



Collin Central Appraisal District

POLICY NUMBER: 1006

POLICY NAME: HANDGUNS

It is the policy of the Collin Central Appraisal District ("CCAD", "District"), in accordance with the Texas Penal Code 46.035, to allow the holder of a valid handgun license to carry his or her weapon on to the property of the Collin Central Appraisal District, if the weapon is concealed or carried in a shoulder or belt holster, except that such person shall not be allowed to carry a handgun into (1) a room where an Open Meeting subject to Chapter 551 of the Texas Government Code is being held, (2) a room where the Collin County Appraisal Review Board (ARB) or an ARB panel is conducting a hearing, or (3) ARB Offices which are essential to the support and operation of the ARB.

An Open Meeting is a meeting which had been posted under Section 551 of the Government Code at which a quorum is present and includes:

- A meeting of the Board of Directors.
- A public hearing, workshop or training session of the Board of Directors.
- A meeting of the ARB), or a panel of the ARB.
- A public hearing, workshop or training session of the ARB
- Any other meeting involving the Board of Directors or ARB properly posted and conducted under Chapter 551 Texas Government Code.

ARB Offices essential to the support and operation of the ARB are those offices used by ARB personnel for scheduling, managing the ARB docket, copying and scanning documents for ARB hearings, or which are otherwise necessary to allow the ARB to schedule and conduct hearings.

The proper signage will be posted advising the public of this policy, and identifying those areas where handguns are prohibited.

Any person failing or refusing to comply with this Policy shall not be allowed into the areas where handguns are prohibited for any purpose including, but not limited to, attending any Open Meeting or ARB hearings, participating in formal settlement conferences, scheduling, presenting information to, or otherwise interfacing with personnel in ARB Offices. Nothing contained in this Policy shall be construed to enlarge any person's right to enter into secured areas of the building or to modify or limit the District's ability to restrict entry into secured areas of the building not otherwise open to the public.

In accordance with the Texas Penal Code and as adopted in the District's "Personnel Policies & Practices Handbook" District employees, including contract and temporary employees, are prohibited from carrying a weapon outside their vehicle while in the course and scope of performing their job for the District, or while attending any District sponsored function, whether they are on the District's property at the time or not, and whether they are licensed to carry a handgun. Notwithstanding the above, District employees may store a firearm or ammunition they are lawfully entitled to possess in a locked privately owned vehicle in the District parking lot

This policy does not restrict the ability of police officers, deputy sheriffs, State, Federal or local enforcement or security guards to lawfully carry a weapon on the premises including in rooms where Open Meetings are being held.

If a police officer, deputy sheriff, State, Federal or local enforcement or security guard, employed by the District for security purposes, observes an individual carrying a handgun inside the District office they are requested to verify that the individual carrying the handgun is the holder of a valid handgun license.

If a member of the District's staff, or a member of any board or commission serving the District, observes an individual carrying a handgun inside the District office they are hereby instructed to report the observation to the District's security officer, for the purpose of the officer verifying that the individual carrying the handgun is the holder of a valid handgun license.

Date Adopted: February 28, 2013

Resolution #: 2013-1028

Date Amended: March 24, 2016

Resolution #: 2016-1054