

## **4341 Personnel Authorized To Carry Concealed Firearms**

Pursuant to W.S. 21-3-132, the Board of Trustees of Campbell County School District may authorize employees to carry 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 Resources 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 a threat of death or serious bodily injury.

“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 responsibilities within the District.

## **APPLICATION REQUIREMENTS**

Any employee of the District who wishes to carry a concealed firearm on school district property shall submit an application through the Superintendent to the Board (4341 Form, Personnel Authorized to Carry Concealed Firearms – Application). The application shall be signed by the employee and sworn under oath. The Board, in its sole and absolute discretion, may approve, deny or approve with conditions such application, for any reason, based on the Board's determination of what is in the best interests of the District. Board deliberations on individual applications will be conducted in a closed executive session. Votes will be conducted in open meetings with names or other identifying information withheld. The Board may limit the number of employees who carry concealed firearms within the District. 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 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 five years.
- The employee must be employed by the District for a minimum of five continuous years prior to application.
- 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 firearm on school district property.
- The employee must submit to the Wyoming Department of Family Services (DFS) Central Registry Screening.
- The employee must submit to the Wyoming Department of Criminal Investigation (DCI) Background Check.
- The employee must consent in writing to drug and alcohol testing, including but not limited to, testing before being approved for concealed carry as outlined in this policy, as well as random drug and alcohol testing (refer to Administrative Regulation 4341-R, Section 3, Personnel Authorized To Carry Concealed Firearms – Mandatory Drug And Alcohol Testing). Written consent is included in the application attached to this policy as 4341 Form, Personnel Authorized to Carry Concealed Firearms – Application.

- The employee must submit to a psychological suitability exam by a provider selected by the Board in consultation with local law enforcement. The results of the psychological suitability exam will be received by, and remain the property of, the District. The results 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 shall be performed by the approved provider every two years. At the discretion of the Armed Educator Committee, additional exam(s) or information may be required.
- The employee must fulfill the training requirements as determined and approved by the Board in consultation with local law enforcement (described in Administrative Regulation 4341-R, Section 4, Personnel Authorized To Carry Concealed Firearms – Training Requirements). The employee must submit a certificate of completion for the initial and annual recurrent training.
  - Prior to carrying a concealed firearm on school district property, the employee must complete an initial training course comprised of not less than 32 hours of live fire handgun training and 24 hours of scenario-based training using non-lethal training, firearms, and ammunition.
  - The employee must provide documentation of qualification and annual recurrent training to include live fire and scenario-based training of not less than 24 hours annually with Board approved certified trainers.
- All costs and expenses for the psychological suitability exam, Wyoming DFS Central Registry Screening, Wyoming Department of Criminal Investigation background check, drug and alcohol testing, 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 4, Personnel Authorized To Carry Concealed Firearms – Training Requirements and Regulation 4341-R, Section 5, 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 Board to carry a concealed 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. 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.
- This policy shall not be construed to authorize the employee to carry such concealed firearm on District business away from or off school district property.
- The employee must disclose to their supervising administrator(s) any circumstance that would reasonably affect or impair their capability to competently carry or use a concealed 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 use of any medication or other substance that could impair the employee's judgment or ability; any medical, mental, personal situation, or other condition that could impair or interfere with the employee's ability to responsibly carry a concealed firearm on school district property must be disclosed. Failure to do so is cause for disciplinary action, including and up to termination.

### **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 Board to carry a concealed firearm pursuant to this policy shall only 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 employee shall undergo drug and alcohol testing, according to Administrative Regulation 4341-R Section 3, Personnel Authorized To Carry Concealed Firearms – Mandatory Drug and Alcohol Testing. 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 and may request that the costs of the recommendations be paid for by the District. The results 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.

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

Any employee who is approved by the Board to carry a concealed carry firearm on school district property is subject to having such privilege immediately suspended by the

Superintendent, or their designee, 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), and local law enforcement of any suspension. The Board shall review any suspension of privileges and may suspend or revoke privileges for any reason, at any time, without prior notice to the employee. 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 employee who has been approved to carry a concealed carry firearm on school district property decides to withdraw from concealed carry 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 advise the Board of the make, model, caliber, serial number, and such other information the Board may require about the concealed carry firearm the employee has requested to carry. The Board reserves the right to approve or deny the requested concealed carry firearm. (Per Administrative Regulation 4341-R Section 2, Personnel Authorized To Carry Concealed Firearms – 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 5, Personnel Authorized To Carry Concealed Firearms – Ammunition Requirements.

### **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 firearms and the rules and regulations governing possession.

After the Board approves an application for an employee to carry a concealed 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 Board 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 firearms from the Board 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 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 concealed firearm, and fails to comply with any provision of this policy, will be subject to disciplinary action up to and including termination. The Board 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 firearm or other weapon, concealed or otherwise, in violation of state and federal law. Any employee who is approved to carry a concealed firearm pursuant to this policy shall be responsible for complying with 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 concealed firearm pursuant to this policy shall not convey any property right, additional compensation, or any continuing right to carry a concealed firearm. 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 concealed carry firearm on school district property shall not be construed to imply any continuing contract status, or any employment contract rights.

ADOPTION DATE:

LEGAL REFERENCE(S): W.S. 21-3-132; 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, 4, and 5

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)

## **4341-R Section 1, Personnel Authorized to Carry Concealed Firearms - Applicability and Limitations**

Policy 4341 will apply to Campbell County School District's rural or distant schools as determined by the Board of Trustees. For purposes of policy 4341, rural and distant schools are those schools located outside of the city limits of Gillette and the town of Wright at the time of adoption.

ADOPTION DATE:

LEGAL REFERENCE(S): W.S. 21-3-132; W.S. 6-8-104; W.S. 16-4-201 through 16-4-205

CROSS REFERENCE(S): 4341

ADMINISTRATIVE REGULATIONS: 4341-R Section 2, 3, 4, and 5

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)

## **4341-R Section 2, Personnel Authorized to Carry Concealed Firearms - Holster, Concealed Biometric Container, or Lockbox Requirements for Concealed Carry**

### **CONCEALED CARRY FIREARMS**

- Employees approved to conceal carry a firearm on school district property shall only conceal carry a firearm that has been approved and inspected by Board approved certified trainers per Policy 4341.
- Once an employee's concealed carry firearm is approved by the District, it shall be used in all live-fire training required by Policy 4341 and Administrative Regulation 4341-R, Section 4, Personnel Authorized to Carry Concealed Firearms – Training Requirements.
- The make and model of the concealed carry firearm approved for use shall be documented in the employee's application packet and certificate of training completion.
- Approved concealed carry firearms under this policy shall be concealable under everyday work clothing when holstered on the employee. Those approved to conceal carry shall demonstrate the ability to conceal an approved firearm during initial training to the satisfaction of Board approved certified trainers.
- The following are District guidelines and requirements for employees approved to conceal carry a firearm on school district property:
  - The District requires one of the following caliber of semiautomatic pistols: 9mm, .40 S&W, .380, or .45 acp.
  - The District requires double/single action, double-action, and striker-fired designs.
  - Single-action pistols designed for Condition 1 carry with external safety are acceptable.
  - The District recommends concealed carry firearms manufactured by Beretta, Colt, Glock, Smith & Wesson, Sig Sauer, or Springfield Armory.
  - If a proposed concealed carry firearm with a proven design from a reputable manufacturer does not meet any of these guidelines, the employee may submit the concealed carry firearm to Board approved certified trainers to consider as an approved concealed carry firearm for use.
  - The District recommends that employees carry at least one spare magazine in a concealed fashion.
- Approved concealed carry firearms shall not be modified from original factory specifications except for replacement of sights or grips.
- Approved concealed carry firearms must have a trigger guard.
- Employees approved to conceal carry are responsible for the care, cleaning, and inspection of their concealed carry firearm per the manufacturer's recommended cleaning and maintenance guidelines.

## **HOLSTER**

Employees approved to conceal carry shall only use a holster that has been approved and inspected by Board approved certified trainers per Policy 4341. A holster for use under this policy must meet the following requirements:

- **Retention:** The holster must provide security (retention) of the selected concealed carry firearm by means of a tensioning device, molded closure, tab, or strap. The holster may be tested by holding the holstered, fully loaded concealed carry firearm inverted. Once the holstered concealed carry firearm is inverted, it is shaken vigorously and must not fall free during the test.
- **Safety:** The holster must completely cover the trigger guard of the concealed carry firearm. Designs with push-button releases in the vicinity of the trigger guard are not acceptable.
- **Concealability:** The holstered concealed carry firearm must satisfy the requirements of “deep concealment.” For example, when concealed by everyday work clothing such as a jacket, vest, or sweater, the concealed carry firearm must not “print” on the outer garment or otherwise be identifiable as a firearm to a casual observer.
- **Accessibility:** The concealed carry firearm must be reasonably accessible. Rapid draw and presentation is a secondary priority to Retention, Safety, and Concealability, due to the circumstances of concealed carry and possible use in the schools.
- **Training:** For timed courses of fire in the WLEA Close Range Pistol Proficiency Course, an alternative duty-type belt holster may be utilized. Training will also utilize the holster approved for District use.

## **CHANGE ORDER**

- If an employee approved to conceal carry wants to change an approved holster or concealed carry firearm, they must have written approval by the District per 4341 Form, Personnel Authorized to Carry Concealed Firearms – Concealed Carry Firearm or Holster Change Order.
  - The employee must present the new item(s) for inspection and approval by Board approved certified trainers.
  - If the employee is applying for a change in concealed carry firearm, they must complete the WLEA Pistol Proficiency Course at or above the 80% standard required of law enforcement trainees.
- Concealed biometric containers or lockboxes will be provided by the District. Personal lockboxes will not be permitted per Policy 4341.

ADOPTION DATE:

LEGAL REFERENCE(S): W.S. 21-3-132; W.S. 6-8-104; W.S. 16-4-201 through 16-4-205

CROSS REFERENCE(S): 4341

ADMINISTRATIVE REGULATIONS: 4341-R Section 1, 3, 4, and 5

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)

## **4341-R Section 3, Personnel Authorized to Carry Concealed Firearms – Mandatory Drug and Alcohol Testing**

Campbell County School District recognizes that the influence and/or use of drugs, controlled substances, and/or alcohol is capable of threatening the safety, welfare, and well-being of students and employees and will not be tolerated. The possession, use, transfer and/or sale of alcohol and/or any drug while on duty or on school district property, are strictly prohibited. Being under the influence of alcohol and/or any drugs while on duty or otherwise contrary to the policies established herein is also strictly prohibited.

Drug and alcohol tests are required prior to approval for conceal carry. In addition, an employee who is approved to conceal carry a firearm shall be subject to additional drug and alcohol testing as follows:

- post-incident testing
- reasonable suspicion testing
- random basis testing

To maintain the health, safety, and well-being of students, employees, and the public, the District retains the right to randomly test for alcohol, and/or drugs all employees who are approved to carry concealed firearms.

An employee who applies to conceal carry a firearm shall consent to participate in the District's random drug and/or alcohol-testing program. Notice of the program will be made at the time of application. This regulation will be included with the application and receipt of the regulation documented.

### **REGULATION OVERVIEW**

The purpose of this regulation is to establish guidelines for mandatory drug and alcohol testing for all District employees approved to conceal carry. The procedures and circumstances under which alcohol and/or drug testing are to be conducted by the District are more specifically addressed and set forth herein.

Any person who refuses to participate or fails to comply with any step in the testing procedure for the use of alcohol and/or drugs will be subject to discipline according to District policies, including but not limited to Policy 4341. Any refusal to submit to a test shall be treated as a positive test which will result in the Superintendent or their designee immediately suspending concealed carry privileges of the employee.

### **Employee Post-Incident Testing**

Campbell County School District shall require an employee under their supervision to undergo drug and alcohol testing after an incident in which the employee uses his or her concealed carry firearm. Testing shall be completed as soon as possible but within no more than eight (8) hours.

## **Reasonable Suspicion Testing**

Any administrator or supervisor who has reasonable suspicion that an employee approved for concealed carry is displaying behaviors that may adversely affect job performance, safety, or the work environment will be required to submit to a drug and/or alcohol test. Common signs to be aware of for reasonable suspicion testing include, but are not limited to, the following: odor of alcohol on the body or breath, slurred speech, unsteady standing or walking, inability or difficulty completing routine tasks, disorientation or confusion, and erratic or unusual behavior.

## **Random Employee Testing**

An employee approved to conceal carry will be subjected to random drug and alcohol testing as a provision of Policy 4341.

## **ALCOHOL TESTING: AN OVERVIEW**

An employee approved to conceal carry will consent to alcohol tests on a random basis. The specific alcohol related conduct which prohibits performance of the employee's functions includes having a blood alcohol concentration of 0.01% or greater, using alcohol while in the performance of the employee's duties, performance of the employee's duties or function within four (4) hours after using alcohol, and refusing to submit to an alcohol test.

## **ALCOHOL TESTING PROCEDURES**

The District has adopted a zero-tolerance policy with regard to drugs and alcohol for those selected as an employee approved to conceal carry. The acceptable blood alcohol level is less than 0.01%.

All alcohol breath tests shall be conducted on an approved Evidential Breath-Testing device (EBT) by a trained Breath Alcohol Technician (BAT). EBT's shall be able to distinguish alcohol from acetone and shall be capable of testing an air blank before each collection of breath and performing an external calibration check. To be used in either screening or confirmation alcohol testing, an EBT shall have a quality assurance plan (QAP) developed by the manufacturer.

Breath alcohol testing will be conducted at a location that affords visual and audio privacy to the employee being tested to prevent unauthorized persons from seeing or hearing the test results. All necessary equipment, personnel, and materials for breath testing shall be provided at the location where testing is conducted. When the employee enters the alcohol testing location, the BAT will require said employee to provide positive identification. The BAT shall explain the testing procedure to the employee.

### Screening Test Procedure:

- The BAT shall complete Step 1 on the breath alcohol testing form. The employee shall then complete Step 2, signing the certification. Refusal by the employee to sign this certification shall be regarded as a refusal to take the test.
- An individually sealed mouthpiece shall be opened in view of the employee and BAT and attached to the EBT in accordance with the manufacturer's instructions.
- The BAT shall instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained. If the EBT provides a printed result but does not print the results directly onto the form, the BAT will show the employee the result displayed on the EBT. The BAT will then affix the test result printout to the breath test form in the designated space, using a method that provides clear evidence of removal.
- If the EBT prints the test results directly onto the form, the BAT shall show the employee the result displayed on the EBT.
- If the result of the screening test is an alcohol concentration of 0.01% or greater, a confirmation test shall be performed as provided herein.

### Confirmation Test Procedure:

- The confirmation test shall be conducted within twenty (20) minutes of the completion of the screening test. The BAT shall instruct the employee not to eat, drink, put any object or substance in his/her mouth, and to the extent possible, not belch during a waiting period before the confirmation test. This time period begins with the completion of the screening test and shall not be less than fifteen (15) minutes. The BAT shall explain to the employee the reason for the requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading) and the fact that it is for the employee's benefit. The BAT shall also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee has not complied with the instruction, the BAT shall so note in the "Remarks" section of the form.
- Before administering the confirmation test, the BAT shall ensure that the EBT registers 0.00 on an air blank. If the reading is greater than 0.00, they shall not proceed using that instrument. However, testing may proceed on another instrument.
- If the screening and confirmation test results are not identical, the confirmation test is deemed the result upon which any action under this policy shall be based.
- Following the completion of the test, the BAT and employee shall date and sign the certification form as described in the procedures for screening tests.
- The BAT shall transmit all results to the District in a confidential manner to the Superintendent or their designee.

Refusal by an employee to complete and sign the breath alcohol testing form (Step 2), to provide breath, to provide an adequate amount of breath, or otherwise to cooperate with the testing process in a way that prevents the completion of the test, shall be noted by the BAT in the "Remarks" section of the form. The testing process shall be terminated, and the BAT shall immediately notify the Superintendent or their designee. If an employee is unable or alleges that they are unable to provide an amount of breath sufficient to permit a valid breath test because of a medical condition, the BAT shall again instruct the employee to attempt to provide an adequate amount of breath. If the employee refuses to attempt, the BAT shall immediately inform the Superintendent or their designee. If the employee attempts and fails to provide an adequate amount of breath, the Superintendent or their designee shall proceed as follows:

- The Superintendent or their designee shall direct the employee to obtain, as soon as practical after the attempted test, an evaluation from a licensed physician who is acceptable to the Superintendent or their designee concerning the employee's medical ability or inability to provide an adequate amount of breath. If the physician determines in their reasonable medical judgment that a medical condition has, or with a high degree of probability could have, precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath shall not be deemed as a refusal to take a test, and an alternative test will be provided (ie, saliva or blood). If a licensed physician is unable to make such a determination, the employee's failure to provide an adequate amount of breath shall be regarded as a refusal.
- In the event the employee's confirmation test registers 0.01% or greater, the employee is subject to disciplinary action and immediate suspension of concealed carry privileges. The suspension will be forwarded to the Board for consideration and possible termination of concealed carry status.

## **DRUG TESTING: AN OVERVIEW**

An employee approved to conceal carry will consent to testing for drug use on a random basis. All drug test results are reviewed and interpreted by a medical review officer (MRO) before reported to District officials. Illicit drugs or controlled substances, including those controlled substances as defined by the Wyoming Controlled Substances Act, W.S. 35-7-1001 et seq., at threshold levels established by the National Institute on Drug Abuse (NIDA). Any unauthorized use of the drugs set forth herein is prohibited. Drug testing is conducted by analyzing an employee's urine specimen for the following drugs at the identified thresholds:

- Amphetamine (AMP) – 300 ng/ml
  - Methamphetamine
  - MDMA
  - MDA
  - MDEA
- Barbiturates (BAR)- 300 ng/ml
- Benzodiazepines (BZO)- 300 ng/ml
- Cocaine Metabolite (COC)- 300 ng/ml
- Marijuana Metabolite (THC)- 50 ng/ml

- Methadone (MTD) 300 ng/ml
- Methaqualone 300 ng/ml
- Opiate (OPI)- 300 ng/ml
  - Codeine
  - Morphine
  - Heroin
- Hydrocodone
- Hydromorphone
- Oxycodone (OXY)- 100 ng/ml
- Phencyclidine (PCP)- 25 ng/ml
- Propoxyphene (PPX)- 300ng/ml

## **DRUG TESTING PROCEDURES**

To ensure that the appropriate chain of custody and specimen control are maintained, the collection of urine specimens will proceed as follows:

- Upon the employee's arrival at the designated collection site, the collector will request the employee to provide positive identification. The employee will be required to complete a pretest information form, which serves as an identification document for the specimen collected. This form will request information regarding the employee's use of prescription and non-prescription drugs, which may affect the outcome of the test.
- The collector will be of the same sex as the employee when direct observation is required. The employee will be required to remove any unnecessary outer garments and to leave outside the collection area any purses, briefcases, or similar items. The employee will be required to wash and dry his hands before administering the test. The employee will remain in the presence of the collector and not have access to water fountains, faucets, soap dispensers, cleaning agents, or any other material, which could be used to falsify or adulterate the specimen. The donor will observe any transfer of the specimen from the collection container to another specimen bottle.
- The donor shall urinate into a collection container or a specimen bottle capable of holding at least 60 ml. The collection site person, in the presence of the donor, shall pour the collected urine into two specimen bottles. Thirty (30) ml shall be poured into one bottle, which is used as the primary specimen, and at least fifteen (15) ml shall be poured into the other bottle, to be used as the split specimen. Both bottles shall be shipped together in a single shipping container with the laboratory copy of the chain of custody.
- If the test result of the primary specimen is positive, the employee, at their own expense, may request that the Medical Review Officer (MRO) direct that the split specimen be tested in a different Department of Health and Human Services (DHHS)-certified laboratory for the presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if made within seventy-two (72) hours of the employee having been notified of a verified positive test result. When the MRO informs the laboratory in writing that the employee has requested a test of the split specimen, the laboratory

shall forward to a different DHHS-approved laboratory, the split specimen bottle, with seal intact, a copy of the MRO request, and the split specimen copy of the chain of custody form with appropriate chain of custody entries. The second laboratory shall transmit the result of the split specimen test to the MRO.

- If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the results, and report the cancellation and the reasons for it to the Superintendent or their designee, and the employee.
- Any employee required to submit a specimen pursuant to random employee testing shall be required to submit a urine sample. Employees, who do not produce an adequate specimen, within 3 hours, violate this policy, and they will be subject to discipline and immediate suspension of concealed carry privileges.
- The identification label(s) on the specimen bottle shall contain the date of collection, the name of the collection official, and the required identifying information. The employee providing the specimen shall initial the label on the specimen bottle, using initials corresponding with the name on the chain of custody form. The employee providing the specimen shall be asked to read and sign a certification statement certifying that the urine in the specimen bottles came from their body at the time of collection. Refusal to sign this statement will be noted on the certification statement form by the collector. Refusal to sign will be marked as a positive test.
- Upon notification by the drug program facilitator that an employee has failed to appear for their scheduled collection, the supervisor will discuss with the employee the reason(s) for failing to appear. If the employee provides a legitimate reason for failing to report, there will be no disciplinary action. If the employee does not provide a legitimate reason for failing to report, they will be subject to discipline and immediate suspension of concealed carry privileges.
- If an employee refuses to provide a specimen, the drug program facilitator and/or the employee's supervisor(s) shall advise the employee that refusal to provide a specimen will be subject to discipline and immediate suspension of concealed carry privileges.
- If an employee fails to provide a sufficient quantity of urine (i.e., at least sixty (60) ml), the drug program facilitator and/or the employee's supervisor will meet with the employee to see if they have a legitimate reason for not providing a sufficient specimen. If the employee has a legitimate reason, they will be required to take the drug test within twenty-four (24) hours. If the employee does not have a legitimate reason, they will be subject to discipline and immediate suspension of concealed carry privileges.

### **MANDATORY RANDOM TESTING**

To maintain the District's priority of assuring the safety, health, and well-being of students and employees, the District retains the right to randomly test for alcohol and/or drugs of all employees approved to conceal carry. The District requires that annually the number of random tests meets or exceeds fifty percent (50%) of the number of employees in the

random testing pool for drugs and twenty-five percent (25%) for alcohol. Random testing shall be conducted on at least a quarterly basis, but may, at the option of the Superintendent or their designee, be conducted more frequently (i.e., monthly, biweekly or weekly). The District shall select a method of random selection such as computer program or assigning code numbers to employees, etc.

- Random tests will be administered just before, during, or after an employee's work time. In the event an employee is unavailable for testing on the assigned date, they will be tested on the next day that random testing is provided.
- Employees must remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing.
- No advance warning will be given to employees regarding the dates and times of random testing.

ADOPTION DATE:

LEGAL REFERENCE(S): W.S. 21-3-132; W.S. 6-8-104; W.S. 16-4-201 through 16-4-205

CROSS REFERENCE(S): 4341

ADMINISTRATIVE REGULATIONS: 4341-R Section 1, 2, 4, and 5

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)

## **4341-R SECTION 4, PERSONNEL AUTHORIZED TO CARRY CONCEALED FIREARM - TRAINING REQUIREMENTS**

Employees conditionally approved by the Board to conceal carry firearms must successfully complete, no less than 56 hours of District approved training. Documentation of the completion must be provided to Human Resources and cover the following topics.

- A minimum of 32 hours of handgun training with live fire, including but not limited to:
  - Equipment selection, wear, use, and maintenance to ensure safety, retention of the firearm, and deep concealment.
  - Firearms safety, including specific safety features and functions of the selected concealed carry firearm.
  - Loading, reloading, unloading, and function checks under all conditions.
  - Stance, grip, draw and presentation of the concealed carry firearm from concealment, and proper trigger manipulation.
  - Use of ready positions.
  - Identification and proper use of cover and concealment.
  - Techniques for engaging multiple adversaries.
  - “Failure to stop” drills.
  - Weapon retention.
  - Weapon malfunctions and remedial action.
  - Extensive firing drills demonstrating practical accuracy at realistic ranges.
  - Completion of the Wyoming Law Enforcement Academy (WLEA) Close Range Pistol Proficiency Course at or above the 80% standard required of law enforcement trainees.
  - Moving while shooting and tactical procedural training.
  - Current laws defining lawful use of a firearm by a private citizen, including lawful self-defense, use of force by a private citizen, use of deadly force, transportation, and concealment.
- A minimum of 24 hours of scenario-based training using non-lethal training firearms systems such as Ultimate Training Munitions (UTM) or Simunitions, and live aggressor and noncombatant role-players. Scenarios must place individuals in the role of an armed school staff member facing an intruder in a variety of stressful situations requiring judgment, crisis decision-making, and demonstration of firearms and tactical skills developed in live-fire training. Scenarios must replicate as nearly as possible the mental, emotional, and physical stress of an actual encounter. The training will challenge participants in the following areas:

- Physiological and psychological effects of fear-induced stress.
- Use of verbal control techniques and de-escalation where appropriate
- No shoot/shoot training scenarios.
- Application of guidelines for the use of lethal force including suicidal individuals.
- Understanding of the events and conditions likely to exist in the event of an active shooter situation in the school.
- Effective interaction with other armed staff in the school, school resource officers, arriving law enforcement officers, and emergency medical first responders.
- Certified training in immediate lifesaving medical care for gunshot victims equivalent to the American College of Surgeons Stop the Bleed Training.

Failure by a participant to meet any training standard, after appropriate remedial training and retesting opportunities, will require a detailed report to the Armed Educator Committee, with a recommendation to the Board that approval for concealed carry be denied or withdrawn.

### **RECURRENT TRAINING REQUIREMENT**

Employees approved by the Board for concealed carry on school district property must complete District approved training on an annually recurring basis. The recurrent training shall consist of no less than 12 hours of live-fire training, and no less than 12 hours of scenario-based training according to Policy 4341, and must meet the course training requirements identified in this Administrative Regulation. Recurrent training will include Wyoming Law Enforcement Academy (WLEA) Close Range Pistol Proficiency Course with a score of 80% or better, and a review of evolving threats and developments in the field of school security. Documentation of successful completion of the recurrent training course must be provided to the Armed Educator Committee.

ADOPTION DATE:

LEGAL REFERENCE(S): W.S. 21-3-132; W.S. 6-8-104; W.S. 16-4-201 through 16-4-205

CROSS REFERENCE(S): 4341

ADMINISTRATIVE REGULATIONS: 4341-R Section 1, 2, 3, and 5

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)

## **4341-R, Section 5 Personnel Authorized to Carry - Ammunition Requirements**

All ammunition for concealed carry firearms while on school district property or in District-sponsored training will be approved by Board approved certified trainers. Selected ammunition must be tested for function and reliability in any concealed carry firearm authorized for use during initial and recurrent training.

Ammunition will be up-to-date from a current manufacturer; which includes, but is not limited to, the following manufacturers:

- Cor-Bon
- Federal
- Remington
- Hornady
- Speer
- Winchester

Ammunition approved for concealed carry on school district property will ONLY be ammunition that meets FBI standards for penetration.

**ADOPTION DATE:**

**LEGAL REFERENCE(S):** W.S. 21-3-132; 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, and 4

**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)

## 4341 Form Personnel Authorized to Carry Concealed Firearms - Application

The purpose of this form is to provide information to determine if the Board will authorize you to carry a concealed carry firearm on school district property pursuant to Policy 4341.

Name (Last, First, MI) \_\_\_\_\_ Date of Birth (MM-DD-YY) \_\_\_\_\_

Telephone Number (with area code) Hm: \_\_\_\_\_ Wk: \_\_\_\_\_ Cell: \_\_\_\_\_

School/Buildings Employed: \_\_\_\_\_ Position(s): \_\_\_\_\_

Years in District: \_\_\_\_\_ Supervisor(s): \_\_\_\_\_

Current Concealed Carry Wyoming Permit Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ (please provide a copy of permit with the application)

County Which Issued Current Permit: \_\_\_\_\_

Please answer the following:

	Yes	No
Are you under indictment in any court for a crime punishable by imprisonment?		
Have you been convicted in any court of a crime punishable by imprisonment?		
Have you been found guilty or pled nolo contendere to a crime of violence constituting a misdemeanor offense within the last ten (10) years?		
Are you currently, or have you ever been subject to a court order restraining you from harassing, stalking, threatening, or having any contact with any person including, but not limited to, your child or an intimate partner or child of such partner?		
Are you a fugitive from justice?		
Have you been convicted of a misdemeanor violation of the Wyoming Controlled Substances Act of 1971, W.S. 35-7-1001 through 35-7-1057 or similar laws of any other state or the United States relating to controlled substances within the 10-year period prior to the date of application?		
Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any controlled substance?		
Have you ever been adjudicated mentally defective or incompetent, or have you ever been committed to a mental institution?		
Have you ever been discharged from the Armed Forces under dishonorable discharge?		
Are you an alien illegally in the United States?		
Do you chronically or habitually use alcoholic liquor or malt beverages to the extent that your normal faculties are impaired?		
Have you ever been treated at a residential facility as a result of the use of alcohol within ten (10) years prior?		
Have you ever been treated at a facility for abuse of a controlled substance within ten (10) years prior?		
Do you suffer from any physical infirmity, which prevents the safe handling of a firearm?		

If you marked yes on any of the above questions, provide an explanation below. (Attach an additional sheet if necessary)



Please initial beside each statement below, stating you have read and understand each one:

- I understand that if approved, I will need to complete the training requirements for concealed carry as specified by Policy 4341 and Administrative Regulation 4341-R, Section 4.

\_\_\_\_\_  
Initial

- I understand that if approved, I will need to complete a psychological suitability exam and the Wyoming DFS Central Registry Screening with results provided to the District as specified in Policy 4341.

\_\_\_\_\_  
Initial

- I understand that if approved, I will need to complete a background screening with the Wyoming Department of Criminal Investigation (DCI) as specified in Policy 4341. This background screening provides an individual's criminal history.

\_\_\_\_\_  
Initial

- I have received, read, and agree to comply with Administrative Regulation 4341-R, Section 3 Mandatory Drug and Alcohol Testing

\_\_\_\_\_  
Initial

- I understand that participating in the concealed carry program for the District is voluntary.

\_\_\_\_\_  
Initial

- I understand that my application and any decisions made are held confidential.

\_\_\_\_\_  
Initial

- Do you plan to conceal your firearm in a concealed biometric container or lockbox?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Initial

Briefly explain why you wish to conceal carry for the District, and include any information that you may want the District to know in making its decision. Attach an additional sheet if necessary.

**Notarization Required** – Please initial and sign the following in the Superintendent’s Office:

- I execute this application under oath or affirmation and hereby attest that the above application is true and complete to the best of my knowledge. I understand that it is my responsibility to read, understand, and comply with Policy 4341. I further understand that the Board of Trustees of Campbell County School District may, in their sole and absolute discretion, deny my application for any reason or no reason. If the Board approves my application, I understand that the Board can suspend or revoke my application at any time, with or without cause.

\_\_\_\_\_  
Initial

- I acknowledge that I am submitting this application to carry a concealed firearm voluntarily and of my own free will. I understand that the decision to carry a concealed firearm is not required by the District, and I am not compelled to, or required to carry a concealed firearm, in order to perform my duties. By submitting this application, I understand that if my application is approved, I am taking full responsibility for my actions by carrying a concealed firearm on school district property. I understand that it is my obligation to fully comply with all federal, state, and local laws. In the event I act outside the scope of my duties, as authorized by this policy; I hereby, for myself, my heirs, and representatives, release, indemnify, and hold harmless Campbell County School District, its current and former trustees, board members, officers, employees, agents, attorneys, and officers in the event of any claims, complaints, lawsuits, losses, damages, and judgments of

any kind which arise out of my use, carrying, or firing of a concealed carry firearm pursuant to the approval by the Board of my application. This indemnification provision includes all costs, expenses, and attorney's fees incurred to defend such claims.

\_\_\_\_\_  
Initial

- I understand I will not at any time (whether during or after the process of applying to conceal carry on school district property and irrespective of whether my application is approved or rejected) retain, use disclose, divulge, reveal, communicate, share, transfer or provide to any third party not connected to the District Concealed Carry program any information concerning the identity, location or number of those involved in the Concealed Carry program in the District, or any information concerning the Concealed Carry program that has not been made public without the prior written authorization of the Board. A violation of this paragraph will result in disciplinary action.

\_\_\_\_\_  
Initial

- I certify that I have read and understand the contents of Policy 4341 and all applicable administrative regulations, including 4341-R Section 3, "Mandatory Drug and Alcohol Testing Regulation." I understand that by signing this application, I agree to abide by the terms and conditions of the District's drug-testing program for employees who conceal carry a firearm. I consent to the District, and their agents and representatives, collecting breath, saliva, blood, or urine samples from me for purposes of testing for drugs and/or alcohol use. I authorize the District to conduct random drug and alcohol tests on my breath, saliva, blood, or urine at any time as long as I am authorized to carry a concealed firearm pursuant to Policy 4341. I also authorize the release of information concerning the results of a test to my administrator(s), Armed Educator Committee, Human Resources Department, and the contracted testing/consulting service.

\_\_\_\_\_  
Initial

Nothing herein is intended to limit or prevent the 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 concealed carry firearm. To the extent an employee uses a concealed carry firearm 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.

\_\_\_\_\_  
Applicant Signature

Date \_\_\_\_\_

STATE OF WYOMING )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to under oath or affirmed before me by \_\_\_\_\_  
(Applicant)  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

WITNESS my hand and official seal.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**\*SUBMIT COMPLETED APPLICATION TO CCSD SUPERINTENDENT'S OFFICE\***

Please provide:

\_\_\_\_\_  
Concealed Carry Firearm Make

\_\_\_\_\_  
Model

\_\_\_\_\_  
Ammunition

\_\_\_\_\_  
Holster Description

\_\_\_\_ I plan to use both a concealed biometric container or lock box and a holster.

Location of concealed biometric container \_\_\_\_\_ or N/A

*For Office Use Only*

---

Final approval with Campbell County School District Board of Trustees:

A Campbell County School District Application to Carry Concealed Firearm on School District Property for the above-mentioned employee has been:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Superintendent of Schools: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

Board of Trustees Chair: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

## 4341 Form Personnel Authorized to Carry Concealed Firearms - Application (For Office Use Only)

- Applicant Name: \_\_\_\_\_
- Application received by the Superintendent's Office: \_\_\_\_\_  
Date Initial

- Applicant has provided a copy of a (current) valid Wyoming concealed firearm permit, and documentation is on file with Campbell County School District, verified by the Gillette Police Department or Campbell County Sheriff's Department on:

\_\_\_\_\_  
Date Initial

- The Superintendent, or their designee, consults with applicant's direct supervisor(s):

\_\_\_\_\_  
Date Initial

Comments:

Moves Forward	Denied

- Applicant is approved for the Wyoming DFS Central Registry Screening:

\_\_\_\_\_  
Date Initial

- Wyoming DFS Central Registry Results Received:

\_\_\_\_\_  
Date Initial

Moves Forward	Denied

- Applicant is approved for the Wyoming Department of Criminal (DCI) background screening:

\_\_\_\_\_  
Date Initial

- Wyoming (DCI) Background Results Received:

\_\_\_\_\_  
Date Initial

Moves Forward	Denied

- Applicant's request to carry reviewed by the Armed Educator Committee:

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Initial

Moves Forward	Denied

- Applicant completed the verbal interview:

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Initial

Moves Forward	Denied

- Applicant completed an initial drug and alcohol test:

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Initial

Test	Pass	Fail
Drug		
Alcohol		

- Applicant is approved for concealed carry psychological suitability exam:

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Initial

- Applicant's psychological suitability exam results received:

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Initial

Moves Forward	Denied

- Armed Educator Committee's final recommendation to Board:

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Initial

Moves Forward	Denied

- Applicant is Board approved for concealed carry initial training:

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Initial

- Applicant has provided documentation for the following:

- Concealed carry firearm/holster approved by armorer or certified trainer:

\_\_\_\_\_      \_\_\_\_\_  
Date                  Initial

- Concealed carry initial training successfully completed:

\_\_\_\_\_      \_\_\_\_\_  
Date                  Initial

- Additional required training successfully completed:

\_\_\_\_\_      \_\_\_\_\_  
Date                  Initial

<b>Moves Forward</b>	<b>Denied</b>

- Public Notification per Statute:

\_\_\_\_\_                  \_\_\_\_\_  
Date                          Initial

**4341 Form, Personnel Authorized to Carry Concealed Firearms –  
Concealed Carry Firearm or Holster Change Order**

I, \_\_\_\_\_, issue this change order to change my concealed carry firearm and/or holster.

\_\_\_\_ I request to change my concealed carry firearm.

Make: \_\_\_\_\_ Caliber: \_\_\_\_\_

Ammunition: \_\_\_\_\_

Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

\_\_\_\_ I request to change my holster.

\_\_\_\_ I request to add an additional holster.

New holster description: \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

After the Armed Educator Committee reviews the concealed carry firearm or holster change, the Employee Authorized to Carry shall meet with Board approved certified trainers to have the new concealed carry firearm and/or holster inspected and approved.

Pursuant to Policy 4341 and Administrative Regulation 4341-R Section 4, when requesting a concealed carry firearm change, an Employee Authorized to Carry must retest and provide a proficiency score of 80% or greater on the WLEA Close Range Pistol Proficiency Course.

The Employee Authorized to Carry shall submit to the Superintendent or their designee, documentation of inspection and condition of the new concealed carry firearm and/or holster and successful completion of the WLEA Close Range Pistol Proficiency Course with a score of 80% or higher. The change of the concealed carry firearm and/or holster shall be effective immediately upon completion of all the above requirements. The Superintendent or their designee shall inform the Board of the approved change order.

Reviewed by Armed Educator Committee: \_\_\_\_\_

Date

**4341-R Form, Personnel Authorized to Carry Concealed Carry Firearms –  
Recurrent Concealed Carry Training Verification Log**

Name: \_\_\_\_\_

Record of provided documentation of successful completion of annually recurring training for Concealed Carry as defined in Policy 4341 and Administrative Regulation 4341-R, Section 4 (Training Requirements) is on file with the District.

\_\_\_\_\_  
Date Human Resources Manager Signature

\_\_\_\_\_  
Date Human Resources Manager Signature

\_\_\_\_\_  
Date Human Resources Manager Signature

Record of provided documentation of inspection and condition of concealed carry firearm from a certified trainer is on file with the District.

\_\_\_\_\_  
Date Human Resources Manager Signature

\_\_\_\_\_  
Date Human Resources Manager Signature

\_\_\_\_\_  
Date Human Resources Manager Signature

Record of 4341 Form, Personnel Authorized to Carry Concealed Firearms – Concealed Carry Firearm or Holster Change Order is on file with the District.

\_\_\_\_\_  
Date Human Resources Manager Signature

Inspection of concealed carry firearm and/or holster by a certified trainer.

\_\_\_\_\_  
Date Human Resources Manager Signature

Record of current certification of lifesaving medical care for gunshot victims is on file with the District.

\_\_\_\_\_  
Date Human Resources Manager Signature