

# ROANE STATE POLICE DEPARTMENT



# TENNESSEE BOARD OF REGENTS

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

Registrant Name (Last): \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

DOB: \_\_\_\_\_ Employee Status: \_\_\_\_\_

TBR Institution: \_\_\_\_\_ College Division/Department: \_\_\_\_\_

Campus Location or Office: \_\_\_\_\_

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

Drivers License/Carry Permit #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

By checking the boxes and signing below, I certify all the following to the Roane State Police Department:

I am a full-time employee of Tennessee Board of Regents (TBR) Institution who is eligible to carry a handgun under Tennessee Law and am not enrolled as a student at any TBR system institution campus.

I will notify the Roane State Police 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 TBR institution's properties.

I am making a personal choice to carry a handgun on college property. I am not carrying a handgun in the course and scope of my TBR employment. I acknowledge that I may be personally liable for injuries arising from my carrying of a handgun.

I will comply with Tennessee Law, TBR and College polices when carrying a handgun, without limitations, complying with TBR Firearms and Other weapons Policy 7.01.00.00. Specifically, I will comply with the responsibilities summarized in the Concealed Carry Right and Responsibilities, of which I have received a copy.

I agree that my failure to comply with Tennessee law, TBR, Roane State Community College, or Tennessee College of Applied Technology Institutions policy may result in criminal charges and/or College discipline against me up to and including termination of employment.

**Insert Carry Permit Copy  
or DL Picture (Official  
use Only)**

\_\_\_\_\_  
Registrant Signature  
(Must be Signed in Person)

\_\_\_\_\_  
Date

### Campus Police Use Only:

Witness: I, \_\_\_\_\_, witnessed the registrant's signature and have provided the registrant with a copy of Summary of Campus Concealed Carry Rights and Responsibilities and TBR System Firearms and Other Weapons policy.

Administrative: I, \_\_\_\_\_, have verified the registrant's current eligibility to carry a handgun on TBR Institution's property.

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## 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.

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 always have their handgun carry permit in their immediate possession when carrying a handgun on TBR property 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;
  - 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. Roane State Police Department nor TBR does not offer 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. Roane State Police Department will not assume temporary responsibility for any handgun as it relates to T.C.A. § 39-17-1300.
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 any TBR Institution 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.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witnessing Police Officer**

\_\_\_\_\_  
**Date**