



EAST TENNESSEE STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY

NOTIFICATION OF EMPLOYEE'S INTENT TO CARRY A CONCEALED HANDGUN

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

DOB: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

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

I am employed at the following campus and intend to carry at: [ ] Main (Johnson City) [ ] Nave Center (Elizabethton) [ ] Kingsport [ ] Sevierville [ ] Valleybrook [ ] Other \_\_\_\_\_ \*VA Campus is federal property and carry is prohibited

Cell: \_\_\_\_\_ Office: \_\_\_\_\_ Home: \_\_\_\_\_ Email: \_\_\_\_\_

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

By signing below, I certify all of the following to the East Tennessee State University Police Department:

- I am a full-time employee of East Tennessee State University who is eligible to carry a handgun under Tennessee law. I am not enrolled as a student at a public institution of higher education.
I will notify the East Tennessee State University 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 property.
I am making a personal choice to carry a handgun on East Tennessee State 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 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 East Tennessee State University 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, and East Tennessee State University policies may result in criminal charges and/or university discipline against me up to and including immediate termination of employment.

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

I, the Witnessing Law Enforcement Officer, have verified the employee's current eligibility to carry a handgun on East Tennessee State University property, witnessed his/her signature, and informed the employee to review the ETSU policy for more details. I also confirm that a copy of the Summary of Campus Concealed Carry Rights and Responsibilities was given to the employee.

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

Public Safety to Copy: [ ] JCPD [ ] WCSO [ ] EPD [ ] CCSO [ ] KPD [ ] SCSO [ ] HCSO [ ] Sevierville PD [ ] Sevier Co. SO [ ] Other: \_\_\_\_\_

Copy of Handgun Permit Here

**Submit the Notification Form in person to:**  
**ETSU Department of Public Safety**  
1043 Jack Vest Dr      Welcome Center/Parking Garage, Second Floor      Johnson City, TN 37614  
Monday - Friday, 8:00 a.m. to 4:30 p.m.      Phone: 423-439-4480      Email: [dispatch@etsu.edu](mailto:dispatch@etsu.edu)  
<http://www.etsu.edu/dps/gun-policy/>

**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 Tennessee handgun permit or a handgun carry permit issued by another state that has been given reciprocity under TCA 39-17-1309 (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:

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.
2. This notification does not permit employees to carry a handgun on any other institution of higher education.
3. 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.
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 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 39-17-1309, prohibits the carrying of a handgun on that property, such as on the premises of a child care agency. At ETSU this would include Little Bucs in Warf-Pickel Hall, the Child Study Center, and facilities on the Mountain Home Veterans Affairs campus.
6. 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 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. At ETSU this would include University School/Alexander Hall.
7. Employees are not permitted to carry a handgun in any motor vehicle that is owned, operated, or controlled by East Tennessee State University.

*This document summarizes the rights and responsibilities associated with employees carrying a concealed handgun on any East Tennessee State University 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 East Tennessee State University policies. Employees are strongly advised and encouraged to read and review TCA 39-17-1309, and East Tennessee State University Policy.*