

**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 full-time commissioned certified officers except those having attended the Basic Law Enforcement School within the calendar year must participate in a POST approved forty (40) hour in-service training session each calendar year. Only certified 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. Sheriffs are not required to participate in annual in-service training, however, sheriffs must complete a forty-hour annual in-service to be eligible for salary supplement income under the provision of T.C.A. §38-8-111.
- (2) Certified or recognized courses must be at least forty (40) hours in duration and established by the department or agency to meet educational requirements normal to the officer's position and responsibility in accord with course curriculum requirements set forth in rule 1110-04-.05.

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.

1110-04-.02 FIREARMS REQUALIFICATION REQUIREMENT. Each in-service training session must include firearms training requalification with service handgun and any other firearm authorized by Department; at least eight (8) hours in duration. Each trainee must score at least seventy-five percent (75%) to qualify.

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.

1110-04-.03 APPOINTMENT OF TRAINING OFFICER. Effective January 1, 1994, each law enforcement agency shall designate one Training Officer who meets the POST Commission General Departmental Instructor standards for certification. The General Departmental Instructor is responsible for coordinating in-service training programs, developing lesson plans, goals and objectives, and may be required to instruct in more than one subject area. All training officers, including a General Departmental Instructor, shall attend a POST Commission workshop at a time and place determined by the POST 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)

- (1) Effective January 1, 1994, all training officers who are designated as the General Departmental Instructor pursuant to this chapter must apply for and be certified as General Departmental Instructor as defined in Rule 1110-03-.04(3).
- (2) 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 defined in POST Rule 1110-03-.04(3)(a)2.

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.

1110-04-.04 APPOINTMENT OF INSTRUCTORS. Instructors used for in-service training sessions must be approved by the General Department Instructor and must be qualified by 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.

1110-04-.05 COURSE CURRICULUM REQUIREMENTS.

- (1) Course curriculums must be based on a needs survey of the area served and courses required by the Commission. All curricula must be prepared on POST Lesson Plan Forms and kept on file at the submitting agency subject to review by the POST 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 POST 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 must be submitted to the Commission for approval.
- (2) Also to be submitted along with the curriculum shall be individual courses statements of: (1) courses objectives, (2) outline of course content, (3) teaching aids or materials list, to include all audio-visual supplements to instruction; and (4) a list of instructors with a brief description of their qualifications to teach the course.
- (3) The Commission requires that the teaching of certain subjects be mandatory. Since the mandatory hours and subjects may be changed from year-to-year, departments will be notified prior to December 1 of the current calendar year of the subject areas and the required number of hours. Effective January 1, 1991, it is incumbent upon the departmental administrator and/or training officers to monitor official federal, state, and local guidelines and/or ordinances or related directives and Commission correspondence for appropriate action.
- (4)
 - (a) Child Sexual Abuse In-Service Training Requirement: Training in child sexual abuse shall 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)(B).
 - (b) Emergency Vehicle Operation Training: Training in emergency vehicle operations shall 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.

(Rule 1110-04-.05, continued)

(5) In-Service Training Forms:

FORM NUMBER	NAME OF FORM
(a) Application for Training Officer	
(b) POST/LP/1	Lesson Plan
(c) POST/LP/2	Lesson Plan
(d) POST/LP/3	Lesson Plan
(e) POST/LP/4	Lesson Plan
(f) POST/LP/5	Lesson Plan
(g) POST/IST/1	In-Service Training Roster
(h) POST/IST/2	In-Service Training Firearms
(i) POST/IST/3	In-Service Training Attendance Roster
(j) POST/IST/4	Specialized Training Substitution
(k) POST/IST/5	In-Service Curriculum (Schedule)
(l) POST/IST/7	Request for College/University Law Enforcement Course to be Considered Toward Meeting POST Forty-Hour In-Service
(m) POST/IST/8	Test Answer Sheet

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 June 6, 1989; effective May 1, 1989. Amendment filed August 4, 1992; effective November 29, 1992. 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.

1110-04-.06 ATTENDANCE RECORDS. Attendance records must be maintained on each trainee and must be submitted to the Commission. An attendance roster listing the names of all persons attending a scheduled block of training on a particular day should be maintained and kept on file by the training agency. The General Department Instructor and head of the agency conducting in-service training must certify to the Commission those officers who successfully complete the training. Such certification must include name, rank, social security number, employing agency, test score, and firearm qualification.

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.

1110-04-.07 EMERGENCY ABSENCES. Trainees must attend all classes unless temporarily excused by the General Department Instructor (court appearances, emergencies, or personal illness). Such absence may not exceed twenty percent (20%) of the course duration. Absence of more than 20% 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, he must repeat the entire course.

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.

1110-04-.08 TESTING INSTRUMENTS.

- (1) Multiple test instruments must be designed to assure that the same test is not administered to two consecutive training sessions using the same curriculum. The test must include at least fifty (50) questions of an objective nature (Multiple Choice and Matching).

(Rule 1110-04-.08, continued)

- (2) Test answer sheets must follow a format which must show the name, rank, social security number, and employing agency of the trainee. Test instruments which combine the questions with the answer sheet will not be accepted for grading.
- (3) The tests should 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.

1110-04-.09 APPROVAL OF SPECIALIZED SCHOOLS.

- (1) If an officer attends a specialized school appropriate to his/her rank and responsibility, the eligibility of the school must be approved by the Commission. Only schools of a law enforcement related nature will be considered for in-service credit toward meeting the forty (40) hour training requirement. A curriculum of each school and proof of successful completion by the individual attendee is required. The specialized substitution form along with a copy of the Certificate, a copy of the schedule and, if no test is given, a critique from the Attending Officer to his or her supervisor must be submitted to POST two (2) weeks after the completion of the school.
- (2) If no test is administered, the attending officer should submit to his superior officer a detailed evaluation of the course. If satisfied that the training was valid and beneficial, the superior officer should submit a statement to that effect, along with a copy of the report, to the Commission. In-service credit requests will be reviewed on an outlined in 1110-04-.02.
- (3) In some instances, the specialized training session may be combined with the regularly scheduled and POST approved 40 hour in-service training sessions. If this is done, the attending officer must be tested on those hours attended in the departmental 40 hour course. This will necessitate the local General Department Instructor being responsible for identifying the appropriate questions involved in the POST testing instrument.
- (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, horse.
- (5) Any officer being promoted into a leadership position shall, within six (6) months of promotion, receive sufficient training 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 chiefs shall, prior to or within six (6) months of appointment, complete a command level course of instruction at least thirty two (32) hours in duration approved by the Commission for Police Chiefs that includes command, management and administration components, specific to law enforcement. The hours of this course may be counted toward the required forty (40) hours of in-service training 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.

1110-04-10 WAIVERS OF IN-SERVICE TRAINING.

- (1) Requests for waivers of in-service training for a calendar year on the basis of medical disability should be submitted to the Commission by the chief administrative officer of the department explaining the individual case. This should be accompanied by a doctor's statement. Each request will be considered individually.
- (2) For a request for waiver of in-service for a calendar year on the basis that an officer would retire during that year; the certified officer must submit a letter to his chief administrator stating his intention to retire prior to the completion of in-service training for the calendar year. If the request is approved by his department, then a letter must be forwarded to the P.O.S.T. Commission for approval.

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

1110-04-11 APPROVAL OF LAW ENFORCEMENT COURSES CONDUCTED BY COLLEGES AND UNIVERSITIES FOR IN-SERVICE CREDIT. Any officer who successfully completes a law enforcement course (or courses) at any accredited institution of higher education, college, or university, may be considered for annual fulfillment of all or a portion thereof of the required forty (40) hours in-service credit hours, not to include firearms training, as provided for in the provisions herein and approved by the Commission.

- (1) Course completions toward credit for the annual 40 hours 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 instruction with a passing grade. The completion date of the course must be within the calendar (training) year for which in-service training credit is sought.
- (2) Applications for in-service training credit under these provisions must have the approval of the agency head and the required POST form must be submitted to the commission for consideration. Final approval by the commission is contingent upon official notification from the institution in which the course was completed with a passing grade.
- (3) All on-line classes must be pre-approved by the POST Commission on a case by case 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.

1110-04-12 SUCCESSFUL COMPLETION OF IN-SERVICE TRAINING FOR SALARY SUPPLEMENT PAYMENT. Failure of an individual certified officer to successfully complete the in-service training requirement will result in the officer's loss of eligibility for the pay supplement in §38-8-111. Failure of this individual officer to successfully complete another in-service training session during the next calendar year will result in loss of certification.

The officer must obtain a passing grade of 75% on the test and 75% on the firearms qualification. The in-service training session is not complete until the officer has taken the test and qualified with his firearm. Any officer who fails the test and firearms qualification must make up the failing score during the calendar year in order to keep their certification.

Authority: T.C.A. §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.