The University of Texas at San Antonio | CAMPUS CARRY: What You Need to Know
As of August 1, 2016, Texas law allows individuals with a license to carry (LTC) permit to carry concealed handguns on public university campuses, with some exclusion zones as designated by each university.

The purpose of this training is to ensure that UTSA faculty, staff, and students are aware of the law, the university’s rules governing campus carry, the responsibilities of handgun license holders, and the appropriate response to concerns about the public display of a handgun.

UTSA’s top priority is to provide a safe and welcoming environment for everyone on our campuses. To learn more about the campus carry law and UTSA’s policy, please go to www.utsa.edu/campuscarry.
While buying your morning cup of coffee you witness a student with a gun. The student is not holding the gun in his hands, however, you can clearly see the gun.

This course will help you make decisions regarding what to do if you see a handgun on campus.
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Course Objectives
1. Define the Campus Carry law.
2. Describe the affects of the Campus Carry law to the UTSA Community.
3. Identify the Exclusion Zones at UTSA.
4. Identify violations of the UTSA Campus Carry Policy.
5. Identify procedures to report violations of the UTSA Campus Carry Policy.

What is Campus Carry?
What does concealed mean?
How does it affect UTSA?
What is a LTC holder?
Texas Government Code 411.2031 - known as "Campus Carry" - became law on August 1, 2016 and allowed licensed holders to carry concealed handguns in permitted areas on campus.

For the purposes of this training we will refer to Texas Government Code 411.2031 as the “Campus Carry” law.
What is a LTC holder?

A licensed to carry (LTC) holder is a person who is a law abiding citizen and is allowed to carry concealed handguns for self protection. In Texas, they must meet the following requirements:

- Must be 21 or older
- Must complete official LTC training

For additional eligibility/ineligibility factors, please visit the Texas Department of Public Safety website.

Click here for LTC Samples
How must LTC holders carry their concealed handgun at UTSA?

LTC holders wishing to carry their handguns on campus must comply with the provisions in the UTSA HOP 9.48 which states: “Subject to applicable Texas or federal laws and rules adopted by UTSA, individuals holding a valid LTC or the former state designation for the same, Concealed Handgun License (CHL), will be allowed to carry their Handgun, concealed on their person, on the Campuses of UTSA, except in areas designated as Exclusion Zones as outlined in Appendix A.”

Click here for information on UTSA HOP 9.48.
Is there a difference between Campus Carry and Open Carry?

Yes. The Campus Carry law allows LTC holders to carry concealed handguns in permitted areas on campus. The handguns must remain concealed.

Texas House Bill 910 – known as "open carry" – became law on Jan. 1, 2016 and made it legal for LTC holders to carry visible handguns in the state of Texas. However, open carry does not apply at public universities, including UTSA, so even when both laws are in effect, individuals will not be allowed to visibly carry handguns at UTSA.
In the United States, all 50 states allow citizens to carry concealed handguns if they meet certain state requirements.

Nine states allow carrying of a concealed handgun on a college campus. *This includes the state of Texas.*
4.42% of the Texas population over the age of 21 are LTC holders. How does this affect UTSA?
Campus Carry: What You Need to Know

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UTSA Potential LTC Holder Population

*2014 UTSA population over 21 years of age (faculty, staff, residents, and students)
Who does this affect at UTSA?

The UTSA HOP 9.48 policy states: “This policy applies to all faculty, staff, students, visitors, volunteers, contractors, prospective students and parents of prospective students, as well as individuals and organizations doing business on behalf of UTSA on Campus Premises.

This policy does not apply to licensed peace officers of the UTSA Police Department, other commissioned police officers as defined in article 2.12 of the Texas Code of Criminal Procedures, and federal law enforcement officers.”

Click here for UTSA HOP 9.48.

Visible handgun
What does concealed mean?

UTSA HOP 9.48 states the LTC holder:

“(2) Conceals the Handgun so that it is not partially or wholly visible to another person.

(3) Safeguards the Handgun at all times.

(4) Must not leave the Handgun unattended or unsecured.”
Where are guns not allowed?

EXCLUSION ZONES AND NOTIFICATION

Exclusion Zones are zones where LTC holders are prohibited from carrying a gun. Exclusion Zones on campus prohibit handguns for specific areas, buildings, and situations.

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCIÓN 30.06 DEL CÓDIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUBCAPITULO H, CAPITULO 411, CÓDIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO.
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Where are guns not allowed?

EXCLUSION ZONES AND NOTIFICATION

Texas Penal Code 30.06 states: “A license holder commits an offense if the license holder: carries a concealed handgun... on property of another without effective consent; and received notice that entry on the property by a license holder with a concealed handgun was forbidden.”

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCIÓN 30.06 DEL CÓDIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUBCAPÍTULO H, CAPÍTULO 411, CÓDIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO.
Exclusion Zones Review

UTSA CAMPUSES

COMMUNITY EVENTS

UTSA RESIDENTIAL

FORMAL HEARINGS
The following campus is an Exclusion Zone:
- Institute of Texan Cultures

The following areas/buildings on the UTSA Campuses are Exclusion Zones:
- Biosciences Building
- Investigative offices for Equal Opportunity Services, Student Conduct & Community Standards Office, and Office of Institutional Compliance & Risk Services
- Multidisciplinary Studies Building Testing Center
- Recreation Wellness Center
- John Peace Library: Library Special Collections section (4th floor)
- UTSA Child Development Center
- Bosque Building: University Police space
- Central Receiving Warehouse
- Durango Building: Teacher Education Autism Model (TEAM) Center
- Buena Vista Building: The Reading Place
- Certain faculty & staff offices

There are additional Exclusion Zones on the campuses. For a complete and updated listing click Campus Carry Exclusion Zones.
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COMMUNITY EVENTS

Other Exclusion Zones include areas that may be used to host community events:

- High school, collegiate, or professional sporting events hosted by UTSA
- Interscholastic Events
- On-Campus Voting Events
- Buildings, campus owned residential facilities, dining facilities or any area of campus as needed when serving summer or youth related camps and events

If you are hosting an event, you are obligated to post signs. Signs are available through Events Management & Conference Services.
If you have an event that requires Exclusion Zone signage and the event is not coordinated through UTSA’s Events Management & Conference Services, contact the UTSA Police Department to obtain the required signs.

There are additional Exclusion Zones on the campuses. For a complete and updated listing click Campus Carry Exclusion Zones.
Exclusion Zones in university residential halls or housing units include:

- Student residential housing deemed not private units
- Residential units during summer camps
- Residential units when in use for Orientation

Residents will need to contact their respective housing offices for official residential policies regarding LTC and Campus Carry law.

There are additional Exclusion Zones on the campuses. For a complete and updated listing click Campus Carry Exclusion Zones.
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FORMAL HEARING/HEARING ROOMS

Rooms where formal disciplinary hearings and grievance actions are held are Exclusion Zones. The formal proceedings or hearings will require:

- A written notification to all persons attending the proceeding that handguns will be prohibited at the meeting location.

- Posting of a sign at the room entry is also required to ensure that persons attending the proceeding are notified that handguns are prohibited.

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCIÓN 30.06 DEL CÓDIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUBCAPITULO H, CAPITULO 411, CÓDIGO DEL GOBIERNO (LEY DE PORTAR ARMAS). NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO.

Signs for formal proceedings with employees will be provided by the Human Resources Employee Relations office. For formal academic proceedings with students, the Student Conduct and Community Standards office will provide the required signs.
Additionally, when there are special events involving children (K-12) or when alcohol will be served, the Campus Carry law requires the posting of signs prohibiting handguns to notify parties attending the event.

The signs must be posted prior to, or at the start of, the event and must be clearly visible at the location entry. Once the event or proceeding has been concluded, the signs must be returned to the office where they were obtained.  

The Events Management & Conference Services office will provide the required signs for events involving children or alcohol.
A LTC holder has a responsibility to keep his or her handgun concealed. In this instance is the LTC holder violating the terms of their permit if someone gets a glimpse of their handgun?
No, this is not a violation. In this example the person’s coat opens in the act of raising her arm to ask a question. The handgun can be seen but the act was not intentional.

A violation would be if a person knowingly and intentionally displays the handgun in plain view of another person.

Contact the UTSA Police Department if you are concerned or if you believe it may be a violation of the law.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went.
You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
Can a student, who is a LTC holder, be excluded from the classroom on the grounds that the student’s presence and their concealed handgun are causing a class disruption?
No. The mere act of carrying a handgun (with a LTC permit as authorized by law) is not a disruption of class activity. LTC permit holders should not be excluded from class under any assumption their presence alone is a “disruption.” Another person’s reaction to someone carrying a handgun in accordance with the concealed carry law is not grounds to eject the permit-holder from the classroom.

Contact the UTSA Police Department if you are concerned or if you believe it may be a violation of the law.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went. You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
You are in a room or area where handguns are prohibited and you see a person with a handgun. What should you do?
This is a violation of the law because the handgun is in a prohibited area. Contact the UTSA Police Department immediately.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went. You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
What should I do if I find a gun unattended?
Call the UTSA Police Department. Do not touch the gun. Describe the gun to the dispatcher and its location. Stay with the gun until the police arrive if it is safe to do so.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went.
You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
During a discussion in your class a heated debate occurs. Nothing inappropriate has occurred, however, tension is high due to the subject being discussed. You believe someone in class *may* have a concealed handgun. What should you do?
No laws, rules, or policies have been violated, therefore, take no action.

Contact the UTSA Police Department if you have a safety concern.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went. You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
When concealing a handgun, can it be in a backpack or purse, or does it need to be directly on a person’s body?
Either option is allowed. The handgun can be in a purse or backpack or on the person’s body. In addition, the LTC holder must abide by the UTSA HOP 9.48 policy which states the LTC holder:

“(2) Conceals the Handgun so that it is not partially or wholly visible to another person.

(3) Safeguards the Handgun at all times.

(4) Must not leave the Handgun unattended or unsecured.”

Contact the UTSA Police Department if you are concerned or if you believe it may be a violation of the law.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went. You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
I have a private office, can I store or secure a handgun in my office?
No. Handguns must be carried on or about your person and UTSA does not provide storage for handguns.

Call the UTSA Police Department if you have a safety concern.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went.

You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
You are a member of faculty or staff. You don’t want handguns permitted in your office. Can you make your office an Exclusion Zone?
It depends. Faculty and staff who are the sole occupant of an office that is not generally open to the public may designate their office as an Exclusion Zone. To comply with the policy, faculty and staff will be required to give verbal notification to office visitors that handguns are not permitted and, when feasible, to provide written notice.

Call the UTSA Police Department if you have a safety concern.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went. You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
Written Notification:

Suggested written notification may include:

- Syllabus notification
- Handout card
- Email footer notification
- Notification message included in Outlook meeting invitations
- Individual department website where faculty or staff information is listed that could include the notice for each individual faculty or staff member listed
- Click here for a copy of the [written notification text](#)
The notification must include the specific text in English and Spanish:

English: (updated as of 8/31/16)
"Pursuant to HOP 9.48, Carrying of Concealed Handguns on Campus, my private office (insert room number) is a designated exclusion zone. As set out in Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed to carry a Concealed Handgun under Subchapter H, Chapter 411 Government Code (handgun licensing law), may not enter this property/office with a concealed handgun."

Spanish: (updated as of 8/31/16)
“De conformidad con HOP 9.48, Llevar Armas de Fuego Encubiertas en el Campus, mi oficina privada (número de oficina) es una zona designada de exclusión. Conforme a la sección 30.06 del código penal (entrar sin autorización portando armas de fuego) personas con licencia bajo del sub-capítulo H, capítulo 411, código de gobierno (ley de portar armas), no deben entrar a esta propiedad portando un arma de fuego.”

- Signs must not be posted as this would invoke the legal requirement per Penal Code 30.06 that signs must have specific wording and sized lettering
- Signs may only be posted by UTSA at locations authorized and designated as Exclusion Zones by UTSA’s policy
You are a supervisor and you are meeting with an employee to take disciplinary action. Is there anything related to Campus Carry you need to do for the meeting?
Prior to the meeting, written notification will be made to the employee informing them that handguns are prohibited at the meeting location. You must also obtain and post a sign. Signs for formal proceedings with employees will be provided by the Human Resources Employee Relations office.

Call the UTSA Police Department if you have a safety concern.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went. You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.

The same actions would need to take place if this was a student. For formal academic proceedings with students, the Student Conduct and Community Standards office will provide the required signs.
I plan to live on campus and I am a LTC holder. Are handguns allowed in campus residential facilities?
It depends on the residential facility. Residents will need to contact their respective housing offices for official residential policies regarding LTC and Campus Carry law.

Please be aware that secure storage units for guns are not provided. The use of a personally owned gun safe is recommended.

Contact the UTSA Housing & Residence Life office for more information about units available to LTC holders.

Contact the UTSA Housing and Resident Life Office at 210-458-6200 or by email at studenthousing@utsa.edu.
What about police officers? Do they need to conceal their handguns?
No, uniformed police officers may carry handguns fully exposed as authorized by their agency. However, off-duty police officers, not in uniform, must carry handguns in a concealed manner.

Contact the UTSA Police Department if you are concerned or if you believe it may be a violation of the law.

Call the UTSA Police Department at 210-458-4242 or 210-458-4911. Describe the person, the gun, where you saw it, and where the person is located. If the person leaves the room or area tell the police dispatcher which way the person went. You may also contact police via the UTSA Mobile App or through the Alertus panic button located on classroom computers.
If you have any concerns or questions:

Please contact the UTSA Police Department:

By Phone:
- For non-emergencies 210-458-4242
- For emergency call 210-458-4911

By using the UTSA Mobile App:
- Click here for instructions.
Response Actions & Tips

- Be prepared.
  - Stay informed - UTSA Campus Carry website: [http://www.utsa.edu/campuscarry/](http://www.utsa.edu/campuscarry/)
  - [UTSA HOP 9.48](http://www.utsa.edu/campuscarry/)
  - Be observant and aware of your surroundings.
  - Download the UTSA Mobile App to your smartphone and familiarize yourself with the “Emergency Info” tab.

- Be aware of Exclusion Zones. [Click here for a full list.](http://www.utsa.edu/campuscarry/)

- If you observe suspicious or threatening behavior you think might involve a handgun or firearm, call Police (210) 458-4911 or use the UTSA Mobile App Emergency Call button.

- In the event of emergencies in classrooms and labs, all UTSA network desktop computers will be equipped with a virtual panic button called [Alertus](http://www.utsa.edu/campuscarry/) that can be used to alert police.

- If someone exposes a handgun, do not confront the person! Call the UTSA Police Department.

- Click here for a list of [Frequently Asked Questions](http://www.utsa.edu/campuscarry/).
This completes the Campus Carry training course.