

To All Submitting Law Enforcement Agencies:

We will soon begin the next phase in our mission to improve customer service and to further automate the POST Commission's business processes. This phase is the paperless submission of all POST new-hire paperwork via email. This procedure will be accepted from this point forward and will be mandatory per the dates below.

POST no longer requires two sets of applicant fingerprint cards as has been required to be sent in the past; all that is required to be transmitted is a copy of the fingerprint report. **Fingerprints are to be handled two ways:** 1. Send the fingerprint applicant card to the TBI directly or use an AFIS live scan system if one is available to you. When you receive the cards and/or email fingerprint report in response, please forward a copy to POST along with all other documents needed to support an application for certification.

Please scan all documents to one file and name that file with the officer's last name, a comma, and first name and middle name.

- We immediately will accept officer applicant paperwork via the Acadis portal and email below
- From June 1 thru June 30, POST will accept Application for Certification through the Acadis portal (located under Academy Resources menu) and the supporting documents via email or the entire package via mail
- Beginning July 1, 2015, POST will **ONLY** accept applications for certification through the Acadis portal and the supporting documents via email

Please follow these steps:

1. Application for Certification **To be filled out inside Acadis before sending the supporting documents.
2. Once the Application for Certification has been completed you can then email all the supporting documents below. Use POST Forms in .pdf format

Send to: post.applicant@tn.gov

1. Confirmation of Psychological Evaluation Form
2. Confirmation of Medical Examination
3. Fingerprint Report or copy of cards upon return from TBI
4. Application for Basic Law Enforcement Recruit School
5. High School Diploma
6. Birth Certificate
7. DD214 or NBB-22
8. Background summary

Thank you for all you do and for helping us move forward! Stay safe!

Brian Grisham, Executive Secretary

