

**POLICE DEPARTMENT**

**NOTIFICATION OF EMPLOYEE'S INTENT TO CARRY A CONCEALED HANDGUN**

Registrant Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M/I) \_\_\_\_\_

DOB: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

Registrant Office Address/Building/Room#: \_\_\_\_\_

Employee ID # \_\_\_\_\_ Campus(es) where employee may work: \_\_\_\_\_

Cell: \_\_\_\_\_ Office: \_\_\_\_\_ Home: \_\_\_\_\_ E-mail: \_\_\_\_\_

Carry Permit# \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Law enforcement notification: SCSO JCPD CCSO KPD EPD BPD WCSO

By signing below, I certify all of the following to the \_\_\_\_\_ Department:

- I am a full-time employee of \_\_\_\_\_ who is eligible to carry a handgun under Tennessee Law. I am not enrolled as a student at any \_\_\_\_\_ campus site.
- I will notify the \_\_\_\_\_ Department in writing, of any changes in my employment, student status, or handgun carry permit status immediately. I acknowledge that changes in my status may affect my right to carry a handgun on college property.
- I am making a personal choice to carry a handgun on \_\_\_\_\_ property. I am not carrying the handgun in the course and scope of my college employment. I acknowledge that I may be personally liable for injuries arising from my carrying of a handgun.
- I will comply with Tennessee law and Institution policies when carrying a handgun, including without limitation, complying with policy \_\_\_\_\_. Specifically, I will comply with the responsibilities summarized in Summary of Campus Concealed Carry Rights and Responsibilities, of which I have received a copy.
- I agree that my failure to comply with Tennessee law, Tennessee Board of Regents and \_\_\_\_\_ policies may result in criminal charges and/or college discipline against me up to and including immediate termination of employment.

\_\_\_\_\_  
Registrant Signature Date

Witnessing Officer:

I, the Witnessing Law Enforcement Officer have verified the registrant's current eligibility to carry a handgun on \_\_\_\_\_ property, and witnessed his or her signature, and informed the registrant to review their institution's police for more details.

\_\_\_\_\_  
Witnessing Police Officer Date

**CONFIDENTIAL**

Place Copy of Handgun Permit Here

## SUMMARY OF CAMPUS CONCEALED CARRY RIGHTS AND RESPONSIBILITIES

Pursuant to Tennessee Code Annotated T.C.A. § 39-17-1309, full-time employees of public institutions of higher education may carry concealed handguns if they have a valid Tennessee handgun permit/enhanced handgun carry permit or a handgun carry permit issued by another state that has been given reciprocity under T.C.A. § 39-17-1351(r); are not enrolled as a student; and have provided written notification to the proper law enforcement agency/agencies.

The right to carry a concealed handgun is subject to the following conditions:

1. Employees shall not carry a handgun openly or in any other manner in which the handgun is visible to ordinary observation by a reasonable person. Handguns must be carried on or about their person, which means that the gun must be carried either by the employee or concealed in a handbag, briefcase or other carrying case that remains within arm's reach of the person at all times or properly secured in their personal motor vehicle in accordance with T.C.A. § 39-17-1313.
2. Employees are not permitted to intentionally disclose to other employees, students, or other third parties that they are carrying a handgun except through the registration process with law enforcement.
3. Registered employees may carry a handgun only on the property where the employee works, and not on the property of any other Tennessee Board of Regents Institution.
4. Employees shall have their handgun carry permit in their immediate possession at all times when carrying a handgun and display the permit at the request of a law enforcement officer.
5. Employees shall not carry a weapon other than a handgun.
6. Employees shall not carry a handgun at the following times or at the following locations:
  - a. Stadiums, gymnasiums, or auditoriums where school sponsored events are in progress;
  - b. In meetings regarding student or employee disciplinary matters;
  - c. In meetings regarding tenure issues;
  - d. A hospital, a student health or counseling center, or an office where medical or mental health services are the primary services provided; or
  - e. Any location where a provision of state or federal law, except the posting provisions of T.C.A. § 39-17-1359, prohibits the carrying of a handgun on that property, such as on the premises of a childcare agency.
7. \_\_\_\_\_ Department does not offer any training courses in accordance with T.C.A. § 39-17-1309. Employees may wish to participate in a voluntary training program offered by another law enforcement agency.
8. \_\_\_\_\_ Department will not assume temporary responsibility for any handgun as it relates to T.C.A. § 39-17-1309.
9. Employees may not carry a handgun in or on any public K-12 school building, bus, school campus, grounds, recreation areas, athletic field or any other property owned, operated, or while in use by K-12 board of education, school, or directors for the administration of any public or private K-12

educational institution. This includes buildings or parts of buildings that are dedicated to use by a campus K-12 school, middle college, etc. in accordance with T.C.A. § 39-17-1309.

This document summarizes the rights and responsibilities associated with employees carrying a concealed handgun on a n y \_\_\_\_\_property. This document in no way is intended to replace your responsibility to adhere to the applicable laws noted in this document or your responsibility to be familiar and comply with Tennessee Board of Regents and \_\_College policies. Employees are strongly advised and encouraged to read and review T.C.A. § 39-17-1309, TBR Policy 7.01.00.00-Firearms and Other Weapons, and \_\_\_\_\_policy\_\_\_\_\_.

Registrant Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessing Police Officer \_\_\_\_\_ Date \_\_\_\_\_

Revised July 2021