




STATE OF TENNESSEE
PEACE OFFICER STANDARDS AND TRAINING COMMISSION
3025 LEBANON ROAD
NASHVILLE, TENNESSEE 37214-2217
PHONE: 615-741-4461 FAX: 615-532-0502

MEMORANDUM

TO: All Tennessee County Election Commission Offices

FROM: Brian Grisham 
Executive Secretary, POST Commission

DATE: October 20, 2009

SUBJECT: Sheriff's Qualifications for 2010 Election

The following documentation is the packet that should be issued to candidates for sheriff for the 2010 election in your county.

All the documents play a part in the submission necessary for each candidate's name to be evaluated for certification to be on the ballot. The POST Commission has very tight deadlines and the candidate's failure to submit prior to two (2) weeks before the qualifying deadline in your county will prevent the POST Commission from certifying their names to be included on that ballot.

Please discard any previous sheriff's qualification packet that you may have in your possession.

If you or the candidate for election in your county has any questions of the POST Commission process, please do not hesitate to contact the POST Commission office at (615) 741-4461.

BG

Enclosure

SHERIFF QUALIFICATION TIMETABLE

FOR COUNTIES IN WHICH MAY PRIMARY ELECTIONS ARE CALLED

NOVEMBER 20, 2009 - Nominating petitions may be issued by County Election Commission.

FEBRUARY 4, 2010 - Filing Deadline at POST for affidavit and supporting documents.

(Please refer to Checklist attached for list of documents)

FEBRUARY 18, 2010- Qualifying deadline, 12:00 Noon

FEBRUARY 25, 2010 - Withdrawal Deadline - 12:00 Noon - for Candidates to withdraw.

MAY 4, 2010 - Election Day

FOR COUNTIES IN WHICH NO PRIMARY ELECTIONS ARE CALLED

JANUARY 4, 2010 - Nominating petitions may be issued by County Election Commission.

MARCH 18, 2010 - Filing deadline at POST for affidavit and supporting documents.

(Please refer to Checklist attached for list of documents)

APRIL 1, 2010 - Qualifying deadline for state primary and county general elections - 12:00 Noon

APRIL 8, 2010 - Withdrawal deadline - 12:00 Noon - for Candidates to withdraw.

AUGUST 5, 2010 - Election Day

DEADLINE TO FILL VACANCY IN THE NOVEMBER ELECTION WILL BE BASED ON THE TIMING OF THE VACANCY.

CHECKLIST FOR CANDIDATES FOR TENNESSEE SHERIFFS' ELECTION

THE FOLLOWING ARE THE ITEMS NECESSARY TO SUBMIT ALONG WITH AFFIDAVIT FOR ELECTION TO THE OFFICE OF SHERIFF. THESE ITEMS MUST BE FILED WITH THE PEACE OFFICER STANDARDS AND TRAINING COMMISSION AT THE SAME TIME AS THE AFFIDAVIT.

- 1. **PROOF OF UNITED STATES CITIZENSHIP (COPY OF BIRTH CERTIFICATE, APPROPRIATE IMMIGRATION FORM, ETC.).**

- 2. **PROOF OF AGE OF AT LEAST 25 YEARS (COPY OF BIRTH CERTIFICATE, COPY OF TENNESSEE DRIVER'S LICENSE).**

- 3. **PROOF OF QUALIFIED VOTER STATUS IN THE COUNTY IN WHICH ELECTION IS SOUGHT (COPY OF VOTER REGISTRATION CARD OR COPY OF TENNESSEE DRIVER'S LICENSE).**

- 4. **PROOF OF EDUCATIONAL ACHIEVEMENT (HIGH SCHOOL DIPLOMA, GED CERTIFICATE, DIPLOMA OR PROOF OF ADMISSION TO AN ACCREDITED INSTITUTION OF HIGHER EDUCATION). FORM PROVIDED FROM DEPT. OF EDUCATION TO OBTAIN DUPLICATE HIGH SCHOOL DIPLOMA IF NEEDED.**

- 5. **TWO ORIGINAL FINGERPRINT CARDS SUBMITTED ON T.B.I.-ISSUED APPLICANT FINGERPRINT CARD FORMS (THESE WILL BE SUBMITTED BY THE P.O.S.T. COMMISSION TO THE T.B.I.).**

- 6. **PROOF OF HONORABLE DISCHARGE FROM UNITED STATES MILITARY (IF APPLICABLE, PLEASE SUBMIT A COPY OF DD-214 OR A COPY OF HONORABLE DISCHARGE CERTIFICATE).**

CHECKLIST FOR CANDIDATES FOR TENNESSEE SHERIFFS' ELECTION

- 7. **SIGNED CONFIRMATION OF PSYCHOLOGICAL EVALUATION FORM ON NEW P.O.S.T. COMMISSION FORM SF-1116, REVISED JULY 1, 2001.**

- 8. **EXECUTED, NOTARIZED, SWORN AFFIDAVIT FOR ELECTION TO THE OFFICE OF SHERIFF.**

- 9. **Phone number, if P.O.S.T. should need additional information.**

**AFFIDAVIT FOR ELECTION OR APPOINTMENT TO THE
OFFICE OF SHERIFF**

TO: Peace Officers Standards and Training (POST) Commission
3025 Lebanon Road
Nashville, TN 37214-2217

STATE OF TENNESSEE
COUNTY OF _____

I, _____, do hereby swear or affirm that I possess all
(Print Name)
the Qualifications required for the office of sheriff. By means of this affidavit, I certify that the following statements are true:

1. I am a citizen of the United States;
2. I am at least twenty-five (25) years of age prior to the date of qualifying for election;
3. I am a qualified voter of the county;
4. I have obtained a high school diploma or its equivalent in educational training as Recognized by the Tennessee State Board of Education;
5. I have not been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances, so long as said violation involves an offense that consists of moral turpitude a misdemeanor crime of domestic violence;
6. I have been fingerprinted and the Tennessee Bureau of Investigation has made a search of local, state and federal fingerprint files for any criminal record;
7. I have not been released, separated or discharged from the Armed Forces of the United States with a Dishonorable or Bad Conduct discharge or as a consequence of conviction at court martial for either state or federal offenses;
8. I have been certified by a qualified professional in the psychiatric or psychological Fields to be free of all apparent mental disorder as described in the Diagnostic and Statistical Manual of Mental Disorders, Third Edition (DSM III) or its successor, of the American Psychiatric Association.

All as required by T.C.A. § 8-8-102.

(Print Name of Candidate)

(Signature of Candidate)

Subscribed and sworn to before me this _____ day of _____,
(Month) (Year)

(Notary Public)



**TENNESSEE
PEACE OFFICER STANDARDS AND TRAINING COMMISSION**

CONFIRMATION OF PSYCHOLOGICAL EVALUATION

NAME OF APPLICANT: _____ REFERRING AGENCY: _____

TO THE HEAD OF LAW ENFORCEMENT AGENCY

This form should be presented to the psychologist/psychiatrist providing psychological evaluation for the purpose of police officer certification. Upon completion of psychological evaluation, the **examining professional should check the appropriate confirmation statement and sign this form in the space provided. This form should then be forwarded to the law enforcement agency.** This form should then be attached to the Application for Certification—Police Officer, and should be forwarded to the POST Commission. A copy of this report and the confidential results of the evaluation should be kept in the agency's file. **DO NOT SEND CONFIDENTIAL EVALUATION TO THE POST COMMISSION.**

TO THE EXAMINING PSYCHOLOGIST/PSYCHIATRIST

Pursuant to Tennessee Code Annotated, Section 38-8-106 and/or Section 8-8-102, applicants for police certification must be free from any disorder as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association that would in the professional judgement of the examiner, impair the subject's ability to perform any essential function of the job or would cause the subject to pose a direct threat to public safety. Applicants must be certified as meeting these criteria by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields. Upon completion of evaluation, **Please sign the appropriate statement and return this document to the law enforcement agency.**

CONFIRMATION STATEMENT BY THE EXAMINING PROFESSIONAL

I have evaluated tests administered to the reference individual and find that this officer is:

QUALIFIED NOT QUALIFIED

to be certified under the provisions of Tennessee Code Annotated, Section 38-8-106 and/or Section 8-8-102. The results of my evaluation are being forwarded to the employing agency.

Any person who, with intent to deceive, makes any false statement on this document commits the offense of perjury pursuant to T.C.A. § 39-16-702.

(Psychologist/Psychiatrist Signature)

(Name of Psychologist/Psychiatrist — Please Type)

(License Number)

(State of License)

(Street Address)

(City/State/Zip Code)

(Telephone)

(Date of Psychological Examination)

(Today's Date)



STATE OF TENNESSEE
Department of Education
Division of Legislation and Policy
ATTN: Duplicate Diplomas
6th floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN. 37243
Phone 615-253-2113

Tennessee Public High Schools only - DUPLICATE DIPLOMA

REQUEST: Send request to address above. No GED requests. GED requests need to go through TN Dept of Labor and Workforce Development, Adult Education Div.

Effective immediately, only written and signed requests will be accepted. The student who is requesting the duplicate diploma must sign the form, and must include the \$10.00 fee - Money Order only (NO CHECKS and NO CASH). **NO REQUEST WILL BE COMPLETED WITHOUT THE FEE.** Please make Money Order payable to: **TREASURER, STATE OF TENNESSEE**
Please call 615-253-2113 for any questions.

The following is the information needed:

FULL NAME OF STUDENT: (as it was the year you graduated)

NAME OF TENNESSEE PUBLIC HIGH SCHOOL ATTENDED:

CITY & COUNTY WHERE SCHOOL IS LOCATED:

DATE OF GRADUATION (month & year):

Signature of Student making request:

**Current mailing address
to mail diploma:**

Please allow 2-3 weeks for request to be processed.