

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

Code: CKA

FIREARMS: PERSONNEL AUTHORIZED TO CARRY

Pursuant to W.S. 21-3-132, the Board of Trustees of Park County School District No. 6 may authorize employees to conceal carry firearms on property or in facilities owned or leased by Park County School District No. 6, subject to the terms, conditions, and limitations prescribed by state law and federal law, this policy and such other policies, rules and regulations adopted by the Board of Trustees. The Board of Trustees shall establish and approve ongoing training requirements, curricula and instructor qualifications, subject to approval by local law enforcement. Employees are subject to and shall comply with Policy EBC - Emergency Preparedness. Safety protocol for Employees Authorized to Carry will be made in consultation with the Superintendent, School Resource Officer (SRO), School Safety and Security Supervisor, local law enforcement and subject matter experts. Student safety and security shall be the first priority of all employees in the event of an emergency. Conceal carry staff members shall consider their skills, training and available tactics when determining the safest course of action for student safety during an emergency.

DEFINITIONS:

“Board” shall mean the Board of Trustees of Park County School District No. 6.

“Concealed Carry Firearm” shall, for purposes of this policy, mean any modern, concealable handgun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

“Employed Under Contract” shall mean:

Employees employed by Park County School District No. 6, including, but not limited to: the superintendent, assistant superintendents, principals, assistant principals, teachers, guidance counselors, librarians, teacher’s aides (paraprofessionals), coaches, business managers, secretaries or administrative assistants, janitors, and bus drivers. For purposes of this policy and W.S. 21-3-132, classified and other at-will employees at the rural schools may be offered at the discretion of the Board of Trustees, an at-will contract in order to meet the requirements of the statute. The review, consideration or approval of an application by an employee to carry a firearm shall in no way be construed to alter the at-will status of any employee.

“Firearm” shall, for purposes of this policy, mean any weapon, which will or 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 Cody Chief of Police and the Park County Sheriff.

“School District” shall mean Park County School District No. 6.

“School district property” shall mean all real property, buildings, facilities and structures owned or leased by Park County School District No. 6., and shall also include vehicles owned or leased by the School District.

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LIABILITY INSURANCE

As a part of the district's umbrella insurance coverage, the board of trustees carries liability insurance acquired to protect employees against damage suits arising out of the employee's performance of his/her duties within the scope of his/her employment and assigned responsibilities with the school district. Reference Policy GCBH - Liability Insurance.

APPLICATION AND REQUIREMENTS

Any person Employed Under Contract by the School District who wishes to carry a firearm on school district property shall submit an application through the Superintendent to the Board. *CKA-R1 - (Application to Carry Firearm on School Property)*. The application shall be signed by the employee, and sworn under oath. The Board, in its sole and absolute discretion, may initially approve, deny or initially approve with conditions such application, for any reason, based on the Board's determination of what is in the best interests of the School District. The Board may limit the number of persons who carry firearms within the School District or within a school.

Any person Employed Under Contract by the School District who wishes to carry a firearm on school district property shall satisfy the following requirements. Upon completion of all requirements (with the exception of the requirement in section f.2, which must be completed on an annual basis if the employee is approved), the Board will determine whether to approve, deny or approve with conditions the employee's application to carry:

- a. Employee must be in good standing and shall not currently be on nor have been on any plan of improvement within the past five years.
- b. Employee shall have been employed by the Park County School District No. 6 for a minimum of two continuous years prior to making application.
- c. The employee must possess and maintain a valid State of Wyoming concealed firearm permit issued pursuant to W.S. 6-8-104, and must submit a copy of such permit with the application, and must submit all renewals of that permit during the time while the employee is authorized to carry a firearm on school district property;
- d. The employee shall submit to a Wyoming Department of Family Services (DFS) Central Registry Screening.
- e. The employee shall submit to a psychological suitability exam by a provider selected by the Board of Trustees. The results of the psychological suitability exam shall be received by and remain the property of Park County School District No. 6. Results of the exam shall be submitted by the provider to the district before an application will be considered. At the discretion of the Superintendent and by recommendation of an Administrator, subsequent exam(s) may be required.
- f. The employee shall fulfill the training requirements and curricula as determined and approved by The Board and Local Law Enforcement in *CKA-R4*. Additionally, initial and annual training requirements shall include live fire with barricades, kneeling, magazine change and firing from the non-dominant hand. The employee shall submit a certificate of completion for the initial training.
 1. Prior to carrying a firearm on School District property, successfully complete an initial training course approved by the Board comprised of not less than sixteen (16)

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hours of live fire handgun training, and eight (8) hours of scenario based training using non-lethal training, firearms, and ammunition.

2. Thereafter, the employee shall provide documentation of qualification and recurrent training to include live fire and scenario based training of not less than eighteen (18) hours each year with a Board approved trainer. The Board of Trustees also recommends participation in law enforcement training opportunities when available.
 3. In addition to, or as part of the training requirements above, the employee shall participate in training specifically designed to address active shooter situations, hostage situations, and situations with armed students who present a threat to themselves or others.
- g. The employee shall consent in writing to drug and alcohol testing, including but not limited to random drug and alcohol testing (refer to CKA-R5). Written consent shall be included in the application form attached to this policy as Regulation CKA-R1.
- h. Each employee who is approved by the Board to carry a firearm on school district property shall keep and maintain the firearm on his or her person at all times, or at the discretion of the Board, in a concealed, locked, biometric container within the direct control of the individual at all times.
- i. All expenses for the psychological suitability exam, Wyoming DFS central registry screening, drug testing, concealed biometric container and initial training with associated costs shall be borne by the district. All other expenses such as but not limited to: firearms, ammunition, holster, and annual training shall be borne by the employee.
- j. Employee will disclose to their administrator or direct supervisor any circumstance that would reasonably reflect on their competence to convey a firearm into a school safety zone, including but not limited to a citation or arrest for or conviction of a crime (other than parking or minor moving traffic violations), the use of any medication or other substance that could impair the person's judgment, or any medical, mental or other condition that could impair or interfere with the person's ability to responsibly convey a deadly weapon into a school safety zone. Failure to do so is cause for disciplinary action including and up to termination.
- k. Policy CKA authorizes approved employees to carry a firearm on School District property. The employee shall have no authority under this policy to carry such firearm on school district business or activities away from or off of school district property.

USE OF FIREARMS

An employee who receives approval by the Board to carry a firearm pursuant to this policy shall only fire his or her firearm if he or she reasonably perceives that his or her life, or the life or lives of others, are in imminent risk of death or serious bodily injury.

In the event that a firearm is fired for any reason, the employee shall be placed immediately on paid administrative leave pending an investigation of the incident. The District shall require that a fit-for-duty exam be taken and passed prior to the Employee Authorized to Carry **resuming** their duty, and shall require the employee to follow any recommendations as a result of the exam. The results of the psychological suitability exam shall be received by and remain the property of Park County School District No. 6. The District shall absorb the cost of this exam.

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Nothing herein is intended to limit or prevent the school district or any board member or employee from asserting the defense of governmental immunity to any claim arising from the possession or use of a firearm. To the extent an employee uses a 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.

REVOCACTION / SUSPENSION OF BOARD APPROVAL TO CARRY FIREARM

Any employee who is approved by the Board to carry a firearm on School District property is subject to having such privilege suspended by the Superintendent at any time for any reason, including at the request of the employee. The Superintendent shall notify the Board, supervising administrators or supervisors, and Local Law Enforcement of any suspension. The Board shall review any suspension of privileges and may suspend or revoke at any time without prior notice to the employee for any reason. There shall be no right to a hearing, appeal or other recourse following such decision. The suspension may be temporary or permanent at the discretion of the Board.

WITHDRAWAL OF PRIVILEGE

If an armed employee decides to withdraw from staff conceal carry status, withdrawal notification must be submitted in writing to the Superintendent. Once accepted by the Superintendent, forfeiture of conceal carry status is immediate. The Superintendent will notify the Board, supervising administrators or supervisors, and Local Law Enforcement.

FIREARMS/HOLSTER AND AMMUNITION

The Employee Authorized to Carry must present a firearm, holster, and ammunition, meeting the requirements as stated in CKA-R2 and CKA-R3, for inspection and review by trainers and/or law enforcement advisers identified by the Board of Trustees. The employee shall use the firearm in initial and annual training events; and carry this firearm only, upon approval of the application. The make, model, caliber, and the serial number of firearm approved for use will be documented in the individual's application packet - CKA-R1.

If an approved applicant requests to change either firearm or holster, applicant shall refer to CKA-R2.

The Employee Authorized to Carry is responsible for the care and cleaning of their approved firearm. Maintenance shall be consistent with the manufacturer recommendations.

Firearms will be inspected once a year per CKA-R2 and Employee Authorized to Carry shall provide written documentation of the inspection and condition of the firearm to the Superintendent.

NOTICE OF APPROVAL

The Superintendent shall notify parents and guardians of students attending school in the district of the ability of employees to carry firearms and the rules and regulations governing possession.

The Superintendent shall notify Local Law Enforcement of the location and names of all employees approved by the Board to carry firearms on school district property.

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The Superintendent shall notify supervising administrators or supervisors the names of the concealed carry employees, for **whom** they directly supervise.

CONFIDENTIALITY

The identities of the employees who receive permission to carry firearms from the Board shall be confidential and are not public records for purposes of W.S. 16-4-201 through 16-4-205.

COMPLIANCE

Any employee approved to carry a concealed weapon 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 firearm who fails to comply with any provision of this policy will be subject to disciplinary action, up to and including termination.

LIMITATIONS OF THIS POLICY

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

Nothing in this policy shall authorize a student or member of the public to carry a firearm, concealed or otherwise, on school district property.

Approval for an employee to carry a firearm pursuant to this policy shall not convey any property right, additional compensation, or any continuing right to carry a firearm. The Board of Trustees may revoke or suspend such approval at any time, without notice or a right to a hearing, as described above. Approval to carry a firearm shall not be construed to imply any continuing contract status, or any employment contract rights.

Adopted: 4/17/2018