APPLICATION TO ATTEND THE TBI LEADERSHIP ACADEMY

Privacy Act- Solicitation of information on this form is authorized by Public Law 93-83, Section 404. The furnishing of this information is voluntary on your part. The purpose of soliciting this information and the routine use to be made of it are to determine your eligibility for enrollment in the TBI Leadership Academy. Refusal on your part to furnish all of the information requested will result in no further consideration being given to your application for the Leadership Academy. You should be aware that willfully making a false statement or concealing a material fact on this application can be basis for rejection as a candidate for the Leadership Academy.

NOTICE: If space provided is not sufficient for complete answers or you wish to furnish additional information, you may attach a sheet to this application and number answers to correspond with questions.

Date:

Name of Law Enforcement Agency Where Candidate is Employed:

City: State: Zip Code:

PERSONAL DATA

Name in Full

Last Name First Name Middle

SSN: Rank/Title:

List all other names you have used, including nicknames. If you have ever used any surname other than your true name,during what period of time and under what circumstances were these names used?

Have you ever legally changed your name? ☐ Yes ☐ No

If answer is "Yes", designate

Date Place Court

Residence Address

Street City State Zip Code

Telephone Numbers:

Residence: Business:

Email Addresses:

Residence: Business:

Date of Birth: Birthplace City: Birthplace State:

Age: Height: Weight:

Marital Status

☐ Single ☐ Married (Full Name of Spouse) _____

Do you have any known allergies?: ☐ Yes ☐ No

If yes, please explain:

Physician's Name: Physician's Phone Number:

EDUCATION

Name & location of School	Dates Attended	Diploma or Degree Received
High School of Graduation:		
College(s)		

If high school equivalency certificate was obtained, provide date, name, and location of

FORMER ADDRESSES

(List chronologically all addresses for past 5 years, including street address, city, state, and dates of residence.)

1. _____
2. _____
3. _____
4. _____
5. _____

EMPLOYMENT

List chronologically all civilian & military law enforcement experience with various ranks or positions held.

Law Enforcement Agency	Position or Rank	Dates From	To

Have you ever been dismissed or asked to resign by any employer? ☐ Yes ☐ No

If answered "Yes", provide:

Employer's Name _____ Dates of Employment _____

Please provide circumstances and reason:

COURT RECORD

Have you ever been arrested or charged with any violation including traffic, but excluding parking tickets? ☐ Yes ☐ No

If yes, list all such matters even if not formally charged or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral. Attach additional sheets as necessary to provide details.

Date	Place	Charge	Disposition

Have you ever been a party to a civil court action? ☐ Yes ☐ No

If yes, please provide the requested information below.

A. Month/Year: _____ Nature of Action: _____

Result of Action: _____

Names of parties (plaintiff & defendant); court & address (city/county/state): _____

Civil Court Action Info:

B.

Month/Year: Nature of Action:

Result of Action:

Names of parties (plaintiff & defendant); court & address (city/county/state)

Are you presently the subject, or a party, of any investigation (including administrative inquiry) or pending litigation, civil or criminal?

☐ Yes ☐ No

If answer is "Yes", please provide explanation.

SUBVERSIVE MEMBERSHIP OR DATA

Are you now or have you ever been a member of any organization which seeks to deny other persons their rights under the Constitution of the United States, which violates the laws of the United States? ☐ Yes ☐ No

If answer is "Yes", please provide explanation.

REFERENCES OR SOCIAL ACQUAINTANCES

Please list the names and contact information of three (3) individuals who have known you well during the past five (5) years.

1.

Complete Name:

Yrs. Known: Occupation:

Home Address:

Phone Number:

Employer Address:

Employer Phone:

2.

Complete Name:

Yrs Known: Occupation:

Home Address:

Phone Number:

Employer Address:

Employer Phone:

3.

Complete Name:

Yrs Known:

Occupation:

Employer Address:

Employer Phone:

Home Address:

Phone Number:

MILITARY SERIVICE

Branch	Service Number	Date of Enlistment	Place of Enlistment	Date of Discharge	Type of Discharge	Place of Discharge

If not honorably discharged, please provide details:

MISCELLANEOUS

While attending the TBI Leadership Academy, advise if your salary is being continued, if any incidental expenses are being paid by your department or by any individual, group or organizations, or if you are paying your own expenses and transportation. Please provide details.

Will you abide by the rules and regulations of your department and the TBI Leadership Academy if accepted? ☐ Yes ☐ No

Do you agree to remain in law enforcement for a minimum of three (3) years after graduation from the TBI Leadership Academy? ☐ Yes ☐ No

CONSENT FOR DISCLOSURE OF INFORMATION

If information is developed which would indicate that you are not eligible for enrollment in the TBI Leadership Academy, the reason for your rejection may be furnished to the head of your agency or his/her representative.

Following graduation from the TBI Leadership Academy, information may be periodically solicited from you for inclusion in the TBI Leadership Academy Directory of Graduates. Provision of this information will be on a voluntary basis.

By furnishing your signature below, you are providing your consent for the disclosure and/or release of this information by the TBI.

CERTIFICATION

I certify that the foregoing answers are true and correct to the best of my knowledge and belief.

Signature of Applicant _____ Date _____

ALL APPLICANTS

Please attach an unmounted full-face photograph of yourself, not larger than 2 ¾ x 2 ½ inches. Print your name and the date the photograph was taken plainly on the back of the photograph. The photograph must have been taken not more than 3 months prior to the date of this application.

NOMINATION OF LAW ENFORCEMENT OFFICER TO ATTEND THE LEADERSHIP ACADEMY OF THE TENNESSEE BUREAU OF INVESTIGATION

INSTRUCTIONS- THIS NOMINATION FORM SHOULD BE COMPLETED AND SIGNED BY THE CHIEF OF POLICE, SHERIFF, OR HEAD OF A MUNICIPAL LAW ENFORCEMENT AGENCY. THE NOMINATION FORM SHOULD BE SUBMITTED WITH THE OFFICER'S APPLICATION.

IF THE APPLICANT IS THE AGENCY HEAD, NO NOMINATION FORM IS REQUIRED

TO: Director, Tennessee Bureau of Investigation

I hereby nominate the below-named representative of this law enforcement agency to attend the TBI Leadership Academy at the Tennessee Fire and Codes Enforcement Academy in Bell Buckle, Tennessee.

NOMINEE

_____ , _____ _____

LAST NAME FIRST NAME MIDDLE NAME

_____ _____

RANK OR TITLE NAME OF LAW ENFORCEMENT AGENCY

I realize the primary purpose of the TBI Leadership Academy is to train outstanding law enforcement officers to be better criminal investigators and instructors. Further, I believe the officer nominated herein is basically qualified to fulfill this purpose upon return to his/her organization after graduation. Specifically, I understand the nominee meets the following minimum requirements:

1. Must have at least five (5) years of experience as a full-time commissioned officer of a duly constituted law enforcement agency of a municipality, city or county with a minimum of three (3) years of supervisory experience;
2. Must be at least 25 years of age;
3. Must be of excellent character and enjoy a reputation of professional integrity;
4. Must exhibit an interest in law enforcement as a public service; a seriousness of purpose; qualities of leadership; and enjoy the confidence and respect of fellow officers;
5. Must have a high school diploma or high school equivalency certificate; and
6. Must agree to remain in law enforcement a minimum of three (3) years after graduation from the TBI Leadership Academy.

When a vacancy exists in a session for which the officer's application can be considered, I authorize the TBI to make a complete and thorough investigation of the nominee to confirm his/her suitability as a candidate. To assist in this regard, there is attached and executed application by the nominee. I have been assured by the nominee that he/she will remain in law enforcement for a minimum of three (3) years following graduation from the TBI Leadership Academy.

I hereby assure that the law enforcement agency making this nomination for a representative to attend the TBI Leadership Academy is in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d – 2000d-4), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et. seq.), and the Regulations of the Department of Justice (28 CRF 42.010 et. seq.), issued pursuant to that title to the end that **no person in the United States shall**, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which this agency receives federal financial assistance from the Department. This agency recognizes the right of the United States to seek judicial enforcement of this assurance.

I certify that I have reviewed the attached application and that it reflects information which is accurate to the best of my knowledge.

_____ _____

Signature of Nominating Official Date

_____

Name and Title (Type or Print)

_____

Law Enforcement Agency

_____ _____ _____

City State Zip Code

(Forward this executed nomination form and the completed application of the nominee to the TBI Training Division, 901. R.S. Gass Boulevard, Nashville, TN 37216.)

Tennessee Bureau of Investigation

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ ,do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the Tennessee Bureau of Investigation, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, records of commercial or retail credit agencies; and other financial statements and records wherever filed; medical and psychiatric treatment; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and records of lawsuits, criminal or civil, in which I presently have, or have had, an interest.

I also certify that any persons who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said persons from any and all liability which may be incurred as a result of furnishing such information. I further release the Tennessee Bureau of Investigation and the State of Tennessee from any and all liability which may be incurred as a result of collecting such information.

I hereby give this Authorization freely, voluntarily, and without threats or promises of any kind. I have read and fully understand the contents of this Authorization for Release of Information.

_____
Print Full Name of Applicant
(Include maiden name, if applicable)

Address _____

_____

_____

_____
Signature

_____
Phone Number

_____
Witness

_____
Date of Birth

_____
Date

_____
SSN

How to apply:

Download the application, nomination form and authorization to release information from the Law Enforcement Only section of the TBI website located at **www.tbi.tn.gov**.

Fully complete the application, accompanied by a nomination form from the agency head.

Send the original hard copy and completed and signed package via mail to
TBI Attn: Training Division
901 RS Gass Blvd
Nashville, TN 37216
TBI.Training@tn.gov.

Applicants will be notified when application is received and will be notified with an official letter if accepted.

TBI Leadership Academy
901 R.S. Gass Blvd.
Nashville, TN 37216

Tennessee Bureau of Investigations. Authorization No. 348164, 1,000 copies, March 2014. This public document was promulgated at a cost of $0.19 per copy.

Tennessee Bureau of Investigation LEADERSHIP ACADEMY

The most intensive, progressive, current law enforcement leadership training available.

Apply and attend the TBI LEADERSHIP ACADEMY.

"It is a great privilege for the TBI to provide the necessary tools to enhance leadership skills for law enforcement in the State of Tennessee. I feel strongly that the success of any agency is dependent upon strong leadership."
-Mark Gwyn, TBI Director

The TBI Leadership Academy was created to enhance leadership training for Tennessee law enforcement executives.

The two week academy will feature world renowned speakers, providing a very unique training opportunity in the State of Tennessee for top management in law enforcement agencies. Effective leadership means always being challenged to learn more, to understand more, to experience more.

The TBI Leadership Academy is a five day a week commitment for two weeks and will be held at the Tennessee Fire and Codes Enforcement Academy in Bell Buckle, Tennessee. It begins mid-October of each year.

Following the tradition of TBI to provide quality resources to Tennessee law enforcement, the academy is offered at no cost to participants, to include meals and lodging.

TBI Leadership Academy Requirements include:

All applicants must meet the following minimum requirements in order to be considered to attend the TBI Leadership Academy:

1. Must have at least five (5) years of experience as a full-time commissioned officer of a duly constituted law enforcement agency of a municipality, city or county with a minimum of three (3) years of supervisory experience;
2. Must be at least 25 years of age;
3. Must be of excellent character and enjoy a reputation of professional integrity;
4. Must exhibit an interest in law enforcement as a public service; a seriousness of purpose; qualities of leadership; and enjoy the confidence and respect of fellow officers;
5. Must have a high school diploma or high school equivalency certificate; and
6. Must agree to remain in law enforcement a minimum of three (3) years after graduation from the TBI Leadership Academy