

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

**CHAPTER 1110-07
BASIC TRAINING ACADEMY MINIMUM STANDARDS**

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1110-07-.01 MINIMUM CURRICULA REQUIREMENTS.

- (1) Basic Law Enforcement 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. Twenty percent (20%) of the total class hours in the course can be taught in a seminar setting.
 - (b) Format. The Basic Law Enforcement Course shall have a curriculum format that contains the elements listed below. A minimum score of seventy-five percent (75%) is required to complete each listed component successfully.
 1. Firearms – forty-eight (48) hours of instruction to include the following:
 - (i) Weapons safety, nomenclature, and maintenance;
 - (ii) For handguns, stances and firing positions, including kneeling, standing, prone, off-hand, barricade, one-hand grip, and two-hand grip;
 - (iii) Double or single action (depending upon department-approved weapon);
 - (iv) Firing of fifty (50) rounds;
 - (v) Shall not be fired beyond twenty-five (25) yards;
 - (vi) Student shall demonstrate a proficiency of at least seventy-five percent (75%) both during day and darkness on all weapons issued or authorized by the student's department; and
 - (vii) Demonstrate a proficiency of at least seventy-five percent (75%) on a stress exertion course which has a laterally moving target.
 2. Emergency Medical Training – ten (10) hours of instruction to include the following:
 - (i) Basic First Aid and CPR; infectious diseases; pathogens; and
 - (ii) Airborne and blood pathogens.

(Rule 1110-07-.01, continued)

3. Patrol Procedures – one hundred twenty (120) hours of instruction to include the following:
 - (i) Traffic accident investigation;
 - (ii) Various types of patrol procedures;
 - (iii) Observation technique;
 - (iv) Officer survival tactics;
 - (v) Crime in progress;
 - (vi) Traffic control;
 - (vii) Crime scene and evidence protection and gathering, including chain of evidence;
 - (viii) Communication procedures;
 - (ix) Child sexual abuse investigation (minimum three (3) hours); and
 - (x) Crisis intervention (domestic disputes).
4. Interpersonal Communications – twenty-five (25) hours of instruction to include the following:
 - (i) Interview witnesses;
 - (ii) Interview victims;
 - (iii) Basic Street Spanish;
 - (iv) Field interviews; and
 - (v) Law enforcement citizen contacts.
5. Professional and Ethical Conduct – three (3) hours of instruction to include the following:
 - (i) IACP Code of Ethics; and
 - (ii) Political influence on law enforcement.
6. Physical Defense Tactics – forty-eight (48) hours of instruction to include the following:
 - (i) Physical fitness training, including an obstacle course or other Commission-approved final physical fitness test;
 - (ii) Suspect control;
 - (iii) Various unarmed self-defense tactics;
 - (iv) Baton use, if used by department; and

(Rule 1110-07-.01, continued)

- (v) Control of the emotionally disturbed.
7. Criminal and Constitutional Law and Procedures – fifty (50) hours of instruction to include the following:
 - (i) The impact that individual rights have upon police powers as set out in judicial opinions concerning the 1st, 4th, 5th, 6th, 8th, and 14th Amendments;
 - (ii) Post-arrest and pre-trial statutory procedure;
 - (iii) Civil liability of law enforcement; and
 - (iv) Criminal offenses, including traffic offenses, and applicable local ordinances.
 8. Written Communications – ten (10) hours of instruction to include the following:
 - (i) Reports (all types);
 - (ii) Emphasis on elements of crimes in written narratives; and
 - (iii) Report writing skills.
 9. Human Relations – thirty (30) hours of instruction to include the following:
 - (i) Sociology of groups, ethnic and racial;
 - (ii) Psychology of human behavior;
 - (iii) Basic street gang culture;
 - (iv) Sexual harassment; and
 - (v) Domestic terrorism.
 10. Criminal Justice System – eleven (11) hours of instruction to include the following:
 - (i) Role of courts;
 - (ii) Role of various law enforcement agencies;
 - (iii) Role of correctional system;
 - (iv) Courtroom security; and
 - (v) Civil process.
 11. Law Enforcement Stress – nine (9) hours of instruction to include the following:
 - (i) Recognizing the symptoms of law enforcement stress and coping mechanisms;
 - (ii) Law enforcement marriages; and

(Rule 1110-07-.01, continued)

- (iii) Nutrition and health management.
12. Administration – six (6) hours of instruction to include the following:
- (i) Director's prerogative. Directors of the academies will determine courses of instruction for recruits which may include specialized certifications, local laws and ordinances, specific community issues, or any other applicable subject relevant to the jurisdiction in which the academy is located.
13. Emergency Vehicle Operations – forty-eight (48) hours of instruction to include the following:
- (i) Day and night course;
 - (ii) Drive a law enforcement equipped vehicle at constant speeds, both forward and reverse, through a cone marked serpentine course using the slip steering method;
 - (iii) Reverse a law enforcement equipped vehicle in a straight line under full acceleration;
 - (iv) Bring a law enforcement equipped vehicle to a complete stop from a speed of forty (40) miles per hour on a dry asphalt surface within a distance of seventy-five (75) feet without sliding the tires on the pavement;
 - (v) Parallel park a law enforcement equipped vehicle in a cone marked space twenty-four (24) feet long. Student must be able to successfully parallel park the vehicle once looking over left shoulder to the driver side of the vehicle and once looking over right shoulder to the passenger side of the vehicle;
 - (vi) Change direction of travel by one hundred eighty degrees (180°) two (2) times within a cone marked lane thirty (30) feet wide with two (2) recessed areas to simulate driveways;
 - (vii) Within a cone marked lane twelve (12) feet wide, drive a law enforcement equipped vehicle forward; steer through the course to the adjacent lane where indicated; then return to the original lane where indicated. The officer will then back the vehicle through the same course. The officer will go forward again to get back into the stream of traffic;
 - (viii) Within a cone marked double "S" curve with a twelve (12) feet wide lane, drive a law enforcement equipped vehicle forward to the end;
 - (ix) Above items v, vi, vii, and viii shall be timed events;
 - (x) Pursuit driving;
 - (xi) Departmental policies, where applicable; and
 - (xii) Vehicle familiarization.
14. National Safety Council Defensive Driving Course or comparable safety related course.
15. Community Policing – sixteen (16) hours of instruction to include the following:

(Rule 1110-07-.01, continued)

- (i) De-escalation techniques;
- (ii) Duty to intervene;
- (iii) Public assembly interaction; and
- (iv) Emphasizing positive community and officer interactions and relationships.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed January 29, 1986; effective April 15, 1986. Amendment filed September 24, 1986; effective December 29, 1986. Amendment filed June 13, 1997; effective October 28, 1997. Amendment filed April 19, 2002; effective August 28, 2002. 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. Amendments filed September 3, 2021; effective December 2, 2021.

1110-07-.02 STAFFING.

- (1) Staffing Positions. The academies providing Basic Law Enforcement Training shall have a minimum staff of one (1) Director of Training/Principal Training Officer, one (1) full-time Certified Law Enforcement Instructor, and one (1) Secretary/Clerk.
 - (a) The Director of Training/Principal Training Officer shall meet the Law Enforcement Instructor Certification requirements as set forth in Tenn. Comp. R. & Regs. 1110-03-.03, and all other requirements pertaining to the administration of a Basic Law Enforcement Course. The Director may have other assigned duties within the organization.
 - 1. Responsibilities. The responsibilities of the Director of Training/Principal Training Officer include, but are not limited to, the development, organization, implementation, testing, and supervision of any course of study or instruction; maintaining all the necessary records pertaining to each student; and maintaining testing materials and their administration.
 - (b) The full-time Certified Law Enforcement Instructor shall meet the Law Enforcement Instructor Certification requirements as set forth in T.C.A. § 38-8-104 and Tenn. Comp. R. & Regs. 1110-03-.03.
 - 1. Responsibilities. The responsibilities of the full-time Certified Law Enforcement Instructor include, but are not limited to, preparing lesson plans, preparing testing instruments, conducting classes, supervising class conduct at all times, assuring the safety of students, and accounting for class attendance.
 - (c) The Secretary/Clerk will maintain records and conduct the necessary correspondence between the academy, the Commission, and law enforcement agencies. This position may be filled by an existing secretary or clerk with these responsibilities being added to his/her work assignments.
- (2) Instructor Specifications. The instructor shall meet certain criteria in developing and maintaining a proper learning atmosphere for students. The Basic Law Enforcement Course shall employ performance-oriented instructional methods that will provide opportunities for each student to demonstrate successful achievement of the established training objectives. This may be accomplished by the academy management ensuring that:
 - (a) Each instructor is qualified to teach in his/her specific area of instruction;

(Rule 1110-07-.02, continued)

- (b) Training directors may require part-time instructors to obtain an instructor certification from the Commission;
- (c) Each instructor adheres to the course description and instructional objectives for his/her instructional block;
- (d) Each instructor is evaluated annually by academy management to ensure instructional competence;
- (e) Each instructor enforces the rules and regulations as outlined in these chapters;
- (f) Each instructor teaches from an approved and current lesson plan;
- (g) Each instructor informs each student of the ultimate performance objectives of his/her block of instruction at the beginning of each instructional period;
- (h) Each instructor does not teach to the test; and
- (i) Each instructor sets the example for the students by paying particular attention to the areas of preparedness, honesty, integrity, approachability, and competence.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed June 13, 1997; effective October 28, 1997. Amendment filed April 19, 2002; effective August 28, 2002. Amendments filed January 7, 2021; effective April 7, 2021.

1110-07-.03 BUILDINGS AND FACILITIES.

- (1) Building and Classroom Facilities. All requirements listed shall be met prior to inspection of new facilities.
 - (a) The academy shall be in an area devoted to law enforcement training to ensure training facilities are undisturbed by outside, unrelated activities or noises;
 - (b) Class size shall be limited to a maximum of seventy-five (75) students in all settings except a seminar or lecture-type setting, which may exceed seventy-five (75) students;
 - (c) The academy must have adequate facilities for physical training activities to support the curriculum, such as a multipurpose activity area or gym;
 - (d) The academy must have adequate restroom, locker, and shower facilities for male and female students;
 - (e) The academy must have administrative office space or a designated area for the organization and filing of appropriate school administrative records, documents, and related school training data;
 - (f) The academy must have internet access available to students, adequate to support study and achieve the learning objectives; and
 - (g) The academy must have adequate audio-visual equipment to support the curriculum.
- (2) Firing Range Facilities.
 - (a) The firing range must have at least twenty (20) firing points. All targets should have a minimum of four (4) foot centers;

(Rule 1110-07-.03, continued)

- (b) The firing range must have at least twenty-five (25) yard depth for firing at each point;
 - (c) The firing range must have adequate off-street parking space;
 - (d) The firing range must have some form of combat/action-reaction course;
 - (e) The firing range must have a laterally moving target;
 - (f) The firing range must have a shotgun course. This can be laid out on an existing pistol course; and
 - (g) The firing range must comply with all state and local ordinances and laws pertaining to range and firearms safety;
- (3) Driving Skill Range.
- (a) The driving skill range must have adequate area available to teach basic law enforcement driving, stopping, and parking maneuvers;
 - (b) The driving skill range must have an adequate area available to teach advanced driving techniques;
 - (c) The driving skill range must have adequate off-street parking space; and
 - (d) The driving skill range must comply with all pertinent state and local ordinances and laws.

Authority: T.C.A. §§ 38-8-104; 68-18-101, et seq.; and 68-120-101. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed November 13, 1989; effective February 28, 1990. Amendment filed June 13, 1997; effective October 28, 1997. 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.

1110-07-.04 RECORD KEEPING.

- (1) All training academies must maintain a training record file, either paper or electronic, on each student attending the academy and retain that training record for thirty (30) years after the student's initial enrollment in the academy. This file must include all records pertaining to that student's attendance at that academy.
- (2) Every academy must maintain an administrative file, either paper or electronic, that pertains to each class it conducts and retain that administrative file for ten (10) years after the class graduates from the academy. This file must include, but not be limited to, curriculum, attendance records, discipline records, counseling records, tests, and test answer sheets.
- (3) Each academy shall maintain all lesson plan files, either paper or electronic, for each class and shall review for revisions annually. All training records and all lesson plan files must be retained by the academy for ten (10) years.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed September 24, 1986; effective December 29, 1986. Amendment filed June 13, 1997; effective October 28, 1997. Amendments filed January 7, 2021; effective April 7, 2021.

1110-07-.05 CONTROL OF ENVIRONMENT.

- (1) Student Environment. Basic Law Enforcement Training academies shall control the student environment to promote efficient learning through a controlled atmosphere.
 - (a) Academies must adopt a specified set of policies, procedures, and rules, as set forth by the Commission, which govern the behavior expected and required of students attending a Basic Law Enforcement Training Course and to which each student must adhere in order to successfully complete a course of instruction.
 1. These rules shall establish in a definitive manner the minimal acceptable level of performance and compliance in the following areas:
 - (i) Attendance;
 - (ii) Tardiness;
 - (iii) Dress code;
 - (iv) Classroom demeanor;
 - (v) Coursework;
 - (vi) Guidelines for classroom discussion, question and answer sessions, and disagreement with instructors;
 - (vii) Examination and testing procedures;
 - (viii) Honor System for examinations;
 - (ix) Classroom intrusions; and
 - (x) Specific procedures for students who fail to meet minimum requirements.
 - (b) These rules shall be disseminated and reviewed with a signed acknowledgment of understanding by each student prior to the commencement of instruction.
 - (c) Academies must adopt a printed schedule of classes, along with accompanying course descriptions. This schedule should inform the student about the course of study and general content of each instructional block.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed June 13, 1997; effective October 28, 1997. Amendments filed January 7, 2021; effective April 7, 2021.

1110-07-.06 COMPLIANCE.

- (1) All basic law enforcement training academies approved by the Commission shall meet the minimum standards set forth in this chapter.
- (2) Initial Compliance. All new academies approved after the effective date of these rules, shall comply with the basic law enforcement training academy minimum standards set forth in this chapter.
 - (a) The Commission shall verify full compliance of all standards specified in this chapter prior to certification. Such verification shall include, but not be limited to, an on-site

(Rule 1110-07-.06, continued)

- inspection. A Commission designee shall conduct an initial on-site inspection prior to verification of compliance.
- (b) A basic law enforcement academy operated by a department for that department's personnel shall demonstrate a need for an annual enrollment of one hundred (100) students.
 - (c) Basic law enforcement academies serving more than one (1) agency shall have a total immersion training atmosphere with at least four hundred eighty (480) hours of training and a dormitory environment.
 - (d) Upon verification of compliance with the standards set forth in this chapter, the Commission shall certify the academy.
 - (e) Annually, the Director of TLETA/Executive Secretary of the Commission will schedule a meeting that will cover curriculum review and standardization. All Training Directors and administrators of basic law enforcement academies statewide are required to attend.
- (3) Continuing Compliance. All basic law enforcement training academies certified by the Commission shall continue to meet the basic law enforcement training academy minimum standards set forth in this chapter, and each academy has a continuing duty to notify the Commission when out of compliance at any time.
- (a) Annual Report. Each academy shall submit an annual report to the Commission outlining continued compliance with the minimum standards set forth in this chapter on or before January 31.
 - (b) Annual On-site Visit. Upon receipt of the annual report from a basic law enforcement training academy a Commission designee shall conduct an on-site visit to audit continued compliance in all major areas of initial approval.
 - (c) Status Letter. Upon review of a basic law enforcement training academy's annual report and the completion of an on-site visit, the Commission shall issue a letter advising the academy of the status of its compliance.
- (4) Non-Compliance.
- (a) The director of each academy shall notify the Commission when out of compliance at any time.
 - (b) The Commission may consider, on an individual basis, a request for waiver to provide the agency the opportunity to return to full compliance. In no case shall a waiver exceed one (1) year from the date of the request.
 - (c) Failure to maintain compliance may result in the refusal to grant Certifications to instructors, Training Officers, or officers of the non-compliant academy until compliance is achieved.
 - (d) The Uniform Administrative Procedures Act in T.C.A. §§ 4-5-301 to -502 shall govern all matters and procedures respecting the hearing and judicial review of any contested case arising under this part.

Authority: T.C.A. § 38-8-104. **Administrative History:** Original rule filed October 25, 1993; effective March 1, 1994. Amendment filed June 13, 1997; effective October 28, 1997. Amendment filed April 19,

(Rule 1110-07-.06, continued)

2002; effective August 28, 2002. Amendment filed March 18, 2010; effective June 16, 2010. Amendments filed January 7, 2021; effective April 7, 2021.