



STATE OF TENNESSEE
Peace Officer Standards and Training Commission
www.tn.gov/let/post/

3025 LEBANON PIKE
NASHVILLE, TENNESSEE 37214-2217
TELEPHONE (615) 741-4461
FAX (615) 532-0502

M E M O R A N D U M

TO: All Tennessee County Election Commission Offices
FROM: Brian Grisham 
Executive Secretary, POST Commission
DATE: July 29, 2013
SUBJECT: Sheriff's Qualifications for 2014 Election



The following forms should be issued to all candidates for sheriff in the 2014 election in your county.

These documents play an important 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.

The deadline for candidates to file with POST for counties having a primary election is **February 6, 2014**. The qualifying deadline and the deadline for POST to certify names to you is February 20, 2014.

The deadline for candidates to file with POST for general elections is **March 20, 2014**. The qualifying deadline and the deadline for POST to certify names to you is April 3, 2014.

Please discard any previous sheriff's qualification packets 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 our office at (615) 741-4461.

Enclosure

SHERIFF QUALIFICATION TIMETABLE

FOR COUNTIES IN WHICH MAY PRIMARY ELECTIONS ARE CALLED

NOVEMBER 22, 2013 - Nominating petitions may be issued by County Election Commission.

FEBRUARY 6, 2014 - Filing Deadline at POST for affidavit and supporting documents. *(Please refer to Checklist attached for list of documents)*

FEBRUARY 20, 2014- Qualifying deadline, 12:00 Noon

FEBRUARY 27, 2014 - Withdrawal Deadline (and deadline for POST to notify Election Commissions). 12:00 Noon - for Candidates to withdraw.

MAY 6, 2014 - Election Day

FOR COUNTIES IN WHICH NO PRIMARY ELECTIONS ARE CALLED

JANUARY 3, 2014 - Nominating petitions may be issued by County Election Commission.

MARCH 20, 2014 - Filing deadline at POST for affidavit and supporting documents. *(Please refer to Checklist attached for list of documents)*

APRIL 3, 2014 - Qualifying deadline for state primary and county general elections - 12:00 Noon

APRIL 10, 2014 - Withdrawal deadline (and deadline for POST to notify Election Commissions) - 12:00 Noon - for Candidates to withdraw.

AUGUST 7, 2014 - Election Day

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

IF VACANCY OCCURS 10 OR MORE DAYS BEFORE THE QUALIFYING DEADLINE (PRIOR TO AUGUST 4, 2014)

QUALIFYING DEADLINE - AUGUST 14, 2014, 12:00 NOON

CANDIDATE WOULD HAVE TO FILE WITH POST BY JULY 31, 2014

IF VACANCY OCCURS LESS THAN 10 DAYS BEFORE THE QUALIFYING DEADLINE BUT MORE THAN 60 DAYS BEFORE NOVEMBER 4, 2014, DEADLINE IS 55 DAYS BEFORE NOVEMBER 4, 2014

QUALIFYING DEADLINE - SEPTEMBER 10, 2014, 12:00 NOON

CANDIDATE WOULD HAVE TO FILE WITH POST BY AUGUST 27, 2014



TENNESSEE PEACE OFFICERS STANDARDS AND TRAINING COMMISSION CHECKLIST FOR CANDIDATES FOR TENNESSEE SHERIFFS' ELECTION

The following items must be submitted to the Peace Officer Standards and Training Commission (POST) no later than fourteen (14) days before the qualifying deadline.

Please provide contact information should POST require additional information:

✓	Required Documentation	Examples
	1. Proof of United States citizenship	Birth certificate or appropriate immigration form
	2. Proof of qualifying age	Birth certificate or driver's license
	3. Proof of qualifying voter status in the county where you seek elected office	Voter's registration card or driver's license
	4. Proof of one (1) year of residence in the county where you seek elected office	Voter's registration card
	5. Proof of educational achievement	High school diploma or official transcript, GED or degree
	6. Two (2) original fingerprint cards submitted on TBI-issued applicant cards	TBI fingerprint cards
	7. Proof of honorable discharge from Armed Forces (if applicable, submit a copy of the latest DD-214 or NGB-22)	DD-214 or NGB-22
	8. Signed confirmation of psychological evaluation on POST Commission form SF-1116	SF-1116 form
	9. Proof of POST Certification or three (3) years equivalent state or federal experience in the last ten (10) years.	POST Certificate or Certification Number
	10. If not currently POST Certified, proof of basic training, proof of training including hours and curriculum and subjects covered	Syllabus and certificates from training
	11. Executed Affidavit for Election to the Office of Sheriff	Affidavit provided by POST

Name: _____

Telephone: _____

Address: _____

E-Mail: _____



AFFIDAVIT FOR ELECTION OR APPOINTMENT TO THE OFFICE OF SHERIFF

STATE OF TENNESSEE
COUNTY OF _____

I, _____, do hereby swear or affirm that I possess all of the qualifications
(Print Name)
required for the office of sheriff as set forth in TENN. CODE ANN. § 8-8-102, that I am in compliance with a court order for child support and that I have not defaulted on a repayment or service obligation under any federal family education loan program, the federal Higher Education Act of 1965, as amended, a student loan guaranteed or administered by TSAC, or any other state or federal educational loan or service-conditional scholarship program. 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 and have been a resident of the county for one (1) year prior to the date of qualifying for election;
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 misdemeanor crime of domestic violence or 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;
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 am POST Certified or have three (3) years of POST Certified or equivalent state or federal experience in the last ten (10) years; and,
9. I have been certified by a Tennessee licensed health care provider qualified in the psychiatric or psychological fields as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the applicant's ability to perform an essential function of the job, with or without a reasonable accommodation.

TENN. CODE ANN. § 39-16-702 provides that any person who, with the intent to deceive, makes a false statement under oath commits perjury, which is a Class A misdemeanor.

(Print Name of Candidate)

(Signature of Candidate)

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

(Notary Public)

PLEASE REMIT TO:
Peace Officers Standards and Training (POST) Commission
3025 Lebanon Road
Nashville, TN 37214-2217
IN-1776



**TENNESSEE
PEACE OFFICER STANDARDS AND TRAINING COMMISSION**

CONFIRMATION OF PSYCHOLOGICAL EVALUATION

APPLICANT: _____ 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 have been certified by a Tennessee licensed health care provider qualified in the psychiatric or psychological field as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the applicant's ability to perform an essential function of the job, with or without a reasonable accommodation. 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 referenced 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 the intent to deceive, makes any false statement on this document commits the offense of perjury pursuant to T.C.A. § 39-16-702.

(Signature of Psychologist/Psychiatrist)

(License Number)

(State of License)

(Name of Psychologist/Psychiatrist – Please Print)

(Street Address)

(ZIP)

(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.

Telephone: _____

STATE PRIMARY & COUNTY GENERAL ELECTIONS THURSDAY, AUGUST 7, 2014

The following offices will be on the ballot. Offices with districts indicated are elected by voters living in those specific districts.

In order to vote in the State Primary election, you must choose which Party Primary (Republican or Democratic) election you wish to vote in. The State of Tennessee is an open primary state, meaning a registered voter must declare their political party preference in order to vote in a primary.

STATE PRIMARY BALLOT	TERM	COUNTY GENERAL BALLOT	TERM
Governor	4 yrs	Circuit Court Judge (Part I, II, III)	8 yrs
US Senate	6 yrs	Chancellor	8 yrs
US House of Representative—District 7	2 yrs	District Attorney General	8 yrs
TN House of Representatives (Districts 67, 68, & 74)	2 yrs	District Public Defender	8 yrs
State Executive Committeeman (Republican & Democratic)	4 yrs	County Mayor	4 yrs
State Executive Committeewoman (Republican & Democratic)	4 yrs	County Commission (All Districts)	4 yrs
		Trustee	4 yrs
		General Sessions & Juvenile Court Judge (Divisions I, II, III)	8 yrs
		Juvenile Court Judge	8 yrs
		Sheriff	4 yrs
		Circuit Court Clerk	4 yrs
		County Clerk	4 yrs
		Register of Deeds	4 yrs
		School Board (School Districts 1, 3, 5, 7)	4 yrs
		TN Supreme Court Judges (Retention)	
		TN Court of Appeals Judges (Retention)	
		TN Court of Criminal Appeals Judges (Retention)	

Voter Registration Deadline— July 8, 2014

This is the registration deadline for the August 7, 2014 election. Persons not currently registered to vote in Montgomery County must do so by this date. There are several places to register to vote:

In Person

- ✓ Election Commission office
Montgomery County Veterans Plaza, 350 Pageant Lane, Suite 404
Office hours Monday through Friday 8:00 a.m. to 4:30 p.m.
- ✓ State agencies: Department of Safety, Department of Human Services, Health Department, and the WIC office

By-Mail (forms are available at the following locations)

- ✓ Local Post Offices
- ✓ Public Library
- ✓ On-line through the Tennessee State website,
<http://tennessee.gov/sos/election/ss-3010.pdf>. Print application on **white paper** using black ink only.

By-mail applicants must vote in-person the first time.

Note: All by-mail applications must be postmarked no later than 30 days before an election. **You are not a registered voter until you receive your voter card.**

All persons who have moved their residence are required to change their registration records with this office or they will be purged/removed from the records.

Voters are encouraged to make any changes or corrections to their voter registration record by the deadline. To change your name you are required to file a new registration form to update your signature. Name changes cannot be made by phone.

Note: If you are currently registered in another Tennessee county or in another state you must complete an application for voter registration for Montgomery County, Tennessee. Voter registration does not transfer between counties or states.

Early Voting—July 18 – August 2, 2014

All registered voters are eligible to vote early. No reason is required to vote early. Early voting is held at the Election Commission office. Early voting begins the twentieth day and ends the fifth day before Election Day. This includes Saturdays and extended weekday hours.

Photo ID

Federal or Tennessee state government issued photo ID is now required to vote, unless an exception applies. For more information about the law and its exceptions, go to www.mcqtn.org/election.

The Election Commission does not discriminate on the basis of disability. If there are questions about needed accommodations in the voting process call 648-5707.