

Texas A&M AgriLife Extension Service Procedures

34.06.02.X0.01 | Weapons in Texas A&M AgriLife Extension Service Facilities



Revised: September 15, 2023

Next Scheduled Review: September 15, 2028

PROCEDURE SUMMARY

This procedure addresses the possession of weapons, other than concealed handguns, on any Texas A&M AgriLife Extension Service (AgriLife Extension) premises, on any grounds or building on which an activity sponsored by AgriLife Extension is being conducted, or in a passenger transportation vehicle of AgriLife Extension. Texas laws, The Texas A&M University System (A&M System) Regulation 34.06.02, *Weapons*, and AgriLife Extension Rule 36.02.01.X1, *Carrying Concealed Handguns on Texas A&M AgriLife Extension Property*, prohibit the possession of weapons, except concealed handguns. In addition to concealed handguns, this prohibition does not apply to licensed peace officers (including game wardens) or when authorized in writing by the Director/designee. "Premises" as used here has the same meaning as that assigned to it by Penal Code § 46.03.

This procedure establishes guidelines for granting exceptions for the use/possession of weapons other than concealed handguns at AgriLife Extension facilities.

PROCEDURES AND RESPONSIBILITIES

1.0 AUTHORIZED WEAPON USE/POSSESSION

- 1.1 Possession of weapons/use of weapons, except concealed handguns, on property controlled by AgriLife Extension may be authorized as follows:
- a. During approved hunter safety/or firearm/weapon safety courses, 4-H firearm/shooting courses/programs, and related activities being taught/conducted on property controlled by AgriLife Extension.
 - b. To euthanize injured or ill animals.
 - c. To collect research samples as part of an approved project protocol.
 - d. To eliminate predators and varmints threatening employees, livestock, and/or research plots. (Note: This does not authorize the elimination of protected or endangered species, the authorization of which must be granted by other agencies.)
 - e. Hunting, when that hunting is done as a part of an approved hunting lease agreement.
 - f. Storage of legal weapons in the personal residence of individuals who live on AgriLife Extension controlled property.
 - g. Storage of legal weapons in a display case on AgriLife Extension Service controlled property.
 - h. Storage of weapons owned by AgriLife Extension or other A&M System member which are used for exceptions a, b, c, and d above.
 - i. Any other exception where a demonstrated need exists for carrying or using a weapon will be approved by the Director of AgriLife Extension/designee.

2.0 APPROVAL PROCESS

- 2.1 In accordance with A&M System Regulation 34.06.02, an [A&M System Weapon Authorization Request Form \(AgriLife Employees\)](#) must be completed by an AgriLife Research employee for criteria contained in section 1.1 and submitted to the AgriLife Office of Ethics & Compliance. Non-AgriLife employees must use the standard [A&M System Weapons Authorization Request Form](#).
 - a. The application must be signed by the unit head. Applications for the unit head must be signed by the Director/designee.
 - b. The period(s) of authorization will not extend beyond the end of the current fiscal year, and for ongoing programs, storage, etc. must be renewed each fiscal year.
 - c. If the request is for multiple weapons, such as for 4-H programs, attach a continuation sheet for the additional weapons.
- 2.2 Completed forms will be routed to AgriLife Human Resources to process the computerized criminal history check of the applicant.
- 2.3 The weapons and associated attachments listed on the application will be checked by the AgriLife Office of Ethics & Compliance for export control restrictions and technology control plan requirements.
- 2.4 Complete applications passing the verification processes outlined in sections 2.2 and 2.3 will be forwarded to the Director/designee for approval/denial and signature. The applicant will be given a copy of the completed application.
- 2.5 An electronic or paper copy of each written authorization will be maintained by the unit so it may be accessed as needed for authorization verification.
- 2.6 The AgriLife Office of Ethics & Compliance will maintain a record copy of all authorizations in Laserfiche section 7.20.11. The folder will serve as a list of authorizations

3.0 GUIDELINES

- 3.1 Weapons which are owned/maintained by AgriLife Extension or the A&M System, or which are stored in the personal residence of individuals who live on AgriLife Extension property, must be stored in a safe manufactured for the purpose of storing firearms.
- 3.2 Contractual hunting lease agreements will include:
 - a. A "Waiver of Indemnity/Hold Harmless Agreement" to be signed by the lessee.
 - b. The requirement for lessees to adhere to all generally accepted principles of weapon safety and all hunting regulations in Title 31, Part 2, Chapter 65 of the Texas Administrative Code.
- 3.3 AgriLife employees must complete the approval process outlined in 2.0 prior to purchasing a new AgriLife-owned weapon.
- 3.4 Individuals who possess non-AgriLife owned weapons in violation of this rule will be asked to remove the weapon from AgriLife Extension property. All refusals to remove such weapons will be reported to the appropriate law enforcement authorities.
- 3.5 AgriLife employees who possess any weapons in violation of this rule will be subject to disciplinary actions up to and including termination.
- 3.6 All employees or other individuals authorized to possess and/or use weapons on AgriLife Extension property shall adhere to all generally accepted principles of weapon safety at all times. When not in actual use, firearms will be unloaded.

- 3.7 Signs prohibiting the possession of weapons except concealed handguns, may be posted at the entrance to all AgriLife Extension facilities. (For example, a sign prohibiting open carry of weapons).

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[Texas Penal Code Sec. 30.07. Trespass by License Holder with an Openly Carried Handgun](#)

[System Regulation 34.06.02, Weapons](#)

[AgriLife Extension Rule 36.02.01.X1, Carrying Concealed Handguns on Texas A&M AgriLife Extension Property](#)

CONTACT OFFICE

Questions regarding this procedure should be referred to the Texas A&M AgriLife Research/Texas A&M AgriLife Extension Service Safety Coordinator at 979-862-4038, or AgriLife Risk and Compliance at 979-845-7879.

REVISION HISTORY

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