



NOTIFICATION OF EMPLOYEE’S INTENT TO CARRY A CONCEALED HANDGUN

Registrant Name(Last) _____ (First) _____ (M/I) _____
DOB ___/___/_____ Employee Banner ID # _____
Department/Unit _____ Campus Location(s) _____
Cell phone (____) _____ Office Phone (____) _____
Email _____
Carry Permit# _____ State _____ Expiration Date _____

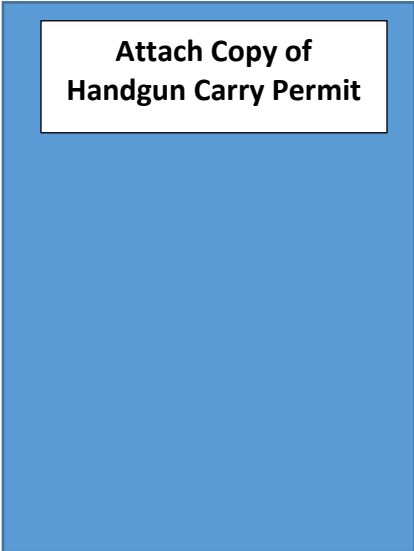
Law Enforcement Notification: Shelby County Sheriff Memphis Police Millington Police

By signing below, I certify all of the following to Southwest Tennessee Community College Police Department:

- I am a full-time employee of Southwest Tennessee Community College who is eligible to carry a handgun under Tennessee law. I am not enrolled as a student at any Southwest Tennessee Community College campus site.
- I will notify Southwest Tennessee Community College Police Services of any changes in my employment, student status, or handgun carry permit status. I acknowledge that changes in my status may affect my right to carry a handgun on any property owned, controlled, or used by Southwest Tennessee Community College.
- I am making a personal choice to carry a handgun on Southwest Tennessee Community College property. I am not carrying the handgun in the course and scope of my employment. I acknowledge that I may be personally liable for injuries arising from my carrying of a handgun.
- I will comply with Southwest Tennessee Community College policies, Tennessee Board of Regents, and Tennessee law (TCA 39-17-1309) when carrying a handgun, including without limitation.
- I agree that my failure to comply with Tennessee law or Southwest Tennessee Community College policies may result in criminal charges and discipline against me up to and including termination of employment.
- I understand this notification will be shared with law enforcement agencies with concurrent jurisdiction at property owned, controlled, or used by Southwest Tennessee Community College.

I, Officer _____, have witnessed the signature, and advised the registrant that they will receive an e-mail from Police Services once their eligibility is verified.

Registrant Signature _____ Date _____



Must be signed in presence of Southwest Tennessee Community College Police Officer.



SUMMARY OF CAMPUS CONCEALED CARRY RIGHTS AND RESPONSIBILITIES

Effective July 1, 2016, Tennessee Code Annotated (TCA) 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 handgun permit or a handgun carry permit issued by another state that has been given reciprocity under TCA 39-17-1351(r); are not enrolled as a student; and have provided written notification to the proper law enforcement agency.

However, the right to carry concealed handguns is subject to the following conditions:

Int_____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 TCA 39-17-1313.

Int_____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.

Int_____3. Registered employees may not carry a handgun on the property of any other Tennessee Board of Regents institution.

Int_____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.

Int_____5. Employees shall not carry a weapon other than a handgun.

Int_____6. Employees shall not carry a handgun at the following times or at the following locations:

- Stadiums, gymnasiums, or auditoriums where school sponsored events are in progress;
- In meetings regarding student or employee disciplinary matters
- In meetings regarding tenure issues;
- A hospital, a student health or counseling center, or an office where medical or mental health services are the primary services provided; or
- Any location where a provision of state or federal law, except the posting provisions of TCA 39-17-1359, prohibits the carrying of a handgun on that property, such as on the premises of a child care agency.
- On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child being cared for by a child care agency, such as a campus day care center. (Source Rules of the Tennessee Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers)

Int_____7. Southwest Tennessee Community College Police Department will not assume temporary responsibility for any handgun as it relates to TCA 39-17-1309.

Int_____8. 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 TCA 39-17-1309.

Int_____9. 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 Southwest Tennessee Community College 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 Southwest Tennessee Community College policies. Employees are *strongly* advised and encouraged to read and review TCA 39-17-1309, TBR Policy 7:01:00:00, Firearms and Other Weapons, Southwest Tennessee Community College policy in regards to Firearms and Other Weapons.

Registrant Signature _____ Date _____

Must be signed in presence of Southwest Tennessee Community College Police Officer.