



Tennessee Association of Chiefs of Police POST Credits Submission Policy

PURPOSE:	To define POST submission process by TACP
SCOPE:	All TACP Members and Employees
DATE:	December 27, 2024

A. Purpose

The Tennessee Association of Chiefs of Police (TACP) POST policy applies to all TACP members and TACP employees who submit in-service training credits on behalf of TACP to the Tennessee Peace Officer Standards and Training Commission (POST).

B. Tennessee POST

The Tennessee POST Commission is responsible for developing and enforcing standards and training for all local police officers.

All POST approved training attended must be entered into Acadis for officers to receive credit. Annually, a minimum of 40 hours of POST approved training is required to remain in compliance. Included in this 40-hour requirement are mandatory topics which are determined by the POST Commission each calendar year.

C. TACP POST Approval Process

The TACP Training Committee, collaborating with the Executive Committee and TACP staff, is responsible for assembling a training agenda for all TACP provided training events including bi-monthly meetings and the TACP Annual Conference.

TACP staff will submit the finalized agenda and required supporting documentation to the Tennessee POST Commission prior to the training event and all approved POST hours will be noted on the final agenda distributed to the attendees.

D. TACP Live Training Attendance Records

TACP members attending TACP training events should register online prior to the event via the provided link. On-site registration may be available in limited circumstances.

All participants should sign the provided roster each day of the training verifying their attendance. Attendees will be permitted to pick up conference materials for other attendees; however, each individual attendee must sign the roster on their own behalf. All attendees for POST mandated training will also be required to sign a separate roster specific to the mandated class as well as take any associated exams.

E. TACP Livestream or Recorded Training Records

When available, TACP members may be able to obtain POST credits by participating in a livestream version of TACP training events. All participants in the livestream version should register online in advance and will be provided with an access link. Not all topics on the agenda will be available via livestream each time.

Each participant in a livestream event will be provided in advance with a POST form for each day. These forms should be completed and submitted via email to a TACP staff member (email address provided on the form) at the conclusion of training each day, either after the last training or after the last event for which they participate that day. Submissions will only be accepted on the day of training.

TACP may offer POST credits for recordings provided by TACP of prior training events. Additional instructions will be provided on a case-by-case basis for this process.

F. POST Credit Submission to Acadis

For in-person training attendees, TACP will distribute a POST credit certification form to the individuals on the sign-in sheets no later than the Monday following the training. This form should be completed and submitted no later than the Friday prior to the next training meeting. All POST submissions will be submitted to the Tennessee POST commission for entry into Acadis by close of business (COB) on the following Monday. Dates specific to training events scheduled for the year will be provided prior to each event and along with the forms, as well as reminders sent prior to the predetermined deadlines.

Submissions after the deadlines will be evaluated on a case-by-case basis. TACP members should monitor their Acadis entries throughout the year, at least once each quarter, for any issues or missing entries for attended training and contact the TACP staff immediately upon discovery of any issues concerning their POST submissions.

Only under extreme circumstances will TACP submit POST credits for requests outside the deadlines provided prior to attending the training per the example below.

Meeting dates 2025	Post form Provided	Post form Submission Deadline	POST credits submitted to POST	Deadline to address issues
February 5-6	February 10	April 4	April 7	April 30
April 9-11	April 14	June 20	June 23	July 13
June 25-27	June 30	August 8	August 11	August 29
August 13-15	August 18	October 3	October 6	October 31
October 8-10	October 13,	November 26	December 1	December 19
December 3-5	December 8	December 19	December 22	December 30

G. POST Credits for Virtual Academy Through the TACP Portal

All TACP law enforcement members have access to Virtual Academy online training through their membership. This is limited to TACP members only and all access ceases at the expiration of your TACP membership. POST credits for courses taken through Virtual Academy will be submitted to POST for recording in Acadis each quarter on the following schedule:

<u>Completed Dates</u>	<u>Submission to POST</u>
January 1 through March 31	April 1
April 1 through June 30	July 1
July 1 through September 30	October 1
October 1 – December 30*	December 3

TACP members should monitor their Acadis entries throughout the year, at least once each quarter, for any issues or missing entries for Virtual Academy completed training and contact the TACP staff immediately upon discovery of any issues concerning their POST submissions.

Effective Date:

This policy is adopted upon review of the TACP Executive Committee and approval of the TACP President.



Sharry Dedman-Beard
TACP Executive Director



Mark Gibson
TACP President

*December 31 is a state and TACP holiday.

<p>Date Reviewed by TACP Executive Committee: December 2024</p> <p>Date Approved by TACP President: December 2024</p> <p>Implementing Official: Sharry Dedman-Beard, Executive Director</p> <p>Date Adopted: January 1, 2025</p> <p>Date Revised:</p>
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