

**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 400 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 (approved) by the Commission.
 - (e) Eligibility for Admission. Any officer shall be eligible for admission to the Basic Law Enforcement course who has met 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.

1110-03-.02 SCHOOL CERTIFICATION. Other Courses. The Commission shall approve other courses of study or instruction as it may deem necessary to accomplish its objectives which may include Advanced Courses, Specialized Courses, and In-service Courses.

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

1110-03-.03 CERTIFICATION FOR GENERAL LAW ENFORCEMENT INSTRUCTOR.

(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 in a Commission approved Basic Recruit School. To be qualified for certification under these rules, 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.
3. Presentation of knowledge and skills.

(b) Instructor Certification Requirements.

1. An applicant shall have at least four (4) years of experience as a full-time sworn law enforcement officer. One (1) year of college credit may be substituted for one (1) year of law enforcement experience, and must be in the criminal justice area, 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.

All full-time Law Enforcement Instructors who were so employed, appointed, or designated prior to January 1, 1985, must successfully complete the program before January 1, 1986. All full-time or part-time Law Enforcement Instructors employed, appointed, or designated on or after January 1, 1985, must successfully complete the program within twelve (12) months of their assignment.

3. An applicant shall be a POST Certified Officer or possess the equivalent in state or federal law enforcement experience.
4. Any exceptions to the above rules for subject matter experts shall be approved by the Commission; however, any General Law Enforcement Instructor on (the effective date of this amendment) shall be not be required to be a POST Certified Officer or possess the equivalent in state or federal law enforcement experience.

(c) Application for Certification - Persons seeking certification shall:

1. Submit application in such form as the Commission may require.

(Rule 1110-03-.03, continued)

2. Submit all supporting materials, certificates, etc.
- (2) General Police Instructor Certification is limited to officers employed full-time by a department presenting a Basic Law Enforcement School.

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.

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 classes, specialized schools, in-service training programs, or other approved training programs, desiring to obtain certification in specialized areas of instruction shall meet the following requirements:

(a) Requirements for Certification

1. An applicant shall have at least five (5) years of experience as a full-time sworn law enforcement officer; or, equivalent combination of education and experience as determined by the appointing authority.
2. An applicant shall successfully complete a forty (40) hour 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 must have successfully completed a minimum of forty (40) hours of certified training in the specialized area having been approved by the POST Commission as requested by appointing authority.
4. Any exceptions to the above rules shall be approved by the Commission.

(b) Application for Certification.

1. Persons seeking certification shall submit application for Specialized Law Enforcement Instructor in such form as the Commission may require.
2. An applicant must submit a complete lesson plan in the specialized area.
3. An applicant must submit a Certificate of Completion of a forty (40) hour instructor development course.
4. An applicant must submit a Certificate of Training in the Specialized Area(s).

- (2) Reserved.

- (3) 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-hour in-service training test. The training officer designated as the General Departmental Instructor may also attend a POST workshop training session each calendar year.

(Rule 1110-03-.04, continued)

(a) Requirements for Certification.

1. An applicant shall have at least four (4) years of experience as a full-time sworn law enforcement officer. One (1) year of college credit may be substituted for one (1) year of law enforcement experience, and must be in the criminal justice area, 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. Any exceptions to the rules shall be approved by the Commission.

(b) Application for Certification.

1. Persons seeking certification shall submit application for 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 must 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, 2004; effective February 28, 2007. Amendment filed March 18, 2010; effective June 16, 2010.

1110-03-.05 REVOCATION OF INSTRUCTOR CERTIFICATION. Revocation of instructor certification will be considered by the Commission for the following reasons:

- (1) An instructor's employment is terminated for reason(s) detrimental to the law enforcement profession;
- (2) Failure to properly prepare and deliver adequate instruction;
- (3) Holder of instructor certification falsifies or omits information required on application for certification or on supporting document.
- (4) Holder of instructor certification is no longer a POST Certified Officer or a POST approved subject matter expert.

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.

1110-03-.06 REVOCATION PROCEDURE AND HEARING.

- (1) Notice of Suspension or Revocation. The Commission shall, within ten (10) days of suspending or revoking certification, serve notice upon the instructor, in person or by certified

(Rule 1110-03-.06, continued)

mail, and upon the law enforcement agency employing said instructor, by certified mail, specifying the action taken and remedies available. The Commission shall stay final action until the period for requesting a hearing expires.

- (2) Notice for Final Action. The Commission shall notify the instructor and the law enforcement agency involved by certified mail of the final action regarding suspension or revocation.
- (3) Suspension or Revocation Hearing (T.C.A. §§ 38-8-105 and 38-8-106). Any instructor whose certification has been suspended or revoked may, within thirty (30) days of receipt of notice served by the Commission, request by certified mail, 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 within thirty (30) days and serve notice, by certified mail, 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 request for hearing, suspension or revocation shall, without further proceedings, become final thirty (30) days after the initial notice called for in this Chapter.
 - (a) Hearing Committee. The Sub-Committee shall serve as the Commission's authorized representative for conduction such hearings
 - (b) Final Commission Review. In the event of an adverse decision, said law enforcement officer may, within thirty (30) days of the initial decision, request final Commission review.
 - (c) Final Decision After Request for Hearing. The Commission shall render a final decision with thirty (30) days.
- (4) Judicial Review. All appeals shall be governed by the relevant portions of the Uniform Administrative Procedures Act.

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.

1110-03-.07 INACTIVE CERTIFICATION. An instructor's certification becomes inactive if the holder of the certification does not instruct, within a two (2) year period, in a Commission approved course. Inactive certification may be reactivated upon written request and proof of instruction. The General and General Departmental Instructor Certification shall be placed in an inactive status upon termination from the agency requesting the certification.

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.

1110-03-.08 REPORTING FORMS.

- (1) POST-PI-1 (Application) must be used for General, General Departmental, and Specialized requests for certification.
- (2) POST-PI-2 (Change of Status - Police Instructor) must be used for appointments, reassignments, dismissals, etc.

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.

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

- (1) Law enforcement officers shall receive initial or have previously attained training from a Certified Specialized Law Enforcement Instructor on use of speed measurement devices. This training shall be substantially similar to the curriculum suggested by the NHTSA guidelines found in the Speed Measuring Device Operator Training Course Management Guide (version 12/01) 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.

1110-03-.10 POST TRANSITION SCHOOL.

- (1) POST Transition School shall be a program of instruction comprising of 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 105 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.
 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 the Tennessee Law Enforcement and Training Academy.
 - (e) Eligibility for Admission. Any officer shall be eligible for admission to the Transition School course who:
 1. has met pre-employment requirements herein established; and
 2. falls within the categories requiring attendance in Rule 1110-02-.03.
 - (f) Testing for Transition School. The Tennessee Law Enforcement and Training Academy shall develop a system of testing which relates to training objectives.
 - (g) Certificate of Successful Completion. The Tennessee Law Enforcement Training Academy shall issue to law enforcement officers 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.