

**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 Law Enforcement Officer Certification

1110-05-.01 FORMS REQUIRED FOR LAW ENFORCEMENT OFFICER CERTIFICATION.

- (1) Law enforcement officers required to be certified shall submit forms and documents in accordance with this chapter. Heads of law enforcement agencies shall ensure the timely submission of the required forms and documents.
- (2) Law enforcement officers required to be certified shall complete and deliver to the Commission the following forms and documents no later than the end of the first day on which they begin their employment as law enforcement officers. Delivery shall be made through the ACADIS Public Safety Portal, email, or other electronic means approved by the Commission. No law enforcement officer shall be employed unless such forms and documents are submitted in compliance with this chapter.
 - (a) Application for Certification and Law Enforcement Agency Verification. The following documents shall be submitted with the Application for Certification and Law Enforcement Agency verification form in a manner proscribed by the Commission:
 1. Birth verification;
 2. Proof of citizenship;
 3. Copy of high school diploma, GED certificate, or official high school transcript;
 4. Background investigation report;
 5. Application for certification;
 6. Confidential Psychological Evaluation report;
 7. Physical Examination; and
 8. Copies of all military DD-214s, DD-215s, DD-875s, or NGB-22s (if applicable).
 - (b) The employing agency shall submit an applicant's fingerprints directly to the TBI. The receipt of fingerprint submissions shall be retained by the TBI and the employing agency, and the employing agency will forward the receipt to the Commission. All results of an applicant's fingerprint submissions shall be sent to the Commission by the employing agency.
 - (c) An application for the Basic Law Enforcement Course shall accompany the Application for Certification for all newly employed uncertified officers. The Application for Certification and required attachments must be submitted to the Commission before the applicant begins basic training.

(Rule 1110-05-.01, continued)

- (3) Change of Status. This form shall be submitted to the Commission immediately upon an officer's separation or immediately upon a status change that will exceed thirty (30) days. Such changes include the following:
 - (a) Extended medical leave;
 - (b) Any other leave of absence;
 - (c) Name change;
 - (d) Suspension; and
 - (e) Change to duties and/or job description no longer meeting the definition of "full-time" law enforcement officer.
- (4) Data Retained by Law Enforcement Agency. The following data and information shall be on file with the employing law enforcement agency or human resources department 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, GED certificate, or official high school transcript;
 - (d) Background investigation report;
 - (e) Application for certification;
 - (f) Confidential Psychological Evaluation report;
 - (g) Physical Examination; and
 - (h) Copies of all military DD-214s, DD-215s, DD-875s, or NGB-22s (if applicable).

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. Amendments filed January 7, 2021; effective April 7, 2021.