

# Central Texas College District Safety Policies and Procedures Manual

Policy No. 132: Posting Procedures for Gun-Free Zone Signs  
Effective August 1, 2017

## I. PURPOSE

To inform faculty, staff, students, and event holders of the rules relating to posting a notice prohibiting the carrying of concealed handguns in certain locations on the Central Texas College District (CTCD) Central Campus and Service Area locations and promote the safety of all individuals.

## II. SCOPE

This policy applies to all CTCD employees, students, and event holders at the Central Campus and Service Area locations who are hosting events deemed to be gun free under Texas law and CTCD policy. To the extent that this policy conflicts with military policies or procedures on military bases, the policy and/or procedure of the military base shall prevail.

## III. POLICY

In accordance with the Texas Penal Code and all other relevant Texas state and federal laws, the posting of notice of a Gun-Free Zone, as prescribed by Safety Policy 131, and Texas state and federal laws, shall be in accordance with this policy.

### A. Permanent Gun-Free Zone Sign Storage Locations For Use by These Departments Only:

1. Planetarium and Space Theater: Building 152, closet 153 or service 154 – 2 signs total;
2. Continuing Education: Building 136, storage 140a – 2 signs total;
3. Student Life: Building 106, storage 134a or 137c – 2 signs total;
4. Human Resources: Building 155, closet 104c – 1 sign total;
5. Security Services: Anderson Campus Center, stairwell 144 and storage 228 – 2 signs total;

The departments listed above will be responsible for posting, maintenance, and cost of repair and/or replacement of the signs in its area. Departments storing their own Gun-Free Zone signs are prohibited from loaning the signs to any other department/event holder, absent prior written approval from the CTCD Police Chief or a Sergeant.

Security Services personnel will check areas having events or classes designated as Gun-Free Zones and conduct periodic sign placement checks.

B. Temporary Use of Indoor and Outdoor Gun-Free Zone Signs:

1. It is the responsibility of the department/event holder to ensure Gun-Free Zone signs are posted at all entrances to the building or portion of building being utilized for the event in accordance with established campus policies.
2. Events may be designated as Gun-Free Zones only in accordance with CTCD Safety Policy 131, Texas state and federal laws. Failure to properly designate an event or location as a Gun-Free Zone, or inappropriately designating an event or location as gun free, could result in termination of the event and/or discipline, up to and including termination.

3. Central Campus:

- a. All Central Campus events must have a pre-approved internal Campus Event e-form or facilities use contract on file. The event e-form must clearly designate what the event is, who the target group is for attendance, specify where the event will be held on campus, who is responsible for the event, and what activities will take place.
- b. The department/event holder must come to Risk Management (Bldg. 155, Suite 106B) no less than fourteen (14) calendar days prior to the event start date to sign out the number of signs needed for the event. Risk Management will immediately place a work order with Facilities for delivery of the signs and stands no earlier than the day before the event and for pickup at the conclusion of the event.
- c. Events that do not have the requisite number of Gun-Free Zone signs posted will not be allowed to go forward. Events that fail to put in a timely e-form or sign request with Risk Management may not be able to go forward. **It is the department's/event holder's responsibility to ensure timely delivery of the signs for the event.**

Note: There are a limited number of signs; thus, to ensure signs are available, the department/event holder must submit a timely campus event e-form and come to Risk Management as directed by this policy to reserve the signs.

- d. At the conclusion of the event, it is the department's/event holder's responsibility to securely store the signs until picked up by Facilities Management. Upon receipt of the signs and stands, Risk Management will

log in the return of the signs.

4. The cost for CTCD's replacement of a damaged or loss of Gun-Free Zone signs while being used or housed by the department/event holder will be the responsibility of the department/event holder.

C. Exterior Posting When Entire Building is a Gun-Free Zone:

Gun-Free Zone signs must be posted at each entrance to a building when the entire building is designated a Gun-Free Zone. Signs not permanently affixed to the exterior wall of a building entry of a Gun-Free Zone building must be posted on the stands provided, immediately adjacent to all exterior entry points.

D. Interior Posting When Only Specific Locations Within a Building are Gun Free Zones:

Signs used for specific locations only within a building must be posted on the stands provided, immediately adjacent to all entries to that location.

E. Penalty:

Failure to follow the provisions of this policy may lead to discipline, up to and including termination, and/or criminal charges.