

**RULES
OF
THE TENNESSEE PEACE OFFICER STANDARDS
AND TRAINING COMMISSION**

**CHAPTER 1110-05
FORMS AND DOCUMENTS**

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1110-05-.01 Forms Required for Peace Officer Certification

1110-05-.01 FORMS REQUIRED FOR PEACE OFFICER CERTIFICATION. Peace officers required to be certified shall submit forms and documents in accordance with this rule. Heads of law enforcement agencies shall ensure the timely submission of forms and documents required hereby.

- (1) Law Enforcement Officers Required to be Certified. Law Enforcement officers required to be certified shall complete and deliver to the Commission the following forms and documents not later than the end of the first day on which their employment as a law enforcement officer commences. Delivery may be by hand at the Commission office or by deposit in regular mail, but must be postmarked no later than the last day before the first day of employment. No law enforcement officer shall be employed unless such forms and documents are submitted in compliance with this rule.

- (a) POST - 1. Application for Certification and Law Enforcement agency verification. Copies of: federal or state government issued document proving applicant is at least eighteen (18) years of age; federal or state government issued document proving U. S. citizenship; the applicant's high school diploma proving applicant is a high school graduate or equivalent; and any military discharge records. This form and these documents establish that pre-employment requirements have been met prior to the commencement of employment.

Supplement A to POST - 1 Confirmation of Psychological Evaluation. (All officers must have had a psychological prior to employment. If officer has had a previous psychological, it shall be the employing agency's responsibility to provide proof of past evaluation or may submit a current psychological evaluation.)

Supplement B to POST - 1 Confirmation of Medical Examination. (All newly employed officers must submit a Confirmation of Medical Examination dated no later than twelve (12) months prior to employment.)

- (b) Fingerprint Form. Two fully completed FD 258 **Applicant Fingerprint Cards** (white cards with blue printing) containing the Department's ORI number should be attached to the Application for Certification (POST - 1). **Do Not Send Fingerprints To The Tennessee Bureau Of Investigation.** The POST Commission office will forward fingerprint cards to the TBI.
 - (c) An application for the Basic Law Enforcement School must accompany the Application for Certification for all newly employed uncertified officers. (The local established academies should continue the present practice of submitting all Applications for Certification when officers complete their Basic Law Enforcement School.)
 - (d) All officers employed after July 1, 1983, must meet the pre-employment requirements including the Application for Certification, Confirmation of Psychological Evaluation, Physical Examination and fingerprints.

(Rule 1110-05-.01, continued)

- (2) POST - 2 Change of Status. This form shall be submitted to the Commission office immediately upon an officer's separation or immediately upon status change that will exceed thirty (30) days. Such changes shall include the following:
- (a) Extended medical leave.
 - (b) Any other leave of absence.
 - (c) Name change.
 - (d) Suspension.
 - (e) Change to duties and/or job description no longer meeting definition of "full-time" law enforcement officer.
- (3) Data Retained by Law Enforcement Agency. The following data and information must be on file in the law enforcement agency and available for inspection and audit by any members of the Commission or its designated representatives.
- (a) Birth verification.
 - (b) Proof of citizenship.
 - (c) Copy of high school diploma or GED certificate.
 - (d) Background investigation report.
 - (e) Copy of Application for Certification.
 - (f) Copy of Confirmation of Psychological Evaluation and original confidential psychological evaluation report.
 - (g) Copy of Confirmation of Physical Examination.
 - (h) Copies of all Military DD-214s, DD-215s and DD-873s (if applicable).
- (4) In-Service Training Forms: In-service training forms will be provided to the agency. These forms may be duplicated as needed. The following form will be used to record the POST approved forty-hour annual in-service training conducted by the agency's POST approved in-service training officers:

FORM NUMBER

NAME OF FORM

- | | | |
|-----|----------------------------------|---|
| (a) | Application for Training Officer | |
| (b) | POST/LP/1 | Lesson Plan |
| (c) | POST/LP/2 | Lesson Plan |
| (d) | POST/LP/3 | Lesson Plan |
| (e) | POST/LP/4 | Lesson Plan |
| (f) | POST/LP/5 | Lesson Plan |
| (g) | POST/IST/1 | In-Service Training Roster |
| (h) | POST/IST/2 | In-Service Training Firearms |
| (i) | POST/IST/3 | In-Service Training Attendance Roster |
| (j) | POST/IST/4 | Specialized Training Substitution |
| (k) | POST/IST/5 | In-Service Curriculum (Schedule) |
| (l) | POST/IST/7 | Request for College/University Law Enforcement Course to be Considered Toward Meeting POST Forty-Hour In-Service Training Requirement |
| (m) | POST/IST/8 | Test Answer Sheet |

- (5) Law Enforcement Instructor Certification Forms: Forms will be provided by the agency. These forms may be duplicated as needed. The following forms will be used to process documentation for the POST approved General, General Departmental, and Specialized Instructor:

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|-----|-----------|--|
| (a) | POST/PI/1 | Application for Instructor Certification (2 pages) |
| (b) | POST/PI/2 | Change of Status - Law Enforcement Instructor |

(Rule 1110-05-.01, continued)

- (6) Salary Supplement Request Forms: Forms will be provided to the agency. These forms may be duplicated as needed. The following forms will be used to process salary supplement requests:

- (a) SNF-0931 Salary Supplement Request
- (b) SNF-0930 Salary Supplement Report Roster

Authority: T.C.A. §§38-8-104, 38-8-106, 38-8-107, 38-8-108, and 38-8-111. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed September 24, 1986; effective December 29, 1986. Amendment filed November 13, 1989; effective February 28, 1990. Amendment filed August 4, 1992; effective November 29, 1992. Amendment filed April 19, 2002; effective August 28, 2002. Amendment filed October 2, 2006; effective February 28, 2007. Amendment filed March 11, 2011; effective June 9, 2011.