The University of Tennessee Safety Policy SA 0875 - Firearms, regulates the possession of firearms and concealed carry of handguns on campus. For the UTHSC campus, the following procedures shall be followed:

1. **Notification:**
   a. Eligible employees of UTHSC who intend to carry a concealed handgun must notify the UTHSC Police Department, as required by Tenn. Code Anno. § 39-17-1309(e)(9)(B)(i).
   b. The eligible employee, as defined by law, shall complete a *Notification of Employee’s Intent to Carry a Concealed Handgun* form.
   c. The employee must present, in person, the completed and signed form, along with a current Handgun Carry Permit and campus ID, to the chief of police or designated officer.
   d. The officer will verify the employee’s eligibility (both employment and Handgun Carry Permit), sign the form, provide a copy for the employee, and provide the employee with the *Summary of Campus Concealed Carry Rights and Responsibilities* form, as well as the *UTHSC Addendum – Campus Concealed Carry Facilities Guide* (map).
   e. No employee may lawfully carry a concealed handgun on the UTHSC campus until all of these notification steps are complete.

2. **Responsibilities and Duties**
   a. The employee, at all times, has the responsibility to comply with Safety Policy SA 0875 - Firearms and state law. This includes time and location restrictions required under the policy and law.
   b. If an employee is unsure of whether a facility or location is unauthorized, the employee should choose to not carry until the situation is clarified.
   c. A “Questions and Answers” is posted on the UTHSC Police Department website at: [https://www.uthsc.edu/campuspolice/](https://www.uthsc.edu/campuspolice/)

3. **Unauthorized UTHSC Facilities**
   a. The law does not authorize you to carry a concealed weapon at the following **times** or in the following **UTHSC locations**:
      i. Stadiums, gymnasiums and auditoriums where university-sponsored events are in progress
      ii. In meetings regarding student disciplinary matters
iii. In meetings regarding employee disciplinary matters or performance evaluations,

iv. In meetings regarding tenure issues,

v. In a hospital, a student health or counseling center, or an office where medical or mental health services are the primary services provided, and

vi. Wherever state or federal law prohibits the carrying of a concealed handgun.

b. Due to the nature of a health science center, various areas, floors and entire buildings can become “unauthorized,” due to the provision of medical or mental health services, at any time and without formal notice. The employee has the responsibility to evaluate, on a frequent and even daily basis, if carrying a concealed weapon in a certain area is no longer authorized.

c. A UTHSC Campus Concealed Facilities Guide (map) may be found at: www.uthsc.edu/campuspolice/

d. Examples of non-UTHSC property adjacent to the campus are: all hospitals and related office buildings, the West Tennessee Regional Forensic Center, Health Sciences Park, Memphis Speech and Hearing Center, Memphis Mental Health Institute, etc.

e. The UTHSC campus is located in the downtown Memphis Medical District and is adjacent to numerous non-UTHSC public and private medical clinics, facilities, parks and businesses. Additionally, many UTHSC faculty, staff and student offices and facilities are located in buildings or on property that is not owned or controlled by UTHSC. You must follow the rules and policies of those non-UTHSC institutions or businesses and your notification is not valid when you are not on UTHSC owned or controlled property.

4. Confidentiality

a. The UTHSC Police Department shall treat as confidential any employee’s properly completed notification of intent to carry.

i. Any database which holds information regarding an employee’s notification of intent to carry and concealed carry permit status shall be kept confidential and not open for public inspection.

ii. Any member of the UTHSC Police Department, including officers and staff, shall be trained to keep such information confidential.

iii. The chief of police shall keep this information confidential from all UTHSC administration and staff except:

1. The chief operations officer who is responsible for campus emergency management

2. A law enforcement agency, but then, only for law enforcement purposes
iv. The chief of police shall, however, keep as confidential any such information of an employee who is a direct report to the chief executive officer.

v. The chief executive office responsible for campus security shall keep this information confidential.

5. Rules of Conduct
   a. The employee remains subject to all employment, conduct, anti-discrimination and workplace rules, including the Code of Conduct, HR0580. Specifically, all employees who lawfully carry a concealed handgun must show respect for persons, may not engage in disorderly conduct, abusive or threatening language, provoke a fight, attempt or threaten bodily harm or injury to another employee, student or person. This includes brandishing or openly carrying a weapon.

   b. Failure to abide by the laws governing concealed carry or university/UTHSC policies and/or procedures may lead to criminal prosecution as well as discipline up to and including termination of employment.

6. Training

   The UTHSC Police Department may develop and implement a course or courses of special or supplemental firearms training to be offered to the employees who elect to carry a concealed handgun under the applicable policies. Any such course shall be voluntary, and a fee may be charged for enrollment in the course.