

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

Rule 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 concealed 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 rule 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 to the extent possible, however, training protocols shall take precedence over Policy EBC if the situation warrants deviation. Safety protocol for Concealed Carry Employees will be made in consultation with the School District approved trainer(s), School Resource Officer (SRO), Local Law Enforcement and subject matter experts, and shall be shared with the Superintendent and Safety and Security Supervisor. Student safety and security shall be the first priority of all employees in the event of an emergency. Concealed Carry Employees 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 Employee” shall be an employee, in Good Standing, approved by the Board to concealed carry on School District Property.

“Employee” shall mean an individual employed by Park County School District No. 6 for a minimum of five continuous years, who is in Good Standing.

“Exception Committee” shall be a committee to consider an exception to the five year continuous employment criteria. The committee shall include the Superintendent, the School Resource Officer and the Employee's immediate supervisor. Up to two additional committee members may be appointed by the Superintendent. There may be no more than five committee members on this committee.

“Firearm” shall, for purposes of this rule, mean an approved handgun meeting the requirements of CKA-R2.

“Good Standing” shall be, for purposes of this rule, an Employee not currently on, nor been on in the past five years, a plan of improvement or any disciplinary action, including written reprimands and suspensions.

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

“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.

**LIABILITY INSURANCE**

A Concealed Carry Employee, acting within the scope of their employment, is covered under the School District's liability insurance policy. Reference Policy GCBH - Liability Insurance.

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### **APPLICATION REQUIREMENTS**

Any eligible Employee of 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 eligible Employee of the School District who wishes to carry a firearm on School District Property shall satisfy the following requirements. Upon completion of all requirements, the Board will determine whether to approve, deny, or approve with conditions, the Employee's application to carry. The Employee:

- a. Must be in Good Standing.
- b. Shall have been employed by the School District for a minimum of five continuous years prior to submitting an application. An exception may be considered by the Board for individuals who have been employed for a minimum of two continuous years, have been recommended by their immediate supervisor for exception, and have been recommended by the Exception Committee.
- c. Must possess and maintain a valid 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 when the Employee is authorized to carry a firearm on School District Property;
- d. Shall submit to a Wyoming Department of Family Services (DFS) Central Registry Screening. Any request for subsequent screening may be required by the School District, and shall be at the cost of the School District.
- e. Shall submit to a psychological suitability exam by a provider selected by the Board. The results of the psychological suitability exam shall be received by and remain the property of the School District. Results of the exam shall be submitted by the provider to the School District before an application will be considered. A subsequent exam may be required at the recommendation of an Administrator and at the discretion of the Superintendent at any time after approval to concealed carry. Should any subsequent exam be required by the School District, it shall be at the cost of the School District. Failure to submit to an exam may be cause for the loss of privileges.
- f. Shall fulfill the training requirements and curricula as determined and approved by the Board and Local Law Enforcement in *CKA-R3*. 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 to consist of not less than sixteen (16) hours of live fire handgun training, eight (8) hours of scenario based training using non-lethal training, firearms and ammunition, and certified training in immediate life saving medical care for gunshot victims which is equivalent to NAEMT's Bleeding Control for the Injured (B-CON) and as cited in *CKA-R3*.
  2. 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.
  3. The training, curriculum and instructor qualifications shall comply with *CKA-R3*, and shall be approved by Local Law Enforcement.

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- g. Shall consent in writing to drug and alcohol testing, including but not limited to random drug and alcohol testing. Written consent shall be included in the application form attached to this rule ~~policy~~ as Regulation CKA-R1.
- h. Shall keep and maintain the Firearm on his or her person at all times, or at the discretion of the Board, in an installed, concealed, locked, biometric container within the direct control of the individual at all times.
- i. Will disclose to the Superintendent, their administrator or direct supervisor any circumstance that would reasonably reflect on their competence to carry a firearm onto School District Property, including but not limited to an investigation by law enforcement, a citation or arrest for 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 onto School District Property. Failure to do so is cause for disciplinary action up to and including termination.
- j. Shall be responsible for expenses including, but not limited to, firearms, ammunition, holster and annual training. All expenses for psychological suitability exams, Wyoming DFS central registry screenings, drug testing, installed and concealed biometric containers, and initial training with associated costs shall be borne by the School District.
- k. Shall only carry a Firearm on School District Property. The Employee shall have no authority under this rule to carry such Firearm on School District business or activities off of School District Property.

**ANNUAL RENEWAL REQUIREMENTS**

A Concealed Carry Employee is required to submit renewal documentation on an annual basis and will review this rule in its entirety before submitting all renewal paperwork to Human Resources. The annual renewal requirements include:

- a. Prior to scheduling annual training, a Concealed Carry Employee's direct supervisor or building administrator shall complete the required Verification of Employee in Good Standing and submit it confidentially to Human Resources.
- b. Completion of annual ammunition and holster inspection, to be completed by a Peace Officer's Standards and Training (POST) Certified Armorer.
- c. Completion of the annual hourly training requirement as required in CKA-R1. Requirements and curricula are defined in CKA-R3.
  - 1. The Employee shall provide documentation of qualification and annual 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 also recommends participation in law enforcement training opportunities when available.
- d. Any request to change their Firearm or holster, requires a Firearm or Holster Change Order with Human Resources.
- e. Compliance with drug and alcohol testing requirements set forth in policy EEAEA-R-2.

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### **USE OF FIREARMS**

A Concealed Carry Employee shall only draw or 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 drawn or fired for any reason, the Concealed Carry Employee shall be placed immediately on paid administrative leave pending an investigation of the incident. The School District shall require that a fit-for-duty exam be taken and passed prior to the Concealed Carry Employee resuming their duty, and shall require the Concealed Carry 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 the School District. The School District shall absorb the cost of this exam.

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

### **REVOCATION / SUSPENSION OF BOARD APPROVAL TO CARRY FIREARM**

A Concealed Carry Employee is subject to having such privilege suspended by the Superintendent at any time for any reason, including at the request of the Concealed Carry Employee. In addition, if at any time the initial and annual requirements for application are not met, the Concealed Carry Employee may have their privilege to concealed carry suspended or revoked. 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 Concealed Carry 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 a Concealed Carry Employee decides to withdraw from concealed carry status, withdrawal notification must be submitted in writing to the Superintendent. Once accepted by the Superintendent, forfeiture of concealed carry status is immediate. The Superintendent will notify the Board, supervising administrators or supervisors and Local Law Enforcement.

### **FIREARMS/HOLSTER AND AMMUNITION**

The Concealed Carry Employee must present a Firearm, holster and ammunition, meeting the requirements as stated in CKA-R2, for inspection and review by trainers and/or law enforcement advisers identified by the Board. The Concealed Carry 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 serial number of the Firearm approved for use will be documented in the individual's application packet CKA-R1.

If a Concealed Carry Employee requests to change either Firearm or holster, the employee shall refer to CKA-R2.

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

Firearms shall be inspected once a year. A Concealed Carry Employee shall complete required documentation of the inspection and condition of the Firearm and provide to Human Resources.

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**NOTICE OF APPROVAL**

The Superintendent shall notify parents and guardians of students attending school in the School District of the ability of Employees to carry Firearms and the rules and regulations governing possession.

The Superintendent shall notify Local Law Enforcement and give them the location and names of all Employees who receive permission from the Board to carry Firearms on School District Property.

The Superintendent shall notify supervising administrators or supervisors the names of the Concealed Carry Employees, for whom they directly supervise.

**CONFIDENTIALITY**

The identities and number of 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**

A Concealed Carry Employee shall comply with all provisions, regulations and exhibits of this rule. Any Concealed Carry Employee who is authorized by this rule to carry a Firearm who fails to comply with any provision of this rule will be subject to disciplinary action, up to and including termination.

**LIMITATIONS OF THIS RULE**

Nothing in this rule 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 rule shall be responsible for complying with any and all applicable laws.

Nothing in this rule 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 rule shall not convey any property right, additional compensation or any continuing right to carry a firearm, and the Board 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: