

**34.06.02.W1/BF**

**Firearms**

*Approved July 22, 2003*

*Supplements System Policy 34.06 and Regulation 34.06.02*

1. STATEMENT OF PROHIBITION OF FIREARMS

Concealed handguns, unlicensed handguns and all other firearms are not permitted in any WTAMU building or portion of a building, state vehicle, or on any grounds on which an activity sponsored by WTAMU is being conducted. Exceptions to this prohibition may be made as authorized by law or as provided below. WTAMU will follow Texas Penal Code Section 46.03 in the administration of this rule.

2. LICENSED POLICE OFFICERS

Licensed peace officers are authorized by law to carry firearms at all times.

3. APPLICATION PROCEDURES

The following process must be initiated with the University Police Department and satisfactorily completed before anyone other than police officers will be granted authorization to possess firearms:

3.1 Application for authorization (attached as Appendix A) must be made in writing to the University Chief of Police and must include:

- (1) all identifier information related to the person requesting authorization, including:
  - (a) full legal name,
  - (b) date of birth,
  - (c) driver's license number, and
  - (d) current address and phone number;
- (2) justification for the exception to the rule of possessing firearm;
- (3) any arrest records; and
- (4) whether the applicant holds a state issued (TX or otherwise) concealed handgun license, if requesting authorization to possess a handgun.

3.2 After application has been made, the University Police Department will perform a criminal history check on the individual and verify all information given on the application.

- 3.3 The results of the criminal history check will be forwarded to the VP for Business and Finance along with the Chief of Police's recommendation for consideration.
- 3.4 If authorization is granted, that authorization must be in writing and available at all times for inspection by any official of the university. The written authorization will contain:
- (1) a specific timeframe for which the authorization is valid;
  - (2) the purpose for which the authorization was granted;
  - (3) signature of the VPBF or his/her designee; and
  - (4) signature of the Chief of Police or his/her designee.
- 3.5 Any person receiving authorization to possess a firearm pursuant to this Rule shall have the original written authorization with him/her at all times while on property owned or controlled by WTAMU. A photocopy of the authorization is not valid.
- 3.6 The application process should not take more than 7 working days to complete once the application is submitted.

#### 4. DURATION OF AUTHORIZATION

Authorizations will not be valid for more than 6 months. At the end of 6 months, the authorization will automatically expire. If more time is needed, another application will have to be submitted.

#### 5. MAINTENANCE OF AUTHORIZATIONS

A list of authorizations will be maintained by the University Police Department and verification available through the dispatch center 24 hours a day.

#### 6. AUTHORIZATIONS FOR THEATRE PRODUCTIONS

WTAMU understands the need to occasionally use realistic items in its theatre productions; however, approval must be obtained through the same channels before bringing/storing/using any firearms on campus.

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CONTACT FOR INTERPRETATION: Vice President for Business and Finance

