

4341 Personnel Authorized To Carry Concealed Firearms

Pursuant to W.S. 6-8-105(f), the Board of Trustees of Campbell County School District may adopt rules and regulations governing Employees lawfully carrying concealed firearms on or in property or facilities owned or leased by Campbell County School District; subject to the terms, conditions, and limitations prescribed by state and federal law, this policy and such other policies, and rules and regulations adopted by the Board of Trustees. This policy shall be administered by the Superintendent of Schools or their designee.

DEFINITIONS

“Board” shall be defined as the Board of Trustees of Campbell County School District.

“Employee” shall be defined as employees of Campbell County School District, including, but not limited to, the following positions identified statutorily:

Superintendent, Central Office Administrators, Principals, Assistant Principals, Teachers, Guidance Counselors, Librarians, Paraprofessionals, Coaches, Business Managers, Secretaries, Administrative Assistants, Custodians, Bus Drivers, or other employees of the District.

“Concealed Carry Firearm” shall be defined as a modern, concealable handgun, which is designed to, or may readily be converted to, expel a projectile by the action of an explosive.

“Local Law Enforcement” shall be defined as the City of Gillette Chief of Police and the Campbell County Sheriff, or their designees.

“District” shall be defined as Campbell County School District.

“School District Property” shall be defined as all real property, buildings, facilities, structures, and vehicles owned or leased by the District.

“Armed Educator Committee” shall be defined as one Board Member, Deputy Superintendent and/or Associate Superintendent of Instructional Support, Director of Student Support Services, Human Resource Manager or Assistant Human Resource Manager, and Wellness/Safety Manager. As selected, non-voting consultants shall be defined as Parent Involvement Facilitator and a local law enforcement representative.

“Immediate Risk” shall be defined as a person who has demonstrated actions that would lead one to reasonably believe they pose an immediate threat of death or serious bodily injury with a weapon.

“Scenario-based training” shall be defined as scripted scenarios using live aggressor and noncombatant role-players where the participant utilizes non-lethal training firearms

and ammunition, such as Ultimate Training Munitions (UTM), Simmunition or Force-On-Force brands.

“Serious Bodily Injury” shall be defined as an injury that creates substantial risk of death, long-term loss, or impairment of the function of any body member or organ, or serious permanent disfigurement.

LIABILITY INSURANCE

As a part of the District’s umbrella insurance coverage, liability insurance may protect Employees against damage suits arising out of the employee’s performance of their duties within the scope of employment and approved Concealed Carry Firearm responsibilities within the District.

APPLICATION REQUIREMENTS

Any Employee of the District who wishes to carry a Concealed Carry Firearm on School District Property shall submit an application through the Superintendent to the Armed Educator Committee (4341 Form, Personnel Authorized to Carry Concealed Firearms – Application). The application shall be signed by the employee and sworn under oath. The Armed Educator Committee shall review the application to determine whether the Employee meets the requirements set forth below and may approve, deny or approve with conditions such application, for any reason, based on the Committee’s determination of what is in the best interest of student safety. All applications are confidential and not public records for purposes of W.S. 16-4-201 through 16-4-205.

Any Employee of the District who wishes to carry a Concealed Carry Firearm on School District Property shall satisfy the following requirements:

- The Employee must currently be in good standing and not have been on any plan of improvement, or have any disciplinary action, within the past three years.
- The Employee must be employed by the District for a minimum of three (3) continuous years prior to application. The Employee may request an exception to this requirement under special circumstances, such as significant prior employment with the District, extensive military or law enforcement experience with employer letters of recommendation.
- The Employee must possess and maintain a valid State of Wyoming concealed carry permit issued pursuant to W.S. 6-8-104, and submit a copy of such permit with the application. The Employee must submit all renewals of the permit during the time they are authorized to carry a Concealed Carry Firearm on School District Property.
- The Employee must submit to a psychological suitability exam by a provider selected by the District in consultation with local law enforcement. The conclusion of the psychological suitability exam will be received by, and remain the property of, the District. The conclusion of the exam shall be submitted by the

provider to the District and Armed Educator Committee before an application is considered. Periodic psychological suitability evaluations or other information may be requested at the discretion of the Armed Educator Committee.

- The Employee must initially and annually fulfill the District-provided training. The curriculum shall include, at a minimum, those elements described in Administrative Regulation 4341-R Section 2, Personnel Authorized to Carry Concealed Firearms - Training Requirements.
 - Prior to carrying a Concealed Carry Firearm on School District Property, the Employee must successfully complete an initial training course comprised of not less than 24 hours of live fire handgun training, and 8 hours of scenario-based training using non-lethal training, firearms, and ammunition and 4 hours of training in immediate lifesaving medical care for gunshot victims with approved trainers.
 - The Employee must provide documentation of annual qualification with the approved Concealed Carry Firearm and annual recurrent training. Recurrent training shall include 8 hours of live fire training and 4 hours of scenario-based training annually with District approved trainers.
 - The training, curriculum, and instructor qualifications shall comply with 4341-R, Section 2, and shall be approved by Local Law Enforcement.
- All costs and expenses for the psychological suitability exam, concealed biometric container or lockbox, and required training with associated costs, shall be borne by the District. Additionally, the District shall only cover the expense of ammunition for required annual training and concealed carry (described in Administrative Regulation 4341-R, Section 2, Personnel Authorized To Carry Concealed Firearms – Training Requirements and Regulation 4341-R, Section 3, Personnel Authorized To Carry Concealed Firearms – Ammunition Requirements). All other expenses such as, but not limited to, Concealed Carry Firearms and holster, shall be borne by the Employee. The Employee bears sole ownership of the firearm.
- The Employee who is approved by the District to carry a Concealed Carry Firearm on School District Property must keep and maintain the Concealed Carry Firearm on their person at all times, or in a concealed and locked biometric container or lockbox within direct control of the person at all times. The location of the concealed biometric container or lockbox will be approved by the Armed Educator Committee.
- The Employee is expected to perform their duties within the scope of employment and approved concealed carry responsibilities.

REVEAL OF FIREARMS

If for any reason an Employee's Concealed Carry Firearm is intentionally or unintentionally revealed on School District Property, their concealed carry privilege will be suspended, subject to Wyoming law. The Employee may be placed on leave until the Armed Educator Committee reviews the incident and determines an appropriate action to protect the privacy of the Employee and the safety of students and staff.

USE OF FIREARMS

Subject to Wyoming law, Employees who receive approval by the District to carry a Concealed Carry Firearm pursuant to this policy shall only reveal and or discharge their Concealed Carry Firearm if they reasonably perceive that their life, or the life or lives of others, are in immediate risk of death or serious bodily injury from another person's use of a weapon.

If for any reason an Employee's Concealed Carry Firearm is discharged on School District Property, they shall be immediately placed on leave pending an investigation of the incident. The District shall require that a completed post-incident psychological suitability exam be reviewed and approved by the Armed Educator Committee before the Employee authorized to carry resumes their duty. The Employee shall be required to follow any recommendations as a result of the exam. The conclusion of the psychological suitability exam shall be received by, and remain the property of, the District. The District shall absorb the cost of this exam.

Nothing herein is intended to limit or prevent the District, any Board member, or Employee from asserting the defense of governmental immunity to any claim arising from the possession or use of a Concealed Carry Firearm. To the extent an employee uses a Concealed Carry Firearm as authorized by and in compliance with this policy, such conduct shall be deemed to be within the scope of the Employee's employment for immunity purposes.

SUSPENSION OF DISTRICT APPROVAL TO CONCEAL CARRY FIREARM

Any Employee who is approved by the District to carry a Concealed Carry Firearm on School District Property is subject to having such privilege immediately suspended by the Armed Educator Committee, at any time, and for any reason, including at the request of the Employee. The Superintendent, or their designee, shall notify the Board, supervising administrator(s), Local Law Enforcement, and the Armed Educator Committee of any suspension of the Concealed Carry Firearm privilege. The District shall review any suspension of privileges and may suspend privileges for any reason, at any time, without prior notice to the Employee.

REVIEW OF DENIAL OF APPLICATION OR SUSPENSION OF APPROVAL

Upon denial of an application or suspension of approval to carry a Concealed Carry Firearm, the Employee shall have thirty days from the District's determination to request a meeting to review the determination and provide additional information to the Committee. Following the meeting, the Committee shall make a final determination as to its denial or suspension. The Employee shall have thirty days from the Committee's final determination to request a hearing before the Board under School Board Governance and Operation Policy 8380 Rules of Practice Governing Hearings and 8380-R Rules of Practice Governing Hearings.

WITHDRAWAL OF PRIVILEGE

If an Employee who has been approved to carry a Concealed Carry Firearm on School District Property decides to withdraw from Concealed Carry Firearm status, withdrawal notification must be submitted in writing to the Superintendent, or their designee. Once received by the Superintendent, or their designee, forfeiture of concealed carry status is immediate. The Superintendent, or their designee, shall notify the Board, supervising administrator(s), Armed Educator Committee, and local law enforcement.

CONCEALED CARRY FIREARMS AND AMMUNITION

The Employee shall only carry a Concealed Carry Firearm on School District Property that has been approved and inspected by the District approved trainers and disclose to the Armed Educator Committee the make, model, caliber, serial number, and such other information. The Armed Educator Committee reserves the right to approve or deny the requested Concealed Carry Firearm. (Per Administrative Regulation 4341-R Section 1, Personnel Authorized To Carry Concealed Firearms – Firearm, Holster, Concealed Biometric Container, or Lockbox Requirements for Concealed Carry).

Employees who are approved to carry a Concealed Carry Firearm on School District Property pursuant to this policy shall ONLY use ammunition that meets the requirements in Administrative Regulation 4341-R Section 3, Personnel Authorized To Carry Concealed Firearms – Ammunition Requirements.

REQUIRED DISCLOSURES BY EMPLOYEE

The Employee must immediately disclose to the Armed Educator Committee, through the Superintendent, any circumstance that would reasonably affect or impair their capability to competently carry or use a Concealed Carry Firearm on School District Property in compliance with this policy and applicable laws. Circumstances that warrant disclosure include, but are not limited to, a citation or arrest for a crime (other than parking or minor moving traffic violations), outstanding warrants, Summons to Appear, or Order to Show Cause. In addition, the Employee must disclose any situation or condition that could impair the Employee's judgment or ability to responsibly carry a Concealed Carry Firearm on School District Property. Failure to do so is cause for disciplinary action.

Upon reasonable concern about an Employee's capability to competently carry a Concealed Carry Firearm in compliance with this policy, the Armed Educator Committee may request the Employee submit to a psychological suitability evaluation performed by the approved provider. At the discretion of the Armed Educator Committee, additional exam(s) or information may be required. Failure to comply with the Committee's requests may result in suspension of approval to carry a Concealed Carry Firearm.

The Employee must annually demonstrate that the Employee continues to maintain a valid concealed carry permit. The Employee shall immediately report revocation of the concealed carry permit to the Superintendent upon revocation.

NOTICE OF APPROVAL AND CONFIDENTIALITY

The Superintendent, or their designee, shall notify the parents and guardians of students in the District of the ability of Employees to carry Concealed Carry Firearms and the rules and regulations governing possession.

After the District approves an application for an Employee to carry a Concealed Carry Firearm on School District Property, the Superintendent, or their designee, shall notify:

- All Local Law Enforcement agencies with jurisdiction over the area of the location shall receive the names of all Employees who receive permission from the District to carry concealed firearms on School District Property.
- Supervising administrator(s) shall receive the names of the concealed carry Employees.

The identities of the Employees who receive permission to carry Concealed Carry Firearms from the District shall be confidential and are not public records for purposes of W.S. 16-4-201 through 16-4-205. Any breach of confidentiality shall result in disciplinary action up to and including termination.

COMPLIANCE

Any Employee approved to carry a Concealed Carry Firearm on School District Property shall comply with all provisions, regulations, and exhibits of this policy. Any Employee who is authorized by this policy to carry a Concealed Carry Firearm, and fails to comply with any provision of this policy, will be subject to disciplinary action up to and including termination. The Armed Educator Committee will be notified within seven days of non-compliance.

LIMITATIONS OF THIS POLICY

Nothing in this policy shall be construed to permit, allow, or authorize any Employee to carry a Concealed Carry Firearm or other weapon, concealed or otherwise, in violation of state and federal law. Any Employee who is approved to carry a Concealed Carry Firearm pursuant to this policy shall be responsible for complying with all applicable laws.

This policy shall not be construed to authorize the Employee to carry such Concealed Carry Firearm on District business away from or off of School District Property.

Nothing in this policy shall authorize a student to carry a firearm, concealed or otherwise, on School District Property or to authorize a member of the public to carry a concealed firearm on School District Property in violation of state and federal law.

Approval for an Employee to carry a Concealed Carry Firearm pursuant to this policy shall not convey any property right, additional compensation, or any continuing right to carry a Concealed Carry Firearm.

ADOPTION DATE: April 14, 2020, Revised July 15, 2020

LEGAL REFERENCE(S): W.S. 6-8-105; W.S. 6-8-104; W.S. 16-4-201 through 16-4-205

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATIONS: 4341-R Section 1, 2, 3

ADMINISTRATIVE FORMS: 4341 Form, Personnel Authorized to Carry Concealed Firearms – Concealed Carry Firearm or Holster Change Order; 4341 Form, Personnel Authorized to Carry Concealed Firearms – Application; 4341 Form, Personnel Authorized to Carry Concealed Firearms - Application (For Office Use Only)