

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

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

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

Registrant Office Address/University Department:  
\_\_\_\_\_

Employee ID # \_\_\_\_\_

Campus Locations/or Offices: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Carry Permit # \_\_\_\_\_ Expiration Date \_\_\_\_\_

By signing below, I certify all of the following to law enforcement:

- I am a full-time employee of The University of Tennessee who is eligible to carry a handgun under Tennessee law. I am not enrolled as a student at any University of Tennessee campus or institute.
- I will notify the University of Tennessee Police Department 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 University property
- I am making a personal choice to carry a handgun on University property. I am not carrying the handgun in the course and scope of my University employment. I acknowledge that I may be personally liable for injuries caused by my use of a handgun.
- I will comply with Tennessee law and University policies when carrying a handgun, including, without limitation, complying with University of Tennessee Safety Policy Number SA\_\_\_\_\_. 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 or University policies may result in criminal charges and University discipline against me up to and including termination of employment.

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

\_\_\_\_\_  
Date

I, the Witnessing Law Enforcement Officer have provided the Registrant with a copy of Summary of Campus Concealed Carry Rights and Responsibilities, verified the registrant's current eligibility to carry a handgun on University property, and witnessed his or her signature.

\_\_\_\_\_  
Witnessing Police Officer  
(Forward to Records Unit)

\_\_\_\_\_  
Date

## **SUMMARY OF CAMPUS CONCEALED CARRY RIGHTS AND RESPONSIBILITIES**

Effective July 1, 2016, Tennessee Code Annotated 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; 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:

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.
2. Employees shall have their handgun carry permit in their immediate possession at all times when carrying a handgun.
3. Employees shall display their handgun carry permit on demand of a law enforcement officer.
4. Employees shall not carry a weapon other than a handgun.
5. Employees shall not carry a handgun at the following times or at the following locations:
  - Stadiums, gymnasiums, or auditoriums where University-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 Tennessee Code Annotated § 39-17-1359, prohibits the carrying of a handgun on that property, such as on the premises of a child care agency.

The University of Tennessee Police Department may provide scheduled training for full-time employees relating to handgun safety. Such training is voluntary.

**THIS DOCUMENT SUMMARIZES RIGHTS AND RESPONSIBILITIES ASSOCIATED WITH EMPLOYEES CARRYING A CONCEALED HANDGUN ON UNIVERSITY PROPERTY. EMPLOYEES SHOULD REVIEW UNIVERSITY OF TENNESSEE SAFETY POLICY \_\_\_\_\_ FOR A MORE COMPLETE DESCRIPTION OF THEIR RIGHTS AND RESPONSIBILITIES.**