

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Public Safety**  
**AREA: General Police Services**

**Number: Assigned**

<b>SUBJECT: Campus Carry Draft Policy</b>
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I. PURPOSE AND SCOPE

The purpose of this document is to inform faculty, staff, students, and visitors of the rules regarding the carrying of concealed handguns on campus by those individuals licensed to carry a handgun and to address the health, safety, and welfare of the campus community. On June 13, 2015, Governor Greg Abbott signed into law Texas Senate Bill No. 11 (S.B. 11), popularly known as the "campus carry" law. S.B. 11 amends §411.2031 of the Texas Government Code to allow carrying of handguns by license holders on the campuses of certain institutions of higher education, including the University of Houston. Only a licensed person may carry weapons designated under Subchapter H of Chapter 411 of the Government Code; any other weapons are expressly prohibited. Individuals who do not possess a valid license to carry a handgun currently are and will continue to be prohibited from carrying handguns on campus. S.B. 11 goes into effect on August 1, 2016.

II. POLICY

This policy is designed to be compliant with S.B. 11 and to address the health, safety, and welfare of the campus community. The policy was written after ample consideration of input from campus constituencies regarding a number of factors, including the nature of the student population, specific safety considerations, and the uniqueness of the campus environment.

This policy applies to all students, faculty, staff, and visitors of the University, except for officers of the University of Houston Department of Public Safety (UHDPS).

III. DEFINITIONS

- A. Handgun: Any firearm that is designed, made, or adapted to be fired with one hand.
- B. Open Carry: Visible possession of a handgun in public.
- C. Concealed Handgun: A handgun, the presence of which is not openly discernible to the ordinary observation of a reasonable person.
- D. Reveal: The act of intentionally displaying a handgun, in whole or in part, in plain view of another person in a public place. Texas Penal Code §46.035.
- E. Exclusion Zone: An area of campus, building, or room in which the possession of handguns is prohibited as provided in Campus Carry Appendix 1. Each area restriction requires that notice be given to license holders as specified under Texas Penal Code §30.06.
- F. Secure Storage Area: An area designated by the University for storage of handguns belonging to the faculty, staff, students, and visitors of the University community. It must be operated by armed UHDPS personnel and accessible to handgun owners twenty-four hours a day, seven days a week.

- G. License to Carry a Handgun: A License to Carry a Handgun (LTC) issued by the Texas Department of Public Safety (TXDPS), under Texas Government Code Chapter 411, Subchapter H. Also includes valid Concealed Handgun Licenses issued by the TXDPS.
- H. Disciplinary Action: Sanctions by the University, up to and including removal, probation, suspension, dismissal, and termination.

#### IV. SUPPORTING POLICY INFORMATION

The primary responsibility for enforcement of this policy lies with UHDPS. Disputes, concerns, or reports of policy violation should be communicated immediately to UHDPS, which will enforce both Texas law and UH policy as appropriate.

#### V. PROCEDURES

Failure to comply with any of the following procedures may result in Disciplinary Action.

A holder of an LTC may carry a concealed handgun on or about their person on the University of Houston campus and in buildings, except in Exclusion Zones. Handguns must be carried in a retention holster that covers the trigger. It is the responsibility of the holder of the LTC to conceal any handgun so that it is not partially or wholly visible to another person. Persons who do not hold a valid LTC are prohibited from carrying a concealed weapon on campus or in buildings. When not carried on or about a person, handguns must be in a Secure Storage Area, locked vehicle, or a gun safe meeting requirements set out in Appendix 2, unless otherwise specified below.

- A. Faculty and Staff: Faculty and staff may not store handguns overnight on University property, unless stored in Secure Storage Area. Temporary storage in a locked cabinet, drawer, or gun safe meeting requirements set out in Appendix 2 is permitted. Unless an employee is required to carry a firearm as part of the employee's specific job duties, any possession or use of a firearm by the employee is not considered to be within the scope of employment with the University. As such, any employee who chooses to use a firearm is acting in the employee's individual capacity and not as an agent of the University.
- B. Alcohol: Possessing a weapon on campus while intoxicated is prohibited.
- C. Off-Campus Travel: University-led groups travelling off campus may exclude handguns to fulfill legal or contractual obligations or to allow a group to travel in a gun-restricted area.
- D. Open Carry: The carrying of an unconcealed handgun on campus is restricted to authorized members of the UHDPS, other law enforcement officers, and other persons who may be designated by appropriate law enforcement authorities.
- E. Intentional Reveal: Intentionally revealing a handgun on campus is prohibited. Any such incident will be grounds for Disciplinary Action.
- F. Inquiry of LTC or Carrying Status by University Employees: Employees of the University, with the exception of members of UHDPS, should not inquire as to whether any person is carrying a concealed weapon or possesses an LTC.
- G. Verbal Reference to Firearms or Other Weapons: The declaration of handgun possession or CHL status may be considered a threat under some circumstances. See MAPP 02.08.01 for more information about responses to threats.

- H. Weapon Discharge: The discharge of a weapon intentionally or unintentionally anywhere on campus by any person may be grounds for Disciplinary Action.
- I. Other Weapons: All other weapons are strictly prohibited for students, faculty, staff, and visitors, including long guns, knives with blades longer than 5.5 inches, brass knuckles, clubs, and explosives. Their possession on campus is grounds for immediate Disciplinary Action.
- J. Storage Facilities: Secure Storage Areas will be maintained at the campus police station and at other locations that may be established by the University.
- K. Storage in University Vehicles: Handguns may be stored in non-UHDPS-University owned, rented, or leased vehicles if the vehicle is under the sole control of the driver and the handgun is in a locked compartment.
- L. Establishment of Exclusion Zones: The University Safety and Security Committee will review applications to establish, modify or eliminate gun exclusion zones based on an application by a University unit. The application must contain the exact zone to be excluded, a rationale for the exclusion based on the exclusion zone criteria, and a plan for where required signs are to be placed. The committee may modify the proposal on the basis of feasibility of implementation. A sample exclusion zone application is included in Appendix 3. The Safety and Security Committee will suggest amendments to the list of exclusion zones, including recommendations to add or remove areas from the exclusion list. These recommendations will be taken to the Vice President for Administration and Finance, who will determine whether a building or area should be added to or removed from an exclusion zone. These exclusions will be maintained separately in the Campus Carry Appendix 1. Expedited review of an existing zone may be requested with a written justification.
- M. Criteria for Establishment of Exclusion Zones:
1. Existing state and federal laws prohibiting weapons in certain areas.
    - a. Campus areas used for day care and school activities, including areas frequently used by minor children. Texas Penal Code §46.03(a)(1).
    - b. Health care facilities similar to hospitals used for patient care, counseling and mental health services. Texas Penal Code §46.035(b)(4).
    - c. Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2).
    - d. Established places of religious worship. Texas Penal Code §46.035(b)(6).
    - e. Polling places. Texas Penal Code §46.03(a)(2).
  2. Laboratory areas where dangerous materials and equipment or research animals are present.
  3. University housing other than Calhoun Lofts.
  4. University-owned, rented, or leased vehicles used to transport students other than University shuttles.

- 5. Spaces used for discussions of grievances or disciplinary hearings. (These exclusions may be permanent or temporary based on usage of the spaces.)
- 6. Areas containing critical university infrastructure.
- 7. Areas where contractual or licensing obligations require the exclusion of firearms.

N. Reporting Violations of this Policy: Any violations of this policy should be reported to UHDPS. UHDPS shall maintain a list of all handgun-related incidents and provide an annual report to the President.

O. Reporting to Texas Legislature: In even numbered years by September 1, the University will submit a copy of its policy along with the justification used for development of the policy.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President responsible for implementing and monitoring

Review: Review schedule

VII. APPROVAL

\_\_\_\_\_  
VP responsible for oversight of policy

\_\_\_\_\_  
President

Date of President's Approval: \_\_\_\_\_

VIII. REFERENCES

- Texas Penal Code § 46.03
- Texas Penal Code § 46.035
- Texas Government Code Chapter 411, Subchapter H

**Appendix 1**  
**Buildings, areas and spaces meeting criteria for establishment of Exclusion Zones**

**DRAFT**

Appendix 1

Building Name	Building Function	Are minor children regularly in attendance?	Reason for Exclusion	Exclusion Type (Permanent/Temporary) (if temporary describe when)
College of Technology Building	Teaching/academic and office space.	Yes, summer camps	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Temporary (June-August due to summer camps)
Cullen Performance Hall	Performance Hall and Office Space, Public Concerts, Campus Events and Student Events.	Yes	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Temporary (Event-specific, such as Science Fair)
Child Care Center	Education for children	Yes	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent
Melcher Gym/Charter School	Academic/school	Yes	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent
Fred J. Heyne	Teaching and research	Yes, children are research participants. Two faculty work with children on a regular basis (there is a child and a parent one night per week in the sleep lab in Heyne).	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent
Isabel C. Cameron	Academic/child care	Yes.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent
Health and Biomedical Sciences	Education, research, animal care, clinics and laser center on first floor.	Yes	Campus areas used for day care and school activities, including areas frequently used by minor children. Texas Penal Code §46.03(a)(1). Health care facilities similar to hospitals used for patient care, counseling and mental health services. Texas Penal code §46.035(b)(4). Laboratory areas where dangerous materials, equipment or research animals are present.	Permanent

Appendix 1

Building Name	Building Function	Are minor children regularly in attendance?	Reason for Exclusion	Exclusion Type (Permanent/Temporary) (if temporary describe when)
Clinical Research Serv. Annex	Clinics and Offices	Yes, clients are children and clients bring children. Research participants are children.	Campus areas used for day care and school activities, including areas frequently used by minor children. Texas Penal Code §46.03(a)(1)	Permanent
Bayou Oaks Apartments Annex	Residence Hall		0 University housing other than Calhoun Lofts.	Permanent
Cougar Woods Dining Hall	Dining Hall.	Yes, minor children in student groups from elementary and secondary schools eat in this facility during the weekdays.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent
Technology Annex	Teaching/academic and office space.	Summer Camp in this facility.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Temporary (June-August due to summer camps)
Reb.& John Moores Sch.of Mus.	To educate music students	Yes, have a conservatory program with music lessons throughout the year for minor children and have band camps in summer.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent
Susanna Garrison Gymnasium	Academic	Yes, summer camps	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Temporary (June-August due to summer camps)
G.D.Hines Coll.of Architecture	Teaching purposes	Yes, summer camps	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Temporary (June-August due to summer camps)
Michael J. Cemo Hall	Instruction and career center.	Yes, summer camps	Campus area used for day care and school	Temporary (June-August due to
Welcome Center&Parking Gar.	Parking for students, staff and visitors. Retail corridor accessible from Calhoun and along University Drive (Food service, Copy Center and Cougar Card are the activities along Calhoun. Enrollment Services, financial aid and student financial services are the activities that occur in the retail corridor along University.	Yes	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent Exemption for office space only as this is frequently used to host tours by schools and school children.

Appendix 1

Building Name	Building Function	Are minor children regularly in attendance?	Reason for Exclusion	Exclusion Type (Permanent/Temporary) (if temporary describe when)
Student Center South	The main functions: lounge, food service and retail, and conferences. Do serve alcohol in the Games Room.	Yes, there are frequent minor children on field trips present in the Student Center during the year and	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent
Cambridge Oaks Apartments	Residential Facility	Yes	University housing other than Calhoun Lofts.	Permanent
Cullen College of Engineering 1	Classes, labs and offices.	Yes, camps held in this facility summer and holiday breaks.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Temporary (Holiday Breaks, such as winter and spring break and during the summer June-August)
Engineering Lecture Hall	Lecture hall, restrooms and some storage (key access)	Yes, camps held in this facility summer and holiday breaks.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Temporary (Holiday Breaks, such as winter and spring break and during the summer June-August)
Cullen College of Engineering 2	Classes, labs, offices and Engineering Computer Center.	Yes, camps held in this facility summer and holiday breaks.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Temporary (Holiday Breaks, such as winter and spring break and during the summer June-August)
Moody Towers Residence Halls	Residential hall for currently enrolled UH Students; Office Space, Post Office and RHA in ground floor.	Yes	University housing other than Calhoun Lofts.	Permanent
Stephen Power Farish Hall	Instructional purposes (Classroom and faculty offices)	Yes, research studies use children as participants at least once a month and for summer camps. Building coordinator noted that faculty do not schedule with him when minor children will be present in the facility for participation in research studies, so this information is based on his observations.	1.a. Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent
Fine Arts Building	Class room and offices	There are summer camps in this building.	a. Campus areas used for day care and school activities, including areas frequently used by minor children. Texas Penal Code §46.03(a)(1)	Temporary (Summer Camps June-August)

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Building Name	Building Function	Are minor children regularly in attendance?	Reason for Exclusion	Exclusion Type (Permanent/Temporary) (if temporary describe when)
Student Service Center 1	Student support and functions	Yes, in Testing Services on average SAT/ACT special accommodations once per month for minor students. This is on the second and third floor. Second and third floor is where Counseling and Psychological Services is located.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1). Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2) Health care facilities similar to hospitals used for patient care, counseling and mental health services. Texas Penal code §46.035(b)(4).	Permanent for second and third floors due to Counseling and Psychological Services and Testing Services
Campus Recreation & Wellness Center	Recreation Activities, Wellness Center, Offices, Weight Room, Track Natatorium, Exercise Classes, Smoothie King. Access to students, faculty, staff, members, and public (through reservations).	Yes, Camps, Lessons, etc.	Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1). Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2)	Permanent
J. Davis Armistead	Classes, clinics, offices, and research labs.	Yes	Health care facilities similar to hospitals used for patient care, counseling and mental health services. Texas Penal code §46.035(b)(4).	Permanent
UH Health Center	To provide medical services on campus	No	Health care facilities similar to hospitals used for patient care, counseling and mental health services. Texas Penal code §46.035(b)(4).	Permanent
TDECU Stadium	Football Games and Practices, Athletic and Non-Athletic Ticket Sales, Band Practice, Offices, Donor, Public and Student Events.	Yes	Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2)	Permanent
Cougar Softball Stadium Ticket Booth	Ticket Sales	No	Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2)	Permanent
Cougar Softball Stadium	Softball Games, Public Events (reserved), and Summer Camps.	Yes	Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2)	Permanent
Hofheinz Pavilion	Basketball Games and Practices, Student Events and Public Events.	Yes	Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2).	Permanent
Alumni Center	Alumni Offices, Alumni Events, Team Meals.	Yes	Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2)	Permanent
Athletic Center	Athletic Offices, Study Halls, Weight Rooms, Locker Rooms and Yeoman Field. Public Events and Annual Dinners - football gala etc.	Yes	Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2)	Permanent

Appendix 1

Building Name	Building Function	Are minor children regularly in attendance?	Reason for Exclusion	Exclusion Type (Permanent/Temporary) (if temporary describe when)
Cougar Baseball Field	Baseball Games, Public Events	Yes	Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2)	Permanent
Cougar Baseball Field Ticket Booth	Baseball Game Ticket Sales	No	Areas used for sporting or interscholastic events. Texas Penal Code §46.035(b)(2)	Permanent
A. D. Bruce Religion Center	Place where students, faculty, and staff can hold events (i.e. weddings, memorials, funerals)	Yes	Established places of religious worship. Texas Penal Code § xx.xxx	Permanent
Science and Research 2	Research Lab, classrooms, animal care in the basement.	Yes, summer camps	Laboratory areas where dangerous materials, equipment or research animals are present. Campus area used for day care and school activities, including areas frequently used by minor children Texas Penal Code §46.03(a)(1).	Permanent Exemption for basement only. Remainder of building exemption is temporary (June - August due to summer camps).
Cougar Place	Residence Hall (upper classmen). Classrooms facing Cullen. Honors Debate has an office within the residential area.	Yes	University housing other than Calhoun Lofts.	Permanent
Cougar Village 2	Residential housing. Cougar Village 2 is a freshman residence hall for University of Houston students.	Yes	University housing other than Calhoun Lofts.	Permanent
Bayou Oaks Apartments	Residence Hall/Greek Housing Town Homes	No	University housing other than Calhoun Lofts.	Permanent
Law Residence Hall	Residential hall for currently enrolled UH Students.	Yes	University housing other than Calhoun Lofts.	Permanent
Settegast Residence Hall	Residential hall for currently enrolled UH Students.	Yes	University housing other than Calhoun Lofts.	Permanent
Bates Residence Hall	Residential hall for currently enrolled UH Students. Classroom between Bates and Law (card access for faculty and staff that teach there - no access into residence halls).	Yes	University housing other than Calhoun Lofts.	Permanent
Taub Residence Hall	Residential hall for currently enrolled UH Students.	Yes	University housing other than Calhoun Lofts.	Permanent
E. E. Oberholtzer Res. Hall	Residential Hall Coordinator for Quads; office space on first and second floor; ballroom on second floor.	Yes	University housing other than Calhoun Lofts.	Permanent

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Building Name	Building Function	Are minor children regularly in attendance?	Reason for Exclusion	Exclusion Type (Permanent/Temporary) (if temporary describe when)
Cougar Village	Residential housing. Cougar Village 1 is a freshman residence hall for University of Houston students. There is an academic corridor on the end of this building. Undergraduate Studies and Living Learning Office have offices. C-store at CV1.	Yes	University housing other than Calhoun Lofts.	Permanent
Cullen Oaks Apartments	Student housing	Yes	University housing other than Calhoun Lofts.	Permanent
Student Service Center 2	Office of Affirmative Action.	No	Spaces used for discussions of grievances or disciplinary hearings (These spaces may be permanent or temporary based on usage).	Permanent
Charles F. McElhinney Hall	Classrooms and department office spaces	No	Spaces used for discussions of grievances or disciplinary hearings (These spaces may be permanent or temporary based on usage).	Permanent (Third Floor Only in which Human Resources is located).
KUHT Fiber Optics Building	Satellite Feeds	No	Critical University Infrastructure	Permanent
KUHT Telephone Equipment	Telephone line	No	Critical University Infrastructure	Permanent
KUHT TV@Ft.Bend - Tower	TV Transmitter	No	Critical University Infrastructure	Permanent
Cougar Sub-Station	Power Sub station for main campus	No	Critical University Infrastructure	Permanent
Satellite Central Plant1	Central Plant located at Health and Biomedical Sciences 1 and provides heating and cooling to Health and Biomedical 1 and to future Health and Biomedical 2.	No	Critical University Infrastructure	Permanent
KUHA - Renters Building	KUHA Classical Transmitter	No	Critical University Infrastructure	Permanent
KUHA - Transmitter Building	Transmitter	No	Critical University Infrastructure	Permanent
Central Plant	Distribute high voltage electricity & chill water and steam to a majority of buildings on campus.	No	Critical University Infrastructure	Permanent
KUHF Trans. Tower - ABC	Rental, KUHF Transmitter	No	Critical University Infrastructure	Permanent
KMJQ/KUHT Transmitter Building	Transmitter	No	Critical University Infrastructure	Permanent
Computing Center	Main function is the server rooms (2 floors of servers) and some offices.	No	Critical University Infrastructure	Permanent

**Appendix 2  
Gun Safe Guidelines**

**DRAFT**

## Gun Safe Guidelines

A gun safe that is used by a license holder must:

1. (a) Be large enough to fully contain all firearms placed in it and provide for secure storage;
- (b) Have exterior walls constructed of a minimum 16-gauge steel;
- (c) Have a high-strength locking system consisting of a mechanical or electronic combination or biometric lock, and not a key lock; or in lieu of (b) and (c)
- (d) Be certified to/listed as meeting Underwriters Laboratories Residential Security Container rating standards by a Nationally Recognized Testing Laboratory (NRTL).
- (e) Be physically secured inside the license holder's residence in a manner that conforms to University of Houston Resident Life and Housing policy.

**Appendix 3  
Exclusion Zone Application**

**DRAFT**

Appendix 3

University of Houston Handgun Exclusion Zone Form

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

Division: \_\_\_\_\_

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

Time frame from: \_\_\_\_\_ to: \_\_\_\_\_

Description of Exclusion Zone:

Policy basis for Exclusion zone:  
(Refer to MAPP 0x.0x.0x Part V Subsection O: Criteria for Exclusion Zones)

Section:

Description:

Preliminary placement of signage to entrances:  
(Note the final placement will be determined by DPS and plant ops).

Campus Safety Committee Recommendation:

Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: