



STATE OF TENNESSEE
Peace Officer Standards and Training Commission

www.tn.gov/let/post/

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MEMORANDUM

TO: All Law Enforcement Agencies
Required to Comply with POST Minimum Standards

FROM: Brian Grisham, Executive Secretary

DATE: November 1, 2016

SUBJECT: Salary Supplement for Calendar Year 2016



Attached are detailed instructions and forms required for submission of the 2016 Salary Supplement Pay Request.

Throughout the year we have received applications for certification and the supporting documentation on new officers employed with your agency, change of status forms on officers leaving your agency, and the annual in-service training records and firearms qualification scores required on all officers assigned to your agency. These documents will be used to verify each officer's eligibility for salary supplement pay.

Timely issuance of the salary supplement checks will depend upon your agency providing complete information. The POST Commission administrative staff will be reviewing all salary supplement request claims and processing the documentation for issuance of supplemental paychecks. **Please review the instructions carefully and be sure to include officer's full name, POST- PSID number and last four of their social security number.**

You will note on the attached instruction sheet that the deadline for submission of your salary supplement roster and request to POST is January 15, 2017. Failure to file by this date and have all issues cleared by May 15, 2017 will adversely affect the payment to your agency. POST is mandated to close out POST salary supplement by June 30, 2017. Any request after June 30, 2017 will be denied.

If you have questions, do not hesitate to call us for assistance, and as always, we appreciate your cooperation with the POST Commission in our effort to serve all law enforcement.

BG:sm

**INSTRUCTIONS FOR COMPLETING THE ATTACHED 2016 SALARY SUPPLEMENT REQUEST
VERIFICATION FORM AND THE 2016 SALARY SUPPLEMENT REPORTING ROSTER.**

1. The original Salary Supplement Roster, and the Request for Payment are enclosed.
2. Two copies of the Salary Supplement Reporting Roster, and the Request Verification Form must be returned to the POST Commission office NO LATER THAN JANUARY 15, 2017 BUT NOT BEFORE DECEMBER 15, 2016. The 2016 Salary supplement reporting Roster must be signed by the Sheriff or the Chief of Police.
3. The Salary Supplement Reporting Roster must be accompanied by the Salary Supplement Request form. The Salary Supplement Request form must be signed by the Chief Administrative Official (City or County, Mayor, County Executive, etc). The Chief of Police or Sheriff does not sign this form.
4. Before a claim is paid, all in-service training records must be complete. All *Applications for Certification* and *Acadis Portal updates* must also be current.
5. LIST ALL ELIGIBLE OFFICERS' NAMES (LAST, FIRST, MIDDLE) ALPHABETICALLY, THEIR POST PSID NUMBER, AND THE LAST FOUR DIGITS OF THEIR SOCIAL SECURITY NUMBER ON THE SALARY SUPPLEMENT ROSTER. LIST ANY AND ALL INELIGIBLE OFFICERS AT THE END OF THE ROSTER. PLEASE LIST LEGAL NAMES ONLY (NO NICKNAMES OR SHORTENED VERSION OF NAME). A ACADIS PORTAL SUBMISSION SHOULD BE SUBMITTED FOR ANY NAME CHANGE.

ELIGIBILITY: All POST certified, full-time commissioned law enforcement officers who have complied with minimum standards as follows:

1. Successfully completed the annual in-service training and firearms qualifications.
2. Completed eight (8) months of employment in a full-time law enforcement status during the calendar year 2016, with the following exceptions - in-service has to have been completed.
 - (a) Death of Officer
 - (b) Retirement
 - (c) Medical Disability
 - (d) Military Leave

INELIGIBILITY: All full-time commissioned law enforcement officers who have not fully complied with minimum standards as follows:

1. Officers who scored below 75% on the in-service training test or firearms qualification.
2. New officers who have not yet attended basic training.
3. Full-time uncertified exempt officers. *These officers must attend in-service training and should be listed at the end of the roster as ineligible.*
4. Officers who have been terminated for cause or decertified during the calendar year 2016.
5. Officers who transferred from your agency to another agency. These officers will be paid through the department they are employed with on December 31, 2016, if they are eligible.
6. Officers who transferred to Tennessee State Agencies (including TN Highway Patrol) should not be listed as eligible unless they have completed eight (8) months of full-time service and completed all in-service training.
7. Officers who completed Basic Police School, or are certified during calendar year 2016 are NOT eligible for payment, and must be listed at the end of the roster and marked ineligible.