

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

**CHAPTER 1110-03  
CURRICULA AND COURSE OF INSTRUCTION**

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**1110-03-.01 COURSE OF INSTRUCTION.**

- (1) Basic Course. The Commission shall approve a program of instruction comprising fundamental law enforcement skills and knowledge which shall be designated as the Basic Law Enforcement Course.
  - (a) Length. The Basic Law Enforcement Course shall include a minimum of four hundred eighty-eight (488) hours of instruction and study.
  - (b) Format. The Basic Law Enforcement Course shall have a curriculum format that contains the following elements:
    1. Each topic of instruction to be taught shall have specifically defined training objectives.
    2. Each topic of instruction to be taught shall be defined in a scope. The scope shall broadly describe the key teaching points that are to be covered.
    3. Each topic of instruction to be taught shall be assigned a minimum amount of time.
  - (c) Instructional Methods. The Basic Law Enforcement Course shall employ performance oriented instructional methods that help ensure successful achievement of the established training objectives.
  - (d) Administration. The Basic Law Enforcement Course shall be administered by a school certified by the Commission.
  - (e) Eligibility for Admission. Any officer shall be eligible for admission to the Basic Law Enforcement Course who has met the pre-employment requirements herein established.
  - (f) Testing for Basic Law Enforcement Course. Each Academy shall develop a system of testing which relates to training objectives.
  - (g) Certificate of Successful Completion. Each approved Academy shall issue to law enforcement officers a certificate suitable as evidence thereof.

(Rule 1110-03-.01, continued)

**Authority:** T.C.A. § 38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed January 6, 1989; effective May 1, 1989. Amendment filed April 19, 2002; effective August 28, 2002. Amendments filed January 7, 2021; effective April 7, 2021. Amendments filed September 3, 2021; effective December 2, 2021.

#### **1110-03-.02 SCHOOL CERTIFICATION.**

- (1) Other Courses. The Commission shall approve other courses of study or instruction as it may deem necessary to accomplish its objectives which may include, but is not limited to, the following:
  - (a) Advanced Courses;
  - (b) Specialized Courses; and
  - (c) In-service Courses.

**Authority:** T.C.A. § 38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendments filed September 3, 2021; effective December 2, 2021.

#### **1110-03-.03 CERTIFICATION FOR GENERAL LAW ENFORCEMENT INSTRUCTORS.**

- (1) Full-time or part-time General Law Enforcement Instructor Certification. The Commission requires certification of any person employed, appointed, or designated as a full-time or part-time Law Enforcement Instructor involved in teaching the Commission-approved Basic Law Enforcement Course.
- (2) To qualify for certification as a General Law Enforcement Instructor, the following requirements shall be met:
  - (a) Competency Requirements. An applicant shall possess the following training competencies which will be determined by the director of the training academy:
    1. Possession of knowledge, skills, and abilities in all assigned areas;
    2. Ability to organize materials in written form (lesson plans) for teaching; and
    3. Presentation of knowledge and skills.
  - (b) Certification Requirements.
    1. An applicant shall have at least five (5) years of experience as a full-time law enforcement officer. One (1) year of college credit in the area of criminal justice may be substituted for one (1) year of law enforcement experience but shall not exceed two (2) years of substitution.
    2. An applicant shall successfully complete a forty (40) hour law enforcement instructor development program approved by the Commission prior to application.
    3. An applicant shall be a Certified Officer or possess the equivalent in state or federal law enforcement experience.
    4. The Commission may approve exceptions to these requirements for a subject matter expert.

(Rule 1110-03-.03, continued)

5. Any General Law Enforcement Instructor, who was certified as a General Law Enforcement Instructor prior to June 17, 2010, shall not be required to be a Certified Officer or possess the equivalent in state or federal law enforcement experience.
- (c) Application for Certification. Persons seeking certification shall:
1. Submit an application in such form as the Commission may require; and
  2. Submit all supporting materials, certificates, and other requirements as the Commission may require.
- (3) General Law Enforcement Instructor Certification is limited to officers employed full-time by an academy presenting a Basic Law Enforcement Course.

**Authority:** T.C.A. §§ 38-8-104, 38-8-105, and 38-8-106. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Repeal and new rule filed January 28, 1986; effective April 15, 1986. Amendment filed September 17, 1987; effective December 29, 1987. Amendment filed August 4, 1992; effective November 29, 1992. Amendment filed April 19, 2002; effective August 28, 2002. Amendment filed March 18, 2010; effective June 16, 2010. Amendments filed January 7, 2021; effective April 7, 2021.

#### **1110-03-.04 CERTIFICATION FOR SPECIALIZED LAW ENFORCEMENT INSTRUCTORS.**

- (1) Specialized Law Enforcement Instructor Certification. Those instructors, full-time or part-time, who instruct in basic courses, specialized schools, in-service training programs, or other approved training programs and who desire to obtain certification in specialized areas of instruction shall meet the following requirements:
- (a) Requirements for Specialized Law Enforcement Instructor Certification.
1. An applicant shall have at least five (5) years of experience as a full-time law enforcement officer or an equivalent combination of education and experience as determined by the Commission.
  2. An applicant shall successfully complete a forty (40) hour law enforcement instructor development program and/or any equivalent combination of education and experience as determined by the appointing authority and approved by the Commission.
  3. An applicant shall have successfully completed a minimum of forty (40) hours of certified training in the specialized area having been approved by the Commission.
  4. The Commission may approve exceptions to these requirements.
- (b) Application for Certification.
1. Persons seeking certification shall submit applications to become Specialized Law Enforcement Instructors in such form as the Commission may require.
  2. An applicant shall submit a complete lesson plan in the specialized area.
  3. An applicant shall submit a Certificate of Completion of a forty (40) hour instructor development course.

(Rule 1110-03-.04, continued)

4. An applicant shall submit a Certificate of Training in the Specialized Area(s).
- (2) General Departmental Instructor Certification. This certification shall be limited to those Training Officers designated as the General Departmental Instructor for their department. Departments are not limited to one Training Officer; however, one Training Officer from each department shall be designated as a General Departmental Instructor and is exempt from the written forty (40) hour in-service training test.
  - (a) Requirements for Certification.
    1. An applicant shall have at least five (5) years of experience as a full-time law enforcement officer. One (1) year of college credit in the area of criminal justice may be substituted for one (1) year of law enforcement experience but shall not exceed two (2) years of substitution.
    2. An applicant shall successfully complete a forty (40) hour instructor development program approved by the Commission.
    3. An applicant shall have at least one (1) year of experience as a departmental Training Officer.
    4. An applicant shall complete a General Departmental Instructor Course approved by the Commission.
    5. The Commission may approve exceptions to these requirements.
  - (b) Application for Certification.
    1. Persons seeking certification shall submit an application to become a General Departmental Instructor in such form as the Commission may require.
    2. An applicant shall submit a letter from his employing agency head on departmental letterhead which designates him as the General Departmental Instructor for the department.
    3. An applicant shall submit a Certificate of Completion of a forty (40) hour instructor development course.

**Authority:** T.C.A. § 38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed January 6, 1989; effective May 1, 1989. Amendment filed August 4, 1992; effective November 29, 1992. Amendment filed October 25, 1993; effective March 1, 1994. Amendment filed October 2, 2006; effective February 28, 2007. Amendment filed March 18, 2010; effective June 16, 2010. Amendments filed January 7, 2021; effective April 7, 2021.

#### **1110-03-.05 REVOCATION OF INSTRUCTOR CERTIFICATION.**

- (1) Revocation of an instructor certification will be considered by the Commission for the following reasons:
  - (a) An instructor failed to properly prepare and deliver adequate instruction;
  - (b) An instructor falsified or omitted information required on the application for certification or on the supporting document; or
  - (c) An instructor is no longer a certified officer or an approved subject matter expert.

(Rule 1110-03-.05, continued)

**Authority:** T.C.A. § 38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed January 6, 1989; effective May 1, 1989. Amendment filed March 18, 2010; effective June 16, 2010. Amendments filed January 7, 2021; effective April 7, 2021.

#### **1110-03-.06 REVOCATION PROCEDURE AND HEARING.**

- (1) Notice of Instructor Suspension or Revocation. The Commission shall serve notice, within ten (10) days of suspending or revoking certification, or as soon as is reasonably practicable, upon the instructor and upon the law enforcement agency employing said instructor. The notice shall specify the action taken and remedies available. The Commission shall stay final action until the period for requesting a hearing expires.
- (2) All Certified Officers and Instructors shall ensure their current addresses and contact information are on file with the Commission.
- (3) Notice for Final Action. The Commission shall notify the instructor and the law enforcement agency involved of the final action regarding suspension or revocation.
- (4) Suspension or Revocation Hearing. Any instructor whose certification has been suspended or revoked may request, within thirty (30) days of receipt of notice served by the Commission, a hearing which shall be granted by the Commission. Upon receipt of such request, the Commission shall set a date, time, and place for hearing as soon as is reasonably practicable and serve notice upon the affected instructor. The instructor may appear, present information relevant to the proceedings, question those presenting information, and be represented by counsel. In the absence of a request for hearing, the suspension or revocation shall, without further proceedings, become final thirty (30) days after the initial notice called for in this rule.
  - (a) Hearing Committee. The disciplinary sub-committee shall serve as the Commission's authorized representative for conducting preliminary hearings.
  - (b) Formal Commission Review. In the event of an adverse decision at the disciplinary sub-committee, any affected instructor may, within thirty (30) days of the initial decision, request a formal Commission review.
  - (c) Final Decision After Request for Hearing. The Commission shall render a final decision within thirty (30) days, or as soon as is reasonably practicable.
- (5) Judicial Review. All appeals from the Commission's final decision shall be to Chancery Court and governed by the relevant portions of the Uniform Administrative Procedures Act in T.C.A. §§ 4-5-301 to -502.

**Authority:** T.C.A. § 38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed March 18, 2010; effective June 16, 2010. Amendments filed January 7, 2021; effective April 7, 2021.

#### **1110-03-.07 AUTOMATIC EXPIRATION OF INSTRUCTOR CERTIFICATION.**

- (1) An instructor's certification shall automatically expire if the instructor does not instruct for two (2) years.
- (2) The General Law Enforcement Instructor and General Departmental Instructor Certifications shall expire effective immediately upon termination of employment.

**Authority:** T.C.A. §§ 38-8-107 and 38-8-111. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed August 4, 1992; effective November 29, 1992. Amendments filed January 7, 2021; effective April 7, 2021.

**1110-03-.08 RESERVED.**

**Authority:** T.C.A. §§ 38-8-107 and 38-8-111. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed August 4, 1992; effective November 29, 1992. Amendments filed January 7, 2021; effective April 7, 2021.

**1110-03-.09 TRAINING GUIDELINES FOR OPERATION OF SPEED MEASURING DEVICES.**

- (1) Law enforcement officers shall receive training from a Certified Specialized Law Enforcement Instructor on use of speed measurement devices. This training shall meet National Highway Traffic Safety Administration ("NHTSA") minimum standards found in the Speed Measuring Device Operator Training Course Management Guide (most current version) for speed measuring devices and shall be completed prior to any testimony in a judicial or administrative proceeding.

**Authority:** T.C.A. §§ 24-7-124 and 38-8-104. **Administrative History:** Original rule filed March 11, 2011; effective June 9, 2011. Amendments filed January 7, 2021; effective April 7, 2021.

**1110-03-.10 TRANSITION SCHOOL.**

- (1) Transition School shall be a program of instruction comprising fundamental law enforcement skills and knowledge.
  - (a) Length. The Transition School shall be a minimum of three (3) weeks in length and include a minimum of one hundred twenty (120) hours of instruction and study.
  - (b) Format. The Transition School shall have a curriculum format that contains the following elements:
    1. Each topic of instruction to be taught shall have specifically defined training objectives;
    2. Each topic of instruction to be taught shall be defined in a scope. The scope shall broadly describe the key teaching points that are to be covered; and
    3. Each topic of instruction to be taught shall be assigned a minimum amount of time.
  - (c) Instructional Methods. The Transition School shall employ performance oriented instructional methods that help ensure successful achievement of the established training objectives.
  - (d) Administration. The Transition School shall be administered by TLETA.
  - (e) Eligibility for Admission. Any officer shall be eligible for admission to the Transition School who:
    1. Has met pre-employment requirements herein established; and
    2. Falls within the categories requiring attendance in Tenn. Comp. R. & Regs. 1110-02-.03.
  - (f) Testing for Transition School. TLETA shall develop a system of testing which relates to the training objectives.

(Rule 1110-03-.10, continued)

- (g) Certificate of Successful Completion. TLETA shall issue to law enforcement officers who successfully complete Transition School a certificate suitable as evidence thereof.
- (2) Approved Departmental Lateral Schools shall be deemed equivalent to the Transition School.

**Authority:** T.C.A. § 38-8-104. **Administrative History:** Original rule filed March 11, 2011; effective June 9, 2011. Amendments filed January 7, 2021; effective April 7, 2021.