of a concealed handgun by a license holder in the office presents a significant risk of substantial harm due to negligent discharge:*

Room Number	Building #	Person Assigned to Office	Justification (provide detailed information to support this request).

*High hazard laboratory or research area where the presence of high hazard materials or operations creates a significant risk of catastrophic harm due to a negligent discharge:*

Lab/Room Number	Building #	Type of Hazard(s)	Justification (provide detailed information to support this request).

*Laboratories or research areas involving high-risk subjects or where research integrity could be compromised:*

Lab/Room Number	Building #	Type of Research	Justification (provide detailed information to support this request). Include an estimate of the frequency of such situations.



Requestor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)

Department Head Recommendation:

Support: \_\_\_ Comments: \_\_\_\_\_

Decline: \_\_\_ Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)

Dean Recommendation (if applicable):

Support: \_\_\_ Comments: \_\_\_\_\_

Decline: \_\_\_ Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)

VP Recommendation (if applicable):

Support: \_\_\_ Comments: \_\_\_\_\_

Decline: \_\_\_ Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)

Executive VP and Provost - or - Executive VP for Finance and Administration Recommendation:

Support: \_\_\_ Comments: \_\_\_\_\_

Decline: \_\_\_ Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)

Appeal to: _____		Date: _____
___ Support Prohibiting Carry	Comment: _____	
___ Decline to Support Prohibition	Comment: _____	
_____		Date: _____
<i>Signature</i>		

Approved

Denied

\_\_\_\_\_  
President's Signature

Date: \_\_\_\_\_

Copy to [AdvisoryComm@tamu.edu](mailto:AdvisoryComm@tamu.edu)