

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

**CHAPTER 1110-04
IN-SERVICE TRAINING REQUIREMENTS**

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1110-04-.01 LENGTH OF TRAINING.

- (1) All law enforcement officers except those who have attended the Basic Law Enforcement Course within the calendar year shall participate in a Commission-approved forty (40) hour in-service training session each calendar year. Only certified full-time law enforcement officers who successfully complete the forty (40) hour in-service training session are eligible to receive supplement pay, provided their agency is in compliance with minimum standards.
- (2) Certified or recognized courses shall be at least forty (40) hours in duration and established by the department or agency to meet educational requirements appropriate for the officer's position and responsibilities in accordance with course curriculum requirements set forth in Tenn. Comp. R. & Regs. 1110-04-.05.
- (3) All law enforcement officers who fail to complete the annual forty (40) hour in-service training session shall refer to Tenn. Comp. R. & Regs. 1110-09.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed August 4, 1992; effective November 29, 1992. Amendment filed April 19, 2002; effective August 28, 2002. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-.02 RESERVED.

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

1110-04-.03 APPOINTMENT OF TRAINING OFFICER.

- (1) Effective January 1, 1994, each law enforcement agency shall designate one (1) Training Officer who meets the Commission standards for General Departmental Instructor certification. The General Departmental Instructor is responsible for coordinating in-service training programs and developing lesson plans, goals and objectives. The General Departmental Instructor may also be required to instruct in more than one subject area. All Training Officers, including a General Departmental Instructor, shall attend a Commission workshop at a time and place determined by the Commission and/or the Tennessee Law Enforcement Training Officer Association as part of their annual in-service training requirement for Training Officer.

(Rule 1110-04-.03, continued)

- (2) Effective January 1, 1994, all Training Officers who are designated as the General Departmental Instructor pursuant to this chapter shall apply for and be certified as General Departmental Instructor as defined in Tenn. Comp. R. & Regs. 1110-03-.04.
- (3) Prior to January 1, 1994, those Training Officers who have performed the essential duties and functions of a General Departmental Instructor as defined by this chapter shall be exempt from the Instructor Development training requirement as stated in Tenn. Comp. R. & Regs. 1110-03-.04.

Authority: T.C.A. §§ 38-8-104 and 38-8-111. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed August 4, 1992; effective November 29, 1992. Amendment filed October 25, 1993; effective March 1, 1994. Amendment filed April 19, 2002; effective August 28, 2002. Amendment filed October 2, 2006; effective February 28, 2007. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-.04 APPOINTMENT OF INSTRUCTORS.

- (1) Instructors used for in-service training sessions shall be approved by the General Departmental Instructor and shall possess the appropriate experience and training.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed October 25, 1993; effective March 1, 1994. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-.05 COURSE CURRICULUM REQUIREMENTS.

- (1) Course curriculums shall be based on a needs survey of the area served and courses required by the Commission. All curricula shall be prepared on Commission-approved Lesson Plan Forms and kept on file at the submitting agency subject to review by the Commission. The scope and lesson objectives for all courses to be taught, along with a letter from the Department head requesting approval of the curriculums, shall be submitted to the Commission for review and approval prior to the commencement of training. A copy of the schedule, the dates and location of training, the date of testing, and a copy of the test instrument and answers shall be submitted to the Commission for approval. The courses shall be targeted or directly steered toward law enforcement techniques and practices.
- (2) Along with the curriculum, the agency shall submit individual course statements that include:
 - (a) Course objectives;
 - (b) An outline of course content;
 - (c) A list of teaching aids or materials, including all audio-visual supplements to instruction; and
 - (d) A list of instructors with brief descriptions of their qualifications to teach the course.
- (3) The Commission requires the teaching of certain subjects. Since the mandatory hours and subjects may be changed from year-to-year, departments will be notified prior to December 1 each year of the subject areas and the required number of hours. It is incumbent upon the departmental administrator and/or Training Officers to monitor official federal, state, and local guidelines; ordinances or related directives; and Commission correspondence for appropriate action.
- (4) Statutory Mandated Training Requirements

(Rule 1110-04-.05, continued)

- (a) Child Sexual Abuse In-Service Training Requirement: Training in the detection of child sexual abuse and in the proper action that should be taken in a suspected case of child sexual abuse must be included as a part of the annual in-service training requirement. This training is mandatory for a law enforcement officer to be eligible for the salary supplement authorized in T.C.A. § 38-8-111, pursuant to T.C.A. § 37-1-603(b)(4)(A)(ii).
 - (b) Emergency Vehicle Operation Training: Training in emergency vehicle operations must be included as a part of the annual in-service training requirement. This training is mandatory for a law enforcement officer to be eligible for the salary supplement authorized in T.C.A. § 38-8-111, pursuant to T.C.A. § 55-8-194.
 - (c) Mental Health Training: Training in mental health related matters must be included as part of the annual in-service requirement. This training is mandatory for a law enforcement officer to be eligible for the salary supplement authorized in T.C.A. § 38-8-111, pursuant to T.C.A. § 38-8-119.
 - (d) Each in-service training session shall include firearms training requalification with service handguns and any other firearm authorized by the officer's department. Each training session must be at least eight (8) hours in duration. Each trainee must obtain a score of seventy-five percent (75%) or more to qualify. This training is mandatory for a law enforcement officer to be eligible for the salary supplement authorized in T.C.A. § 38-8-111, pursuant to T.C.A. § 38-8-104.
- (5) Other Mandated Training Requirements
- (a) In 2022, at least ten (10) hours in the following areas must be included as part of the annual in-service training requirement. This training is mandatory for law enforcement officers to be eligible for the salary supplement authorized in T.C.A. § 38-8-111, pursuant to paragraph (3) above. For 2022, the ten (10) hours of training shall be allocated as follows:
 - 1. Two (2) hours in de-escalation and duty to intervene;
 - 2. Two (2) hours in public assembly interaction;
 - 3. Two (2) hours in officer wellness; and
 - 4. Four (4) hours in community involvement.
 - (b) In 2023, at least five (5) hours in the following areas must be included as part of the annual in-service training requirement. This training is mandatory for law enforcement officers to be eligible for the salary supplement authorized in T.C.A. § 38-8-111, pursuant to paragraph (3) above. For 2023, the five (5) hours of training shall be allocated as follows:
 - 1. One (1) hour in de-escalation and duty to intervene;
 - 2. One (1) hour in public assembly interaction;
 - 3. One (1) hour in officer wellness; and
 - 4. Two (2) hours in community involvement.
 - (c) For an agency's officers whose regular duties are to perform as undercover agents, community involvement training will not be required as part of the annual in-service

(Rule 1110-04-.05, continued)

training requirement in 2022 and 2023. Officers who serve as undercover agents will remain eligible to receive the salary supplement authorized in T.C.A. § 38-8-111.

- (d) No test will be required as part of community involvement training and the training will be administered similarly to the way specialized schools are evaluated for in-service training under Tenn. Comp. R. & Reg. 1110-04-.09.
- (e) On January 1, 2024, the requirements for annual in-service training in other mandated training will expire and will no longer be required for future in-service training, unless otherwise provided for or adopted in rule by the Commission.
- (f) By the end of 2024, all in-service training requirements will be reviewed for applicability and efficacy, and a recommendation will be made regarding additional revisions to Commission in-service training requirements found in statute, regulations, and policies. This review is intended to ensure that officers receive the appropriate annual training topics for their rank and responsibility.

Authority: T.C.A. §§ 38-8-104 and 38-8-107. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed January 28, 1986; effective April 15, 1986. Amendment filed September 17, 1987; effective December 29, 1987. Amendment filed January 6, 1989; effective May 1, 1989. 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. Amendment filed March 11, 2011; effective June 9, 2011. Amendments filed January 7, 2021; effective April 7, 2021. Amendments filed April 1, 2022; effective June 30, 2022.

1110-04-.06 ATTENDANCE RECORDS.

- (1) Attendance records shall be maintained on each trainee and shall be submitted to the Commission. An attendance roster listing the names of all persons attending a scheduled block of training on a particular day shall be maintained and kept on file by the training agency.
- (2) The General Departmental Instructor and head of the agency conducting in-service training shall, within thirty (30) days of completion of the training, certify to the Commission those officers who successfully complete the training. Such certification shall include name, rank, Public Safety Identification Number, employing agency, test score, and firearm qualification.
- (3) Repeated failure to certify within thirty (30) days of completing the training is grounds for revocation of the General Departmental Instructor certification.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed August 4, 1992; effective November 29, 1992. Amendment filed October 25, 1993; effective March 1, 1994. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-.07 EMERGENCY ABSENCES.

- (1) Trainees must attend all classes unless temporarily excused by the General Departmental Instructor in appropriate circumstances such as court appearances, emergencies, or personal illness.
- (2) An excused absence shall not exceed ten percent (10%) of the course duration. Absence of more than ten percent (10%) requires that the portion of the course missed be repeated within thirty (30) days of the absence. If an officer is unable to complete the make-up within thirty (30) days, the officer shall repeat the entire course.

(Rule 1110-04-.07, continued)

- (3) Trainees shall not be granted an excused absence for any portion of a mandated course pursuant to Tenn. Comp. R. & Regs. 1110-04-.05.

Authority: T.C.A. §§ 38-8-107 and 38-8-111. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed October 25, 1993; effective March 1, 1994. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-.08 TESTING INSTRUMENTS.

- (1) Multiple test instruments shall be designed to assure that the same test is not administered to two (2) consecutive training sessions using the same curriculum. The test shall include at least fifty (50) questions of an objective nature, such as multiple choice and matching.
- (2) Test answer sheets shall follow a format which shows the name, rank, Public Safety Identification Number and employing agency of the trainee. Test instruments which combine the questions with the answer sheet shall not be accepted for grading.
- (3) The tests shall be developed, administered, and scored by the General Departmental Instructor and Instructors. Each trainee must score at least seventy-five percent (75%).

Authority: T.C.A. §§ 38-8-104 and 38-8-107. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed October 25, 1993; effective March 1, 1994. Amendment filed April 19, 2002; effective August 28, 2002. Amendment filed March 18, 2010; effective June 16, 2010. Amendment filed March 11, 2011; effective June 9, 2011. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-.09 APPROVAL OF SPECIALIZED SCHOOLS CERTIFICATION.

- (1) The Commission shall determine whether a specialized school is eligible to provide a law enforcement officer with training appropriate to his/her rank and responsibilities. Only schools of a law enforcement related nature shall be considered for in-service credit toward meeting the forty (40) hour training requirement. Each school must submit the curriculum and proof of successful completion by the individual attendee. Two (2) weeks after an officer completes the school's curriculum, the school shall submit the specialized substitution form along with a copy of any certificate awarded to the attendee and a copy of the schedule to the Commission.
- (2) If no test is administered at the conclusion of the course, the attending officer shall submit to his superior officer a detailed evaluation of the course. If satisfied that the training was valid and beneficial, the superior officer shall submit a statement to that effect, along with a copy of the report, to the Commission. In-service credit requests shall be reviewed as outlined in Tenn. Comp. R. & Regs. 1110-04-.05.
- (3) In some instances, the specialized training session may be combined with the regularly scheduled and Commission-approved forty (40) hour in-service training sessions. If this is done, the attending officer must also be tested on those hours attended in the departmental forty (40) hour course in order to obtain credit for the specialized subject hours. The local General Department Instructor will choose the questions applicable for the test for the specialized training hours.
- (4) Any officer moving to a specialized assignment involving the use of a specialized emergency conveyance shall receive sufficient training to meet the job requirements. Specialized emergency conveyance includes, but is not limited to, motorcycle, bicycle, or horse.

(Rule 1110-04-.09, continued)

- (5) Any officer promoted into a leadership position shall, within six (6) months of promotion, receive training sufficient to meet the job requirements. The training shall include courses in leadership and team building, first line supervisor training, and mid-level management.
- (6) All newly appointed Police Chiefs shall, prior to or within six (6) months of appointment, complete a command level course of instruction for Police Chiefs at least thirty-two (32) hours in duration and approved by the Commission that includes command, management, and administration components specific to law enforcement. The hours of this course may count toward the required forty (40) hours of in-service training for the calendar year the course is completed.
- (7) All newly appointed drug interdiction or drug task force agents or officers shall, prior to or within six (6) months of appointment, complete training establishing minimum standards for drug interdiction agents approved by the Commission. The hours of this course of instruction may count toward the required forty (40) hours of in-service training for the calendar year the course is completed. The six (6) month time limit for training shall be counted cumulatively, not consecutively.
- (8) All full-time law enforcement officers who seize assets for purposes of forfeiture or apply for forfeiture warrants pursuant to the Tennessee Drug Control Act of 1989, as amended, on the portions of any highway designated and known as part of the national system of interstate and defense highways ("interstate") shall complete a Commission-approved training for highway drug interdiction within six (6) months of appointment. The six (6) month requirement shall be counted cumulatively, not consecutively. The hours of this course may count toward the forty (40) hour in- service requirement for the year the course is completed.
- (9) All newly appointed drug interdiction or drug task force directors shall, prior to or within six (6) months of appointment, complete a thirty-two (32) hour command level course of instruction approved by the Commission. The six (6) month requirement shall be counted cumulatively, not consecutively. The hours of this course may count toward the required forty (40) hours of in-service training for the year the course is completed.

Authority: T.C.A. §§ 38-8-104, 38-8-107, and 38-8-111. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. 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 April 19, 2002; effective August 28, 2002. Amendment filed October 2, 2006; effective December 16, 2006. Amendment filed October 2, 2006; effective February 28, 2007. Amendment filed March 18, 2010; effective June 16, 2010. Amendment filed July 24, 2014; effective October 22, 2014. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-10 RESERVED.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-11 APPROVAL OF LAW ENFORCEMENT COURSES CONDUCTED BY COLLEGES AND UNIVERSITIES FOR IN-SERVICE CREDIT.

- (1) Any officer who successfully completes a law enforcement course (or courses) at any accredited institution of higher education may be considered for annual fulfillment of all or a portion of the required forty (40) hours of in-service training, as provided for in the provisions herein and approved by the Commission. This option does not include courses required by Tenn. R. & Regs. 1110-04-.05.
- (2) The annual forty (40) hour in-service training requirements may be met by completing three (3) semester hours (45 classroom hours) or four (4) quarter hours (40 classroom hours) of

(Rule 1110-04-.11, continued)

instruction with a passing grade. The completion date of the course shall be within the calendar year for which in-service training credit is sought.

- (3) Applications for in-service training credit under these provisions shall have the written approval of the agency head, the required Commission form, a copy of the course description, and proof of a passing grade. Final approval by the Commission is contingent upon official notification from the institution in which the course was completed.
- (4) All online classes shall be pre-approved by the Commission on an individual basis.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed April 19, 2002; effective August 28, 2002. Amendment filed October 2, 2006; effective February 28, 2007. Amendments filed January 7, 2021; effective April 7, 2021.

1110-04-.12 RESERVED.

Authority: T.C.A. §§ 38-8-104 and 38-8-107. **Administrative History:** Original rule filed September 24, 1986; effective December 29, 1986. Amendment filed September 17, 1987; effective December 29, 1987. Amendment filed April 19, 2002; effective August 28, 2002. Amendment filed October 2, 2006; effective February 28, 2007. Amendments filed January 7, 2021; effective April 7, 2021.