

**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 # \_\_\_\_\_ Campuses 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

Effective July 1, 2016, Tennessee Code Annotated T.C.A. § 39-17-1309 has been amended to allow full-time employees of public institutions of higher education to carry concealed handguns if they have a valid Tennessee handgun 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.

The right to carry concealed handguns 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 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 not carry a handgun 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 child care 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 other law enforcement agencies, if offered.
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.

10. Employees are not permitted to carry a handgun in any motor vehicle that is owned, operated, or controlled by a Tennessee Board of Regents Institution and that motor vehicle is provided to an employee for use during the course of employment.

This document summarizes the rights and responsibilities associated with employees carrying a concealed handgun on any \_\_\_\_\_ 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 \_\_\_\_\_