



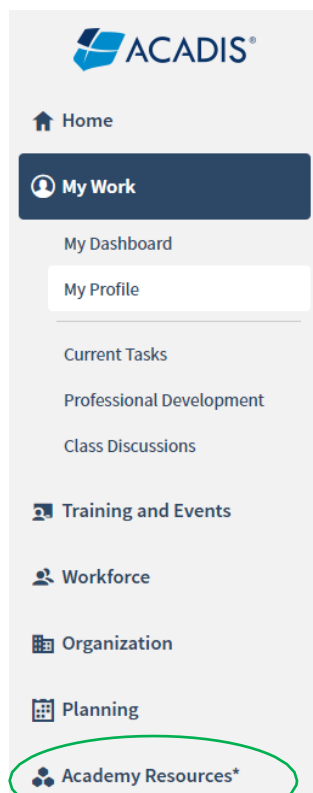
Instructions for Pre-Employment Submissions

Log into Acadis

Click [here](#) to be taken to Acadis.

My Profile

After you log in select the Academy Resources tab at the bottom.

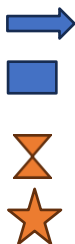


Webforms

Webforms are used to import information and attach pre-employment documentation that will be filed in the Acadis profile. You will only need to submit ONE webform for each officer when they are hired.

For Pre-Employment Submissions, there are two main categories, each of which provide two options for submission.

1. No Transition School Needed
 -  a. First time officer (no PSID).
 -  b. Previously certified officer (PSID) switching agencies.
2. Transition School Needed
 -  a. Break in Service – been out of full-time law enforcement for more than three years but less than seven years.
 -  b. Out of State – previously certified in another state and first time in TN.



[POST Application for Officer Certification \(Non-Certified\) V6](#)

[POST Application for Officer Certification \(Previously Certified\) V8](#)

[POST Transition School Application - Break in Service](#)

[POST Transition School Application - Out-of-State Officers](#)

Pre-Employment Submission – No Transition School Needed



[POST Application for Officer Certification \(Non-Certified\) V6](#)

[POST Application for Officer Certification \(Previously Certified\) V8](#)

Before completing one of the two webforms needed to create or update an officer profile in Acadis, you will need to gather the required documentation. These documents will be combined into one PDF and attached in the webform. (See Required Documents and Pre-Employment Waivers for details on each document.)



Instructions for Pre-Employment Submissions

Required Documentation for ALL Officers (Chapter 1110- 02 and 1110-05)

All documents submitted must be legible and show all required information. For each document below, there are examples provided. You will need ONE of the examples, not all of them.

Reminder: Once the document is uploaded into the Acadis profile, it becomes public record. Please consider providing only the information required, pursuant to the rules.

- **Proof of Citizenship**
 - Birth Certificate
 - U.S. Passport
 - Certificate of Citizenship
- **Proof of High School Graduation or Equivalent**
 - Diploma or High School Transcript with name and graduation date.
 - General Education Development (GED).
 - College Transcript, graduation not required.
- **Proof of Agency Background Investigation**
 - Optional Form to include NDI Check.
- **Psychological Evaluation Form**
 - Please do not include the Confidential Report.
- **Medical Evaluation Form**
 - Medical details not required.
- **Fingerprint results for TBI and FBI**
 - Must include the name, date performed, and an FBI result of “N” for No Indication or “I” for Indication.

Required Documentation for SOME Officers (Chapter 1110-02 and 1110-05)

- **Military Discharge – with Discharge Status**
 - Not required if still active
 - DD-214 (Member 4) or NGB 22
- **Delay in Submission Letter**
 - All pre-employment submissions are due by the end of day on the date of hire. Currently, an unofficial 30-day grace period is given. After 30 days, a signed letter is required on letterhead, stating the reason for the delay. If a pattern of delays or a delay longer than six months occurs, an appearance in front of the Commission will be required.
- **Criminal History – IdentoGo**
 - If an FBI fingerprint results in an “I” (Indication), then a complete criminal history report will be required. P.O.S.T. is only legally allowed to view a criminal history through IdentoGo not a NCIC run by the agency. The agency will include a copy of the IdentoGo receipt in the pre-employment packet.
- **Use of Previous Psychological or Medical**
 - An agency may request to use a previous Psychological and/or Medical Evaluation for an officer if the following is true:
 - Use of one or both is requested in writing (optional form available).
 - There has not been a break in full-time law enforcement more than six months since the report was created.
 - A copy of the Confidential Psychological Report is on file with the hiring agency.



Instructions for Pre-Employment Submissions

Pre-Employment Waivers ([Chapter 1110-09](#))

If a waiver is required, you will attach the form(s) required in the single PDF with the other pre-employment documents and upload it to the webform.

- **Change of Academy Waiver (1110-09-.07)**

- Required if any amount of time that counted toward syllabus/curriculum hours was attended previously at a basic academy.
- Required Documents – Waiver only.

- **Criminal Record Waiver (1110-09-.04(c))**

- Required if an FBI Fingerprint results in an indication “I” (see P.O.S.T. Rules for details on what may or may not qualify for a waiver). Waivers are not required for traffic related offenses.
- Required Documents with waiver:
 - Criminal History Report (Identigo Receipt).
 - Court Documents with dispositions.
 - Statement in the officer’s own words explaining the charges and outcome.

- **Military Discharge Waiver (1110-09-.04(b))**

- Required if the discharge status is anything except Honorable (Entry Level Separation, General under Honorable Conditions, or Uncharacterized).
 - No waiver will be given for a discharge status of Dishonorable, Bad Conduct or Other Than Honorable.
- Required Documents with waiver:
 - Statement in the officer’s own words explaining the nature of the discharge.

- **Six-Month Waiver (1110-09-.08)**

- Required if the officer is unable to enroll in a law enforcement training class within six months of the date of hire.
- Required Documents – Waiver only.

All waivers can be found on the [Forms and Downloads](#) section of the TN P.O.S.T. website. Please also reference the section of the rule that the waiver pertains. There are additional details given that are helpful. The [P.O.S.T. Rules](#) can be found on the [Resources](#) section of the TN P.O.S.T. website.

Required Documentation for Transition School Officers ONLY ([Chapter 1110-02-.03-7](#) & [Chapter 1110-09-.03](#))

Transition School is required under the following two conditions:

1. There has been a break in full-time law enforcement for more than three years. After seven years, a full basic academy will be required.
2. An officer was previously certified in another state and has moved to TN.

When Transition School is required, a request must be submitted and approved, through the following steps:

- Always
 - Transition Waiver.
 - Application for Specialized Training.
- If coming from out of state (additionally)
 - Copy of Certification as a law enforcement officer from previous state.
 - Copy of Basic Academy Certificate.
 - Copy of syllabus from the academy the officer attended with a breakdown of the courses completed and the number of hours received for each course.

