

## Written Notification of Intent to Lawfully Carry a Handgun on Property Owned or Operated by Tennessee State University

### Written Notification Requirement.

In accordance with the provisions of T.C.A. 39-17-1309(e)(9)(A), authorized Tennessee State University full-time employees (must be scheduled to work at least 37.5 hours a week) (Authorized Employees) may carry a concealed handgun on Tennessee State owned or operated property. Pursuant to state law and [TSU's Firearms Safety Policy](#), full-time employees authorized to carry a handgun must provide written notification to the TSU Police Department (TSUPD) of their intent to carry a handgun on TSU owned or operated property. Said notification shall comply with the policies and procedures established by the University to implement the notification requirements. The TSUPD is charged with the primary authority to ensure compliance with TSU's Firearms Safety Policy, including compliance with the notification requirements set forth herein.

### Written Notification Process

Authorized Employees seeking to carry a handgun on TSU owned or operated property must:

- 1) Provide the information requested in this form;
- 2) Attach required information to this form;
- 3) Review the TSU Firearms Safety Policy and acknowledge receipt and review of the policy;
- 4) Sign this form/acknowledgment at the designated place on the form; and
- 5) Wait to carry a handgun on TSU property until they receive a signed copy of this form, to allow TSUPD to complete its review of the notification form, before carrying a handgun on TSU owned or operated property.

### Required Information

The following documents shall be attached to this notification form:

- Copy of Tennessee State University ID
- Copy of your Tennessee Handgun Carry Permit
- Current photograph

### Written Notification Acknowledgements

I acknowledge that I have read the Tennessee State University Campus Carry Policy and understand, and agree to abide by it, including, but not limited to, the following provisions and limitations:

1. I acknowledge that I am NOT eligible to carry a handgun on TSU owned or operated property if I am a part-time employee or a full-time employee who is also enrolled as a student for a credit or non-credit course, including online courses, at TSU;

2. I acknowledge that I am NOT a student at TSU and am NOT eligible to carry a handgun on TSU owned or operated property if I am enrolled as a student for a credit or non-credit course, including online courses, at TSU;

3. I acknowledge that I am a full-time TSU employee (appointed to work a minimum of 37.5 hours);
4. I acknowledge that I am not acting within the scope of my employment when carrying or using a handgun on property owned or operated by TSU, except as specifically authorized under TSU policy;
5. I acknowledge that I am not entitled to workers compensation benefits under Tennessee law for injuries arising from the carrying or use of a handgun;
6. I acknowledge that I am not immune from personal liability with respect to the carrying or use of a handgun.
7. I acknowledge that I shall not carry a handgun openly, or in any other manner in which my handgun is visible to ordinary observation;
8. I acknowledge that I am not permitted to carry a handgun at the following times and at the following locations on property owned or operated by TSU:
  - a. Stadiums, gymnasiums, or auditoriums when school sponsored events are in progress;
  - b. In meetings regarding disciplinary matters;
  - c. In meetings regarding tenure issues;
  - d. A hospital or an office where the primary services offered are medical or mental health services;
  - e. Any location prohibited by federal or state law;
9. I acknowledge that I must notify TSUPD immediately if I am no longer legally authorized to carry a handgun.
10. I acknowledge that TSUPD reserves the right to confirm all information provided on this form and to ensure my continued compliance with TSU's Campus Firearms Safety Policy.

My signature below affirms that I have read and understand my obligations and responsibilities as outlined herein. I further understand that I am not authorized to exercise my intent to go armed on the property of Tennessee State University until such time as I have received a fully executed copy of this document from the TSUPD.

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*(Signature of Employee)*

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*(Current Address of Employee)*

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*(Date)*

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*(Signature/Police Authority)*

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*(Title) / (Date)*