

GRANT APPLICATION SUMMARY SHEET

Grant Name: Community Correction Services FY26-28 RFP# 32952-13007  
Department: STATE TRIAL COURTS  
Grantor: TENNESSEE DEPARTMENT OF CORRECTIONS  
Pass-Through Grantor (If applicable):  
Total Applied For \$8,923,000.00  
Metro Cash Match: \$0.00  
Department Contact: Kati Guenther  
880-3664  
Status: CONTINUATION

Program Description:  
A Grant to the Davidson County Community Corrections Program to provide community-based supervision and treatment services as an alternative felony supervision program to divert felony offenders from the Tennessee prison system.

Plan for continuation of services upon grant expiration:  
We would seek other grants and funding to maintain the program.

APPROVED AS TO AVAILABILITY OF FUNDS: APPROVED AS TO FORM AND LEGALITY:

Jennae Reed/impw 4/14/2025 | 11:27 AM CDT Courtney Mohan 4/14/2025 | 4:05 PM CDT  
Director of Finance Date Metropolitan Attorney Date

APPROVED AS TO RISK AND INSURANCE:

Lora Fox 4/14/2025 | 1:05 PM PDT Freddie O'Connell/impw@nashville.gov 4/14/2025 | 2:42 PM PDT  
Director of Risk Management Date Metropolitan Mayor Date  
Services (This application is contingent upon approval of the application by the Metropolitan Council.)

## Grants Tracking Form

## Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input checked="" type="radio"/>		<b>Award Acceptance</b> <input type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
<b>Department</b>	<b>Dept. No.</b>	<b>Contact</b>				<b>Phone</b>	<b>Fax</b>
STATE TRIAL COURTS	028	Kati Guenther				880-3664	
<b>Grant Name:</b>		Community Correction Services FY26-28 RFP# 32952-13007					
<b>Grantor:</b>		TENNESSEE DEPARTMENT OF CORRECTIONS				<b>Other:</b>	
<b>Grant Period From:</b>		07/01/25	(applications only) <b>Anticipated Application Date:</b>				
<b>Grant Period To:</b>		06/30/28	(applications only) <b>Application Deadline:</b> 04/14/25				
<b>Funding Type:</b>	STATE	<b>Multi-Department Grant</b> <input type="checkbox"/>		<b>If yes, list below.</b>			
<b>Pass-Thru:</b>		<b>Outside Consultant Project:</b> <input type="checkbox"/>					
<b>Award Type:</b>	COMPETITIVE	<b>Total Award:</b>		\$8,923,000.00			
<b>Status:</b>	CONTINUATION	<b>Metro Cash Match:</b>		\$0.00			
<b>Metro Category:</b>	Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00			
<b>CFDA #</b>	N/A	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>			
<b>Project Description:</b>		<b>Applic. Submitted Electronically?</b> <input type="checkbox"/>					
A Grant to the Davidson County Community Corrections Program to provide community-based supervision and treatment services as an alternative felony supervision program to divert felony offenders from the Tennessee prison system.							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
We would seek other grants and funding to maintain the program.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		\$0.00	<b>or</b>		<b>% of Grant</b>	<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>			<b>Fund</b>		<b>Business Unit</b>		
<b>Is not budgeted?</b>			<b>Proposed Source of Match:</b>				
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		22.00	<b>Actual number of positions added:</b>		0.00		
<b>Departmental Indirect Cost Rate</b>		22.90%	<b>Indirect Cost of Grant to Metro:</b>		\$2,043,367.00		
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b>	3.36%	<b>Ind. Cost Requested from Grantor:</b>		\$300,000.00	<b>in budget</b>
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>							
<b>Draw down allowable?</b> <input checked="" type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

## Part Two

## Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY26		\$2,790,400.00					\$2,790,400.00	\$639,001.60	\$100,000.00
Yr 2	FY27		\$3,025,000.00					\$3,025,000.00	\$692,725.00	\$100,000.00
Yr 3	FY 28		\$3,107,600.00					\$3,107,600.00	\$711,640.40	\$100,000.00
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$8,923,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,923,000.00	\$2,043,367.00	\$300,000.00
Date Awarded:					Tot. Awarded:	\$8,923,000.00	Contract#:			
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: [juanita.paulsen@nashville.gov](mailto:juanita.paulsen@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)



RFGP #32952-13007

## RFGP ATTACHMENT 6.2. — Section A

## TECHNICAL RESPONSE &amp; EVALUATION GUIDE

**SECTION A: MANDATORY REQUIREMENTS.** The Respondent must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the Response page number for each item in the appropriate space below.

The RFGP Coordinator will review the Response to determine if the Mandatory Requirement Items are addressed as required and mark each with pass or fail. For each item that is not addressed as required, the Response Evaluation Team must review the Response and attach a written determination. In addition to the Mandatory Requirement Items, the RFGP Coordinator will review each Response for compliance with all RFGP requirements.

<b>RESPONDENT LEGAL ENTITY NAME:</b>		Metropolitan Government of Nashville and Davidson County	
<b>Response Page # (Respondent completes)</b>	<b>Item Ref.</b>	<b>Section A— Mandatory Requirement Items</b>	<b>Pass/Fail</b>
		The Response must be delivered to the State no later than the Response Deadline specified in the RFGP Section 2, Schedule of Events.	
		The Technical Response and the Budget Response documentation must be packaged separately as required (refer to RFGP Section 3.2., <i>et. seq.</i> ).	
		The Technical Response must NOT contain Budget or pricing information of any type.	
		The Technical Response must NOT contain any restrictions of the rights of the State or other qualification of the response.	
		A Respondent must NOT submit alternate responses.	
		A Respondent must NOT submit multiple responses in different forms (as a prime and a sub-Grantee).	
Pg. 3 & 4	<b>A.1.</b>	Provide the Response Statement of Certifications and Assurances (RFGP Attachment 6.1.) completed and signed by an individual empowered to bind the Respondent to the provisions of this RFGP and any resulting contract. The document must be signed without exception or qualification.	
Pg. 3 & 5	<b>A.2.</b>	Provide a statement, based upon reasonable inquiry, of whether the Respondent or any individual who shall perform work under the contract has a possible conflict of interest (e.g., employment by the State of Tennessee) and, if so, the nature of that conflict.  NOTE: Any questions of conflict of interest shall be solely within the discretion of the State, and the State reserves the right to cancel any award.	
Pg. 3 & 6	<b>A.3.</b>	Provide a current bank reference indicating that the Respondent's business relationship with the financial institution is in positive standing. Such reference must be written in the form of a standard business letter, signed, and dated within the past three (3) months.	
Pg. 3 & 7-8	<b>A.4.</b>	Provide two current positive credit references from vendors with which the Respondent has done business written in the form of standard business letters, signed, and dated within the past three (3) months.	
Pg. 3 & 9	<b>A.5.</b>	Provide an official document or letter from an accredited credit bureau, verified and dated within the last three (3) months and indicating a positive credit rating	

**RFGP #32952-13007**

<b>RESPONDENT LEGAL ENTITY NAME:</b>		Metropolitan Government of Nashville and Davidson County	
<b>Response Page # (Respondent completes)</b>	<b>Item Ref.</b>	<b>Section A— Mandatory Requirement Items</b>	<b>Pass/Fail</b>
		for the Respondent (NOTE: A credit bureau report number without the full report is insufficient and will <u>not</u> be considered responsive.)	
<i>State Use – RFGP Coordinator Signature, Printed Name &amp; Date:</i>			



RFGP 32952-13007

ATTACHMENT 6.2 – SECTION A

Section A – Mandatory Requirement Items

- A.1 The signed Statement of Certification and Assurances can be found as Attachment A.1.
- A.2 The Davidson County Community Corrections Program nor any individual who shall perform work under this contract has a possible conflict of interest with the State of Tennessee. See Attachment A.2.
- A.3 A current bank reference indicating that Davidson County Community Corrections' business relationship with the financial institution is in positive standing. See Attachment A.3.
- A.4 Two credit references in standard business letter form have been attached. See Attachment A.4a, and A.4b.
- A.5 A letter from an accredited credit bureau is attached verifying a positive credit rating for the program. See attachment A.5.

**RFGP # 32952-13007**

**ATTACHMENT 6.1.**

**RESPONSE STATEMENT OF CERTIFICATIONS AND ASSURANCES**

The Respondent must sign and complete the *Response Statement of Certifications and Assurances* below as required, and it must be included in the Qualifications Evidence (as required by the RFGP Attachment 6.2., Technical Proposal & Evaluation Guide, Section A, Item A.1.)

**The Respondent does, hereby, expressly affirm, declare, confirm, certify, and assure ALL of the following:**

1. The Respondent will comply with all of the provisions and requirements of the RFGP.
2. The Respondent will provide all services as defined in the Scope of Services of the RFGP Attachment 6.5. or 6.6, *Pro Forma Contract* for the total contract period.
3. The Respondent accepts and agrees to all terms and conditions set out in the RFGP Attachment 6.5.or 6.6, *Pro Forma Contract*.
4. The Respondent acknowledges and agrees that a contract resulting from the RFGP shall incorporate, by reference, all Response responses as a part of the contract.
5. The Respondent will comply with:
  - (a) the laws of the State of Tennessee;
  - (b) Title VI of the federal Civil Rights Act of 1964;
  - (c) Title IX of the federal Education Amendments Act of 1972;
  - (d) the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and,
  - (e) the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.
6. To the knowledge of the undersigned, the information detailed within the Response submitted in response to the RFGP is accurate.
7. The Response submitted in response to the RFGP was independently prepared, without collusion, under penalty of perjury.
8. No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Respondent in connection with the RFGP or any resulting contract.

By signing this *Response Statement of Certifications and Assurances* below, the signatory also certifies legal authority to bind the proposing entity to the provisions of this RFGP and any contract awarded pursuant to it. If the signatory is not the Respondent (if an individual) or the Respondent's company *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to bind the proposing entity.

**DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO BIND THE PROPOSING ENTITY**

**SIGNATURE:**

**PRINTED NAME & TITLE:** Freddie O'Connell, Metropolitan Mayor

**DATE:**

**RESPONDENT LEGAL ENTITY NAME:** Metropolitan Government of Nashville and Davidson County

**RESPONDENT FEDERAL EMPLOYER IDENTIFICATION NUMBER (or SSN):**

62-0694743



## **TWENTIETH JUDICIAL DISTRICT**

### **TRIAL COURTS**

**BART PICKETT**  
TRIAL COURT ADMINISTRATOR

**1 PUBLIC SQUARE, SUITE 601  
NASHVILLE, TN 37201  
(615) 880-2558**

**March 18, 2025**

**Valerie Murtha  
Tennessee Department of Corrections  
320 Sixth Avenue North  
Nashville Tennessee 37243**

**Re: RFGP # 32952- 13007**

**Dear Ms. Murtha,**

**In accordance with the above referenced RFGP, conflict of interest statement, this is to notify you that neither the Davidson County Community Corrections Program, nor any individual who shall perform work under this contract has any conflict of interest with the State of Tennessee.**

**Please feel free to contact me if any additional information is needed.**

**Sincerely,**

A handwritten signature in blue ink, appearing to read "J. Bart Pickett", is written over a circular blue stamp.

**J. Bart Pickett  
Trial Court Administrator**

**First Horizon Bank**  
511 Union St.  
Nashville, TN 37219  
Tel (615) 734-6523  
Cell (615) 738-7906

**Drew Rodgers**  
Senior Vice President

[arodgers@firsthorizon.com](mailto:arodgers@firsthorizon.com)



March 5, 2025

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville Tennessee 37243  
(615) 917-2040  
[valerie.murtha@tn.gov](mailto:valerie.murtha@tn.gov)

Re: Bank Reference

Dear Ms. Murtha,

It is my pleasure to recommend the Metropolitan Government of Nashville and Davidson County ("Metro") and specifically the Trial Court to you from a banking perspective. We are very proud of the relationship that we've had with Metro and the Trial Court since 2007, when our banking services contract commenced, and that we were awarded an additional contract term with Metro in December 2023. Since our contract began, we have provided the banking services for Metro and its various agencies, including the Trial Court and all accounts managed have been maintained in a highly satisfactory manner.

If you should have any questions pertaining to this reference, please don't hesitate to contact me at any of the numbers provided above.

Sincerely,

A handwritten signature in black ink, appearing to be "D. Rodgers".

Drew Rodgers  
Senior Vice President  
First Horizon Bank - Nashville



March 25, 2025

To Whom It May Concern:

This is to state that The Community Corrections of Davidson County has an open account with American Paper & Twine Co. & is in very good standing. They currently have a zero balance & have paid their bills on time throughout the history of the account.

Please let me know if any further information is needed at this time.

Sincerely,

A handwritten signature in blue ink that reads "Brooks Odom".

Brooks Odom

Credit Manager

American Paper & Twine Co.



**RJ YOUNG COMPANY**  
730A Freeland Station Road  
Nashville, TN 37228  
800-347-1955  
[rjyoung.com](http://rjyoung.com)

March 7, 2025

**METRO GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY**  
**STATE TRIAL COURTS**  
408 2<sup>nd</sup> Ave N  
Nashville, TN 37201

Re: Letter of Reference / MG09-025

To whom it may concern,

The Community Corrections of Davidson County is in good standing with our company, RJ Young. If you have any questions or need further assistance, please feel free to contact us at 800-347-1955 or [collections@rjyoung.com](mailto:collections@rjyoung.com)

Sincerely,

**Nikki Middlebrooks**  
**Collections Specialist**  
**RJ YOUNG COMPANY**



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

To Whom It May Concern:

The Metropolitan Government of Nashville and Davidson County is in receipt of a credit application issued by your firm. Metro does not complete credit applications, as we are not requesting credit. We do issue Purchase Orders and Direct Orders from our financial systems that are formal expressions of our acceptance of your firm's offer.

However, if your firm is concerned about the financial health of Metro Nashville and the risk your firm made in extending the offer, please reference Metro Nashville's financial report. The current Comprehensive Annual Financial Report (CAFR) can be found by selecting the link below:  
<https://www.nashville.gov/Finance/Accounting/Comprehensive-Financial-Reports.aspx>.

If it is beneficial to you, our DUNS number is 078217668.

Respectfully,

*Dennis Rowland*

Dennis Rowland  
Chief Procurement Officer/Purchasing Agent  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
[dennis.rowland@nashville.gov](mailto:dennis.rowland@nashville.gov)

## RFGP ATTACHMENT 6.2. — SECTION B

## TECHNICAL RESPONSE &amp; EVALUATION GUIDE

**SECTION B: GENERAL QUALIFICATIONS & EXPERIENCE.** The Respondent must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the Response page number for each item in the appropriate space below. Response Evaluation Team members will independently evaluate and assign one score for all responses to Section B— General Qualifications & Experience Items.

<b>RESPONDENT LEGAL ENTITY NAME:</b>		Metropolitan Government of Nashville and Davidson County
<b>Response Page # (Respondent completes)</b>	<b>Item Ref.</b>	<b>Section B— General Qualifications &amp; Experience Items</b>
Pg. 13	<b>B.1.</b>	Provide a description of the agency's resources, credentials, and capabilities for providing offender services or administering an alternative sentencing grant program for felony offenders. Include agency history, number of grant programs currently being administered, funding source and funding level.
Pg. 14	<b>B.2.</b>	Detail the name, e-mail address, mailing address, telephone number, and facsimile number of the person the State should contact regarding the response.
Pg. 14	<b>B.3.</b>	Describe the Respondent's form of business ( <i>i.e.</i> , individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical location or domicile).
Pg. 14	<b>B.4.</b>	Detail the number of years the Respondent has been in business.
Pg. 14	<b>B.5.</b>	Briefly describe how long the Respondent has been performing the services required by this RFGP.
Pg. 14	<b>B.6.</b>	Describe the Respondent's number of employees, client base, and location of offices.
Pg. 14	<b>B.7.</b>	Provide a statement of whether there have been any mergers, acquisitions, or sales of the Respondent within the last ten years. If so, include an explanation providing relevant details.
Pg. 15	<b>B.8.</b>	Provide a statement of whether the Respondent or, to the Respondent's knowledge, any of the Respondent's employees, agents, independent contractors, or subcontractors, proposed to provide work on a contract pursuant to this RFGP, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details.
Pg. 15	<b>B.9.</b>	Provide a statement of whether, in the last ten years, the Respondent has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors. If so, include an explanation providing relevant details.
Pg. 15	<b>B.10.</b>	Provide a statement of whether there is any material, pending litigation against the Respondent that the Respondent should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFGP or is likely to have a material adverse effect on the Respondent's financial condition. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the Respondent's performance in a contract pursuant to this RFGP.



## RFGP #32952-13007

<b>RESPONDENT LEGAL ENTITY NAME:</b>		Metropolitan Government of Nashville and Davidson County
<b>Response Page # (Respondent completes)</b>	<b>Item Ref.</b>	<b>Section B— General Qualifications &amp; Experience Items</b>
		NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Respondent must be properly licensed to render such opinions. The State may require the Respondent to submit proof of such licensure detailing the state of licensure and licensure number for each person or entity that renders such opinions.
Pg. 15	<b>B.11.</b>	Provide a statement of whether there are any pending or in progress Securities Exchange Commission investigations involving the Respondent. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it will impair the Respondent's performance in a contract pursuant to this RFGP.  NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Respondent must be properly licensed to render such opinions. The State may require the Respondent to submit proof of such licensure detailing the state of licensure and licensure number for each person or entity that renders such opinions.
Pg. 15 & 16	<b>B.12.</b>	Provide a brief, descriptive statement detailing evidence of the Respondent's ability to deliver the services sought under this RFGP (e.g., prior experience, training, certifications, resources, program and quality management systems, etc.).
Pg. 16, 17 & 26	<b>B.13.</b>	Provide a narrative description of the proposed project team, its members, and organizational structure along with an organizational chart identifying the key people who will be assigned to accomplish the work required by this RFGP, illustrating the lines of authority, and designating the individual responsible for the completion of each service component and deliverable of the RFGP.
Pg. 18, 19 & 27-60	<b>B.14.</b>	Provide a personnel roster listing the names of key people who the Respondent will assign to perform duties or services required by this RFGP along with the estimated number of hours that each individual will devote to that performance. Follow the personnel roster with a resume for each of the people listed. The resumes must detail the individual's title, education, current position with the Respondent, and employment history.
Pg. 19, 20, & Appendix	<b>B.15.</b>	Describe the recruitment and selection process to be used in hiring staff.
Pg. 20 & 25	<b>B.16.</b>	Provide a statement of whether the Respondent intends to use subcontractors to accomplish the work required by this RFGP, and if so, detail:  (a) the names of the subcontractors along with the contact person, mailing address, telephone number, and e-mail address for each;  (b) a description of the scope and portions of the work each subcontractor will perform; <u>and</u>  (c) a statement specifying that each proposed subcontractor has expressly assented to being proposed as a subcontractor in the Respondent's response to this RFGP.
Pg. 20 & 21	<b>B.17.</b>	Furnish a copy of the personnel policies that will be used to govern personnel in the program.
Pg. 21	<b>B.18.</b>	Describe the process for approving and monitoring expenditures of Community Corrections Act Funds within your agency.
Pg. 21	<b>B.19.</b>	Designate a fiscal officer and include the person's name, address and phone number.
Pg. 22	<b>B.20.</b>	All residential agencies will document in writing their policies and adoption of and compliance with Prison Rape Elimination Act of 2003 final rule as published by the U.S. Attorney General on May 16, 2012 as 28 CFR Part 115, Docket No. OAG-131; AG Order No. RIN 1105-AB34. Residential agencies are defined as community confinement facilities by section 115.5 of 28 CFR Part 115 as signed by the U. S. Attorney General on May 16, 2012 and sent to the Federal Register for publication.

RFGP #32952-13007

<b>RESPONDENT LEGAL ENTITY NAME:</b>		Metropolitan Government of Nashville and Davidson County	
<b>Response Page # (Respondent completes)</b>	<b>Item Ref.</b>	<b>Section B— General Qualifications &amp; Experience Items</b>	
		<b>SCORE (for <u>all</u> Section B—Qualifications &amp; Experience Items above):</b> <i>(maximum possible score = 20)</i>	
<i>State Use – Evaluator Identification:</i>			

Section B – General Qualifications and Experience Items

- B.1 The Davidson County Community Corrections Program (DCCCP) has been administered by the local government since 1991. From 1991 through 1997, the program was administered by the Davidson County Sheriff's Office. Since 1998, the program has been administered by the State Trial Court Department of Metropolitan Government of Nashville and Davidson County.

The Davidson County Community Corrections Program is committed to operate in accordance with the mandates of the Community Corrections Act of 1985, The Community Corrections Administrative Regulations and the Community Corrections Program Standards set out by the Tennessee Department of Correction.

The Davidson County Community Corrections Program accomplishes its mission through intensive supervision and relevant treatment options, which includes regular office visits, regular residential compliance checks, regular drug testing, and community service referrals. The Davidson County Community Corrections Program also offers a wide range of treatment options tailored to the needs of the client, which include substance abuse treatment, anger management, General Educational Development classes, cognitive behavioral treatment and dual diagnosis treatment for co-occurring mental health and substance abuse issues.

The Davidson County Community Corrections Program is administered through the Metropolitan Government of Nashville and Davidson County State Trial Court department and is comprised of all trial level courts. There are six Criminal Courts, eight Circuit Courts, four Chancery Courts, and a State Trial Court Administrator's office. The State Trial Court employs approximately one hundred sixty full-time employees. The State Trial Court is bound by general Metro Government financial and budget guidelines, which are approved by the State Comptroller's office.

The Davidson County Community Corrections Program is a division of the State Trial Court. The Davidson County Community Corrections Program receives support from the State Trial Court's administrative staff, which includes the Court Administrator, the Deputy Administrator, and a Financial Officer. In addition to the Community Corrections Grant, the Metro State Trial Court Division also administers the Court Interpreter Grant, the Drug Court Grant (TDOC) and the residential Drug Court Treatment Grant.

RFGP 32952-13007

ATTACHMENT 6.2 – SECTION B

**B.2 Contact information for Davidson County Community Corrections Program:**

Larissa Burdette, Program Manager

408 2<sup>nd</sup> Avenue North, Suite 2100

Nashville, TN 37201

Office – 615-862-8398

Fax – 615-862-8618

[LarissaBurdette@jnsnashville.gov](mailto:LarissaBurdette@jnsnashville.gov)

- B.3** The Davidson County Community Corrections Program is a Tennessee Department of Correction funded alternative sentencing program. It falls under the State Trial Court Department of the Metropolitan Government of Nashville and Davidson County. Our physical location is 408 2<sup>nd</sup> Avenue North, Suite 2100, Nashville, TN 37201.
- B.4** The Davidson County Community Corrections Program has been in operation for thirty-eight years.
- B.5** The Davidson County Community Corrections Program has been in operation since 1986, providing alternative supervision and treatment options for the Criminal Court of Davidson County.
- B.6** The Davidson County Community Corrections Program currently has twenty-two positions under the current contract. Our office is in the A.A. Birch Building, 408 2<sup>nd</sup> Avenue North, Suite 2100, Nashville, TN 37201.
- Our program serves adult felony offenders who may demonstrate special needs, including, but not limited to substance abuse and mental health disorders. Community Corrections can supervise felony offenders with Schedule I Controlled Substance convictions as well as offenders who are convicted with a sentence over ten years. Otherwise, these individuals would be placed in prison.
- B.7** There have been no mergers, acquisitions, or sales of the Davidson County Community Corrections Program ever, much less the last ten years.

RFGP 32952-13007

ATTACHMENT 6.2 – SECTION B

- B.8 To our knowledge, there are no employees, agents, independent contractors, or subcontractors proposed to provide work on a contract pursuant to this RFGP who have been convicted of, pled guilty to, or pled *nolo contendere* to any felony.
- B.9 The Davidson County Community Corrections Program has not filed, or had filed against it, any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors in the last ten years.
- B.10 There is currently no pending litigation against the Davidson County Community Corrections Program.
- B.11 Currently, there are no Securities Exchange Commission investigations, pending or in progress, involving Davidson County Community Corrections.
- B.12 The Davidson County Community Corrections Program has served as the sole Community Corrections agency in Davidson County for the last thirty-eight years. Our reputation with our Judges, District Attorneys, Public Defenders, private attorneys, and Legislators is one of a dedicated and responsible alternative sentencing agency providing intensive supervision and various treatment options. The program continues to grow and seek new partnerships with agencies and programs that benefit our program participants. Likewise, recovery programs seek our program out to partner with because our reputation is one of responsibility and accountability.

Davidson County has many resources that the program partners with for our participants. The following are just a few collaborative organizations:

Project Return: Helps our participants with resources in finding employment.

The Family Center: Offers evidence-based programs that help target specific needs in breaking cycles of family trauma by providing parenting classes, life skills, and other targeted support for families in crisis.

Martha O'Bryan Center: Offers adult education and employment training; prepares adults to earn their general equivalency degree.

Nashville Rescue Mission: Provides shelter and emergency services for the homeless population in Davidson County; houses an intensive residential recovery program for men and women.

**4:13 Strong:** Six-to-eight-month residential program providing adult males with tools to succeed both personally and professionally through faith-based vocational and life skills training.

**Men of Valor:** A one year program that provides aftercare and re-entry when male participants are released from jail or prison; designed to build skills they need to live independently and succeed in the community.

**Room in the Inn:** Helps the unhoused population transition smoothly into permanent housing. Offers shelter in the winter and summer months; provides hot meals, peer support and essential services year-round.

**Samaritan Recovery Community:** Offers several programs to address the needs of individuals in need of assistance: Residential and Out-patient programs for people with substance abuse issues; Transitional living and Continuing care.

**The Next-Door Recovery:** One of the few places in Nashville that exclusively provide women with substance abuse treatment and co-occurring disorders; provides residential and out-patient care.

**Mending Hearts:** Another exclusive program for women that provides residential and out-patient substance abuse treatment along with medical detoxification and medication assisted treatment.

**Mental Health Cooperative:** Provides varying intensity levels of targeted care management: therapy, psychiatry, cognitive behavior therapy, etc.

**B.13** To perform the required duties by this RFGP, the following team is proposed. An Organizational Chart will be included as Attachment B.13

**Program Director:** Responsible for all phases of program operations, including personnel, policy, and budget.

**Assistant Program Director:** Responsible for day-to-day operations of supervision; assists the Program Director and acts as Director in their absence; provides direct supervision and management of Case Officers and Surveillance Officer.

**Supervision Manager:** Responsible for day-to-day operations; assists the Program Director and acts as Director in the absence of the Director and Assistant Director; provides direct supervision for Case Officers.

**Court Services Manager:** Responsible for the day-to-day operations of all phases of the treatment program; implements and oversees treatment curriculum; provides direct supervision of part-time counselors.

**Program Specialist:** Assists the Court Services Center's Coordinator and acts as the Court Services Manager in their absence; assists in establishing treatment curriculum.

**Program Specialist (Dual Disorders Services):** Responsible for providing support for the specialized caseload of offenders who have co-occurring substance abuse and mental health issues; conducts assessments on all referrals for Dual Disorders Services.

**Case Officer III:** Specializes in supervising program participants with special needs such as dual disorders and high at-risk assessment scores; responsible for training new staff.

**TOMIS/Risk Needs Specialist:** Responsible for completing all TOMIS movements for the program; prepares pre-sentence and re-sentence and post sentence reports; acts as liaison and in-house trainer for anything TOMIS, eTOMIS, Vant4ge, and Strong-R related.

**Surveillance Officer:** Responsible for verifying program participants' home address; ensures participants' compliance with curfew requirements; completes employment checks.

**Case Officer II:** Responsible for providing direct supervision of program participants; maintaining accurate files; covering assigned Courts; relaying participant information to their assigned Court; assists in training new staff.

**Case Officer I:** Responsible for providing direct supervision of program participants; maintaining accurate files; relaying participant information to their assigned Court; covering assigned Courts.

**Administrative Office Manager:** Responsible for handling day to day reception, inventory, clerical, training, and fiscal duties.

**Psychiatrist (Part-Time):** Responsible for providing mental health diagnosis and treatment to a specialized caseload of dual diagnosis participants; conducts individual counseling for any participant in need.

**Court Services Counselors (Part-Time):** Responsible for providing treatment curriculum and counseling to program participants attending Court Services Center.

RFGP 32952-13007

## ATTACHMENT 6.2 – SECTION B

**B.14** The following table lists the current and proposed staff, as well as proposed titles, for the Davidson County Community Corrections Program and their status:

NAME	Current Title	Full or Part-Time
Larissa Burdette	Program Director	Full – 40 hours per week
Brandi Jimerson (Reece)	Assistant Program Director	Full – 40 hours per week
Alarick Pruitt	Supervision Manager	Full – 40 hours per week
Burton Mixer	Court Services Manager	Full – 40 hours per week
Melody Woodard	TOMIS/Risk Needs Specialist	Full – 40 hours per week
Clinton Garvin	Surveillance Officer II	Full – 40 hours per week
Teresa Webb	Administrative Office Manager	Full – 40 hours per week
Tierra Mayhorn	Program Specialist – Dual Disorders Services	Full- 40 hours per week
Vacant	Program Specialist – Court Services Center	Full – 40 hours per week
Mirela Celebic	Case Officer III	Full – 40 hours per week
Vacant	Case Officer III	Full – 40 hours per week
Julia Lewis	Case Officer II	Full – 40 hours per week
April Clinard	Case Officer II	Full – 40 hours per week
Montgomery Allison	Case Officer II	Full – 40 hours per week
Vacant	Case Officer II	Full – 40 hours per week
Madison Alexander	Case Officer I	Full – 40 hours per week
Anthony Avros	Case Officer I	Full – 40 hours per week



## RFGP 32952-13007

## ATTACHMENT 6.2 – SECTION B

Abigail Biberstein	Case Officer I	Full – 40 hours per week
Vacant	Case Officer I	Full – 40 hours per week
Vacant	Case Officer I	Full – 40 hours per week
Sydney Owens	Case Officer I	Full – 40 hours per week
Sara Skibbie	Case Officer I	Full – 40 hours per week
Vacant	Counselor	Part-time – Hours will vary
Dr. Jan Mayer	Psychiatrist	Part-Time – Hours will vary
Keith Collier	Counselor	Part-Time – Hours will vary
John Worsham	Counselor	Part-Time – Hours will vary

Current staff resumes and certifications will be included as Attachment B.14

**B.15** The Davidson County Community Corrections Program adheres to all Metropolitan Nashville Government Human Resources policies in recruitment and selection processes when hiring new staff. The following steps are included in the process:

1. Post open position on Nashville.gov, discovercorrections.com, and indeed.com
2. The Program Director, Assistant Director, and Supervision Manager will review all resumes.
3. The Administrative Office Manager will send an email to prospective applicants to set up an interview and to fill out an application for employment.
4. An interview will be conducted by the Director, Assistant Director, and Supervision Manager during which we will discuss with the applicant their experience and ideology on alternative supervision, review their resume and application, and check their educational documents. If any anomalies show up in the interview, a discussion will be held for further information.

RFGP 32952-13007

ATTACHMENT 6.2 – SECTION B

5. If the Director, Assistant Director, and Supervision Manager agree on an applicant, a background check will be conducted, and four references will be contacted.

6. Under the current contract, the Tennessee Department of Correction Director and Administrator will be sent all information on the applicant for their approval.

7. If the applicant is approved, an offer of employment will be made.

**B.16** The Davidson County Community Corrections Program will subcontract with Dr. Jan Mayer. MD for medical and psychiatric services. Dr. Mayer has been a subcontractor with this program for eighteen years, providing his expertise to our Dual Disorders Services program and any participant on the program who needs his services.

a. Dr. Mayer's contact information

334 ½ 46<sup>th</sup> Avenue north, Suite B

Nashville, TN 37209

615-945-0742

[Jan.mayer@gmail.com](mailto:Jan.mayer@gmail.com)

b. Dr. Mayer will primarily work with the Dual Disorders Services participants, those with diagnosed mental health issues and co-occurring disorders such as substance abuse, gambling, or sex addiction, etc. He studies the assessment conducted by the Dual Disorders Services Program Specialist to determine if the participant can be accepted into the program. He will testify in Court on the outcome if needed.

He will meet weekly with the participants of the Dual Disorders Services program. He will assess their mental health needs, help manage their medication, and counsel them individually. He works closely with the Dual Disorders Services Program Specialist and Case Officer to meet the needs of the participants. They have weekly meetings to go over the participants' issues, goals, or completions. He will also meet with any Community Corrections participant who may benefit from his services as needed.

c. Dr. Mayer has assented to being proposed as a subcontractor to the Davidson County Community Correction Program. His letter is attached as Section B, Attachment B.16.

**B.17** Personnel policies will be attached as Section B, Attachment B.17

An addendum to the Annual, Sick, and Compensatory Leave has been added per the Oral Clarifications Conference for Written "Questions & Comments" conducted by CFO Murtha on March 14, 2025. The following additions have been added to our Policy and Procedures Manual, Pages 26-27:

TDOC agrees that vacation, sick, and compensatory time can be rolled over from one fiscal year to the next as long as the costs have been budgeted. Metropolitan Government of Nashville and Davidson County stipulates that any amount over 600 hours of vacation has to be taken or will be lost at the close of the fiscal year. Vacation hours will be paid upon termination.

Longevity can be paid to employees with five years or more of service with Davidson County Community Corrections as long as there is money in the grant budget to cover the costs.

- B.18** When an item or service is needed for our program, Davidson County Community Corrections will first follow the purchasing guidelines set forth by the Tennessee Department of Correction. If it is an item that requires the approval of the Fiscal Unit of the Department of Correction, a request for the item or service will be sent along with any purchasing details such as quantity, price, and three bids if it is a big-ticket item. If the Fiscal Unit approves, the standard Metropolitan Government of Nashville's purchasing procedures will be followed. Big ticket items such as automobiles or computers require a requisition form to be completed and sent to the Metropolitan Finance Department for approval. Once the item or service is approved and purchased, both the Tennessee Department of Correction's Fiscal Unit and the Metropolitan Government of Nashville's Finance Department will be notified. If it is an item, it will be placed on the Davidson County Community Corrections Program's inventory. All invoices are signed by the Program Director or designee.

The Program Director and the Fiscal Services Officer for State Trial Court work closely to monitor all expenditures on an individual, monthly, and annual basis. All items purchased with grant funds are placed on an inventory control form, according to standards and policy, which is monitored and updated regularly. All proof of grant funded purchases, whether items or services, are sent to the Fiscal Unit of the Department of Correction every month along with the Reimbursement report. All expenditures are audited annually by the Tennessee Department of Correction's Office of Inspector General to further ensure purchase policies are followed. In addition, Davidson County Community Corrections is audited under State Trial Court as part of the Metropolitan Government of Nashville and Davidson County's annual audit.

- B.19** The current designated Fiscal Officer for the Davidson County Community Corrections Program works for State Trial Court:

Kati Guenther  
Fiscal Services Manager, State Trial Court  
Metro Courthouse, 1 Public Square, Suite 601  
Nashville, TN 37201  
615-880-3664  
[katisguenther@jnsnashville.gov](mailto:katisguenther@jnsnashville.gov)

B.20 The following is Davidson County Community Correction's policy on the Prison Rape Elimination Act (PREA):

<b>Administrative Policies And Procedures</b>	Policy # 502.06
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 86 of 124
Subject: Prison Rape Elimination Act (PREA) Implementation and Compliance	

- I. APPLICABLE STANDARD: AP1.21; RP2.07
- II. APPLICATION: To all DCCCP staff.
- III. PURPOSE: To prevent sexual abuse of inmates and residents under the jurisdiction of the Tennessee Department of Correction (TDOC).
- IV. DEFINITIONS:
  - A. Employee: For the purpose of this policy, any full-time or part-time staff member, volunteer, vendor, intern, contractor, or employee of a contractor.
  - B. Facility/Site PREA Coordinator (FPC): The Director of Community Corrections shall serve as the FPC for Community Corrections.
  - C. Potential Sexual Aggressor: Anyone who has been identified as an individual who is at risk of sexual abusive tendencies.
  - D. Potential Sexual Victim: Anyone who has been identified as an individual with a past history of victimization.
  - E. Prison Rape Elimination Act (PREA): Federal legislation which was enacted and signed by President George W. Bush in 2003 to prevent, detect, and respond to prison rapes, sexual assaults, and sexual harassment within the United States.
  - F. PREA Compliance Manager (PCM): Individual appointed by the facility PREA coordinator to ensure the facility's compliance with PREA.

- G. PREA-Free Walk: A walk (inspection) conducted on a monthly basis at TDOC confinement or residential locations.
- H. PREA Screening System Application: Computer application located on the TDOC intranet that is used to screen inmates upon intake and transfer for their risk of being sexually abused by other inmates or sexually abusive toward other inmates. This application replaces the Sexual Aggressor/Victim Classification Screening (CR-3737 for females and CR-3638 for males). NOTE: the CR forms will continue to be used by the residents in contracted facilities supervised by the TDOC Division of Community Supervision.

Effective Date: October 1, 2016	Policy # 502.06	Page 87 of 124
Subject: Prison Rape Elimination Act		

- I. Resident: Any person confined within a community confinement facility, (e.g. halfway houses and residential confinement supervised transitional centers, etc.)
- J. Sexual Abuse: Encompasses offender-on-offender sexual abuse or harassment; staff-on-offender sexual abuse or harassment.
- K. Sexual Aggressor: Anyone who has been identified as an individual with a past history of sexually aggressive behavior.
- L. TDOC PREA Coordinator: Individual designated by the Commissioner to oversee, develop, implement, and monitor the Department's PREA programming and reporting responsibilities.
- M. Victim: Anyone who has been identified as an individual who is a former victim of prison or facility rape or sexual assault.
- V. **POLICY**: It is the policy of the DCCCP to provide a safe, humane, and appropriately secure environment, free from threat of sexual abuse and sexual harassment for all offenders, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults and sexual harassment. DCCCP has zero tolerance for incidences of sexual abuse and sexual harassment within its program.
- VI. **PROCEDURES**:
- A. The DCCCP shall have an absolute zero tolerance towards sexual acts between staff and offenders on the program. There are no consensual sexual acts in a supervisory relationship. Any sexual abuse or sexual harassment between employees and offenders is inconsistent with the professional, ethical principles,

and policies of the DCCCP. All allegations of sexual abuse will be reported and investigated.

- B. The Commissioner shall appoint a TDOC PREA Coordinator who will be responsible for implementing, developing, overseeing, and monitoring the Department's PREA activities, policy development and training.
- C. The facility PREA Coordinator shall appoint a local PREA Compliance Manager (PCM) who will ensure the facility's compliance with PREA standards. The PCM shall keep the program's PREA Coordinator apprised on the program's compliance status. Each program shall develop internal procedures to document this process.
- D. Offender Orientation and Education: All offenders entering the DCCCP shall receive verbal and written information concerning sexual abuse at intake orientation. Appropriate provisions shall be made as necessary for offenders not fluent in English, persons with disabilities and those with low literacy level.
- E. Monitoring of sexual abuse or sexual harassment against offenders shall be conducted in accordance with Policy #502.06.1.
- F. All allegations of sexual abuse and sexual harassment shall be investigated in accordance with Policy #502.06.2
- G. Employee Training: All DCCCP employees, volunteers, interns, and contracted vendors shall be trained in the prevention, detection, response, and reporting of sexual abuse.
- H. PREA publications and signage will be displayed in plain view of all staff, offenders, residents, and visitors at all grantee locations at all times.

VII. Expiration Date: September 30, 2025

March 3, 2025

Valerie Murtha

Tennessee Department of Correction

3rd Floor Rachel Jackson Building

320 Sixth Avenue North

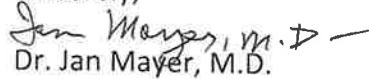
Nashville, TN 37243-0465

Re: Subcontractor Dr. Jan Mayer, M.D.

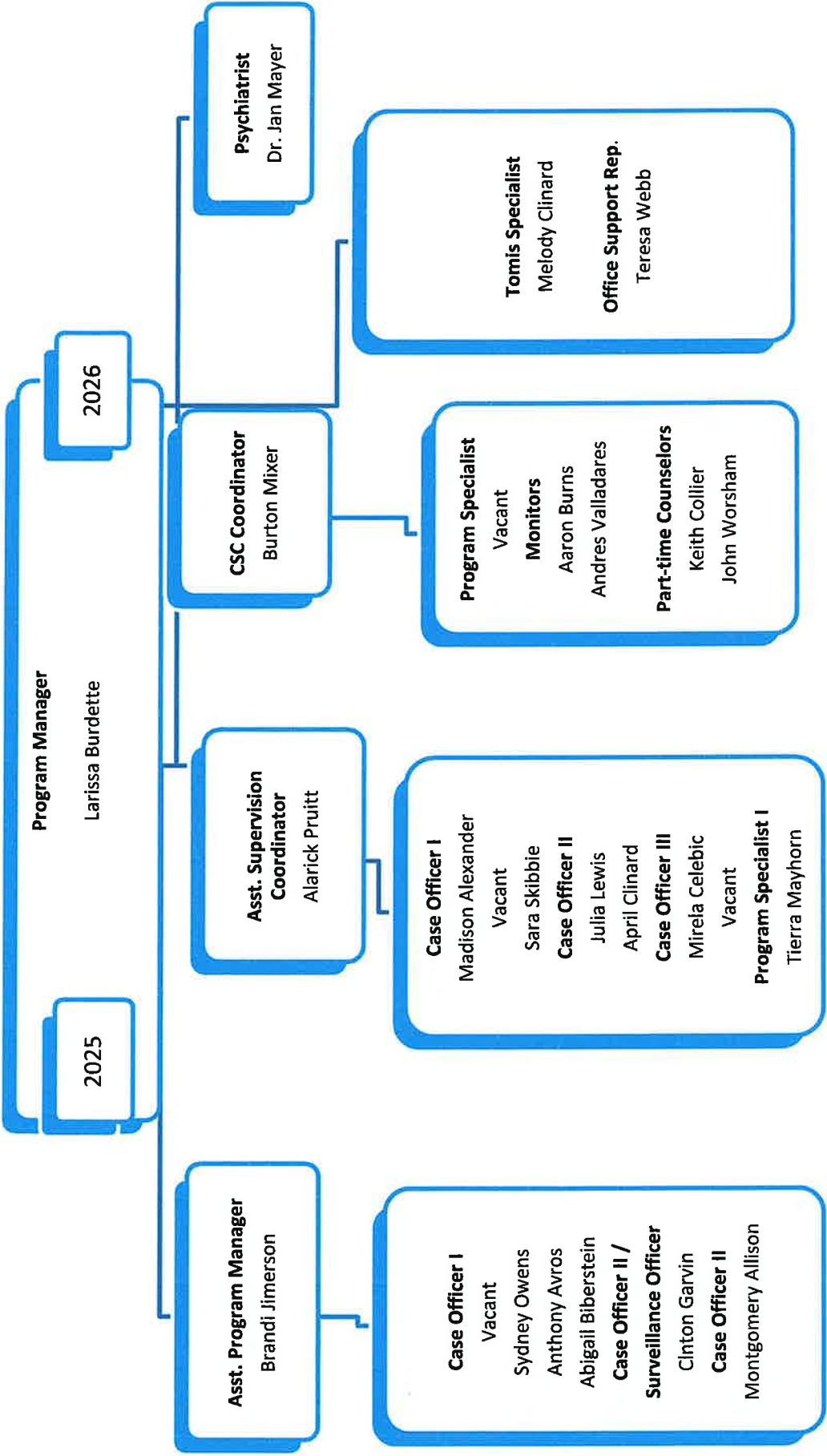
Dear Ms. Murtha,

I assent to being proposed as a subcontractor by the Davidson County Community Corrections Program.

Sincerely,

 —  
Dr. Jan Mayer, M.D.

Davidson County Community Corrections Program Organizational Chart – Revised April 2025





LARISSA BURDETTE

• LARISSABURDETTE@JIS.NASHVILLE.ORG

OBJECTIVE

To serve the Davidson County Community Corrections Program by using my knowledge and experience in a manner that ensures excellence and enhances the integrity of the program.

SUMMARY OF QUALIFICATIONS

I served as one of the first case officers for the Davidson County Drug Court Program; Helped develop and adapt a pilot program which now serves as the Dual Disorders Services for Community Corrections offenders; Helped implement and adapt the Adult Probation system which Community Corrections now uses to better track offenders; Worked closely with members of the Justice Integration System to enhance the Adult Probation program to better fit Community Corrections' needs; Performed in the capacity of Interim Program Manager for three periods while the position was vacant.

EMPLOYMENT

Davidson County Community Corrections Program	1997-present
Program Manager	2015 – present
Performs administrative and supervisory duties involved in overseeing the program. Monitors and makes adjustments to the program as needed. Implements and modifies policy within established guidelines. Prepares and administers budget and grant monies. Completes monthly statistical reports. Assigns and reviews work. Evaluates employees' performance.	
Supervision Coordinator	2004-2015
Oversee program supervisors and assist in supervision of case officers and support staff through day to day operations; Oversee all staff in their performance of duties and their compliance with policy and procedures; Train and evaluate program supervisors; Complete monthly statistical reports for the State of Tennessee; Assist the Program Manager with special projects, updating policy and procedures, and the integration of new programs in order to provide effective supervision techniques.	
Intake/TOMIS Specialist	2000-2004
Kept track of Community Corrections offenders through the Tennessee Offender Management Information System; Prepared pre-sentence and re-sentence	

reports for all Criminal Court Judges; Performed yearly recidivism studies for Community Corrections and Drug Court offenders; Conducted Orientation of new offenders on the program; Assisted the supervisor with inspecting case officer's files and implementing new programs to assist Community Corrections staff and its program participants; Received award for Support Staff of the Year from the Tennessee Community Corrections Association.

#### Case Officer I and II

1997-2000

Maintained case files and records of assigned offenders on Community Corrections; Reported to all Criminal Court judges any violation of the program's requirements; Evaluated offenders' progress and identified problems; Attended Court proceedings and testified during violation hearings; Trained new employees.

#### Pre-Trial Services - General Sessions Court

1994-1997

##### Pre-Trial Screener

Interviewed arrestees to make a determination of whether they could be released on their own recognizance; Assisted in booking procedures; Assisted the Night Court Commissioner in determining bond on new arrestees by running arrest records.

#### Davidson County Sheriff's Office

1992-1994

##### Correctional Officer

Ensured detainees' welfare while incarcerated; Conducted cell checks; Diffused conflicts between detainees; Processed newly arrested females into the facility.

#### EDUCATION

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Middle Tennessee State University

1985-1989

Bachelor of Science in Criminal Justice Administration  
Minors in Psychology and Sociology

#### REFERENCES

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References available upon request

**Brandi N. Reece**



**Objective**

I’m a dedicated professional with a positive mindset; task orientated leader and team player with energy and enthusiasm. I am looking to obtain a position where I can maximize my organizational and interpersonal skills.

**Summary of Qualifications**

I graduated from Lipscomb University with a bachelor’s degree in Psychology and a minor in Political Science. I have been employed for Davidson County Community Corrections for more than 15 years and currently hold the position of Program Supervisor.

**Education**

Lipscomb University – Nashville, TN	2002
Columbia State Community College – Columbia, TN	2000
Hickman County High School - Centerville, TN	1998

**Professional Experience**

Davidson County Community Corrections - Nashville, TN	11/05-Present
Program Supervisor	

- Supervise Case Officer’s in their daily work assessments, to make sure all obligations are being met.
- Communicate with staff about policy and procedures of the program.
- Conduct file inspections on all offenders file’s to make sure all guidelines are being followed not only by the offenders but the Case Officer’s.

**References Available Upon Request**

# ALARICK PRUITT

## Summary of Qualifications

Leadership-oriented management professional with attention to detail. Excellent communication skills, verbal and written. Demonstrate exemplary problem-solving skills; able to identify problems and implement corrective processes. Comply with federal and state laws and regulations.

## *Professional Experience*

Metro Davidson County Community Corrections  
**Program Supervisor**

04/15/2023-Current

In this role, I assist the program manager in the day to day operations of the Community Corrections Program. Within my job duties, I managed a team of community corrections officers to ensure the program's policies and procedures are being upheld and to make sure the program remains in compliance with our grantor the Tennessee Department of Corrections (TDOC). Also, to ensure we are holding probation officers and probationers accountable to ensure public safety. Additional duties and responsibilities include:

- Quarterly file inspections on all active and inactive files to make sure the officers files are in program compliance. Use state and local criminal justice systems to check the status of each probationer.
- Oversee officers to make sure they are prepared to handle court coverage along with any matters pertaining to court including court coverage, new program intakes, review warrants, and community corrections violations.
- Review officers monthly statistical reports to ensure compliance with the department of corrections.
- File critical incident reports with the department of corrections when incidents occur within the program that includes violent crimes, crimes or situations that involve news media coverage, or any deaths of any program participants that involves violence.

Metro Davidson County Drug Court  
**Program Manager**

1/5/2015-2/8/2023

In this role, I plan, organize, direct, coordinate, and evaluate the services in the residential alcohol and drug treatment program. I establish objectives to reinforce program rules, policies, and procedures. I act as liaison between assigned program areas, division management, and other State/County agencies; and assist the Director. Additional duties and responsibilities include:

- Develop and monitor short and long-range budget plans that accurately reflect program needs.
- Identify the need for and develop proposed changes in current program practices, policies and procedures.
- Fosters teamwork and organizational structures to improve communication and to simplify the organization for the most effective results.
- Leads the implementation of employees' performance development plans and training.
- Establishes and leads the standard for recruiting employees and hiring practices.
- Gather data for regulatory requirements such as audits and grants.

- Investigate personnel issues to ensure the policy and procedures are upheld to promote a safe and healthy workplace environment.
- Develop monthly statistical reports to illustrate program results.

**Senior Case Manager**

12/10/2008 – 1/5/2015

In this role, I provided an overall assessment to address the individual needs of the client. These functions included referrals, participating in treatment team meetings, accurately documenting records, and implementing case management services along with any additional information to support effective treatment practices for the client. Hold clients accountable of program rules and policies. Collaborate with local and state-wide judicial court offices, law enforcement agencies, and other contracted treatment agencies along with community resources to promote public safety. Additional duties and responsibilities included:

- Investigate referrals to ensure program eligibility requirements are upheld.
- Research incoming referrals using investigative techniques such as assessments, phone interviews, and criminal history background checks.
- Assessed an individual's performance measures with their drug history and mental health issues for effective treatment practices.
- 
- Lead weekly meeting to ensure compliance amongst program participants.
- Inform any program violations to the proper authorities.
- Prepared notes and memorandums for other departmental staff.

**Metro Davidson County Community Corrections  
Methamphetamine Case Officer**

3/10/2006 – 11/5/2008

In this role, I was responsible for overseeing individuals enrolled in the Methamphetamine Pilot Project enacted by Governor Bredesen. I provided counsel and expertise to about how to monitor clients' progress. Collaborated with community agencies to ensure clients' needs were met. Additional duties and responsibilities included:

- Analyzed progress of clients through weekly office visits, employment verification; payment of fees, home visits, curfew calls, and drug screens.
- Developed policy for random drug screen protocol for clients in the program.
- Conducted weekly meetings with aftercare counselors and judicial officials regarding the participant's progress.
- Coordinated with county authorities in regards to clients' issuance of warrants for violations of policies and procedures.

**Metro Davidson County Community Corrections  
Drug Court Case Officer**

6/10/2005 – 3/5/2006

In this role, I was responsible for direct support and coordination to the department that included the Drug Court team, caseload and community partners. In addition, I provided probation services and supervision duties authorized under statutory and agency administrative law in compliance with the Tennessee Justice Department standards. Additional duties and responsibilities included:

Alarick Pruitt, M.S, B.S.

- Conducted research and generate reports relating to the status of an individual's rehabilitative process.
- Assessed probationers, meeting with probationers to ensure adherence to terms of probation, and maintain records of probationers' activities and status.
- Provided clients with limited counseling and referring clients to probation assistance programs, and conferring with law enforcement and court personnel in matters pertaining to violation of probation by clients.
- Developed supervision and treatment plans for probationers, supervising probationers in the community to ensure their safety and welfare along with promoting public safety.

Department of Justice/ Office of Justice Programs  
**Peer Reviewer/Bureau of Justice Assistance**

2010 – 2017 (seasonal position)

In this role, I was responsible for reviewing and rating applications submitted in response to grant proposals for the Office of Justice programs. Additionally, I evaluated the merit of assigned applications relative to the peer review criteria.

- Coordinated with the lead reviewer to identify, evaluate, and maintain internal consistency in rating applications.
- Facilitated efficient and effective dialogue with peer reviewers during consensus discussions.
- Assigned the score and prepared written critique on grants.

### ***Education***

12/2008	<b>M.S.C.J., Master of Science</b> <b>Concentration:</b> <i>Criminal Justice</i> Tennessee State University, Nashville, Tennessee
05/2002	<b>B.S., Bachelor of Science</b> <b>Concentration:</b> <i>Sociology &amp; Psychology</i> University of Tennessee at Knoxville, Knoxville, Tennessee

### ***Job Related Training***

2009	<ul style="list-style-type: none"> <li>• Graduate of Middle Tennessee State University College of Continuing Education and Distant Learning for the Metropolitan Management Institute, 2009</li> </ul>
2011	<ul style="list-style-type: none"> <li>• Metro Government of Nashville and Davidson County Department of Finance Strategic Management Training Certificate of Completion, 2011</li> </ul>
2011	<ul style="list-style-type: none"> <li>• Certificate of Completion from Grant Writing USA Workshop, 2011</li> </ul>

### ***Professional Affiliations***

Association of Certified Fraud Examiners  
Tennessee Association of Community Corrections Programs  
Tennessee Association of Drug Court Professionals  
Office of Criminal Justice Programs

### ***Additional Skills***

- Tennessee Offender Management Information System

Alarick Pruitt, M.S, B.S.

- National Criminal Justice Information System
- Microsoft Office Suite (Word, Excel, PowerPoint, Project, Outlook, Access)
- Adobe Acrobat
- Reading, Analyzing, and Applying policies to grant applications with the Office of Criminal Justice Programs
- Peer Reviewer
- Certified Fraud Examiner Certificate-Expected Date: May 2018

### ***Professional References***

**Andreka Smith**  
Correctional Program Director  
Tennessee Department of Corrections  
[REDACTED]  
[REDACTED]

**Janet Hobson**  
Program Director  
Davidson County Drug Court Program  
[REDACTED]  
[REDACTED]

**Larissa Burdette**  
Supervisor Coordinator  
Davidson County Community Corrections Program  
[REDACTED]  
[REDACTED]

Alarick Pruitt, M.S., B.S.

# BURTON B. MIXER

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## PROFILE

Professional, dedicated and detail-oriented candidate with vast experience in many facets of the Criminal Justice System. A logical individual with the ability to adapt to changing environments. Exceptional communication, problem-solving and decision-making skills. Ability to handle emotionally charged stressful situations professionally. Experience in public speaking and management and the ability to communicate with individuals, both internally and externally.

- |  |                       |  |
|--|-----------------------|--|
| ▪ Interpersonal Communication              | ▪ Problem Solving     | ▪ Management Training                    |
| ▪ Active Listening/Negotiation             | ▪ Staff acquisition   | ▪ NCIC Certified                         |
| ▪ Knowledge of the Criminal Justice System | ▪ Contract management | ▪ Excellent Verbal/Written Communication |
- 

## PROFESSIONAL EXPERIENCE

STATE TRIAL COURTS/COMMUNITY CORRECTIONS – NASHVILLE, TN

### TREATMENT COORDINATOR 2017-PRESENT

- Provide a Risk/Needs assessment to new offenders in the program.
- Coordinate outside, community based services as needed.
- Monitor contract personnel for administration of core curriculum.
- Instruct treatment based classes to the offender population

### CASE OFFICER 2011-2017

- Maintain communication lines for the public, law enforcement and court personnel. Ensure program goals are met and assist with the grant-writing process and grant compliance.
- Testify in Criminal proceedings.
- Ensure offender compliance in terms of program guidelines and court requirements including service of outstanding violation warrants.

FORENSIC MEDICAL/MEDICAL EXAMINER'S OFFICE – NASHVILLE, TN

### MEDICO-LEGAL DEATH INVESTIGATOR 2006-2010

- Respond and investigate unnatural deaths occurring in a two county area.
  - Compile investigative reports and photographic evidence for Medical Examiner
  - Specialized in dental and fingerprint identification of decedents.
- 

## EDUCATION AND ADDITIONAL TRAINING

**M.A., Criminal Justice Adm.** ▪ Middle Tennessee State University. – Nashville, TN

**B.A., Criminology** ▪Indiana University of Pennsylvania – Indiana, PA

**Management Development for the Future** ▪ Tennessee Department of Correction/NIJ-Nashville, TN

**Hostage Negotiator** ▪ Tennessee Department of Correction-Nashville, TN

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## ADDITIONAL RELATED EXPERIENCE

Tennessee Department of Correction – Nashville, TN 1998-2006

**Case Manager/Death Row Program Supervisor**

- Oversee a behavior program to offenders sentenced to death.
- Maintain reports and documentation.
- Provide individual case management.

ITT Technical Institute-Nashville, TN 2004-2005

**Associate Professor**

DAVIDSON CO. SHERIFF'S OFFICE – NASHVILLE, TN 1990-1994

**Jail Administrator**

- Oversee day to day operations of a city Correctional Facility housing 300 offenders.
- Manage a staff of 38 officers and 9 support staff.
- Provide inspection reports and monthly statistical information to Sheriff.

**Internal Affairs Agent**

- Conduct investigations of employee misconduct, recover fugitives,
  - Compiled investigative reports to Sheriff with recommendations of further investigation.
  - Kept confidential files of investigations, witnesses and confidential informants.
-

# MELODY WOODARD

[REDACTED]  
[REDACTED]  
[REDACTED]

## **Education:**

Bachelor of Science, Concentration in Criminal Justice,  
Austin Peay State University 2004- 2006

General Education  
Volunteer State Community College 2002-2004

## **Employment:**

State Trial Courts  
Davidson County Community Corrections  
- TOMIS Specialist 2014-present  
Performs all TOMIS movements and acts as liaison to TDOC/TOMIS departments. Assist Supervision Coordinator and Program Manager and provide support to case officers. Works on SAS reports as needed. Train new employees on TOMIS. Cover court as needed. Prepare all Pre-sentence & Re-sentence reports ordered by the court. Run records and complete intake packets as needed. Conduct recidivism checks.

- Program Specialist 2012 – 2014  
Assist senior staff with special assignments as needed. Perform specialized services. May perform administrative functions. May exercise supervisory responsibilities over employees and/or interns involved in a program or programs for which the incumbent is responsible. Receives direction from and reports to a designated supervisor, who is consulted on complex or unusual matters.

-Case Officer II 2010 - 2012  
This position provides supervision to non-violent felony offenders, reporting directly to the supervision coordinator and works closely in conjunction with Judges, Courts, District Attorney, Defense Attorney, Law Enforcement, and any other agency to provide adequate services. Provided support in training new employees. Post-sentence report writer

- Case Officer I 2006- 2010  
Provided supervision for adult females and males in Davidson county Tennessee. Assisted offenders with in obtaining Lawful Employment, Community Service Work toward for the Community. Monitor offender's behavior and compliance with court ordered terms of probation. Write warrant when required due to criminal misconduct.

Wal-Mart  
-Retail Department Manager 2002-2006  
Assisted customers with retail purchases, appliances, and general information. Stocked departments with merchandise. Supervised and trained employees within the department I worked. Worked with supervisors and managers to obtain goals for the company.

## **Experience:**

ADPB	Customer Service	Microsoft Excel	Vantage (Strong R)
CJIS	Jail Management	Microsoft PowerPoint	
TOMIS	Microsoft Word	LSCMI specialist	

\*\* References available upon request

# CLINTON GARVIN

## EDUCATION

**Montgomery Central High School**  
High School Diploma

Cunningham, TN  
August 2010 - May 2014

## EXPERIENCE

**OAK PLAINS ACADEMY**  
*MENTAL HEALTH ASSOCIATE*

Ashland city, TN  
March 2017 - December 2017

- Take and record measures of patients' physical condition, using devices such as thermometers or blood pressure gauges.
- Interview new patients to complete admission forms, to assess their mental health status, or to obtain their mental health and treatment history.
- Collaborate with or assist doctors, psychologists, or rehabilitation therapists in working with mentally ill, emotionally disturbed, or developmentally disabled patients to treat, rehabilitate, and return patients to the community.
- Observe and influence patients' behavior, communicating and interacting with them and teaching, counseling, or befriending them.

**Middle Tennessee Mental Health Institute**  
*PSYCHIATRIC TECHNICIAN*

Nashville, TN  
March 2020 - July 2021

- Encourage patients to develop work skills and to participate in social, recreational, and other therapeutic activities that enhance interpersonal skills and develop social relationships.
- Monitor patients' physical and emotional well-being and report unusual behavior or physical ailments to medical staff.
- Lead prescribed individual or group therapy sessions as part of specific therapeutic procedures.
- Processed documents, records, and files to ensure accuracy.

**Youth Opportunity Investment**  
*YOUTH CARE SPECIALIST*

Nashville, TN  
May 2021 - January 2022

- Navigated medical databases to input documents and files.
- Utilized software to maintain accurate records.
- Assess group dynamics and collaborate with leadership personnel to create activities for desired outcomes such as relationship building, positive social interaction, and improved self-confidence.
- Complete necessary paperwork including application forms, member profiles, safety audits, incident reports, progress evaluations, and activity assessments as required.

**Tennessee Department of Revenue**  
*REVENUE PROCESSING DATA SPECIALIST*

Nashville, TN  
September 2021 - February 2022

- Perform quality assurance to ensure that the transaction numbers match documents and clear separation of documents is maintained.
- Enter alphanumeric data from both hard copy and scanned images into correct numeric or alphanumeric fields on formatted computer screen.
- Access document storage system to ensure integrity of documents maintained.

**Davidson County Community Corrections**  
*SURVEILLANCE OFFICER*

Nashville, TN  
February 2022 - Present

- Conduct home visits, curfew calls, and employment checks.
- Complete various compliance reports.
- Report all violations of compliance in a timely manner.
- Maintain correct addresses and phone numbers on offenders.

# TERESA WEBB



## Experience

**3/2015 – Present**

### **Davidson County Community Corrections**

Serves as receptionist and primary point of contact for the office.  
Verifies and enters data into a computer.  
Operates various office machines.  
Calculates fees for the division.  
Schedules appointments.  
Helps with data entry of statistical reports.  
Types, sorts and files an assortment of documents.  
Forwards information to the proper person.  
Receive and direct visitors to the office.  
Answers customer inquiries in person.  
Inputs class rosters for the CSC classes at DC4  
Keeps inventory updated.  
Orders office supplies.  
Keeps the training logs updated.  
Handles HR duties for employee files.

# Tierra Mayhorn

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## Summary

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Program Specialist with experience in program coordination, project management, and policy implementation. Skilled in streamlining operations, analyzing program effectiveness, and ensuring compliance with organizational policies. Proven ability to manage multiple projects, collaborate with cross functional teams, and deliver high-impact solutions. Strong communication and problem-solving skills, with a focus on improving program efficiency and enhancing stakeholder engagement. Dedicated to supporting organizational goals through strategic planning.

## Experience

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### **Metro Nashville Government - State Trial Courts | Nashville, TN**

#### **Program Specialist | 03/2024 - Present**

Planned and executed meetings to connect organizational representatives, community members and clients. Maintained regular communication between departments via email and phone calls to coordinate program logistics. Established goals and created action plans to achieve goals. Evaluated program operations, successes and deficiencies to identify concerns and recommend strategies to enhance processes and elevate results.

### **Mental Health Cooperative | Nashville, TN**

#### **Care Manager | 01/2021 - 03/2024**

Coordinated referrals to specialists, hospitalizations, ER visits, ancillary testing, and other enabling services for patients. Consulted with supervisors to assess cases and plan strategies for enhancing care. Participated in team meetings and trainings to stay updated on best practices and new developments in care management. Maintained detailed records in compliance with agency standards and regulations. Managed patients overall healthcare needs by assessing their physical, mental, and social needs. Developed personalized care plans. Monitored progress of patients.

### **Metropolitan Nashville Police Department | Nashville, TN**

#### **Police Dispatcher | 03/2020 - 01/2021**

Answered calls from automatic routing system and took basic information from callers. Relayed latest information to first responders via electronic means, telephone calls, and radio responses. Received public emergency and non-emergency calls and supervised response prioritization in order to effectively dispatch official units such as police, fire, and EMS while tracking data in real-time environments. Assessed emergency requests and made quick judgment calls to determine appropriate action.

## Skills

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Group and individual instruction, Eligibility Determination, Program branding, Process Improvements, Program Optimization

## Education

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### **Trevecca Nazarene University | Nashville**

#### **Management MBA - Data Analyst | 05/2025**

- National Honor Society
- Phi Beta Kappa
- Phi Kappa Phi
- Associate of College Honor Societies

# Mirela Celebic

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## **SUMMARY**

Possess strong organizational/planning skills, integrity, and trust. The ability to work on several tasks at the same time and complete assignments effectively. Knowledgeable of Tennessee Criminal Justice System. I have experience in criminal court proceedings working as a Case Officer 3 with Davidson County Community Corrections. I can maintain detailed and confidential information. Communicate appropriately with people from all backgrounds. I work well under pressure, and I am goal oriented. My goal is to achieve years of hard work and represent the department to the best of my capabilities.

## **EDUCATION**

Bachelor of Science (Criminal Justice)

Middle Tennessee State University, 2017

Associate of Applied Science (Police Science)

Nashville State Community College, 2011

## **EMPLOYMENT HISTORY**

May 2019 – Present      Davidson County Community Corrections Program  
408 2<sup>nd</sup> Ave. North, Suite 2100  
Nashville, TN 37201

- Supervise a caseload of criminal offenders enforcing conditions ordered by the Court
- Testify during trial/court hearings
- Assigned to Criminal Division I courtroom

- Be non-judgmental when dealing with offenders and apply rules and regulations in a fairly manner
- Make recommendations of appropriate strategies to help offenders
- Conduct a urine drug tests
- Collect and record fees from offenders
- Monitor attendance at courses and counseling programs
- Coordination with law enforcement when violation occur
- Issue Warrants
- Preform any other duties assigned by the supervisor

Nov. 2007 – May 2019

Target Store Company

26 White Bridge Rd.

Nashville, TN 37205

- Experienced in variety areas of work
- Provide fast, fun, and friendly service
- Greet customers in a friendly manner
- Organize and maintain the sales floor
- Help guests locate specific products
- Excellent customer service skills
- Train new team members

## **ACCOMPLISHMENTS**

Criminal Investigation Forensic Resources Group, 2010

Successfully completed 175 hours in 4 training courses:

- Basic Crime Scene Investigation
- Advanced Crime Scene Investigation,
- Interview, Interrogation, & Courtroom Testimony
- Investigative Photography

## **SKILL AND STRENGTHS**

Computer Literate

Microsoft Office

Microsoft Excel

Language

English, and Bosnian/Croatian (Written and Spoken)

**Communicate effectively, both orally and in writing**

**REFERENCES**

Sarah Duggan [REDACTED]

Alex Bolton [REDACTED]

Hannah Smith [REDACTED]

Michelle Baker [REDACTED]

Almedina Turnadzic [REDACTED]

Briana Guthrie [REDACTED]

Anela Odzakovic [REDACTED]

Raz Qaradaghi [REDACTED]



# Julia Lewis



**Education: Bachelor of Science Degree ; Majoring in Criminal Justice & Minorng in Legal Studies @ Southern Utah University Cedar City, UT.**

**Certifications: First Aid/CPR Certified**

## **Professional Summary**

Devoted to helping patients living with mental and physical illness. Provide physical, mental and emotional support to meet individual patient needs. Compassionate and dedicated with observant nature and time management abilities. With training in CPR and First Aid.

## **Skills**

- Client documentation
- Time Management skills
- Organization skills
- Compassionate client care
- Client safety and first aid
- Care plan management
- Housekeeping
- Meal preparation
- Client satisfaction

**Work History: Direct Support Professional**  
**Chrysalis Cedar City, UT.**

**08/2016-4/2021**

## **Experience**

- Enhanced patient wellbeing by supporting participation in recreational activities.
- Prevented patient injuries by providing necessary restraints and appropriate supports.
- Administered medications, collected specimens or drew blood to assist with diagnostic and treatment protocols.
- Supported and encouraged psychiatric patients to promote health and wellness.
- Improved patient outlook and daily living through compassionate care.
- Administered necessary medications as directed by the care plan.
- Facilitated best care by developing strong and trusting rapport with patients.
- Maintained a clean and well-organized environment to promote client happiness and safety.

**Case Officer 1 – State Trial Court**

Start Date: 11/15/2021- 2023

**Position/Duties:**

Case Officer 1 provides direct supervision to felony offenders and works with judges, courts, attorneys and law enforcement.

- Meeting regularly with an assigned case load of felony offenders.
- Cover assigned courts.
- Maintain case files and records for assigned offenders.
- Report all violations of court ordered requirements to the judicial system.
- Assign community service restitution placement and develop victim restitution payments.

Case Officer (2) - State Trial Court

Start Date - 2023 - Current (2025)

**Position/Duties**

Same as above + Managing a larger case load

## April Clinard

### **SUMMARY:**

Detailed-oriented administrative professional valued for multitasking strengths, organizational abilities, and decision-making skills.

### **SKILLS:**

- Office Management
- Leadership
- Microsoft Office
- Project Management
- Operations Management/Collaboration
- Records Management
- Flexibility/Adaptability
- Performance Management
- Customer Relations/Communication
- Interpersonal Ability
- Process Improvement/Problem Solving
- Strategic Planning
- Scheduling/Calendar Management
- Executive & Administrative Support

### **PROFESSIONAL EXPERIENCE:**

**CASE OFFICER II /DC4 CASE OFFICER, JULY 2019- PRESENT**

**WORK SCHEDULE: MONDAY THRU FRIDAY HOURS VARIED.**

**DAVIDSON COUNTY COMMUNITY CORRECTIONS, DC4 DRUG COURT OFFICER**

- COMPLETED DAILY TASK REQUIRED BY THE ORGANIZATION
- MONITOR OFENDERS, COMPLETED HOUSE CHECKS. COVERS STATE COURTS WHEN IN SESSION.
- UPDATE FILES, ADPB, AND TOMIS, COMPLETE ORITATION AND INTAKES WITH OFFENDERS
- FILLED OUT REPORTS, WARRANTS, TRANSFERRED PEOPLE TO OTHER ORGANIZATIONS WHEN NEEDED.
- CHECK CGIS FOR CASES, JUDGEMENTS, AND COURT CASES
- MONITOR RESIDENTS AT DC4, UPDATE THEIR STATS IN TOMIS AND WITH OTHER COUNTIES.

**Customer Sales Support, 2011 to July 2019**

**Work Schedule: Monday thru Friday 1<sup>ST</sup> Shift**

**CMS Uniforms, Nashville, Tennessee**

- Manage daily operations in the implementation and execution of the agency mission
- Assist customers with uniform sizing needed for their employment positions
- Assist with order preparations for shipping
- Monitor consumer spending
- Support vendors with product deliveries

**Finishing Technician, 2004 to 2011**

**Work Schedule: Monday thru Friday 2<sup>nd</sup> shift**

**Gibson Guitar U.S.A., Nashville, Tennessee**

- Prepared guitars by sanding or taping for paint treatments
- Maintained guitars by detecting them for imperfections and repairs
- Controlled factors that determined how the coats of paint dried
- Properly disposed of hazardous waste from the chemicals used
- Confirmed that painting equipment was disassembled, cleaned, and reassembled for future use

- Ensured that workstations remained well organized

**Hospital Service Technician, 1998 to 2004**

**Work Schedule: 3<sup>rd</sup> Shift – Whenever scheduled**

American Red Cross, Nashville, Tennessee

- Maintained shipping and receiving of blood products from hospitals and other Red Cross facilities
- Maintained the organizations inventory by removing expired products
- Assist facility personnel by handling calls from the public in regards to needing assistance with emergencies or disaster related services

**EDUCATION:**

**Bachelor of Science, Criminal Justice, Month 2004**

University of Phoenix, Nashville, Tennessee

# MONTGOMERY W ALLISON



## OBJECTIVE

Recent College Graduate who is performance-driven and hard working with a proven track record of success in mentoring and setting the example on and off the field. I can analyze and get effective results and I am a great communicator with extensive leadership skills. Also have excellent problem-solving skills, and significant ability to work in team environments. Chasing greatness is one of my strong suits.



## EDUCATION

### **BACHELOR OF SCIENCE | BETHEL UNIVERSITY (McKenzie, TN)**

**AUGUST 2019 – DECEMBER 2022**

Studious and efficient, as I finished college a semester ahead of schedule while being a full-time scholarship athlete. Played football for three years and led me position group on offense to several spectacular seasons. My fourth year I set my eyes on coaching and we became the Champion of the Mid-South Conference for the 2022 season.

### **General Advance Studies/Diploma | Clarksville Academy (Clarksville, TN)**

**AUGUST 2009 – MAY 2019**

Was very effective and participated in sports along with school social gatherings. Took several advanced classes that propelled my college advancements while going to Bethel University.



## EXPERIENCE

### **Meat Clerk – Kroger**

**APRIL 2020 – JULY 2022**

Cut, arrange, and classify different variations of meat, inspect samples for quality meat, cleaning and sanitizing work stations, setting prices on certain meats, counting inventory, ,advanced cooking aid, and food health skills. Worked this job when I was able, on and off while out of school and during the summer breaks.

### **Assistant Offensive Line Coach | Bethel University**

**JULY 2022 – DECEMBER 2022**

Film breakdown and coordination, basic day to day operations, practice setup, game and practice scheming, equipment management, mentored multiple underclassmen, and recruited players for the upcoming season. Earned the title of Mid-South Conference Champions, helped pioneered Bethel University to its first 11-0 regular season. Also mentored 3 All-Conference Players on the Offensive Line.

### Case Officer I | Davidson County Community Corrections Program

MAY 2023 – MAY 2024

Supervise Felony and Misdemeanor offenders on intensive probation, assist in addict's recovery process through setting up recovery classes, enrolling offenders in intensive outpatient treatments and residential treatments, sit in on court proceedings and conduct Criminal Court intakes, manage drug tests, home visits, employment statuses, community service work, and special conditions given by the courts.

### Case Officer II | Davidson County Community Corrections Program

MAY 2024 – PRESENT

The next position above in the hierarchy of Community Corrections. This Position also supervises Felony and Misdemeanor offenders but take a stronger leadership role in the office and in court proceedings.



#### SKILLS

- Proficient in Microsoft Word, Excel, and Power Point
- Great Leadership Skills
- Knowledge of learning and development processes
- Strategy Building
- Conflict Resolution
- Attention to detail
- Self-Starter
- Logistical and Energized
- Great fit for any company
- Motivational Techniques
- Customer Service
- Relationship Management



#### NOTATIONS

A highly motivated goal oriented individual with a Bachelors Degree in Criminal Justice and a self-starter that will be an asset to any organization.

# Madison Alexander

## SKILLS

Ability to work well with others and provide excellent communication skills, work under pressure in a busy environment and resolve conflicts effectively, knowledgeable and experienced with Internet sources, social media, and Microsoft Office Applications.

## EDUCATION

**Bethel University, Mckenzie TN**  
Bachelor of Science in Criminal Justice.

My objective is to obtain a position in the criminal justice field. Offering strong investigative and interpersonal skills to work with individuals with diverse backgrounds. Related coursework includes: Criminal Law and Procedure, Juvenile Delinquency, Criminology, Appellate Process.

## EXPERIENCE

**State Trial Courts, Nashville TN - Case Officer I**  
May 2023 - Present

Organized and maintained records and files and performed various other administrative duties, such as answering the phone, responding to email, and handling mail. Communicated with attorneys and offenders during court. Developed the skill for providing supervision to felon offenders, reporting directly to the program supervisor and works closely in conjunction with Judges, Courts, District Attorney, Defense Attorney, Law Enforcement, and any other agency to provide adequate services. Cover assigned courts as needed, maintained case files and records for assigned offenders reporting all violations of court order requirements in a timely and consistent manner to the Judicial System.

**Allied Universal, Springfield TN – Security Officer**  
July 2022 – May 2023

Security Officer and investigator with experience in directing security, crisis management, and critical investigations. Successful in implementing effective security measures, achieving significant safety and security measures, and excellent communicator with variety of different cultural people.

## CONTACT

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

# Abigail Elizabeth Biberstein

## PROFESSIONAL PROFILE

I am a strong and motivated individual who has a passion for serving and helping others. I excel in a fast-paced environment, communicate effectively at all levels, and adapt readily to new challenges. I am seeking a position that will challenge me and allow me to expand my knowledge base.

## CORE COMPETENCIES

Time Management | Detail Oriented | Communication | Critical Thinking | Problem Solving | 52 WPM

## TECHNICAL SKILLS

Microsoft Excel | Microsoft Word | Microsoft Access | ArcGIS | Spillman CAD | NCIC/TCIC

## EDUCATION

**BS in Criminal Justice**

**Minor in Psychology**

Tarleton State University (Stephenville, TX)

May 2021

## LICENSES

Texas Commission of Law Enforcement Basic Telecommunicator License February 2023

CPR Certification November 2022

## EXPERIENCE

### DAVIDSON COUNTY COMMUNITY CORRECTIONS

Nashville, TN

Program to divert felony offenders from Tennessee prison system by providing intensive community supervision and treatment services to reduce criminal behavior and create a safer community.

#### Case Officer

January 2024–Present

- Maintain case files and records for assigned offenders
- Report all violations of court order requirements in a timely and consistent manner to the Judicial System
- Evaluate offender progress and identify problems.
- Cover assigned courts

### STEPHENVILLE POLICE DEPARTMENT

Stephenville, TX

Police department, striving to build trust in the community through transparent actions and positive engagement and will.

#### 911 Operator/ Public Safety Dispatcher

October 2022– May 2023

- Receive and respond to emergency and non-emergency calls for the city of Stephenville and Tarleton State University. Handling high stress, multi- personnel calls while making quick decisions.
- Dispatch law enforcement, fire, and EMS to calls based on priority and availability.
- Maintain and validate data in local, state, and national computer databases.
- Prepare and maintain accurate records of information such as call note-taking, traffic stops, and clearance into the computer-aided dispatch system.

### BOOT BARN

Frisco, TX

Western retail store, focused on offering a piece of American spirit in the western lifestyle.

#### Lead Cashier/Trainer

August 2021– October 2022

June 2017– August 2018

- Train new team members on procedures, customer service and sales techniques to maximize team performance.
- Engage with customers and team members to ensure every customer leaves satisfied and will be a returning customer.
- Arrange and display merchandise on the sales floor to encourage customer sales and maintain service standards.





# Sydney Owens

## Skills

- Technical Troubleshooting
- Problem Resolution Aptitude
- Client Support Excellence
- Employee Management
- Data Evaluation
- Verbal and Written Communication
- Case Management

## Education And Training

05/2015

### Bachelor Of Science:

Criminal Justice

University Of Tennessee At

Chattanooga

Chattanooga, TN

- Minor in Spanish

## Languages

### Korean:

Elementary

### Spanish:

Limited

## Summary

Service-oriented individual offering high level skills in technology and customer support, and case management. A determined, enthusiastic, and versatile worker with expertise in leadership, working independently and in a face paced environment, but also as part of an effective team.

## Experience

### Metro Nashville Government - Case Officer

Nashville, Tennessee

10/2023 - Current

- Cover assigned criminal courts as needed
- Maintaining case files and records for assigned offenders
- Reporting all violations of court order requirements in a timely and consistent manner to the Judicial
- Assisting and enforcing treatment recommendations
- Evaluating offender progress and identifying problems

### The Escape Game - Electronic Production Technician

Nashville, TN

01/2023 - 10/2023

- Install and wire various forms of technology into components as they are built
- Solder PCBs
- Build and wire main control panels
- Assemble IT/AV racks
- Setup MacOS and WindowsOS PCs and laptops
- Sort inbound inventory
- Updating build documentation and wiring diagrams

### HCA Healthcare Inc. - Client Support Analyst

Nashville, TN

11/2021 - 11/2022

- Assisted customers with various types of technical issues via email, live chat and telephone.
- Documented customer complaints and inquiries for use in technical documentation and bug tracking.
- Diagnosed technical problems and communicated solutions to customers.
- Researched, identified and responded to client inquiries expeditiously, providing reactive and proactive customer support.

### Uber - Community Operations Manager

Nashville, TN

03/2021 - 07/2021

- Experienced in customer care and working with a number of software tools related to social media, customer care, and management

- Attained extensive knowledge in application functionality and user experience
- Cross-functional collaboration Customer service Process improvement
- Empowered employees by coordinating necessary resources to effectively handle needs and achieve objectives
- Supported customer service operations with expert cross-functional collaboration by coordinating information flow across teams
- Planned and manage team schedules for customer service operations in line with business and project demands
- Maintained staff performing at peak levels with clear objectives and hands-on strategies.

**Postmates - Service Recovery Lead**

*Nashville, TN*

*05/2017 - 03/2021*

- Enhanced service delivery by revising workflows and improving communication for the team
- Improved team performance by training employees in new techniques and monitoring daily activities
- Oversaw employee training and all staff management tasks
- Report and escalated product issues and customer feedback to diverse teams for timely resolution
- Managed daily workloads by organizing effective schedules and delegating tasks.

**Postmates - Senior Social Media Support Specialist**

*Nashville, TN*

*05/2017 - 03/2021*

- Trained and mentored team members on organizational policies and led by example to promote company mission and values
- Monitored social media content to maintain continuity across platforms
- Assisted in identifying causes of product malfunctions, while communicating with product and growth teams regarding impact and resolution
- Referred unresolved customer grievances to designated departments for further investigation
- Handled escalated and VIP customer concerns via social media

**Postmates - Social Media Support Specialist**

*Nashville, TN*

*05/2017 - 03/2021*

- Communicated with customers via Twitter, Facebook, and Instagram.
- Escalated app malfunctions or outages
- Delivered fast, friendly and knowledgeable service for routine questions and service complaints.

**Postmates - Customer Service Associate**

*Nashville, TN*

*05/2017 - 03/2021*

- Assisted users via telephone and email to diagnose and triage problems.
- Contributed ideas for improving production processes by encouraging the use of tools specified to correct grammar, organize notes and emails, and track links.

- Utilized problem solving skills to enhance customer experience by providing friendly, effective, and quick assistance.
- Maintained consistency by demonstrating high productivity, high QA score (100) and performance of tasks.



## American Association of Medical Review Officers

### VERIFICATION OF CERTIFICATION

March 26, 2025

**Verification of Certification for:** Jan Mayer, MD  
Davidson County Community Corrections  
P O Box 150025  
Nashville, TN 37215

**Certification Number:** 070819112

**Current Certification Date:** March 13, 2022

**Certification Expiration Date:** March 13, 2027

This notice serves as verification that the above-referenced physician has been certified as a Medical Review Officer (MRO) through the American Association of Medical Review Officers (AAMRO).

For all physicians certified or recertified by AAMRO after October 1, 2010 will have to attend an MRO training program and take the exam. Recertification is required every five years to remain in good standing.

The referenced physician is listed in the AAMRO registry of Certified Medical Review Officers ([www.aamro.com](http://www.aamro.com)).

Todd Simo, M.D.  
Chairman


DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
FM0084537	01-31-2028	\$888
SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2,2N,3, 3N,4,5	FRACTIONER	12-05-2024
MAYER, JAN A DAVIDSON COUNTY JUVENILE JUSTICE CENTER 100 WOODLAND ST NASHVILLE, TN 372131215		

**CONTROLLED SUBSTANCE/REGULATED CHEMICAL  
REGISTRATION CERTIFICATE**  
UNITED STATES DEPARTMENT OF JUSTICE  
DRUG ENFORCEMENT ADMINISTRATION  
WASHINGTON D.C. 20537

Sections 304 and 1008 (21 USC 824 and 958) of the  
Controlled Substances Act of 1970, as amended, provide  
that the Attorney General may revoke or suspend a  
registration to manufacture, distribute, dispense, import or  
export a controlled substance.

**THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF  
OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY,  
AND IT IS NOT VALID AFTER THE EXPIRATION DATE.**

Form DEA-223(511) (9/2016)



**REPORT  
CHANGES  
PROMPTLY**

**REQUESTING MODIFICATIONS TO YOUR  
REGISTRATION CERTIFICATE**

To request a change to your registered name, address, the drug  
schedule or the drug codes you handle, please

1. visit our web site at [deaddiversion.usdoj.gov](http://deaddiversion.usdoj.gov) - or
2. call our customer Service Center at 1-(800) 882-9539 - or
3. submit your change(s) in writing to:  
Drug Enforcement Administration  
P.O. Box 2638  
Springfield, VA 22152-2639

See Title 21 Code of Federal Regulations, Section 1301.51  
for complete instructions.

You have been registered to handle the following chemical/drug codes: \_\_\_\_\_



University of Nevada, Reno  
School of Medicine

## CERTIFICATE OF COMPLETION

The University of Nevada, Reno School of Medicine certifies that

**Participant Name:** Jan Mayer MD  
**License Number:** 0000010148

has participated in the following educational activity:

**Course Title:** 29th National Psychopharmacology Update Conference  
**Contact Hours:** 25.50  
**Dates:** February 15-17, 2024  
**Location:** Las Vegas, Nevada  
**Learning Format:** Live Activity

Melissa O'Brien, MS  
Director, CME

This program has been approved by the following boards:

University of Nevada, Reno School of Medicine for Nevada State Board  
of Nursing

Provider Number	Number of Hours
NV120894-1	25.50

The University of Nevada, Reno School of Medicine is accredited by the ACCME to provide continuing medical education to physicians.

The University of Nevada, Reno School of Medicine designates this live activity for a maximum of 25.50 AMA PRA Category 1 Credits™.

This program meets the Nevada State Board of Medical Examiners' requirement for 2 hours of training related to suicide prevention, intervention and detection every 4 years.

This program meets the Nevada State Board of Medical Examiners' requirement for 2 hours of training related to the misuse and abuse of controlled substances, the prescribing of opioids, or addiction during each licensure period.



The American Psychiatric Association (APA) certifies that

**Jan Mayer**

has participated in the educational activity titled

## **Buprenorphine and Office-Based Treatment of Opioid Use Disorder**

and is awarded **8.0 AMA PRA Category 1 Credit(s)<sup>™</sup>**

Claimed on May 31, 2023

The APA is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The APA designates this enduring activity for a maximum of **8 AMA PRA Category 1 Credit(s)<sup>™</sup>**.  
Physicians should claim only the credit commensurate with the extent of their participation in the activity.

American Psychiatric Association | Office of Accreditation and Compliance  
800 Maine Avenue SW, Suite 900 | Washington, DC 20024 | Telephone: 1-888-357-7924 or 202-559-3900



*Vishal Madaan, MD*  
Vishal Madaan, MD  
Chief, Division of Education and Deputy Medical Director  
American Psychiatric Association

Serial Number: 7e843bb5-9449-47a7-9623-e75e51fa213





**"Innovate, Collaborate, Motivate: Charting the future of mental health"**

## **Certificate of Credit**

*The American Psychiatric Association certifies that*

***Jan Mayer, MD***

*has participated in APA's Annual Meeting in San Francisco, CA on May 20-24, 2023, and is awarded*

**40.00**

**AMA PRA Category 1 Credits™.**

A handwritten signature in black ink, appearing to read "Vishal Madaan".

**Vishal Madaan, M.D.  
Chief, APA Division of Education**

A handwritten signature in black ink, appearing to read "Saul Levin".




**Saul Levin, M.D., M.P.A.  
APA CEO and Medical Director**

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Renewal No. 8647	<b>State of Tennessee</b> <b>Department of Health</b> <b>Division of Health Related Boards</b> <i>This Certifies that</i> <b>JOHN TIMOTHY WORSHAM LADAC</b> <i>whose credentials have been approved by the:</i> <b>BOARD OF ALCOHOL AND DRUG ABUSE COUNSELORS</b> <i>has fulfilled all requirements for renewal and registration as</i> <i>required by the Tennessee Code Annotated and is a duly</i> <i>authorized: LICENSED ALCOHOL AND DRUG ABUSE COUNSELOR</i> <i>in the State of Tennessee through</i> <b>JULY 31, 2025</b>	<b>13466280</b>  License No. LDC0000000681
	 ASSISTANT COMMISSIONER, HEALTH LICENSURE & REGULATION  COMMISSIONER, DEPARTMENT OF HEALTH	

DCF014 23171

**TECHNICAL RESPONSE & EVALUATION GUIDE**

**SECTION C: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH.** The Respondent must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the Response page number for each item in the appropriate space below.

A Response Evaluation Team, made up of three or more State employees, will independently evaluate and score the Response's response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

**0 = little value      1 = poor      2 = fair      3 = satisfactory      4 = good      5 = excellent**

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

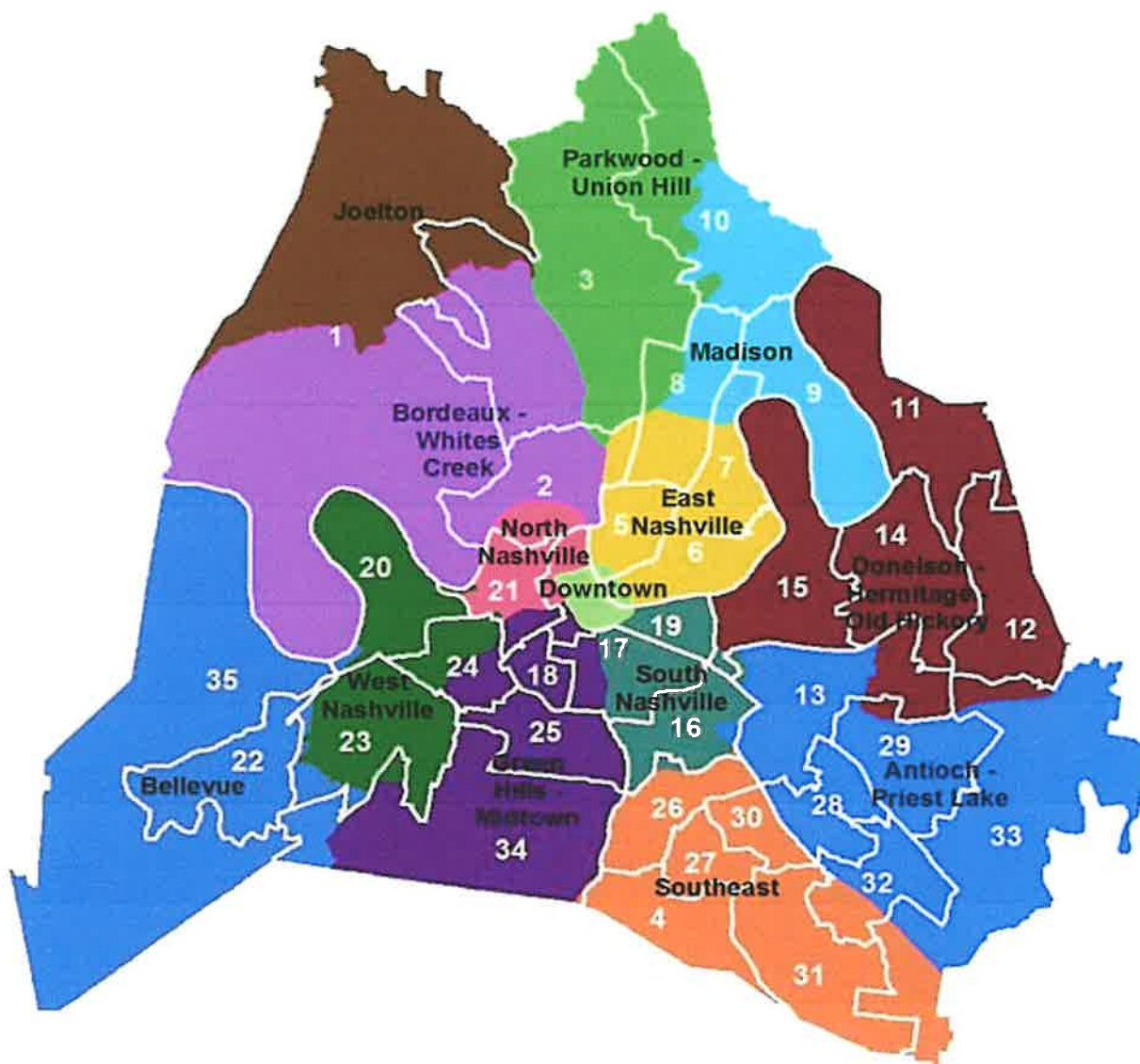
<b>RESPONDENT LEGAL ENTITY NAME:</b>		Metropolitan Government of Nashville and Davidson County			
<b>Response Page # (Respondent completes)</b>	<b>Item Ref.</b>	<b>Section C— Documentation of Need</b>	<b>Item Score</b>	<b>Evaluation Factor</b>	<b>Raw Weighted Score</b>
Pg. 62	<b>C.1.</b>	State the judicial district and counties to be serviced by this program Response. Include a map showing the area to be served.		<b>2</b>	
Pg. 62-66	<b>C.2.</b>	<p>Give a narrative description of the need of your judicial district (s), which you plan to address by this program Response. Include, at a minimum, the following data to document these needs:</p> <p>(1) State the current capacity and population of all county jails and workhouses in the area to be served and whether or not there are any Federal Court Orders requiring improvement of conditions therein.</p> <p>(2) State the number of incarcerations for non-violent felony offenders in the judicial district(s) to be served in calendar year 2014.</p> <p>(3) Define any strategy (s) for targeting and diverting drug offenders in to community corrections programs.</p> <p>(4) State any strategy to insure that offenders placed in the community corrections program would otherwise be incarcerated if this option were not available.</p>		<b>15</b>	
Pg 66-69	<b>C.3.</b>	<p>(1) State and justify the number of new offenders you propose to divert from incarceration for the grant years.</p> <p>(2) State and justify the maximum and average census of offenders in your program for the grant years, including the number of successful and unsuccessful terminations. State any strategy for increasing the ratio of successful terminations to unsuccessful terminations.</p> <p>(3) State the expected average length of stay of offenders placed in your program and state any strategy for length of stay of offenders who will successfully complete the program. Grantees are encouraged to transfer offenders to TDOC supervision after completing one year of community correction supervision.</p>		<b>10</b>	

**RFGP #32952-13007**

<b>RESPONDENT LEGAL ENTITY NAME:</b>		Metropolitan Government of Nashville and Davidson County			
<b>Response Page # (Respondent completes)</b>	<b>Item Ref.</b>	<b>Section C— Documentation of Need</b>	<b>Item Score</b>	<b>Evaluation Factor</b>	<b>Raw Weighted Score</b>
<i>The RFGP Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>					<b>Total Raw Weighted Score:</b> <i>(sum of Raw Weighted Scores above)</i>
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <b>Total Raw Weighted Score</b>  <hr style="width: 100%;"/> <b>Maximum Possible Raw Weighted Score</b>  <i>(i.e., 5 x the sum of item weights above)</i> </div> <div style="text-align: center;"> <b>X 27</b>  <i>(maximum possible score)</i> </div> <div style="text-align: center;"> <b>= SCORE:</b> </div> </div>					
State Use – Evaluator Identification:					
State Use – RFGP Coordinator Signature, Printed Name & Date:					

Section C – Documentation of Need

- C.1 Davidson County makes up the 20<sup>th</sup> Judicial District and is the current and proposed service area of the Davidson County Community Corrections Program. The map below shows Davidson County's council Districts.



- C.2 The Nashville/Davidson County area has been rapidly growing in the last few years. The current population is 708,144. The Metropolitan area is a thriving tourist attraction which not only brings money

into the city, but unfortunately brings crime as well. Like most American cities with a growing urban area, drugs, poverty, homelessness, and the population with mental illness or co-occurring issues are also increasing. The defendants that come through our court system and then to our program, convicted of a myriad of felony offenses, are representative of these issues.

Most would expect the rapid economic growth in the last decade would improve the standard of living. While it has for some residents, it has declined for most. Poverty remains as high as it was a decade ago and the ability for most people to find affordable housing has declined. Davidson County has seen gentrification in some areas, which sounds ideal, but what it does is make the neighborhoods that were once affordable are now unattainable to most long-time citizens who are being displaced from the area they have lived in for most of their lives.

The poverty level in Nashville has been higher in this last decade than some its peer cities such as Atlanta (15% higher), Louisville (14.7% higher), and Charlotte (10% higher). In 2022, Nashville was 12.6% higher than the average United States poverty level. Most Davidson County residents earn less than a living wage.

Although numerous factors play a role, there is an evidence-based consensus that poverty significantly increases the risk of criminal behavior. Poverty creates conditions that increase tendencies toward crime. When basic needs like food, housing, health, and mental health issues are not available, people may commit theft, drug related and violent crimes to get by. Volent crime in Davidson County has increased 15.9% from 2023; property crime, including, burglary, auto theft, robbery, and arson has also increased.

The following data will be used to document these needs:

1. The following table shows the current capacity and population of all Davidson County jails and workhouses (according to the Tennessee Department of Correction Jail Summary Report – one day snapshot: March 3, 2025). Currently, there are no Federal Court orders requiring improvements of condition at any of these institutions.

NAME OF FACILITY	CURRENT CAPACITY	CURRENT POPULATION
DAVIDSON COUNTY DDC	762	791
DAVIDSON COUNTY CDM	904 - MALES	828
DAVIDSON COUNTY CDF	454 – FEMALES	238
DAVIDSON MCC	508	515

2. In the 20<sup>th</sup> Judicial district, for the year 2024, the number of non-violent felony offenders was more than half of all incarcerated inmates at fifty-seven point one percent (57.1%).
3. Strategies for targeting and diverting drug offenders into Community Corrections involves three major components: availability of treatment resources; on-going relationships with key stakeholders; continuous Court presence and accountability. Each component is explained below:

Availability of treatment resources: Davidson County provides a wide range of treatment options for our program participants. Some of these options are detailed below:

**Court Services Center (CSC):** This is our in-house out-patient treatment service. After their initial assessment, all participants who have an assessed need will be placed in the appropriate treatment program based on those needs. The Court Services Center offers the following treatment curriculum: Cognitive Behavior Intervention Therapy, Substance Abuse and Relapse Prevention, Anger Management, Employee Development, Intensive Out-Patient treatment, and individual counseling.

**Dual Disorders Services (DDS):** The Dual Disorders Services is a specialized component within the Davidson County Community Corrections Program. It is comprised of a Case Officer, with experience in working with our population who have co-occurring substance abuse and mental health issues, Program Specialist, who is experienced and holds certifications in mental health issues and assessments, and a Psychiatrist, who counsels the Dual Disorders Services' participants, as well as any regular Community Corrections participant who is struggling with mental health issues.

Davidson County Community Corrections is lucky to have access to such a wide variety of treatment options. This has proven to be highly effective for making it a desirable sentencing option for our judges in Davidson County and judicial officials in other counties. They understand that when they transfer someone into a treatment program in Davidson County, they are supervised by our program, which has an excellent reputation in the sentencing sphere of Tennessee.

Some other resources we utilize in Davidson County besides the ones singled out in Section B are the following:

*Centerstone, Cumberland Heights, Davidson County Drug Court, and Crossroads Counseling Associates* which are out-patient substance abuse treatment programs.

*Project Return and Goodwill* which provide local employment services.

*Park Center* which provides mental health and substance abuse treatment as well as housing and employment services.

**Relationships with Key Stakeholders:** Throughout its many years of service to Davidson County, this program and its staff have focused on the importance of cultivating lasting professional relationships with key figures in the Davidson County criminal justice community. The most notable of these relationships is with the Criminal Court Judges we serve. Every effort is made to be an ongoing resource for our Judges. Staff has regular face-to-face contact and are always available to handle any special requests of conditions when called upon to do so. Our offices are in the same building as the Judges, so if they need anything, we can be in their offices in a matter of minutes.

Our program has a positive working relationship with the District Attorney's office and staff, the Public Defender's office and staff, and defense attorneys. We serve as a resource to answer their questions and encourage referrals for their clients into the Community Corrections program. They are aware anyone that is placed in Community Corrections in Davidson County will be treated fairly and with respect. Everyone is given the same opportunity to utilize the resources we provide to get them on the right track and out of the system. They are aware their people will be held accountable to the Court Order and whatever special conditions are placed on them.

These cooperative relationships, developed over many years, have proven to be an effective strategy for diverting not just drug offenders, but all offenders into our program.

**Continuous Court Presence:** This program maintains at least one Case Officer in each Court while Court is in session on relevant matters. We are in the same building as the six Criminal Court Judges we serve and can be in their Courtroom in a matter of minutes when asked. This type of availability sends a message that our service to the Courts in Davidson County is a top priority. This also proves to be an effective strategy in ensuring Community Corrections is a favorable option for the Judges when sentencing offenders.

4. Under the current legal statute, Community Corrections is the only alternative sentencing program who can supervise people who have sentences over ten (10) years; and who have been convicted of a Schedule I felony drug charge. If Community Corrections was not an option, these convicted felons would be sentenced to serve their time in jail, which would cause massive overcrowding.

The program employs the following strategy to ensure offenders, who might otherwise be incarcerated, are placed on Community Corrections: Continuous court presence in the Criminal Courts where prison-bound felons are sentenced. Most criminal cases in Davidson County are decided during a plea bargain discussion. A typical plea bargain involves a request from the defense attorney to the District Attorney for Probation for the defendant. On cases where the District Attorney feels Probation may be inappropriate, the typical response is to deny probation and consider Community Corrections, incarceration, or a combination of the two. With Community Corrections' staff sitting in the Courtroom while discussions are happening, it is easy for the attorneys involved to ask questions and ascertain if our program is the right one for the offender in question.

Many years ago, the Tennessee Department of Correction developed an instrument for measuring the likelihood of an offender bound for prison. The Offender Profile Index (OPI) is a 0-8 scale with an established score of three or higher. The Davidson County Community Corrections Program has regularly averaged higher than a three (3) since its inception. In fact, our average index scores have always been in the five (5) and above range.

- C.3 The projected number of total diversions for the grant years will be difficult to pin down. Between COVID and the last grant contract, we have not received the number of diversions we



once did. Before 2020, the Davidson County Community Corrections Program's diversions per year were between 258 - 415. Please refer to the following chart depicting our diversion numbers from 2011 to 2024.

Fiscal Year	Total Diversions
2011-2012	397
2012-2013	386
2013-2014	411
2014-2015	415
2015-2016	392
2016-2017	384
2017-2018	318

2018-2019	258
2019-2020	242
2020-2021	152
2021-2022	143
2022-2023	58

2023-2024	103

With the new grant contract and renewed vigor in our program, our goal will be to reach three hundred (300) diversions. This can be achieved by using the strategies outlined in Section C.2 (3) above. Besides that, we will build up the Dual Disorders Services program and begin an Intensive Out-Patient treatment program. We will also seek out more treatment, housing, and employment programs to collaborate with to ensure our program participants have the best chance possible to live full and productive lives.

1. The projected numbers for this grant's years are outline below:

Fiscal Year	Proposed Diversions
2025-2026	200
2026-2027	250
2027-2028	300

2. The projected census and termination numbers for the grant years are outlined in the chart below. These projections are based upon our current census five hundred ninety-nine (599) and our goal to steadily increase diversions over the next three years. As for terminations,



our successful completions have always outnumbered our unsuccessful terminations. We will increase our successful completions by focusing our treatment offerings to include more variety and not cling to a 'one treatment curriculum for everyone' mentality.

Fiscal Year	Maximum Census	Average Census	Projected Successful Terminations	Projected Unsuccessful Terminations
2025-2026	650	600	225	150
2026-2027	675	625	250	130
2027-2028	700	650	275	115

As stated before, the program will introduce an Intensive out-patient treatment curriculum, as well as fortifying our Dual Disorders Services program which addresses co-occurring mental health and substance abuse issues. We will strengthen our Cognitive Behavioral Intervention Therapy program we are currently using. Our Substance Abuse and Relapse Prevention curriculum is taught by a Licensed Alcohol and Drug Counselor (LADAC). It includes an Opiate track, which was suggested by one of our Judges several years ago, that has proven successful.

Currently, our treatment team uses a significant amount of the evidence-based programming listed in Attachment 6.5.

Substance Abuse and Relapse Prevention classes currently use the Hazelden curriculum which is based on Alcoholics Anonymous. Our Licensed Alcohol and Drug Counselor guides the participants through a sequence of actions that lead to their recovery where each new action builds on the previous one. It offers an effective method of education, treatment, and maintenance of sobriety from alcohol and drugs.

We are proposing to begin an Intensive Out-patient Program led by our current Licensed Alcohol and Drug Counselor who will further expand on the Hazelden curriculum and plans to use the Matrix model. This model uses different evidence-based therapies to address the needs of participants suffering from addiction. It may include a combination of the 12-step program, recovery skills groups plus individual sessions, relapse prevention, family education, cognitive behavioral therapy, and the Courage to Change journaling system.

Cognitive Behavioral Intervention Therapy has been part of our curriculum for several years.

Our Dual Disorders Services utilizes a combination of Cognitive Behavioral Intervention Therapy and Moral Reconation Therapy. Added to the usual tenets of Cognitive Behavioral Intervention Therapy, Moral Reconation Therapy incorporates individual counseling and homework assignments to practice new skills and learning outside the group setting.

Employment Development is part of our treatment services. If one of our program participants is without employment for longer than two weeks, they are placed in the Employment Development class. This class helps the participants prepare for job interviews, gives job leads, helps prepare resumes, guides participants in using technology to find and apply for jobs, and

shows them how to dress to impress for an interview. Our program participants have found all these helpful in finding and maintaining employment. The one thing participants take away from this class which they say is extremely helpful, is the facilitator of the class helps them learn to explain to a potential employer the circumstances of their conviction and how they are moving past that and looking forward to new opportunities.

3. The expected average length of stay for offenders sentenced to the Davidson County Community Corrections Program is one year no matter the sentence length. The program is set up for the offender to complete all requirements within a year. Once they successfully reach the one-year mark and have completed all requirements, the sentencing Judge is petitioned to transfer the case to State Probation.

The proposal for what the Davidson County Community Corrections Program plans to provide for all our participants is the following:

1. **Supervision** – Our participants will be supervised according to the Tennessee Department of Correction's Standards of Supervision. They will be held to the Court Order and any special conditions the District Attorney, Defense Attorney, and Sentencing Judge agree upon.
2. **Evidence-Based Treatment Curriculum:** All treatment will be evidence-based. Davidson County already provides *Cognitive Behavioral Intervention Therapy*, *Hazelden's 12-steps of recovery*, *Moral Reconation Therapy*, and Courage to Change curriculums. We are planning to include the *Matrix* curriculum with our Intensive Out-Patient Program.

### TECHNICAL RESPONSE & EVALUATION GUIDE

**SECTION D: Technical Approach.** The Grantee must address all Technical Approach Items listed below and provide, in sequence, the information and documentation as required (referenced with the associated item references).

A Response Evaluation Team, made up of three or more State employees, will independently evaluate and score the presentation response to each item. Each evaluator will use the following whole-number, raw point scale for scoring each item:

**0 = little value      1 = poor      2 = fair      3 = satisfactory      4 = good      5 = excellent**

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

<b>GRANTEE LEGAL ENTITY NAME:</b>		Metropolitan Government of Nashville and Davidson County		
Technical Approach		Item Score	Evaluation Factor	Raw Weighted Score
<b>D.1.</b>	Provide a narrative that illustrates the Grantee's understanding of the State's requirements and how the Grantee will manage the project, ensure completion of the scope of services, and accomplish required objectives.		5	
<b>D.2.</b>	Program objectives are specific and measurable.  Indicate specifically what will be accomplished and the projected time for completion.		3	
<b>D.3.</b>	Policy and procedures for intake of offenders into the Community Corrections program is included and well defined.  Also include a policy on written behavior contracts and description of assessments of offenders.		1	
<b>D.4.</b>	Policy and procedure for the direct supervision of offenders specified for each level are included.  Specifically, identify the phases of supervision and required number of contacts.		1	
<b>D.5.</b>	Policy and procedures for victim restitution is included and a well-defined procedure for collecting and processing funds after collections. Include a goal for collections.		1	
<b>D.6.</b>	Policy and procedures for community service work is included and the step-by-step process from enrollment to job placement and the handling of problems, if any.  Include an estimated number of community service hours expected.		1	
<b>D.7.</b>	Describe what community resources the Agency will use including treatment model(s) for individualized treatment services to clients.  List and describe each.		5	

**RFGP #32952-13007**

<b>GRANTEE LEGAL ENTITY NAME:</b>	Metropolitan Government of Nashville and Davidson County		
Also describe the method by which the effectiveness of the services will be assessed.			
<b>D.8.</b> Describe any special programs that are creative and innovative above and beyond the minimum standards designed to enhance offender's supervision.		<b>3</b>	
<b>Total Raw Weighted Score</b> ( <i>sum of Raw Weighted Scores above</i> ): The RFGP Coordinator will use this sum and the formula below to calculate the score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
<b>Total raw weighted score</b> <hr/> <b>maximum possible raw weighted score</b> <i>(i.e., 5 x the sum of item weights above)</i>			<b>= SCORE:</b>
<b>X 20</b> <i>(maximum section score)</i>			
State Use – Evaluator Identification:			
State Use – RFGP Coordinator Signature, Printed Name & Date:			

Section D – Technical Approach

- D.1 The Davidson County Community Corrections Program understands the requirements set forth by the State. The program has been in operation and abiding by all State mandated requirements since 1991. We will always strive to be found in 100% compliance with any requirements set forth in the Standards.

The program proposes to manage the grant in the following way. Our program is comprised of two distinct service units: Supervision and Treatment. Both units are managed by the Program Director who oversees all aspects of the Community Corrections program which includes personnel, budget, and policy decisions.

The supervision unit is in the Justice A.A. Birch Building and is directly supervised by the Assistant Program Director and the Supervision Manager. They are responsible for all direct supervision of staff and their supervision of the program participants. If there are serious issues, they will be reported to the Program Director.

The treatment unit, Court Services Center, will be located in the A.A. Birch Building as well. It is overseen by the Court Services Manager. The Manager is responsible for running the treatment program and reports to the Program Director. The Manager supervises full-time and part-time staff members, oversees various treatment groups, and conducts the State required assessment on new intakes to the program.

Currently, our contracted staff consists of thirteen (13) case officers. One of those case officers is located at the Drug Court facility. Their caseload consists of only Drug Court participants, whether they are in the residential facility or the aftercare portion of their treatment. This ensures that all Drug Court participants are supervised while in treatment. The other twelve (12) case officers have offices downtown in the Courthouse where they supervise their program participants and attend Court when needed.

There is no question of whether this program will accomplish all required objectives and ensure completion of the scope of services. With the contracted staff positions, we are set up for success in meeting all goals of the program. The policies provided in the attachment section outline how we will continue to meet expectations of the State.

- D.2 The Davidson County Community Corrections Program's objectives for this proposal will be specific and measurable in the following way.

Specific Objective	Time Frame for Completion
200 Diversions – FY 2025-2026	June 30, 2026
250 Diversions – FY 2026-2027	June 30, 2027
300 Diversions – FY 2027-2028	June 30, 2028

RFGP 32952-13007

## ATTACHMENT 6.2 – SECTION D

Specific Objective	Time Frame for Completion
60% Successful Program Completions	Monitored monthly; completed at the end of each fiscal year
75% Offender Employment	Monitored monthly; completed at the end of each fiscal year
Collection of 75% Supervision Fees	Monitored monthly; completed at the end of each fiscal year
100% Entries of Contact Notes in the Offender Management System	Monitored monthly; completed at the end of each fiscal year
100% of Case Files Audited Yearly	Monitored quarterly; completed at the end of each fiscal year
100% TDOC Approved Risk/Needs Assessments on All Intakes	Monitored monthly; completed at the end of each fiscal year
100% Statistical Reporting to TDOC monthly	Completed by the 15 <sup>th</sup> day of every month
100% Completion of the Annual report	Completed by August 30 <sup>th</sup> every year (60 days after the end of the Fiscal Year)

Conduct 100% of Background Checks for New Employees; 100% Yearly Background Checks	Conducted before offering employment; conducted before the end of each fiscal year
100% Pre-Service Training for New Employees	Completed within six months of hire date
Minimum of 40 hours of Staff Training Yearly	Completed by the end of each fiscal year
90% Compliance Rating on all Monthly Performance Measures, file reviews, and Annual Audits	Monitored monthly; completed compliance by the end of the fiscal year

- D.3 The program's intake process is outlined in our Policy and Procedures Manual under Policy # 300.02; Written Behavior contracts are under Policy # 400; Description of Assessments are under Policy # 300.01. All excerpts from our Policy and Procedures Manual detailing these processes are included in the following pages.

<b>Administrative Policies and Procedures</b>	Policy # 300.02
	Effective Date: October 1, 2023

<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 48 of 124
Subject: Intake Procedures	

- I. **APPLICABLE STANDARDS:** S2.03, S2.09, S3.00, S3.01, AP1.21
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish the method of intake and assignment of offenders.
- IV. **POLICY:** It will be the policy of the DCCCP that all staff members follow the same intake procedures.
- V. **DEFINITIONS:**

Intake - Process by which an offender who has been sentenced to Community Corrections is formally installed in the program.

- VI. **PROCEDURES:**
  - 1) A Davidson County Criminal Court Judge will sentence the offender to Community Corrections. Within 24 hours, the assigned Case Officer shall make contact with the offender.
  - 2) The Program Manager, or an approved designee, will assign the offender to a Case Officer.
  - 3) The Program Manager, or designee, will communicate the names of new intakes to the NCIC TAC who will enter OCA numbers on ARMS for notification of new arrests.
  - 4) The Case Officer will complete the Offender Profile Index (OPI). This form shall be submitted to the Program Manager by the 5<sup>th</sup> working day of that month following the month the offender was assigned.

- 5) During the first face-to-face contact with the offender, the Case Officer will review the court order with the offender and present the offender with a copy of the signed court order.
- 6) Each offender will attend a DCCCP orientation class, where the expectations, rules, and services of DCCCP will be explained.

Effective Date: October 1, 2023	Policy # 300.02	Page 49 of 124
Subject: Intake Procedures		

- 6) Within three working days, intake will be entered on TOMIS/COMET. This will include the following:
  - a) Offender Movements (LIMD)
  - b) Offender Intake Report of arrival (LCDG - AAAA)
  - c) Staff Assignments (LCD3)
  - d) Plan of Service with OPI (LCDF)
  - e) Investigative Report within 45 days of intake (LCLS and related screens)
  - f) Offender termination report of departure (LCDG - TEPE)
- 7) Under AAAA, the following information should be included: Date and time of last court date appearance, judgment information or relevant details for placement, restrictions, court ordered special instructions/treatment assignments; estimated date of program completion.
- 8) The Program Manager, or their designee, will enter all split confinements into the VINE (Victim Information and Notification Everyday) Network at intake.

VII. **EXPIRATION DATE:** September 30, 2025.



<b>Administrative Policies And Procedures</b>	Policy # 400.00
	Effective Date: October 1, 2023
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 50 of 124
Subject: Behavioral Contract	

I. **APPLICABLE STANDARDS:** S3.05

II. **APPLICATION:** To all DCCCP staff.

III. **PURPOSE:** To establish rules and required behavior of offenders under Community Corrections supervision.

IV. **POLICY:** All offenders will have a Behavioral Contract signed by the offender and the court.

V. **DEFINITIONS:**

Behavioral Contract – Written plan of supervision and services for each offender, which will contain goals and objectives to be achieved while in the program, which include obligations to the victim and community. At DCCCP, the Court Order serves as the Behavioral Contract.

VI. **PROCEDURES:**

- 1) The Case Officer will review the goals and objectives of the Behavioral Contract with the offender.
- 2) The offender and Case Officer will sign the Behavioral Contract. The offender will be given a copy.

- 3) The Behavioral Contract cannot be modified without written permission from the court.
- 4) The sentencing court will be notified via warrant or violation report when the offender becomes delinquent in any areas of this contract.

**VII. EXPIRATION DATE:** September 30, 2025.

- D.4 Policy for the direct supervision of offenders for each level is found in Policy # 500.01 in the Policy and Procedures Manual. It is included in the following pages.

<b>Administrative Policies and Procedures</b>	Policy # 500.01
	Effective Date: October 1, 2023
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 52 of 124
Subject: Supervision	

- I. **APPLICABLE STANDARDS:** AP1.23; S3.08, S3.12; S4.09, S4.10, and S4.11
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish and define levels of supervision and to regulate the movement of offenders between levels.
- IV. **POLICY:** There will be at least four (4) progressively less restrictive supervision levels. All offender files will be reviewed at least once during each sixty day period and an officer review quarterly to determine compliance with their court order.
- V. **DEFINITIONS:** None

**VI. PROCEDURES:**

- 1) Upon intake, the Case Officer will complete the Offender Profile Index. This form shall be submitted to TDOC by the 15<sup>th</sup> of the following month.
- 2) Levels of Supervision:
  - a) Each offender will be supervised at one of the following levels of supervision while on Community Corrections: Level One, Level Two Level Three or Level Four. The Program Manager, or their designee, will approve any changes in supervision level. Changes in supervision levels will be based on the offender's compliance with the conditions of the court order.
  - b) At intake, all offenders start at under Level One (Intake) supervision no more than 45 days until they can be placed in their corresponding level based on their risk/needs assessment. Offenders who are assessed in the 'high' risk/needs will be placed on Level Two (Enhanced) supervision. If assessed as 'moderate', offenders will be placed in Level Three (Medium) supervision. Offenders assessed as "low", will be placed on Level 4 (Minimum) supervision.

Effective Date: October 1, 2023	Policy # 500.01	
Subject: Supervision		Page 53 of 124

- c) A Case Officer or Surveillance Officer will conduct a minimum of one home visit on all actively reporting offenders one time per month. This includes Levels 1-4 and offenders who are placed in Warrant on Bond status.
- d) After an offender successfully completes 12 months of supervision, a request that the offender be placed on probation will be submitted to the Sentencing Judge. If this request is denied, the offender will be placed on Maintenance

Supervision with the supervisor's approval, unless otherwise specified by the Sentencing Judge.

4) Requirements for each level of supervision:

Level One (Intake): This is the strictest level of supervision with the following requirements:

- a) Minimum time - 45 days.
- b) A minimum of two (2) face-to-face contacts weekly with DCCCP staff.
- c) Unannounced random drug screens at Case Officer's discretion or once every thirty (30) days.
- d) Criminal record checks by Case Officer quarterly through DCCCP NCIC Officer. All offenders' OCA number is to be placed on Metro police database ARMS for notification of new arrest.
- e) Offenders will be subject to a 7:00 p.m. curfew which will be monitored by unannounced curfew checks within a 30-day period.
- f) 10 hours of community service work monthly until completion.
- g) Monthly payments for victim restitution, if applicable.
- h) Employment and/or educational training verification monthly. Payroll check, check stub, proof of class attendance, or other verification will be provided.
- i) Monthly payment of offender fee.
- j) Electronic monitoring if deemed necessary.

Effective Date: October 1, 2023	Policy # 500.01	
Subject: Supervision		Page 54 of 124

k) Monitoring of Special Conditions (may be modified only with Court approval).

Level Two (Enhanced): This level of supervision requires the following:

- a) A minimum of one (1) face-to-face contact weekly with DCCCP staff.
- b) Offenders will be subject to a 7:00 p.m. curfew which will be monitored by unannounced curfew checks within a 30-day period.
- c) Unannounced random drug tests at Case officer's discretion or minimum of one (1) per thirty (30) days.
- d) Criminal record checks by Case Officer quarterly through DCCCP NCIC Officer. All offenders' OCA number is to be placed on Metro police database ARMS for notification of new arrest.
- e) 10 hours of community service work monthly until completion.
- f) Monthly victim restitution payment, if required.
- g) Employment or educational training verification monthly. Payroll check, check stub, proof of class attendance, or other verification will be provided.
- h) Monthly payment of offender fees.
- i) Monitoring of Special Conditions (may be modified with Court approval).

Level Three (Medium): This level of supervision requires the following:

- a) A minimum of one (1) face-to-face contact every 15 days with DCCCP staff.
- b) Offenders will be subject to a 7:00 p.m. curfew which will be monitored by unannounced curfew checks within a 30-day period.
- c) Unannounced random drug screens at Case Officer's discretion (minimum of one (1) per 30 days).

Effective Date: October 1, 2023	Policy # 500.01	
Subject: Supervision		Page 55 of 124

- d) Criminal record checks by Case Officer quarterly through DCCCP NCIC Officer. All offenders' OCA number is to be placed on Metro police database ARMS for notification of new arrest.
- e) 10 hours of community service work monthly until completion.
- f) Monthly victim restitution payment, if required.
- g) Employment or educational training verification monthly. Payroll check, check stub, proof of class attendance, or other verification will be provided.
- h) Monthly payment of offender fees.
- i) Monitoring of Special Conditions (may be modified with Court approval).

**Level Four (Minimum):** If the offender has successfully completed 12 months of supervision and the court has denied transfer to probation, the offender will abide by the following:

- a) A minimum of one (1) face-to-face contact within every calendar month.
- b) Offenders will be subject to a 10:00 p.m. curfew which will be monitored by unannounced curfew checks.

- c) Criminal record checks by Case Officer quarterly through DCCCP NCIC Officer. All offenders' OCA number is to be placed on Metro police database ARMS for notification of new arrest.
  - d) Random drug screens at Case Officer's discretion (minimum of one (1) per month).
  - e) Payment of victim restitution, if required.
  - f) Monthly payment of fees.
- 5) A week is defined as a calendar week with no gaps of more than 10 days between a face-to-face contact without reasonable attempts to contact.
- 6) All contacts will be documented daily in chronological entries.

Effective Date: October 1, 2023	Policy # 500.01	
Subject: Supervision		Page 56 of 124

- 7) Supervision can only be performed by the Program Manager, Case Developer, Program Specialist, Case Officer, and Surveillance Officer.
- 8) An offender who has absconded from supervision or is incarcerated for a violation hearing shall be placed on inactive supervision. The Case Officer who originally supervised the offender will appear in court when case is disposed.
- 9) All supervision level movements will be documented and entered in TOMIS when requested by TDOC.
- 10) Case Officers will re-evaluate offender's curfew levels a minimum of every 90 days. Curfew levels can be changed to 7:00 p.m.; 8:00 p.m.; 9:00 p.m.; and 10:00 p.m. depending on how compliant the offender is on the program.

- 11) Circumstances deemed appropriate by the supervisor may change the amount of visits per week, although State requirements will always be met. The supervisor will request a waiver from TDOC if supervision requirements cannot be met.

## **VII. Inactive Supervision Levels**

**Warrant on Bond:** Supervision level for offenders who are released on bond pending a revocation hearing.

**Absconder:** Supervision level for offenders who have left supervision before completing and without a Judge's approval. This level requires one arrest check per month and one NCIC check annually.

**In Custody:** Supervision level for offenders who are incarcerated. This level requires one verification of incarceration and one arrest check per month.

**Warrant:** Supervision level for offenders who have an active warrant for their arrest. This level requires one arrest check per month.

**Detainer:** Supervision level for offenders who are being detained for pending charges. This level requires one verification of incarceration per month and one arrest check per month.

**Residential Treatment:** Supervision level for offenders who are residing in a treatment facility for substance abuse, mental health issues, or physical care for a minimum of thirty (30) days. This supervision level requires one verification of placement and one arrest check per month.

**Deported:** Supervision level for offenders identified as having been deported before the expiration of their sentence. This level requires one arrest check per month and one NCIC check annually.

## **VIII. EXPIRATION DATE: September 30, 2025.**



- D.5 The policy and procedures for collecting and processing victim restitution is found in Policy #600.01 in the Policy and Procedures Manual. It is covered in the following pages. The program's goal is to always collect 100% of the restitution owed to a victim as determined by Court.

<b>Administrative Policies And Procedures</b>	Policy # 600.01
	Effective Date: October 1, 2023
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 92 of 124
Subject: Victim Restitution	

- I. **APPLICABLE STANDARDS:** S6.01, S6.02, S6.06
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish guidelines for collecting and monitoring victim restitution.
- IV. **POLICY:** All offenders court-ordered to pay restitution where the victim suffered monetary and/or property loss will have a written restitution contract.
- V. **DEFINITIONS:**

Victim Restitution - The act of giving the equivalent for any loss, damage or injury incurred by the offender.
- VI. **PROCEDURES:**
  - 1) The offender will sign a Victim Restitution Contract. A copy shall be kept in the offender's file, one copy will be sent to the victim and one copy given to offender.
  - 2) The Victim Restitution Contract will include the following:

- a) Name of offender and victim
  - b) The amount of total restitution owed
  - c) The amount of each payment
  - d) The method of payment
  - e) The payment schedule
  - f) Time frame with date of final payment
- 3) When possible, the Case Officer will consult with the victim concerning the development of the above restitution plan. Payment plan will consider the following factors:

Effective Date: October 1, 2023	Policy # 600.01	Page 93 of 124
Subject: Victim Restitution		

- a) Present income/employment
  - b) Physical/mental health of offender
  - c) Education level
  - d) Family circumstances/responsibilities
  - e) Other financial requirements of offender
  - f) Impact to victim by incurring the monetary and/or property loss
- 4) The Case Officer will be responsible for monitoring the case file monthly to determine whether or not the required minimum payment has been made.

5) The Case Officer will collect the restitution by the following method:

- a) Inform the offender to make payment by money order. No cash will be accepted.
- b) A numbered receipt will be written in triplicate. One copy will be given to the offender, one copy placed in the file and one copy retained in the receipt book.
- c) Case Officer will mail the money order to the victim the same day it is collected.
- d) The Case Officer will send a dated letter with the payment notifying the victim of the amount being sent and the amount that is still owed.
- e) Before mailing, the Case Officer will make a copy of the letter and money order and file it in the offender's case file.
- f) At the end of each month, the Financial Officer will monitor the collection of restitution by balancing the receipt book and the individual offender monthly form (Form CR-3040).

VII. **EXPIRATION DATE:** September 30, 2025.

- D.6 The policy and procedures for community service work is included in the following pages. The program estimates the number of community service work hours to be 20,000 each fiscal year.

<b>Administrative Policies And Procedures</b>	Policy # 600.00
	Effective Date: October 1, 2023
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 89 of 124

Subject: Community Service Work

- I. **APPLICABLE STANDARDS:** S6.03, S6.04 and S6.05
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To describe the guidelines for community service work.
- IV. **POLICY:** All offenders will participate in unpaid community service work unless excused by the court. Community service will not interfere with the offender's regular paid employment. There will be a written agreement between the offender, program, and agency that outlines the responsibilities of all participants. Offenders will be supervised at all times while performing community service work.
- V. **DEFINITIONS:**

Community Service Work - Work performed by an offender for a non-profit charitable organization or governmental entity within Davidson County.

VI. **PROCEDURES:**

**Development of Community Service Sites**

- 1) Program Manager will assign one of the DCCCP staff to arrange community service sites.
- 2) The duties of the employee will include, but are not limited to the following:
  - a) To coordinate the various approved sites of community service to ensure that the offenders assigned are being utilized efficiently and to the best of their abilities.
  - b) To maintain and distribute an updated list of approved community service work locations.
  - c) Discuss with case officers what offenders are appropriate for each site.

Effective Date: October 1, 2023	Policy # 600.00	Page 90 of 124
Subject: Community Service Work		

3) To determine what agencies will be used, the following guidelines will be followed:

- a) Any non-profit and/or governmental entity within Davidson County is eligible to be considered by DCCCP for offender labor to perform specific service work.
- b) The following information will be required of any agency to be considered: Name of organization applying, specific work offender is to perform, any specialized job skills required, contact person who will be responsible for supervising the offender.
- c) The designated staff member will review the information to determine if the applicant is eligible for offender labor. If the placement request is rejected, the offender will be notified and given the reason for rejection.
- d) DCCCP will keep a list of designated approved community service sites.

4) Assignment of community service sites:

- a) All offenders sentenced to Community Corrections in Davidson County will perform 10 hours of community service work each month of their sentence unless they are determined to be physically or mentally unable to do so.
- b) Work will be performed on days when the offender is not working at their employment.
- c) The Case Officer will work with the offender to determine an appropriate community service placement.
- d) If an offender is unemployed at any time during sentence, he/she may be required to perform 30 hours of community service each week until employment is gained.

- e) After completion of community service work, the community service site supervisor will sign a work receipt. The offender will submit receipts to the Case Officer weekly during their office visit.

Effective Date: October 1, 2023	Policy # 600.00	Page 91 of 124
Subject: Community Service Work		

- f) At the end of each month, the Case Officer will monitor the offender's file calculating the number of community service hours performed. If the offender is behind in hours, the Case Officer will counsel the offender and determine the reason why. If any problems with performing Community Service work occur, it will be handled on a case-by-case basis. In cases that need a Judge's input, a status date will be set for the offender and case officer to talk to the sentencing Judge.
- g) The Case Officer will fill out a Community Service Restitution Agreement Form for each community service placement. The agreement will contain the following: Name, address, and phone number of the agency; job duties; service days and hours; site supervisor's name and responsibilities; time frame for completion of hours; and all relevant signatures.
- h) The following signatures will be obtained: the offender, the Case Officer, Program Manager and Agency Supervisor for the Community Service Work site.
- i) The form will be kept in the offender's case file.
- j) The offender will not hold the agency or DCCCP liable for any accidents and injuries.
- k) In cases where program staff directly supervises the offender performing community service work, the written agreement will include the following: job duties, service hours and days, time frame for completion, and signatures of offender, program manager or designee.

**VII. EXPIRATION DATE: September 30, 2025.**

- D.7 The majority of the Davidson County Community corrections Program's participants receive their treatment through the court Services Center, which is the program's treatment unit. Our Dual disorders Services meets the needs of our offenders who have co-occurring substance abuse and mental health issues. Our residential drug court facility meets the needs of offenders who need intensive in-house substance abuse treatment. A brief description of each is below and the breakdown of the treatment models are detailed in Section C.

**Court Services Center (CSC):** This is our in-house out-patient treatment service. After their initial assessment, all participants who have an assessed need will be placed in the appropriate treatment program based on their needs. The Court Services Center offers the following treatment programs: Cognitive Behavior Intervention Therapy, Substance Abuse and Relapse Prevention, Anger Management, Employee Development, Intensive Out-Patient treatment, and individual counseling.

**Dual Disorders Services (DDS):** The Dual Disorders Services is a specialized unit within the Davidson County Community Corrections Program. It is comprised of a Case Officer, with experience in working with offenders who have co-occurring substance abuse and mental health issues, Program Specialist, who is experienced and holds certifications in mental health issues and assessments, and a psychiatrist, who counsels the DDS participants, as well as any regular Community Corrections participant who is struggling with mental health issues.

Below is a list of some of the community resources the program uses for individualized services if our services are not utilized:

**Centerstone:** Provides individual and group substance abuse and mental health treatment services throughout Davidson County.

**Mental Health Cooperative:** Provides services to adults with serious mental illness issues by providing case and medication management, rehabilitation, and recovery.

**Crossroads Counseling Associates:** Provides individual and group treatment in the areas of anger management, domestic violence, and substance abuse.

**Park Center:** Provides counseling and health services to those with mental illness, temporary housing, and employment opportunities.

**Project Return:** Provides former incarcerated offenders with the education, coaching, and support services necessary to gain employment after being released.

**Nashville Cares:** Provides a comprehensive and compassionate response to HIV/AIDS in Davidson County. Services provided improve the quality of life for people with HIV/AIDS and their families.

**Goodwill Career Solutions:** Provides one on one job training and placement services throughout Tennessee communities.

**Metro Action Commission:** Provides housing and utility help and services.

**Samaritan Recovery Community:** Provides high quality care to anyone who has a substance abuse or co-occurring disorders in an in-patient or intensive out-patient setting.

**Buffalo Valley, Inc.:** Provides residential substance abuse treatment.

**Davidson County Drug Court:** Provides long-term residential substance abuse treatment.

**Lloyd C. Elam Mental Health Center:** Provides mental health and rehabilitation services that include substance abuse, detoxification, out-patient, in-patient, and residential services.

**Martha O'Bryan Center:** Provides services to those at the poverty level to change their lives through work, education, and employment opportunities.

**Agape:** Provides faith-based counseling and psychological services to families through adoption, foster care, and pregnancy support services.

**United Neighborhood Health Services:** Provides health care to the community by eliminating barriers to care and serving as a healthcare home without regard for a person's ability to pay.

**The Family Center:** Provides evidence-based programs that help break cycles of trauma in families while facilitating parenting classes individually or in group settings.

The effectiveness of these services is assessed by weekly or monthly progress reports for the participant. Our case officers and their contacts at the places we use keep in touch by phone and email to talk about the participant's progress or if they are having any difficulty meeting the goals of the program. The effectiveness of the program will be measured by the successful completion of that program, as well as the participant's successful completion of Community Corrections.

- D.8 The Davidson County Community Corrections Program has always focused on treatment going hand in hand with supervision. Our Court Services Center provides treatment classes for substance abuse, relapse prevention, anger management, corrective thinking, pro-social life skills, and employment development. An additional subset of substance abuse



treatment was added in 2015 to address the specific needs of people addicted to opiates, specifically those prescribed by medical professionals, and their subsequent abuse of this medicine.

Our program still partners with the Davidson County Drug Court's residential program. This program offers participants long-term substance abuse treatment. The program can last up to fifteen (15) months or more depending on the needs and pace of the participant.

In 2004, our program was selected to participate in the Governor's pilot project on Community Corrections agencies. Davidson County Community Corrections chose to focus on people who had co-occurring substance abuse and mental health issues. The Dual Disorders Services (DDS) was created from this project. DDS continues to work in conjunction with outside agencies for medication, in-patient treatment, and counseling services. The unit consists of a Case Officer with mental health experience, a Program Specialist, who conducts the assessments, classes and counseling, and a psychiatrist, who counsels, manages medication, and approves the case plans for participants. These three staff members use a team approach to giving the best possible care for these participants, conferring daily, if needed, on treatment, progress, or any problems that come up.

With this grant proposal, we are re-starting our Intensive Out-patient program which was cut in our last grant contract. Participant eligibility will be determined through the following assessments: Validated Risk and Needs Assessment (Strong-R), Addiction Severity Index (ASI), and the Texas Christian University Drug Screen. Treatment dosage will be twenty-four (24) sessions in an eight-week time frame, three hours a day, three days a week. Progress will be tracked and measured by pre and post completion surveys along with whether the participant had positive drug tests during and after completing the program.

<b>Administrative Policies and Procedures</b>	Policy # 300.01
	Effective Date: October 1, 2023
<b>Davidson County Community Corrections Program</b>	Supersedes N/A
Approved By:	Page 47 of 124
Subject: Assessment	

- I. **APPLICABLE STANDARDS:** S3.02; S3.04; AP1.12;S.4.14
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To assess an offender's need for treatment and/or special services.
- IV. **POLICY:** The assessment process will identify relevant, accurate and pertinent information necessary to effectively supervise and rehabilitate the offenders. All assessment instruments will be completed according to prescribed procedures.
- V. **DEFINITIONS:** VRNA – Validated Risk and Needs Assessment (Strong-R)
- VI. **PROCEDURES:**
  - 1) All offenders sentenced to DCCCP, for supervision and/or treatment, will have an assessment administered to them with the results maintained in their case file.
  - 2) A certified DCCCP staff member will administer an approved risk assessment instrument, currently the VRNA and TCUD, during the Pre-Sentence Report preparation or during the first forty-five days of supervision.
  - 3) When specific services ordered by the court are not available, the Case Officer will notify the court. Documentation will be maintained in the offender's case file.
  - 4) After placement in DCCCP, an offender's court order or special condition(s) may only be added, removed, or modified by the court. The Case Officer must request in writing

RFGP 32952-13007

ATTACHMENT 6.2 – SECTION D

the reason for the modification to the sentencing judge. The Program Manager or designated Supervisor must approve this request.

- 5) A new Strong-R (VRNA) and TCUD will be conducted every calendar year in the same calendar month as the last one, or if a significant event occurs since the last assessment (new arrest, drug relapse, violation, etc.)

**VII. EXPIRATION DATE:** September 30, 2025.

RFGP #32952-13007

## RFGP ATTACHMENT 6.2.— SECTION E

## TECHNICAL RESPONSE &amp; EVALUATION GUIDE

**SECTION E: COMMUNITY INVOLVEMENT AND SUPPORT.** The Grantee must address all Community Involvement and Support Items (below) and provide in sequence, the information and documentation as required (referenced with the associated item references).

A Response Evaluation Team, made up of three or more State employees, will independently evaluate and score the presentation response to each item. Each evaluator will use the following whole-number, raw point scale for scoring each item:

**0 = little value      1 = poor      2 = fair      3 = satisfactory      4 = good      5 = excellent**

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

<b>GRANTEE LEGAL ENTITY NAME:</b>	Metropolitan Government of Nashville and Davidson County		
Community Involvement and Support Items	Item Score	Evaluation Factor	Raw Weighted Score
<b>E.1.</b> The Grantee's program advisory committee must represent a cross-section of the community. Each applicant shall include a list of the members serving on their program advisory committee and who they represent. The advisory committee membership shall reflect the membership as set forth by the Community Corrections Act. An agency's board of directors may serve as the advisory committee if it meets the criteria required of local government applicants.		2	
<b>E.2.</b> <u>Planning Process</u> – The Grantee's <u>Board of Directors</u> shall adopt the plan prior to submission to the department. The Plan shall document that key local officials are supportive of the agency's proposed program. At a minimum the following officials must be consulted and a letter of support, for the applicant and application, from each person shall accompany the grantee's Community Corrections Plan. Proportional Points will be awarded for fewer than all possible letters obtained from judges, district attorney and sheriffs in the judicial districts to be served by the program.  (1) Judge (s) of the judicial district(s) (exercising criminal jurisdiction).  (2) District Attorney(s).  (3) Public Defender(s)  (4) Sheriff(s).  (5) There must be at least four letters of support from leading citizens expressing their support for the agency's intent to submit an application for direct funding.  (6) Local government officials – The Grantee must document that the local unit of government has been notified of its intent to submit an application for direct funding.		15	

**RFGP #32952-13007**

<b>GRANTEE LEGAL ENTITY NAME:</b>	Metropolitan Government of Nashville and Davidson County		
(7) The Grantee includes a letter from the judge(s) stating that offenders who successfully complete community corrections after one year of supervision will be transferred to TDOC supervision.			
<b>Total Raw Weighted Score</b> <i>(sum of Raw Weighted Scores above):</i> The RFGP Coordinator will use this sum and the formula below to calculate the score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
<b>Total raw weighted score</b> <hr/> <b>maximum possible raw weighted score</b> <i>(i.e., 5 x the sum of item weights above)</i>			<b>= SCORE:</b>
<b>X 17</b> <i>(maximum section score)</i>			
State Use – Evaluator Identification:			
State Use – RFGP Coordinator Signature, Printed Name & Date:			

**Community Involvement and Support Items**

- E.1 The Davidson County Community Corrections Program has an Advisory Board which reflects the membership set up by the Community Corrections Act. It is representative of the Davidson County community and the meetings are held quarterly. Currently, the board has three vacancies. The list of the current members is below.

Board Member	Representing
Marcus Shute Jr.	Davidson County Resident
Joseph Umberger	Non- Profit Agency
Jarrell Summers	Metropolitan Government
Donna Grayer	Davidson County Resident
Joshua Brand	Davidson County Resident
Vince Wyatt	District Attorney's Office
Martasha Johnson	Public Defender's Office
Diana Brady	Sheriff's Office
Jennifer E. Brown	Probation Officer
Vacant	Parole Officer
Vacant	Criminal Defense Attorney

- E.2 The following key officials have been consulted and approve of this program. A letter of support from each of the following officials can be found as Attachment E.2

1. Davidson County Criminal Court Judges

- a) Honorable Cheryl Blackburn
- b) Honorable Khadija Babb
- c) Honorable Cynthia Chappell
- d) Honorable Angelita Blackshear Dalton
- e) Honorable Steve R. Dozier
- f) Honorable Jennifer Smith

2. District Attorney General – Glenn Funk

3. Public Defender – Martasha Johnson

4. Sheriff – Daron Hall

RFGP #32952-13007

ATTACHMENT 6.2 SECTION E

5. Citizens – A call was put out that Community Corrections needed support letters, and many were received. It is only reasonable that they are all included in the proposal since they took the time to write and send their letters.

- a) Cara Suvall – Vanderbilt Clinical Professor of Law
- b) Chan Sheppard – Director of Operation, 4:13 Strong
- c) Frank Mondelli - Attorney
- d) Lexi Woods – Attorney
- e) Paul Walwyn – Attorney
- f) Kevin Kelly – Attorney
- g) Vincent Wyatt – Assistant District Attorney – Advisory Board Member
- h) Josh Brand – Attorney – Advisory Member
- i) Julie Riggs – Attorney
- j) Jessica Pursell –Public Defender
- k) Jennifer Brown – Probation and Parole Officer III – Advisory Board Member
- l) Donna Grayer – Grayer Counseling and Consulting Service – Advisory Board Member

6. Local Government Official's Notification – Notification letter sent to Mayor O'Connell

Included is Mayor O'Connell's Letter of Support for Davidson County Community Corrections.

7. Judicial Agreement Letter – Letter containing all Criminal Court Judges' signatures stating they agree to transfer offenders, who successfully complete Community Corrections, to the Tennessee Department of Correction's supervision.



## State of Tennessee

TWENTIETH JUDICIAL DISTRICT

**CHERYL BLACKBURN, JUDGE**  
CRIMINAL COURT, DIVISION III

**JUSTICE A. A. BIRCH BUILDING**  
**408 SECOND AVENUE, NORTH**  
**SUITE 6110**  
**NASHVILLE, TENNESSEE 37201**  
**(615) 862-5940**  
**FAX: (615) 880-2329**

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha:

On behalf of this office, I am pleased to support the grant application for the Davidson County Community Corrections Program. This program has proven to be a valuable resource, giving much needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated. This program has continued to operate in a professional manner and provide high-quality services. I hope you will act favorably upon their request for continued grant funding.

Sincerely,

  
Cheryl Blackburn, Judge





# State of Tennessee

20TH JUDICIAL DISTRICT

ANGELITA BLACKSHEAR DALTON, JUDGE  
CRIMINAL COURT, DIVISION II

408 SECOND AVENUE, NORTH  
SUITE 6120  
NASHVILLE, TENNESSEE 37201-1201

April 8, 2025

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha:

This letter is to express my support for the grant application for the Davidson County Community Corrections Program. Over the years, the program has been a reliable source of much needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated. The program continues to operate in a professional manner and provide high-quality services. It is my hope that the request for continued grant funding is viewed favorably.

Should you have any questions or wish to discuss this matter further, please do not hesitate to call. My office number is (615) 862-5934.

Respectfully,

Angelita Blackshear Dalton  
Judge, Division II  
Davidson County Criminal Court

ABD/



## State of Tennessee

TWENTIETH JUDICIAL DISTRICT

**KHADIJA L. BABB, JUDGE**  
CRIMINAL COURT, DIVISION V  
EMAIL: KHADIJALBABB@JISNASHVILLE.GOV

408 SECOND AVENUE NORTH, SUITE 5140  
NASHVILLE, TENNESSEE 37201  
(615) 880-3404

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha:

My name is Khadija Babb and I am the Criminal Court Judge presiding over Division V in Nashville—Davidson County. The Community Corrections Program is a vital resource for me as Judge, in that it provides an opportunity for a Defendant to remain in the community who would otherwise be incarcerated. Community Corrections provides an opportunity for strict and stringent supervision in the community while simultaneously offering valuable resources for rehabilitation. This strict monitoring coupled with resources such as counseling, housing assistance, employment assistance, and substance abuse treatment can provide stability for an offender in a manner that could reduce their likelihood of reoffending.

As a Criminal Court Judge who has sentenced people to Community Corrections and has seen the positive impact, I am pleased to support the grant application for the Davidson County Community Corrections Program. This program has continued to operate in a professional manner and provide high-quality services. I am in full support of Community Corrections receiving grant funding because I have seen the positive impact that the program has had on offenders, as well as the general community. I appreciate your time and attention and hope that you will continue to fund this invaluable resource.

Sincerely,

A handwritten signature in blue ink that reads "Khadija L. Babb".

Khadija L. Babb



## State of Tennessee

TWENTIETH JUDICIAL DISTRICT

CYNTHIA CHAPPELL, JUDGE  
CRIMINAL COURT, DIVISION VI  
CynthiaChappell@jnsnashville.gov

408 2nd Avenue North, Suite 5130  
Nashville, TN 37201  
(615) 880-3419

March 17, 2025

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha:

I am the judge of Davidson County Criminal Court VI. In that role I support the grant application for the Davidson County Community Corrections Program. This program has proven to be a valuable resource, giving much needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated. This program has continued to operate in a professional manner and provide high-quality services. I hope you will act favorably upon their request for continued grant funding.

Very Truly Yours,

  
Cynthia C. Chappell

CCC:KB



# State of Tennessee

TWENTIETH JUDICIAL DISTRICT

**STEVE R. DOZIER, JUDGE**  
CRIMINAL COURT, DIVISION 1

408 2ND AVENUE NORTH  
SUITE 6130  
NASHVILLE, TN 37201  
(615) 862-5930  
FAX: (615) 880-2301

March 20, 2025

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha:

On behalf of this office, I am pleased to support the grant application for the Davidson County Community Corrections Program. This program has proven to be a valuable resource, giving much needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated. This program has continued to operate in a professional manner and provide high-quality services. I hope you will act favorably upon their request for continued grant funding.

Sincerely,

Steve R. Dozier, Judge  
Criminal Court, Division I

SRD/wms



## State of Tennessee

TWENTIETH JUDICIAL DISTRICT

JENNIFER L. SMITH, JUDGE  
CRIMINAL COURT - DIVISION IV  
email: jennifersmith@jtnashville.gov

March 20, 2025

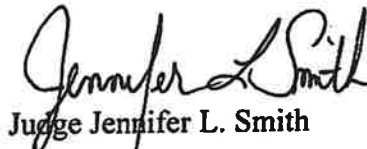
JUSTICE A. A. BIRCH BUILDING  
408 SECOND AVENUE NORTH, SUITE 6100  
NASHVILLE, TENNESSEE 37201  
(615) 862-5945  
FAX (615) 880-2302

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha,

On behalf of this office, I am pleased to support the grant application for the Davidson County Community Corrections Program. This program has proven to be a valuable resource, giving much needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated. This program has continued to operate in a professional manner and provide high-quality services. I hope you will act favorably upon their request for continued grant funding.

Sincerely,

  
Judge Jennifer L. Smith



## OFFICE OF THE DISTRICT ATTORNEY GENERAL

GLENN R. FUNK  
*District Attorney General*

March 19, 2025

Valerie Murtha  
Tennessee Department of Corrections  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha,

On behalf of this office, I am pleased to support the grant application for the Davidson County Community Corrections Program. This program has proven to be a valuable resource, giving much needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated. This program has continued to operate in a professional manner and provide high-quality services. I hope you will act favorably upon their request for continued grant funding.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn R. Funk", is written over a horizontal line.

Glenn R. Funk  
District Attorney General



150 2nd Ave. N., Suite 400, Nashville, TN 37201  
Mailing Address: 150 2<sup>nd</sup> Ave. N., PO Box 196300, Nashville, TN 37219-6300  
615-862-5730 615-862-5736 fax publicdefender.nashville.gov

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha:

On behalf of the Nashville Defenders office, I am pleased to support the grant application for the Davidson County Community Corrections Program. Our clients benefit from this program in many ways. Community Corrections supervision gives much needed community support, counseling, and assistance to individuals who would otherwise be incarcerated. It encourages rehabilitation and reduces recidivism in our community.

In particular, the Community Corrections Program in Davidson County supports people who need specialized supervision related to substance use issues or mental health challenges. Many of our clients need one or both of these supports, which are not always accessible through other types of supervision. This program operates in a professional manner and provides high-quality services, and I hope you will continue to support the funding for this important program.

Sincerely,

Martesha L. Johnson  
Chief Public Defender  
Nashville Defender's Office



Martesha Johnson Moore, Chief Public Defender



**OFFICE OF NASHVILLE SHERIFF**  
**DARON HALL**

March 19, 2025

Ms. Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha,

On behalf of the Davidson County Sheriff's Office (DCSO), I am pleased to express my support for the grant application for the Davidson County Community Corrections Program. This program has proven to be a valuable resource, giving much needed community supervision, counseling, and support to individuals who might otherwise be incarcerated.

Through its professional and dedicated approach, the program delivers high-quality services that promote rehabilitation and public safety. Its impact on reducing recidivism and fostering successful reintegration into society cannot be overstated.

I strongly endorse their request for continued funding and can personally attest to the significance of their work. I urge you to give full consideration to their application and support the continuation of this invaluable program.

Please don't hesitate to contact me if you have any questions.

Sincerely,

Daron





*Legal Clinic*

Tennessee Department of Corrections  
Rachel Jackson Building  
230 Sixth Ave. N.  
Nashville, TN 37243

February 28, 2025

Re: Letter of Recommendation and Grant Support for Community Corrections in Davidson County, Tennessee

Dear Department of Corrections,

I am writing in strong support of the grant application for the Community Corrections program in Davidson County, Tennessee. As the Director of the Youth Opportunity Clinic at Vanderbilt Law School, which works with teenagers and young adults in their twenties with criminal records on issues related to reentry, I have seen firsthand the transformative impact that this program can have for people convicted of felonies who are trying to improve their lives and end the cycle of recidivism.

The Community Corrections program provides intensive supervision, vital support services, and problem-solving resources to individuals who would otherwise face significant period of imprisonment. This approach is truly life-changing for the participants, as it allows them to address the underlying mental health, substance abuse, and other issues that often contribute to their involvement in the criminal justice system.

In contrast, when clients—particularly, in my experience, young adult clients--serve prison time for their offenses, they frequently lack access to the critical services and supports they need to heal and grow. This gap often leads to a vicious cycle of recidivism, which can have devastating consequences for both the individuals and the broader community. Keeping people connected with their communities and families, while simultaneously providing intensive services and oversight, also helps limit the harm to families and communities that occur when a loved one is imprisoned.

The Community Corrections program not only helps participants rebuild their lives, but it also saves the state significant amounts of money and promotes public safety. The stronger this program is and the more people it can reach, the better these outcomes. By diverting individuals from the prison system and providing them with the resources they need to succeed, the program reduces the strain on the criminal justice system and paves the way for a safer community with healthier and more productive members.

I strongly recommend that the grant not only be fully funded but that the amount of money allocated to providing these essential services be significantly increased. The positive impact of the Community Corrections program cannot be overstated, and I believe it is a crucial investment in the future of Davidson County and its residents.

Thank you for your consideration of this important grant application.

Sincerely,

A handwritten signature in black ink that reads "Cara Suvall". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Cara Suvall, Esq.  
Clinical Professor of Law  
Youth Opportunity Clinic  
Vanderbilt Law School  
131 21<sup>st</sup> Ave S.  
Nashville, TN 37203  
615-343-2659  
[cara.suvall@vanderbilt.edu](mailto:cara.suvall@vanderbilt.edu)



P.O. BOX 101425  
NASHVILLE, TN 37224

Priscilla E. Wainwright  
Department of Corrections  
State of Tennessee  
Third Floor, Rachel Jackson  
320 Sixth Avenue North  
Nashville, TN 37243-0465

February 18, 2025

Dear Ms. Wainwright:

I am pleased on behalf of 4:13 Strong to write this letter of support for the Davidson County Community Corrections Program. This program has been a great partner with 4:13 Strong providing support, counseling, and assistance to men who are trying to get their lives back on track.

The ongoing efforts of the Davidson County Community Corrections Program to strengthen the Middle Tennessee community through its careful involvement with men in the justice system are making a difference. This program has operated professionally and has delivered excellent services. I hope you will respond favorably to their request for continued grant funding.

Respectfully,

A handwritten signature in blue ink, appearing to read "Chan Sheppard", with a large, stylized loop at the end.

Chan Sheppard  
Director of Operations  
615-596-4386

Law Offices  
**KOOPERMAN, MONDELLI & LEONARDO**

An Association of Attorneys  
603 Woodland Street  
Nashville, TN 37206  
(615) 259-1214  
(615) 259-1779 Fax

MARTIN A. KOOPERMAN  
FRANK E. MONDELLI, SR.  
DOMINIC J. LEONARDO\*  
FRANK E. MONDELLI, JR.

\*Rule 31 Listed Civil & Family Mediator

March 15, 2025

Priscilla E. Wainwright  
TN Dept. of Corrections  
3<sup>rd</sup> Floor, Rachel Jackson Building  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Wainwright:

I am writing you today to express my unwavering support for the Community Corrections program in Davidson County. The vast majority of people who work outside of the criminal justice system do not realize the impact Community Corrections has on society as whole. The individuals who participate in the Community Corrections program are given an opportunity to prove to the Courts, the community and to themselves that they can be accountable for their past actions while still being productive members of society. I hope the adequate funding needed for this program will continue to be a priority moving forward.

Respectfully yours,



FRANK E. MONDELLI, JR.



March 6, 2025

Tennessee Department of Corrections  
3rd Floor, Rachel Jackson Building  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Re: DCCCP Grant Funding

Dear Tennessee Department of Corrections,

I am writing to express my support for grant funding for the Davidson County Community Corrections Program ("DCCCP") and to respectfully request an increase in funding for the upcoming Grant Period.

As a criminal defense attorney and mental health care advocate, I appreciate the opportunities provided by DCCCP's intensive community-based supervision and various treatment services in cases where the only alternative for offenders is incarceration. I believe the program is currently positioned to reduce recidivism and equip participants with the tools needed to reintegrate into society as productive, contributing members, as intended by the operating statute. *See* T.C.A. § 40-36-101 *et seq.* I am pleased that Community Corrections continues to expand to offer additional services. For example, the Dual Disorders Services ("DDS") is a program that treats offenders who have mental health and substance abuse issues. The services and medication provided by DDS are undoubtedly critical at a time when there are still major gaps in the mental health system both at the state and local level.

After careful consideration, it is clear to me and everyone involved in the process that additional funds are needed to continue the incredibly important work that DCCCP services provide today, and to equip the program for future success. It is my pleasure to add my voice to the constellation of others in support of this grant.

Sincerely,

Lexi Woods, Esq.  
BPR #:40579  
2000 Glen Echo Rd, Suite 113  
Nashville, TN 37215  
615.475.7055  
Lexi@TheCassellFirm.com

# WALWYN LAW

ATTORNEYS AND COUNSELORS AT LAW

1994 GALLATIN PIKE NORTH, SUITE 201  
POST OFFICE BOX 1277  
MADISON, TENNESSEE 37116

TELEPHONE (615) 859-8668  
FACSIMILE (615) 855-2450  
[paul@walwynlaw.com](mailto:paul@walwynlaw.com)

March 6, 2025

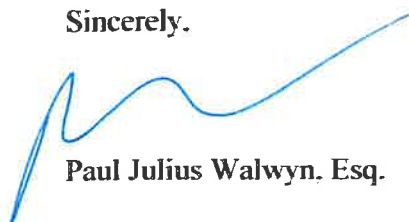
Tennessee Department of Correction  
320 Sixth Avenue North  
3<sup>rd</sup> Floor  
Nashville, Tennessee 37423

To Whom It May Concern:

I am writing this letter firstly, to express my support for the Davidson County Community Corrections program. I have been a practicing attorney in Middle Tennessee for over 25 years now, and primarily handle criminal defense cases. Throughout this time, I have witnessed the opportunities that this program affords to offenders as an alternative means to incarceration, and the many success stories that it produces.

This program serves as an invaluable resource for those who are seeking to better themselves and greatly benefits the community. Given the mission of the Davidson County Community Corrections program, and their exceptional execution in providing services to their offenders, I hope that you will continue to fully fund this vital program so they may operate and serve the community to their highest capacity.

Sincerely,



Paul Julius Walwyn, Esq.

PJW/jk

**KEVIN KELLY**  
ATTORNEY AT LAW

2705 Gallatin Pike  
Nashville, TN 37216

615.545.3883  
kevinkellylawfirm@gmail.com  
kevinkellylawfirm.com

Tennessee Department of Corrections  
3<sup>rd</sup> Floor Rachel Jackson Building  
320 6<sup>th</sup> Avenue North  
Nashville, Tennessee 37243-0465

To Whom It May Concern:

My name is Kevin Kelly. I've practiced criminal defense in Tennessee for 17 years, first as a member of the Metropolitan Nashville Public Defender's Office and then in private practice. My work takes me to many surrounding counties, but my primary practice area is Davidson County. I handle everything from driver's license cases to 1<sup>st</sup> degree murders.

I understand that my voice on this matter is simply as a practitioner, and I'm a member of no board or advisory group. My view may even be described as biased, since community corrections is often the very last alternative that many of my clients have to spending years of their lives in a penitentiary. But my bias here might actually be the point. The lives that are affected negatively by such long periods of incarceration often outnumber the lives affected by the criminal activity in the first place. Children grow up without their parents. Families are crushed under the weight of financial burdens they cannot manage without the defendant there to help.

However, the only way to ensure that community corrections does assist with that mission – to rehabilitate and provide structure and resources to individuals who are motivated to change – is by funding them appropriately. Too often, understaffed agencies are asked to do too much with too little. Caseloads are unworkable. As a resident of the community that I serve, I can honestly say that I would rather see the majority of defendants out of custody and working to stay that way. Success isn't just the result of bootstrapping though. Individuals in this situation are often facing dual diagnoses of mental health issues exacerbated by substance abuse issues. Community corrections, to this day, has seemed like one of the few agencies that was willing to tackle that problem.

Yours,



Kevin Kelly



## OFFICE OF THE DISTRICT ATTORNEY GENERAL

GLENN R. FUNK  
*District Attorney General*

February 27, 2025

Valerie Murtha  
Tennessee Department of Correction  
3<sup>rd</sup> Floor, Rachel Jackson Building  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha:

I would like to offer my support for the grant application for the Davidson County Community Corrections Program. This program provides our community a valuable resource, giving much needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated.

The program operates in a professional manner and provides high-quality services. I have personally had the opportunity to witness numerous individuals succeed in community corrections. Under their careful supervision, community corrections officers ensure that offenders stay on track and receive counseling and complete worthwhile programs that aid them in becoming contributing members of our community.

I would respectfully request that you continue to support the grant funding.

A handwritten signature in blue ink, appearing to read "J + B", is located above the typed name of Vincent P. Wyatt.

Vincent P. Wyatt  
Assistant District Attorney

CRIMINAL DIVISION • 20th JUDICIAL DISTRICT • DAVIDSON COUNTY

Washington Square, Suite 500 • 222 2<sup>nd</sup> Avenue North • Nashville, TN 37201-1649  
Tel. 615 862-5500 • Fax 615 862-5599



**BRAND LAW OFFICE**

**JOSHUA LOUIS BRAND**

Attorney

March 14, 2025

Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

**RE: Davidson County Community Corrections Grant**

To whom it may concern:

I am writing in support of the grant application for the Davidson County Community Corrections program. This program is a fantastic and integral part of the justice system in Davidson County and Middle Tennessee, providing an important set of resources and alternative sentencing opportunities. With an experienced and knowledgeable staff, the Community Corrections program in Nashville is able to provide much needed community supervision, counseling, and assistance in cases where individuals might otherwise be incarcerated. This saves money and resources in the short term, as incarceration is an extraordinarily expensive, and provides much greater outcomes for the community in the long-term as individuals who have had contact with the justice system are provided skills and tools to reduce recidivism and encourage pro-social behavior.

I hope you will approve the request for funding, as the Nashville Community Corrections program provides an important and greatly beneficial service to our community.

Sincerely,



Josh Brand

**Julie Riggs, Attorney at Law**

343 Harrison Street

Nashville, TN 37219

615-669-7738 julieriggslaw@gmail.com

---

March 17, 2025

Tennessee Department of Corrections

3<sup>rd</sup> Floor Rachel Jackson Building

320 6<sup>th</sup> Avenue North

Nashville, TN 37243

To Whom It May Concern,

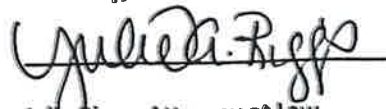
I am writing today to express my support for the Davidson County Community Corrections Program.

As a defense attorney, this program has been a valuable resource for so many of my clients, who without Community Corrections would still be incarcerated. I believe the program has been effective in promoting rehabilitation while holding individuals accountable for their actions.

The staff consistently operates in a professional manner and displays commitment to making the goals of the program a reality for the individuals they supervise, the community they protect and the Courts they report to.

I hope that you will act favorably when considering the request to continue funding this invaluable program within Davidson County

Sincerely,



Julie Riggs, Attorney at Law



150 2nd Ave. N., Suite 400, Nashville, TN 37201  
Mailing Address: 150 2nd Ave. N., PO Box 196300, Nashville, TN 37219-6300  
615-862-5730 615-862-5736 fax publicdefender.nashville.gov

March 27, 2025

Valerie Murtha  
Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

Dear Ms. Murtha:

On behalf of the Nashville Defenders office, I am pleased to support the grant application for the Davidson County Community Corrections Program. Our clients benefit from this program in many ways. Community Corrections supervision gives much needed community support, counseling, and assistance to individuals who would otherwise be incarcerated. It encourages rehabilitation and reduces recidivism in our community.

In particular, the Community Corrections Program in Davidson County supports people who need specialized supervision related to substance use issues or mental health challenges. Many of our clients need one or both of these supports, which are not always accessible through other types of supervision. This program operates in a professional manner and provides high-quality services, and I hope you will continue to support the funding for this important program.

Thank you for your consideration.

Sincerely,

Jessica Pursell



Martesha Johnson Moore, Chief Public Defender



**STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION  
220 Blanton Avenue  
NASHVILLE, TENNESSEE 37210  
OFFICE (615) 253-7349 • FAX (615) 242-2114**

Dear Mrs. Valerie Murtha,

I am writing to express my strong support for the grant application submitted by the Davidson County Community Corrections Program. This initiative has proven to be an invaluable resource, providing essential community supervision, counseling, and support services to individuals who may otherwise face incarceration. The program's commitment to maintaining high standards of professionalism and delivering exemplary services is commendable. I kindly request that you consider their application for continued grant funding favorably. Thank you for your attention to this critical matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jennifer E. Brown'.



Jennifer E. Brown | Probation and Parole Officer III  
220 Blanton Ave.  
Nashville, TN 37210  
P: 615-253-7349 F: (615) 242-2114 C: (615) 571-6436  
[Jennifer.E.Brown@tn.gov](mailto:Jennifer.E.Brown@tn.gov)  
[tn.gov/correction](http://tn.gov/correction)  
[www.facebook.com/TNDepartmentofCorrection](https://www.facebook.com/TNDepartmentofCorrection)  
<https://twitter.com/TNTDOC1>  
<https://www.youtube.com/TNTDOC1>

## GRAYER COUNSELING AND CONSULTING SERVICE

223 MADISON STREET, SUITE 102 MADISON TN 37115 PHONE: 615-838-8525 FAX: 615-679-0029

EMAIL: GRAYER3070@COMCAST.NET

Tennessee Department of Correction  
320 Sixth Avenue North  
Nashville, TN 37243-0465

I am pleased to write this letter in support the grant application for the Davidson County Community Corrections Program and urge its full consideration. This program has proven to be a valuable resource, giving much needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated. This program has continued to operate in a professional manner and provide high-quality services. I hope you will act favorably upon their request for continued grant funding. I appreciate your time in considering this application.

Sincerely,

*Donna Grayer*

Donna Grayer, MS LPC



# DAVIDSON COUNTY COMMUNITY CORRECTIONS PROGRAM

A DIVISION OF THE TRIAL COURTS



March 6, 2025

Honorable Freddie O'Connell, Mayor  
Metropolitan Nashville and Davidson County  
1 Public Square, Suite 100  
Nashville, TN 37201

Re: Application for Community Corrections Grant

Dear Mayor O'Connell,

The Division of State Trial Courts is submitting an application for renewed funding under the Tennessee Community Corrections Act (T.C.A. 40-36-101, et seq). This program has been administered by the Metropolitan Government since July 1, 1991 and has the support of the criminal justice community in Davidson County. The Davidson County Community Corrections Program is funded 100% by the State of Tennessee, Tennessee Department of Corrections, with no local match required. This grant is a three year grant with the assumption of continuation. The Department of Corrections requires that your office be notified each time the grant application is submitted.

I am requesting that this document be accepted as appropriate notification.

Sincerely,

A handwritten signature in blue ink that reads "Larissa Burdette".

Larissa Burdette

Program Manager

Davidson County Community Corrections

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



**FREDDIE O'CONNELL**  
**MAYOR**

**March 18, 2025**

**Valerie Murtha**  
**Tennessee Department of Correction**  
**320 Sixth Avenue North**  
**Nashville, TN 37243-0465**

**Dear Ms. Murtha,**

**On behalf of this office, I am pleased to support the grant application for the Davidson County Community Corrections Program. This program has proven to be a valuable resource, giving much-needed community supervision, counseling, and assistance to individuals who would otherwise be incarcerated.**

**This program has continued to operate in a professional manner and provide high-quality services. I hope you will act favorably upon their request for continued grant funding. Thank you for your consideration.**

**All my best,**

A handwritten signature in blue ink, reading "Freddie O'Connell".

**Freddie O'Connell, Mayor**



# DAVIDSON COUNTY COMMUNITY CORRECTIONS PROGRAM

A DIVISION OF THE TRIAL COURTS



March 6, 2025

To: Davidson County Criminal Court Judges

From: Larissa Burdette

Program Manager, Davidson County Community Corrections Program

Re: 2025-2028 Community Corrections Grant

I am writing today to once again ask for your support. The Davidson County Community Corrections Program is currently in the application process for a renewal of its grant from the Tennessee Department of Corrections. Our current grant expires on June 30, 2025. This grant is our sole funding source for the Community Corrections Program, which currently employs 22 full-time and three part-time staff members.

By way of your signature, I am asking that you indicate your continued support for the Davidson County Community Corrections Program. The Tennessee Department of Corrections has requested a statement of agreement from all of our sentencing Judges that offenders, who successfully complete the Community Corrections Program after one year of supervision, will be transferred to TDOC supervision. Your support is a factor that will be considered by the TDOC when making its grant award decision.

Thank you for your continued support of the Davidson County Community Corrections Program.

Respectfully,

A handwritten signature in blue ink that reads "Larissa Burdette".

Larissa Burdette

Program Manager, Davidson County Community Corrections Program.





# DAVIDSON COUNTY COMMUNITY CORRECTIONS PROGRAM



A DIVISION OF THE TRIAL COURTS

Judge Steve R. Dozier

Steve R. Dozier  
Criminal Division I

Date 3/15/25

Judge Angelita Blackshear Dalton

Angelita Blackshear Dalton  
Criminal Division II

Date 3.20.25

Judge Cheryl Blackburn

Cheryl Blackburn  
Criminal Division III

Date 3/21/25

Judge Jennifer Smith

Jennifer L Smith  
Criminal Division IV

Date 3/31/25

Judge Khadija Babb

Khadija Babb  
Criminal Division V

Date 3.19.2025

Judge Cynthia Chappell

Cynthia Chappell  
Criminal Division VI

Date 3/17/2025

**RFGP # 32952-13007**

**APPENDIX**

RFGP # 32952-13007

TABLE OF CONTENTS

ATTACHMENT B.17

POLICY AND PROCEDURES

Pg. 3

# **DAVIDSON COUNTY COMMUNITY CORRECTIONS PROGRAM**



## **POLICY & PROCEDURES MANUAL** **(REVISED October 2022)**

## TABLE OF CONTENTS

#100.00	Statement of Mission.....	1
#100.01	Chain of Command.....	3
#100.02	Employee Handbook.....	4
#100.03	Policies & Procedures Manual .....	5
#100.04	Personnel Training.....	7
#100.05	Education, Professional Experience & Job Function Requirements.....	12
#100.06	New Employee Criminal Record Check Requirements.....	22
#100.07	Monitoring of Program Operations.....	23
#100.08	Staff Meetings.....	25
#100.09	Annual, Sick, and Compensatory Time.....	26
#100.10	Bonus Policy.....	28
#100.11	Financial Reports.....	30
#100.12	Use of Force.....	32
#100.13	Citizens Complaints.....	33
#100.14	Incident Reporting.....	34
#100.15	TOMIS/COMET.....	35
#100.16	Advisory Board.....	36
#200.00	Eligibility to DCCCP.....	40
#200.01	Intake Referral Process.....	43
#300.00	Procedures for Investigative Reports.....	45
#300.01	Assessment.....	47
#300.02	Intake Procedures.....	48
#400.00	Behavioral Contract.....	50
#500.00	Active & Inactive Cases.....	51
#500.01	Supervision.....	52
#500.02	Supervision/Vacant Position.....	57
#500.03	Violations.....	58
#500.04	Obtaining Warrants.....	61
#500.05	Abscond.....	62
#500.06	Successful Termination.....	64
#500.07	Transfer to Probation.....	66
#500.08	Drug Screens.....	67
#500.09	Release of Information.....	71
#500.10	Offender's Right to Privacy.....	73
#500.11	Case Record Management.....	74
#500.12	Offender Grievance Procedure.....	79
#500.13	Law Enforcement Informants .....	82
#500.14	Transfer Between Programs.....	83
#502.06	Prison Rape Elimination Act (PREA).....	86
#600.00	Community Service Work.....	89
#600.01	Victim Restitution.....	92
#600.02	Supervision Fees.....	94
#600.03	Offender Travel.....	95
#600.04	Offender Supervision.....	96
#700.01	Use & Maintenance of Official Vehicles.....	98
#700.02	Position of Control.....	101
#700.03	Conducting Searches.....	102
#700.04	Conflict of Interest.....	103
#700.05	Arrest, Custody & Transport of Offenders.....	104
#800.01	Purpose and Mission.....	107
#800.02	Chain of Command & Organizational Structure.....	108
#800.03	Policies, Procedure & Practice.....	109
#800.04	Training & Orientation Requirements for Personnel.....	111
#800.05	Education & Job Function Requirements.....	112
#800.06	Volunteer & Intern Recruitment & Screening.....	115
#800.07	Referral & Intake.....	117
#800.08	Treatment Planning.....	118
#800.09	Release of Information/Confidentiality.....	120
#800.10	Case File Monitoring.....	123

<b>Administrative Policies and Procedures</b>	Policy # 100.00
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 1 of 124
Subject: Statement of Mission	

- I. **APPLICABLE STANDARDS:** AP1.10; AP1.11; AP1.14; AP1.15; AP1.18; S4.01
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To define the DCCCP mission.
- IV. **POLICY:** The **Davidson County Community Corrections Program (DCCCP)** mission is to divert felony offenders from the Tennessee prison system by providing intensive community-based supervision and treatment services necessary to reduce criminal behavior and create a safer community.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) The DCCCP will supervise offenders sentenced by the criminal courts in Davidson County, and will strive to successfully complete a minimum of sixty percent of these offenders.
  - 2) Case Officers will implement the order of the sentencing courts in a safe and humane manner.
  - 3) Case officers will adhere to any special conditions set forth in the court order.
  - 4) DCCCP will use resources appropriate to the offender in the most efficient and effective way.
  - 5) DCCCP will provide opportunities and incentives for criminal behavior-change in order to reduce recidivism.
  - 6) DCCCP will employ professional staff who will be responsible for the operation of the agency and its provision of services. The Grantee board and the Program Manager or designee will assume the responsibility.
  - 7) DCCCP will provide accountability to the judicial system.

8) DCCCP will strive to successfully complete a minimum of 60% of Community Corrections offenders

Effective Date: October 1, 2016	Policy # 100.00	
Subject: Statement of Mission		Page 2 of 124

9) DCCCP will carry out its mission by adhering to TCA 40-36-101, as stated:

- a) Maintain safe and cost-efficient community correctional programs, which also involve close supervision of offenders;
- b) Promote accountability of offenders to their local community by requiring direct financial restitution to victims of crimes and community service restitution to local governments and community agencies;
- c) Fill gaps in the local correctional system through the development of a range of sanctions and services available for the judge at sentencing;
- d) Reduce the number of non-violent felony offenders committed to correctional institutions and jails by punishing these offenders in non-custodial options as provided in this chapter;
- e) Provide opportunities for offenders demonstrating special needs to receive services which enhance their ability to provide for their families and become contributing members of their community;
- f) Encourage the involvement of local officials and leading citizens in their local correctional system; and
- g) Promote the development of community correction programs which are tailored to the specific needs of each participating county, and which are creative and innovative, within this state.

<b>Administrative Policies and Procedures</b>	Policy # 100.01
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 3 of 124
Subject: Chain of Command	

- I. **APPLICABLE STANDARDS:** AP1.01
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To define the chain of command and organizational structure.
- IV. **POLICY:** The Program will have an organizational chart, which reflects the structure of authority, responsibility and accountability within the program.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) The Program Manager will develop the organizational chart.
  - 2) The chart will be reviewed annually and updated if needed.
  - 3) The chart contains all staff positions.
- VII. **EXPIRATION DATE:** September 30, 2025



<b>Administrative Policies and Procedures</b>	Policy # 100.02
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 4 of 124
Subject: Employee Handbook	

- I. **APPLICABLE STANDARD:** AP2.02
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To provide guidelines for DCCCP Employee Handbook.
- IV. **POLICY:** The agency has a manual consisting of policies and procedures which govern personnel issues in accordance with all applicable laws and DCCCP.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) The DCCCP will abide by the Employee Handbook (including Rules of the Civil Service, Payroll/Personnel Modification and Policies for Non-Civil Service employees.)
  - 2) All staff members will sign a form signifying that they have read the employee handbook and agree to abide by its conditions.
  - 3) The employee handbook will be revised as needed.
- VII. **EXPIRATION DATE:** September 30, 2025

<b>Administrative Policies and Procedures</b>	Policy # 100.03
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 5 of 124
Subject: Policies & Procedures Manual	

- I. **APPLICABLE STANDARD:** AP1.04, AP1.05 & AP1.06; AP2.08
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish a standardized system for the compilation, dissemination and maintenance of an operating manual for policies and procedures.
- IV. **POLICY:** The agency has approved a policy and procedure manual to govern program operations which will be made available to all staff, Advisory Board members, and volunteers.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) Program Manager and designated staff members will develop written policies that will govern the operations of DCCCP.
  - 2) Program Manager and designated staff members will review policies annually and make amendments when needed.
  - 3) All changes to the DCCCP Policy and Procedure Manual shall be submitted to TDOC for written approval prior to implementation.
  - 4) All policies will be presented to the Advisory Board for approval.
  - 5) Advisory Board will approve policies by majority vote.
  - 6) Chairperson will sign approved policies.
  - 7) All DCCCP staff, interns, and volunteers will be given a copy of the policy and procedure manual to read within the first week of employment.
  - 8) Program Manager or designee will meet with the employee/intern/volunteer to inquire if there are questions.

Effective Date: October 1, 2016	Policy # 100.03	Page 6 of 124
Subject : Dissemination of Policies		

- 9) Employee/intern/volunteer will sign the policy form stating they have received and read all DCCCP policies.
- 10) A copy of this form will be maintained in their personnel file. A current, complete, and confidential personnel record will be maintained for each employee.
- 11) All staff/interns/volunteers, and where appropriate, offenders will be informed of any policy amendments by receiving a copy of the approved amendment prior to implementation.
- 12) Staff/interns/volunteers will update policy form by signature that they have received changes.

**VII. EXPIRATION DATE:** September 30, 2025

<b>Administrative Policies</b>	Policy # 100.04
<b>and Procedures</b>	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 7 of 124
Subject: Personnel Training	

- I. **APPLICABLE STANDARDS:** AP4.01, AP4.02, AP4.03, AP4.04
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To describe the minimum requirements for training community corrections employees.
- IV. **POLICY:** The agency requires that all employees will receive adequate training to perform basic duties required for the position. Professional staff members who provide direct services are required to meet state certification and/or licensure conditions.
  - a) All new full-time case officers will complete 40 hours of pre-service training. This training will be provided by the State within the 6 months of a new case officer's employment.
  - b) All full-time professional employees will receive a minimum of 40 hours in-service training annually. This includes ten hours of TDOC core training.
  - c) All part-time and hourly employees will receive a minimum of 20 hours training annually.
- V. **DEFINITIONS:** Grievance: Occurs when an employee claims that he/she/they have been adversely affected by a violation, misinterpretation, misapplication, or non-application of a specific law, ordinance, resolution, executive order, written policy, or departmental rule.
- VI. **PROCEDURES:**
  - 1) All new employees will be required to read the DCCCP policies and procedure manual within the first week of employment.
  - 2) All new employees will read the DCCCP Employee Handbook within the first week of employment.
  - 3) All new employees will follow the Metro Human Resources Department requirements to be placed on payroll. All employees consistently working 20 hours a week will be eligible to enroll in benefits with Metro.

- 4) All new staff, volunteers, and interns will be administered a criminal record check prior to appointment at DCCCP.

Effective Date: October 1, 2016	Policy # 100.04	Page 8 of 124
Subject: Personnel Training		

- 5) All new employees will receive 40 hours of in-house orientation and training prior to job assignment, which will include an overview of Title VI, Code of Ethics, DNA collection procedures, Affirmative Action, Drug Free Workplace, Emergency Operation Plans, and an overview of the Prison Rape Elimination Act (PREA) requirements. All new part-time employees working less than 35 hours per week will receive orientation training appropriate to their assignment. All clerical and support staff will complete orientation and training appropriate to their assignment. (16 hours for full time; 8 hours for part time employees). After completion of orientation, the employee will sign and date a statement that orientation training has been received.
- 6) All new case officers will be required to attend the 40 hours of pre-service training by TDOC within their first six months of employment. The Program Manager or designee will inform employee of dates and location.
- 7) All new employees will be excused from optional in-service training, beyond their orientation, during their first 12 months of employment.
- 8) All employees will be required to attend 40 hours of in-service training after their first year of employment. The Program Manager will make available various training/conferences to attend.
- 9) Clinical staff will be required to document a minimum of 40 hours per year continuing education, which may be fulfilled by seminars, workshops, credit courses, etc.
- 10) Any training received will be job-related and given by training professionals.
- 11) Training on the following will be approved by the Program Manager for staff directly responsible for offender supervision and/or programming/treatment: Validated Risk Needs Assessment (VRNA); O\*NET Interest Profiler; Texas Christian University Drug Screen (TCUD); or other identified assessment tools.
- 12) All orientation and offender assessment training will be completed prior to new staff being assigned to cases or allowed to work without direct supervision. This affects all full or part-time staff, and volunteers.

- 13) The Program Manager, Training Coordinator, or designee will keep a record of all training in the employees' personnel file. This file should contain documentation of forty hours of orientation and ongoing annual training hours

Effective Date: October 1, 2016	Policy # 100.04	Page 9 of 124
Subject: Personnel Training		

for clerical and support staff, manager, officers and volunteers. The record is updated annually.

- 14) All staff will be trained on and adhere to TDOC procedures regarding access and use of the TOMIS/COMET/COMET offender management/tracking system. Program employees shall be aware of and ensure the necessity of system security. All agencies will utilize the TOMIS/COMET/COMET system as mandated by TDOC.
- 15) The following are courses required for all employees per state law and Metro ordinances. Employees are required to complete retraining every four years on the following: Sexual Harassment Prevention; Drug-Free Workplace Policy; Diversity and Inclusion; Domestic Violence in the Workplace Policy, and Defensive Driving (this includes mandatory re-training every three years).

### **Employee Grievance Procedure:**

Employees and management should recognize that grievances can be helpful to an organization to call matters to the attention of officials when action is needed. If a grievance procedure is used properly, it can assist in establishing a harmonious and cooperative working relationship between employees of DCCCP and Metropolitan Government. The grievance procedure is used to give every employee who has a grievance the opportunity to express themselves and to allow officials to take prompt action where needed.

#### **1. Non-Grievable Matters**

While the grievance procedure can be beneficial to an organization, there are boundaries that must be set concerning issues that are not grievable. The list below outlines subject areas which are considered non-grievable. Complaints concerning these areas must not be filed as grievances by employees nor may they be accepted as grievances by supervisors. If accepted, it can be ruled as non-grievable later, by the Appointing Authority. Management should attempt to resolve these types of complaints through routine procedures.

- a) Job requirements that were established prior to appointment. This includes Court requirements, Department Policy and Procedures, Grantor expectations, grant budget requirements and limitations.
- b) Changes or request for changes in the approved pay plan or approved benefits.
- c) The merits of any uniformly applied personnel practice, policy or procedure established by laws, ordinance, or departmental rule.
- d) Reductions in the work force.

- e) Management rights to schedule and organize work, to make work assignments, and to prescribe methods and procedures by which work is performed, monitored, and evaluated unless otherwise provided in these rules.
- f) Complaints alleging discrimination or other violations of applicable EEO laws must be filed as discrimination complaints and will be processed in accordance with the EEO Complaint Procedure. This Procedure can be found in the Metropolitan Government of Nashville Employee Handbook.

In the event of a disagreement as to whether a complaint is grievable within the scope of this procedure, the employee may, by simple request, ask the appointing authority to make the determination.

## **2. Grievance Procedure**

**Stage I:** The first stage of any grievance consists of the employee's written presentation of his complaint to their immediate supervisor. The supervisor will document the grievance and have the employee sign a simple statement that they are submitting a grievance. The employee may take their complaint at Stage 1 to the next supervisor in the chain of command when the complaint concerns some action of the supervisor which the employee feels they are not able to discuss with the supervisor. The supervisor will take the appropriate action to resolve the grievance or to deny the grievance. If the complaint is grievable and cannot be resolved with the supervisor, the employee may proceed to Stage II.

In the event of a disagreement as to whether a complaint is grievable within the scope of this procedure, the employee may, by simple request, ask the appointing authority to make the determination.

**Stage II:** The employee must write a letter to the Appointing Authority stating their complaint and requesting they proceed to Stage II. The letter must be received by the Appointing Authority within ten (10) calendar days of receiving the supervisor's decision. The Appointing Authority will attempt to resolve the grievance and will send a letter to the employee within 45 days.

## **3. Final Decision and Orders:**

A grievance may be settled at any time during the grievance procedure. A final decision or order in a grievance review shall be in writing and stated in the record. Parties shall be notified in writing either personally or by mail of any decision or order. The Appointing Authority will make the final decision on the resolution of the grievance.

## **4. Termination:**

An employee who has been terminated from employment which is grant funded will be given whatever vacation pay specified by the terms of the grant. All other employees will be given whatever vacation pay they have accumulated at the time of termination. However, if the reason for termination is especially egregious, the terminated employee may not be given any additional pay after the date of the

termination. The adjustment in compensation at termination will be at the discretion of the appointing authority. The appointing authority will make this determination. Terminated employees should conduct themselves in a manner as to not cause disruption of work and incidents of unrest amongst staff. Terminated employees should turn in all keys, identification, and any equipment or items assigned to them. Failure to do so could result in a payroll deduction or prosecution.

### **Conference and Training Request Procedures:**

- 1) All conference and training requests must be submitted to your supervisor within a timely manner.
- 2) Travel arrangements are to be made by the Administrative Services Officer in order to ensure best prices for billing purposes. Any variance to this procedure needs to be approved and communicated to the Administrative Services Officer and Program Manager.
- 3) An employee required to travel for DCCCP will be reimbursed for approved expenses incurred such as mileage, hotel, parking, meals, etc. after travel has been completed. Employees can receive a travel advance, if necessary, with the approval of a program manager and the proper documentation. The appropriate Travel Expense Report form (with valid, signed receipts attached) should be approved by the employee's immediate supervisor and forwarded to the Administrative Services Officer by noon the Monday following the week in which the expense occurred.
- 4) Travel expenses incurred as part of the job shall be reimbursed at a specified rate per mile for automobile travel and the full amount if public transportation is used. Local Mileage Reimbursement forms should be submitted no less than once per month.

### **Off-Site Travel Request Procedures:**

Hourly/Part-Time Employees:

- 1) Part-time or hourly employees are not eligible for training reimbursement unless approved by a program manager.

Effective Date: October 1, 2016	Policy # 100.04	Page 10 of 124
Subject: Personnel Training		

- 2) An hourly employee approved to attend work-related conferences, workshops, etc., requiring an overnight stay will be compensated for working eight (8) hours for each day of the conference.



- 3) If attendance at a conference including travel time is more than six (6) hours, an hourly employee will be compensated for a full day of eight (8) hours. If attendance and travel time is six (6) hours or less, the employee will be compensated for actual time and is expected to return to work in order to receive eight (8) hours of compensation.
- 4) Attendance at conferences, etc., should not promote comp-time. An hourly employee's schedule should be adjusted to accommodate a forty (40) hour work week, if at all possible.
- 5) If the training event requires weekend hours, the hourly employee's schedule should be adjusted to accommodate a forty (40) hour work week, if at all possible
- 6) An employee must forward a copy of a course/seminar certificate to the Administrative Services Officer so his/her training hours can be recorded. The employee should make sure his/her name, the date of the training, and the number of training hours is recorded on the certificate. If a certificate is not issued, the employee should forward the conference agenda/outline noting the same information.

#### Salaried/Full-Time Employees

- 1) A full-time salaried employee approved to attend conferences, workshops, etc., requiring an overnight stay will be compensated for working eight (8) hours for each full day of the conference.
- 2) If attendance at a conference including travel time is more than six (6) hours, a salaried employee will be compensated for a full day of eight (8) hours. If attendance and travel time is six (6) hours or less, the employee will be compensated for actual time and is expected to return to work in order to receive eight (8) hours of compensation.
- 3) If travel requires weekend hours, a salaried employee is still required to work their regularly scheduled days. The employee can either earn comp time for weekend hours accrued or use "flex hours" to zero out the weekend hours. Either choice must have prior approval of their supervisor.

Effective Date: October 1, 2016	Policy # 100.04	Page 11 of 124
Subject: Personnel Training		

- 4) If travel requires holiday hours, a salaried employee may bank the holiday as comp-time to use at a later date with supervisor's approval.
- 5) An employee should forward a copy of a course/seminar certificate to the Administrative Services Officer so his/her training hours can be recorded. The employee should make sure his/her name, the date of the training, and the number of training hours is recorded on the certificate. If a certificate is

not issued, the employee should forward the conference agenda/outline noting the same information.

**Out-of-State Travel Procedures:**

- 1) Out of state workshops, conferences, and training that are directly work-related are permissible, based on the availability of funds and the approval of the Program Manager.

**Conference and Training Guidelines**

- Use the program issued car when available. If a program issued car is not available, carpool with other staff when possible.
- Drive carefully, responsibly, and follow all applicable laws.
- Turn in your mileage form to your supervisor for approval when you return.
- Please attend all conference sanctioned events.
- Please be fiscally responsible.
- Room charges: If you order movies, you are responsible to pay for them. Please make sure the front desk notes this on your itemized bill. You are also responsible for personal phone call charges.
- Please turn in all signed and valid receipts to your supervisor or the Administrative Services Officer. Unauthorized expenses deemed to be excessive will not be reimbursed.
- If you use a government issued credit card, please turn all receipts in to the Administrative Services Officer in a timely manner.
- Social expenses are your responsibility.
- Bring conference literature, handouts, etc. back to work. Provide copies to your supervisor.
- Turn in any certificates/proof of session attendance to the Administrative Services Officer so you get proper credit for training hours.
- Represent the Agency in a positive and professional light.
- Try to make new contacts. You may meet someone you can call later if you have a question or need some outside input. Take a supply of business cards with you.
- Share relevant information from the conference with other staff members. Conduct a mini-training session when appropriate. You may be asked to provide a written summary of the conferences.

**VII. EXPIRATION DATE:** September 30, 2025

<b>Administrative Policies and Procedures</b>	Policy # 100.05
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 12 of 124
Subject: Education, Professional Experience, and Job Function Requirements	

- I. **APPLICABLE STANDARD:** AP2.03, AP2.04 & AP 2.06
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To define required educational degrees and professional experience for the staff of DCCCP. To describe job functions and corresponding minimal requirements.
- IV. **POLICY:** All employees of DCCCP will have the minimum education and/or experience as outlined for each position. The DCCCP will also have applicable job descriptions for each position that includes job responsibilities.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**

#### **1. Program Manager – Description of Duties**

- Oversees a program or serves as an assistant in a major program.
- May design a program to address the needs of individuals and/or groups.
- Determines methods of operation and/or resources needed for the program.
- Monitors and makes adjustments to the program as needed.
- Establishes, implements, and modifies policies and procedures within established guidelines.
- May prepare and administer the budget for the program.
- May administer any grant monies received.
- Plans, implements, and evaluates services provided in the program.
- May write or assist with writing grant proposals.
- May assist with or participate in budget planning.
- Keeps accurate records.
- Writes letters and/or statistical/analytical reports.
- Attends and/or chairs meetings and workshops as needed.
- May supervise employees.
- Assigns and reviews work.
- Evaluates and reviews employee performance.
- Interprets rules, policies and procedures for staff members.
- Approves leave requests.

Effective Date: October 1, 2016	Policy # 100.05	Page 13 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

- Counsels with and corrects employees as needed.
- Trains employees as needed.

Minimum educational qualifications:

Master's Degree from an accredited college or university and two (2) years of supervisory and/or administrative experience.

OR

Bachelor's Degree from an accredited college or university and four (4) years of supervisory and/or administrative experience.

## 2. Asst. Program Manager; Asst. Program Coordinator – Description of Duties

- **Promotional candidates must be a Case Officer II or higher and must possess a minimum of 5 years' experience in community corrections.**
- Assists the Program Manager with overseeing a program.
- Explains goals, objectives and methods of operation to employees.
- Monitors employees' progress toward meeting goals.
- May be training for a higher level of program supervision.
- Supervises the employees working directly with clients.
- Assigns and reviews work.
- Evaluates performance of the employees directly under his/her supervision.
- Interprets rules, policies and procedures for staff members.
- Approves leave requests.
- Counsels and corrects employees as needed.
- Trains employees as needed.
- Participates in providing program services to clients.
- Performs the more complex duties involved in providing services.
- Assists staff with difficult cases or problems.
- Serves as backup for staff members.
- Conducts interviews and/or conferences with clients and/or their families as needed.
- Explains rules, policies and procedures to clients, their families, and the public as needed.
- Performs related administrative duties.
- Keeps accurate records.
- Writes narrative and statistical reports.
- Attends meetings and workshops as needed.
- May assist with writing grant proposals.
- Provides information used in the budget process.
- Conducts file inspections.

Effective Date: October 1, 2016	Policy # 100.05	Page 14 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

- Final approval on warrants and all other court documents.
- Remain on call after work hours for problems that arise.
- Take calls from staff calling in late or absent and delegate their job duties accordingly.
- Keep up with staff's time and attendance.
- Check and sign off on staff's monthly time sheets.
- Check and sign off on all paperwork that leaves the office.
- Complete any task the Program Manager assigns.

Minimum educational qualifications:

Bachelor's Degree in Criminal Justice or behavioral science field from an accredited college or university and at least one year of criminal justice, law enforcement, or counseling case management experience preferred.

### **3. Case Officer I – Description of Duties**

- Cover assigned courts as needed.
- Maintain case files and records for assigned offenders.
- Report all violations of court ordered requirements in a timely and consistent manner to the Judicial System.
- Assign community service restitution placement and develop victim restitution payments.
- Evaluate offenders' progress and identify problems.
- Other assigned duty as directed.

Minimum educational qualifications:

Bachelor's Degree in Criminal Justice or behavioral science field from an accredited college or university and at least one year of criminal justice, law enforcement, or counseling case management experience preferred.

### **4. Surveillance Officer – Description of Duties**

- Execute Court Ordered directives as requested.
- Transport Offenders
- Maintain correct addresses and phone numbers of all offenders.
- Conduct home visits, curfew calls, and job checks on offenders.
- Monitor and ensure compliance of offender's curfew as required.
- Complete various daily reports.
- Report all violations of court ordered requirements in a timely manner.

Effective Date: October 1, 2016	Policy # 100.05	Page 15 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

- Perform drug screens in the office and in the field.
- Testify in Court.
- Monitor community service participants as needed.
- Cross Training in other areas.
- Other assigned duty as directed.

Minimum educational qualifications:

High School Diploma or Bachelor's Degree in Criminal Justice or behavioral science field from an accredited college or university and at least one year of criminal justice, law enforcement, or counseling case management experience preferred.

#### **5. Case Officer II – Description of Duties**

- **This is a promotional position from Case Officer I.**
- Cover assigned courts as needed.
- Provide support in training of new employees.
- Maintain case files and records for assigned offenders.
- Report all violations of court ordered requirements in a timely and consistent manner to the Judicial System.
- Assign community service restitution placement and develop victim restitution payments.
- Evaluate offenders' progress and identify problems.
- Other assigned duty as directed.

Minimum educational qualifications:

Bachelor's Degree in Criminal Justice or behavioral science field from an accredited college or university and at least one year of criminal justice, law enforcement, or counseling case management experience preferred.

#### **6. Case Officer III – Description of Duties**

- **This is a promotional position from Case Officer I or II.**
- Cover assigned courts as needed.
- May include Intake/TOMIS/COMET duties.
- Provide support in training of new employees.
- Provide support to Case officers and other staff members.
- Act as training coordinator for new employees.
- Run arrest checks for case officers
- Maintaining case files and records for assigned offenders.

- Reporting all violations of court order requirements in a timely and consistent

Effective Date: October 1, 2016	Policy # 100.05	Page 16 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

- Assign community service restitution placement and develop victim restitution payments.
- Evaluating offender progress and identifying problems.
- Other assigned duty as directed.

Minimum educational qualifications:

Bachelor's Degree in Criminal Justice or behavioral science field from an accredited college or university and at least one year of criminal justice, law enforcement, or counseling case management experience preferred.

## **7. Office Assistant – Description of Duties**

- Greet all visitors to the department.
- Enter OCA numbers into database.
- Compile monthly stats.
- Coordinate offenders' community service work within the office.
- Maintain supply room.
- Answer phone and direct office traffic.
- Maintain front office area and lobby.
- Answer inquiries from the public both in person and over the telephone.
- Sorting, filing, typing, and data entry.
- Calculation of fees.
- Preparation of Statistical Reports.
- Other assigned duty as directed.

Minimum educational qualification:

High School Diploma is required. Clerical experience preferred, including knowledge of Microsoft Suite.

## **8. Court Services Center Program Coordinator – Description of Duties**

The Court Services Center Program Coordinator will devote 100% effort to the day-to-day operations of the Court Services Center (CSC) of the Davidson County Community Corrections Program (DCCCP). CSC Program Coordinator will be under the direct supervision of the Program Manager of DCCCP.

- Supervise and evaluate the CSC treatment staff.
- Assign and monitor the work of the CSC treatment staff.

Effective Date: October 1, 2016	Policy # 100.05	Page 17 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

- Develop, monitor and evaluate the counseling programs of the CSC.
- Develop and submit reports on the progress and effectiveness of the CSC.
- Prepare and maintain the needed standard forms and reports for the monthly function of the CSC.
- Serve as a liaison between DCCCP and treatment community.
- Perform other related duties as required.
- Actively attend staff meetings, in-service training, conferences, and community functions as designated and/or required.

Minimum educational qualifications:

- Graduate of an accredited college or university with a Master's degree in Criminal Justice, Social/Behavioral Science or counseling.
- Two years in administration or supervision.
- Knowledge of administration, personnel, supervision and evaluation of effective program functions.
- Knowledge of chemical addiction and treatment.
- Knowledge of treatment resources and experience with treatment community.
- Licensed Alcohol and Drug Abuse Counselors (LADAC) or National Alcohol and Drug Certified Counselors (NADC) preferred.

## **9. Program Specialist – Description of Duties**

- Perform assessment utilizing but not limited to addiction severity index (ASI) LS, and CMI upon certification.
- May attend/testify/cover courts.
- Participating in the development and promotion of the program.
- Assist in the development and design of program objectives and content.
- Research and recommends alternative methods of program management to identify possible alternative approaches or evaluate current techniques.
- May review instructional materials, methods, and media for possible use in programs.
- May participate in the dissemination of program information through designing pamphlets, attending conferences, seminars, meetings, etc., in order to promote, publicize and gain support for the program(s).
- Participates in the delivery, evaluation and analysis of programs and services.
- Performs analysis of data to identify aspects of successful program operations.
- May prepare analytical and interpretative reports for management.
- May consult with field experts to ascertain program related information.
- Keeps abreast of current developments and trends.



Effective Date: October 1, 2016	Policy # 100.05	Page 18 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

- Performs specialized services.
- May coordinate community resources.
- May recommend placement of clients in specialized programs as needed.
- Performs general administrative duties.
- Keeps accurate records.
- Writes narrative and statistical reports and letters.
- Other assigned duty as directed.

Minimum educational qualifications:

Bachelor's Degree in Criminal Justice or behavioral science field from an accredited college or university and at least one year of criminal justice, law enforcement, or counseling case management experience preferred.

#### **10. Program Specialist/CSC Clinical Counselor – Description of Duties**

This employee will be under the direct supervision of the Court Services Center Program Coordinator. He/she will devote 100 % effort to the implementation of offender assessment, counseling, and program development.

- Participates in the development and promotion of the program.
- Assist in the development and design of program objectives and content.
- Research and recommends alternative methods of program management to identify possible alternative approaches or evaluate current techniques.
- May review instructional materials, methods, and media for possible use in programs.
- May participate in the dissemination of program information through designing pamphlets, attending conferences, seminars, meetings, etc., in order to promote, publicize and gain support for the program(s).
- Participates in the delivery, evaluation and analysis of programs and services.
- Performs analysis of data to identify aspects of successful program operations.
- May prepare analytical and interpretative reports for management.
- May consult with field experts to ascertain program related information.
- Keeps abreast of current developments and trends.
- Performs specialized services.
- May coordinate community resources.
- May recommend placement of clients in specialized programs as needed.
- Performs general administrative duties.
- Keeps accurate records.
- Writes narrative and statistical reports and letters.
- Performs other assigned duties as directed.

Effective Date: October 1, 2016	Policy # 100.05	Page 19 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

Minimum educational qualifications:

- Bachelor's Degree or any combination of education and experience in program management or development that would prepare the incumbent to perform the duties of the position at the appropriate level.
- Employee must be a licensed Alcohol and Drug Abuse Counselor (LADAC) with five years of counseling experience.
- Employee should demonstrate an ability to communicate effectively both orally and in writing.
- Experience with Twelve Step treatment modality would be beneficial.
- No evidence of substance abuse for a minimum of two (2) years preferred.
- Employee must exhibit personal integrity, maturity, judgment, and emotional stability suitable to the job.

**11. Program Specialist/Co-Occurring Disorder Counselor – Description of Duties**

- Perform assessment utilizing but not limited to addiction severity index (ASI) VRNA upon certification.
- May attend/testify/cover courts.
- Participating in the development and promotion of the program.
- Assist in the development and design of program objectives and content.
- Research and recommends alternative methods of program management to identify possible alternative approaches or evaluate current techniques.
- May review instructional materials, methods, and media for possible use in programs.
- May participate in the dissemination of program information through designing pamphlets, attending conferences, seminars, meetings, etc., in order to promote, publicize and gain support for the program(s).
- Participates in the delivery, evaluation and analysis of programs and services.
- Performs analysis of data to identify aspects of successful program operations.
- May prepare analytical and interpretative reports for management.
- May consult with field experts to ascertain program related information.
- Keeps abreast of current developments and trends.
- Performs specialized services.
- May coordinate community resources.
- May recommend placement of clients in specialized programs as needed.
- Performs general administrative duties.
- Keeps accurate records.
- Writes narrative and statistical reports and letters.
- Other assigned duty as directed.

Effective Date: October 1, 2016	Policy # 100.05	Page 20 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

Minimum educational qualifications:

Applicant must have a Bachelor Degree in counseling (masters preferred) with two years' experience in mental health counseling.

## **12. Assistant Program Manager/ Assistant Supervision Coordinator – Description of Duties**

- Monitors and recommends adjustments to the Program Manager as needed.
- Recommends methods of operation and/or resources needed for the program to Program Manager.
- Enforces, implements, and requests modification to policies and procedures within established guidelines.
- Develops and maintains communication/coordination with the Tennessee Department of Correction in relation to all program functions.
- Serves as liaison with courts, District Attorney, Defense Attorneys, and other alternative sentencing programs (probation, pretrial sentence).
- Develops and submits reports on the progress and effectiveness of the program to Program Manager.
- Negotiates contracts for services needed in providing appropriate treatment of offenders.
- Oversees and attends all Community Corrections Advisory Board (CCAB) meetings to provide and update information on the program.
- Request supply orders.
- Assist in writing and submitting the grant proposal for annual funding to the TDOC and CCAB.
- Keeps accurate records.
- Attends and/or chairs meetings and workshops as needed.
- Supervises employees.
- Assigns and reviews work.
- Evaluates and reviews employee performance.
- Interprets rules, policies and procedures for staff members.
- Approves leave requests.
- Counsels and corrects employees as needed.
- Trains employees as needed.
- Reviews and compiles monthly stats.
- Conducts file inspections.
- Reviews warrants and all other court documents as needed.
- Run arrest checks for case officers as needed.
- Run arrest records on new intakes.
- Complete intake packet.

- Assign new intakes to case officers.

Effective Date: October 1, 2016	Policy # 100.05	Page 21 of 124
Subject: Education, Professional Experience, and Job Function Requirements		

- Maintain intake log.
- Remain on call after work hours for problems that arise.
- Take calls from staff calling in late or absent and delegate their job duties accordingly.
- Keep up with staff's time and attendance.
- Check and sign off on staff's monthly time sheets.
- Monitor Drug Court staff as needed.
- Check and sign off on all paperwork that leaves the office.
- Maintain relationships with all other Community Corrections agencies.
- Complete paperwork on out of county transfers in and out of the program.
- Complete any task the Program Manager assigns.
- Serve as substitute for the DCCCP Program Manager if designated.

Minimum educational qualifications:

- Graduated from accredited college or university with a Bachelor's Degree in Criminal Justice, Social or Behavioral Science.
- Four years of experience in Criminal Justice or supervision.
- Knowledge of Tennessee Criminal Justice system, personnel management, and ability to administer effective program functions.

**VIII. EXPIRATION DATE:** September 30, 2025

<b>Administrative Policies and Procedures</b>	Policy # 100.06
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 22 of 124
Subject: New Employee Criminal Record Check Requirements	

- I. **APPLICABLE STANDARD:** AP2.09
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** Criminal record checks on new employees.
- IV. **POLICY:** All new employees will have a criminal records check through NCIC, state and local records.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) Once an applicant for a full-time, part-time or volunteer position has been approved, a criminal records check will be conducted prior to employment or appointment.
  - 2) The record check will be done through NCIC, state and local records and will be obtained by authorized staff of the Davidson County Community Corrections Program.
  - 3) Results of the records check will be communicated to the DCCCP Program Manager in writing.
  - 4) Results of the records check will be kept on file with the personnel records.
- VII. **EXPIRATION DATE:** September 30, 2025

<b>Administrative Policies and Procedures</b>	Policy # 100.07
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 23 of 124
Subject: Monitoring of Program Operations	

- I. **APPLICABLE STANDARDS:** AP 1.07, AP 1.08 & AP 1.09, AP1.19, S5.05
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To provide a system for continuous review and monitoring of program operations.
- IV. **POLICY:** The agency will have a system to review and monitor program operations on a scheduled basis. The following areas will be reviewed: program policy and procedures, employee evaluations, program goals and objectives, annual reports and monthly program reports.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) Policy and Procedures - Program Manager will review the Policy and Procedure Manual annually. All amendments will be presented to the Advisory Board for approval.
  - 2) Employee Evaluations - Program Manager will use the Metropolitan Government evaluation form on all evaluations. All new employees will be evaluated after their first six months of employment. After the employee's first year, another evaluation will be performed. Employee will initial agreement and explain disagreements on the evaluation form. Copies will be filed in the DCCCP personnel file and the employee will obtain a copy. After the first year of employment, evaluations will be performed annually.
  - 3) Program Goals and Objectives - Program goals and objectives will be reviewed by Program Manager yearly. If changes are made, they will then be presented to the Advisory Board for approval. After approval, they will be submitted to Tennessee Department of Corrections and become part of the contract between TDOC and DCCCP.

Effective Date: October 1, 2016	Policy # 100.07	Page 24 of 124
Subject: Monitoring of Program Operations		

- 4) Annual Report - Program Manager will develop and write an annual report on Program's progress and compliance with the TDOC contract. The report will be submitted to the Advisory Board, the Mayor of Davidson County, the State Director of Community Corrections and the Tennessee Department of Correction Central Office within sixty (60) calendar days after the end of the fiscal year or by August 31<sup>st</sup> of each fiscal year. This report will include statistical data, activities, and financial data.
- 5) Monthly program forms: a) Intake Form, b) Termination Form, c) Program Form, d) Transfer Form, and e) Individual Monthly Offender Form. The Case Officers will submit these forms on their caseloads by the 5th working day of each month to the Program Manager or designee. The Program Manager will review all forms, compile all relevant information and submit it to the Tennessee Department of Correction Central Office by the 15<sup>th</sup> of each month. A copy will be obtained in the offender file. The Program Manager will also maintain a copy on file with monthly statistics.
- 6) Staff Safety- the Program Manager or designee will ensure the facility meets all local fire and safety codes and maintains updated documentation of same. Any emergency/evacuation plans shall be posted and updated annually and known by all staff. The facility will have quarterly safety drills which shall be documented.
- 7) All incidents occurring within the agency concerning the safety and security of the facility, community, staff and/or offenders, or which may result in media attention shall be reported to the State Director of Community Corrections within 30 minutes of becoming aware of the occurrence. The information shall also be forwarded to the Central Communication Center.

**VII. EXPIRATION DATE:** September 30, 2025

<b>Administrative Policies and Procedures</b>	Policy # 100.08
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 25 of 124
Subject: Staff Meetings	

- I. **APPLICABLE STANDARDS:** None
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To provide guidelines for effective in-house communication between staff.
- IV. **POLICY:** To promote efficient operation, open channels of communication must exist between all persons within the agency. There will be regular staff meetings to enhance the communication process.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) Staff meetings will be held monthly or at the request of the Program Manager.
  - 2) Appropriate topics of discussion will be programmatic and administrative issues.
  - 3) The Office Assistant will take minutes of all meetings and will distribute copies to all staff.
  - 4) Staff will initial that they have read and are aware of announcements and topics discussed in the meeting.
  - 5) Copies of all staff meeting minutes will be kept on file in the DCCCP office.
  - 6) All staff is required to attend meetings unless excused by Program Manager or designee.
- VII. **EXPIRATION DATE:** September 30, 2025



<b>Administrative Policies and Procedures</b>	Policy # 100.09
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 26 of 124
Subject: Annual, Sick, and Compensatory Time	

I. **APPLICABLE STANDARDS:** AP2.05

II. **APPLICATION:** To all DCCCP staff.

III. **PURPOSE:** To provide guidelines in accruing and taking compensatory time.

IV. **POLICY:** DCCCP employees may accrue compensatory time.

V. **DEFINITIONS:**

Compensatory Time - The amount of time an employee works over the required 40 hours per week.

VI. **PROCEDURES:**

- 1) After working the required amount of time for the employee's work status, he/she may request comp-time.
- 2) Employee must work more than 45 minutes overtime to accrue comp time.
- 3) Employee must receive permission from the Program Manager, by use of the comp-time form, prior to accruing comp-time.
- 4) Employee will keep an individual comp-log that shows a continuous running balance of time accrued and taken.
- 5) This form must be turned in to Program Manager at the end of each month for signature.
- 6) Employees cannot accrue more than 35 hours comp-time at any given time.
- 7) In order to take comp time, employee must submit the comp-time Request form which will be approved or denied by Program Manager.
- 8) Employees with the status of non-exempt will receive time and a half, and administrative positions (exempt status) will receive regular time.

Effective Date: October 1, 2016	Policy # 100.09	Page 27 of 124
Subject: Compensatory Time		

- 9) Whenever employment is terminated, either by resignation or termination, all unused comp-time is lost.
- 10) Employees of DCCCP will not be paid for overtime, employees may accumulate compensatory time for any overtime worked.
- 11) All annual, sick, and compensatory leave must be taken during the fiscal year that the leave was accrued. TDOC will not be responsible for any carryover leave.
- 12) TDOC agrees that vacation, sick, and compensatory time can be rolled over from one fiscal year to the next as long as there is enough money in the budget to cover the costs. Metropolitan Government of Nashville and Davidson County stipulates that any amount over 600 hours of vacation has to be taken or will be lost at the close of the fiscal year. Vacation time will be paid upon termination.
- 13) Longevity can be paid to employees with five years or more of service with Davidson County Community Corrections as long as there is money in the grant budget to cover the costs.

**VII. EXPIRATION DATE:** September 30, 2025

<b>Administrative Policies and Procedures</b>	Policy # 100.10
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 28 of 124
Subject: Bonus Policy	

- I. **APPLICABLE STANDARDS:** None
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To recognize and reward employees based on and within the guidelines of Metro Human Resources, for exceptional contributions to this Department.
- IV. **POLICY:** In accordance with the Metro Civil Service Policy, a monetary bonus may be paid in a lump sum. A letter of explanation must be placed in each employee's file that receives a bonus. The following are suggested criteria for monetary bonus nomination:
  1. The performance of the employee goes above and beyond required job responsibilities.
  2. The employee contributes an idea that significantly improves the productivity in the department.
  3. The employee contributes an idea that achieves measurable financial improvements in the department.
  4. The employee acquires additional job responsibilities due to the temporary absence of another employee for a lengthy period of time.
- IV. **DEFINITIONS:** None
- V. **PROCEDURES:**
  1. The employee's direct supervisor submits documentation to nominate an employee for a bonus. The Program Manager gives final approval or denial of the bonus request for the employee.
  2. If the Program Manager has approved the request, the documentation is given to the Department Human Resources Coordinator for processing. A copy will be sent to Central Human Resources and a copy will be placed in the employee's personnel file.

Effective Date: October 1, 2016	Policy # 100.10	
Subject: Bonus Policy		Page 29 of 124

3. If the request is denied, the form will be accompanied by an explanation of denial in that employee's personnel file.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 100.11
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 30 of 124
Subject: Fiscal Responsibility	

- I. **APPLICABLE STANDARDS:** AP 1.09; AP5.00
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To provide guidelines in maintaining financial reports.
- IV. **POLICY:** The Program will operate under an annually written budget of anticipated revenues and expenditures to maintain the authorized budget in compliance with County and State requirements. In order to accurately monitor the budget, monthly reconciliations by the use of State forms are performed.
- V. **DEFINITIONS:**

State Expenditure Request Forms - Forms provided by Tennessee Department of Corrections for reimbursement of grant expenditures.

- VI. **PROCEDURES:**
  - 1) The Administrative Services Officer will keep a monthly file on all invoices for program expenses.
  - 2) By the 5th working day of each month, the invoices will be given to the Program Manager.
  - 3) The Program Manager will fill out the State Expenditure Request forms requesting reimbursement for only what is on an invoice/DCS expenditure form has been received.
  - 4) The Program Manager and the Administrator of the Trial Courts, or designee, will sign the State Expenditure Request Forms.
  - 5) The original forms will be sent to TDOC, Community Services by the 15<sup>th</sup> of each month. A copy will be kept in the DCCCP office.
  - 6) The Program Manager will examine and be aware of the balance of the budget monthly. A final grant disbursement reconciliation report shall be submitted

Effective Date: October 1, 2016	Policy # 100.11	Page 31 of 124
Subject: Financial Reports		

within sixty days of the end of the grant contract. If total disbursements should exceed the amounts permitted by the grant contract, the difference shall be refunded to the State. No reimbursable expenditures and revenue collections are to be carried forward to the next fiscal year or grant cycle.

- 7) Any revisions of the budget will be approved as required by TDOC.
- 8) An annual independent fiscal audit will be conducted. The audit's results will be sent to the State no later than nine (9) months after the close of the fiscal year.
- 9) The Program Manager will prepare and distribute to its governing authority and all appropriate agencies the following: income and expenditure statements; funding source financial reports, and independent audit reports.
- 10) The DCCCP adheres to the fiscal policies of both the TDOC and Metropolitan Government, which include, but are not limited to, the following:
  - a) Insurance coverage – including property and general liability insurance.
  - b) Internal controls, petty cash, bonding, signature controls on checks, offender funds, receipting, and employee expense reimbursements.
  - c) Purchasing and requisitioning supplies and equipment for property inventory control. An Inventory Control Report (ICR) will be updated annually with a signed and complete copy provided to the State Director of Community Corrections.
  - d) All funds will be audited independently following standard accounting procedures and that an annual financial status report is available as a public document.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 100.12
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 32 of 124
Subject: Use of Force	

- I. **APPLICABLE STANDARDS:** S5.04, S5.05, S5.06
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To set forth conditions governing the use of force by the DCCCP personnel.
- IV. **POLICY:** When justified, and only to the degree necessary, DCCCP staff may use physical force to defend him/herself or a third party or to prevent property damage in accordance with appropriate statutory authority.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) Only a minimum level of physical force will be used and only to the degree necessary. Staff will not attempt to physically detain or restrain offenders. Physical force will only be in instances of justifiable self-defense, protection of others, prevention of property damage, and in accordance with appropriate statutory authority with only the minimum force necessary being employed. All personnel are prohibited from carrying weapons during performance of duty. Any personnel proven to be in violation will be subject to disciplinary action up to and including termination.
  - 2) Law enforcement will be called as soon as possible.
  - 3) Any injuries will be reported to Program Manager promptly after the incident.
  - 4) All incidents of Use of Force by DCCCP staff shall be recorded in an incident report as soon as is practical. Said report shall be placed in the offender's case file and reported to the Director of Community Corrections and to Tennessee Department of Correction Central Communications Center within 24 hours of occurring.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 100.13
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 33 of 124
Subject: Citizens Complaints	

- I. **APPLICABLE STANDARDS:** None
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To provide guidelines for citizen complaints.
- IV. **POLICY:** In order to maintain credibility with the public, the DCCCP will promptly investigate and respond to complaints registered by citizens of Davidson County regarding the program.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) The Program Manager will be made aware of the complaint and offer a face-to-face contact with individual registering the complaint within 5 working days.
  - 2) If the situation cannot be resolved, the individual will be asked to report his/her complaint in writing within 10 working days. If placed in writing, a meeting will be scheduled with the individual and the Program Manager.
  - 3) If the complaint is not resolved, then the written complaint will be forwarded to the Chairperson of the Advisory Board within 5 working days.
  - 4) The Chairperson will respond either in writing or face-to-face within 30 working days. His/her decision concerning the complaint will be final.
  - 5) A copy of the complaint, the findings of the investigation and action taken will be placed on file by the Program Manager.
- VII. **EXPIRATION DATE:** September 30, 2025.



<b>Administrative Policies and Procedures</b>	Policy # 100.14
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 34 of 124
Subject: Incident Reporting	

- I. **APPLICABLE STANDARDS:** AP 1.18
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To define the reporting process for unusual incidents.
- IV. **POLICY:** All unusual incidents occurring within the jurisdiction of the Agency concerning the safety and security of staff, supervised offenders and/or the community, or which may result in media attention, will be reported to the Tennessee Department of Corrections.
- V. **DEFINITIONS:** Unusual Incidents: For purposes of this policy, unusual incidents are defined as any incident outlined in the Tennessee Department of Correction Administrative Policies and Procedures, Index# 103.15, effective January 15, 2014, Sections H & I, which outline specific incidents that must be reported by Community Corrections to the TDOC Central Communications Center. (See Attachment A).
- VI. **PROCEDURES:**
  - 1) The Program Manager will be notified verbally promptly at the time of the incident.
  - 2) If Program Manager is not available, the incident will be reported to the most senior staff available.
  - 3) The Tennessee Department of Corrections Central Communications Center will be notified within 30 minutes of the agency's knowledge of the event occurring.
  - 4) No DCCCP staff will be authorized to give a statement to the media without the permission of the Program Manager.
  - 5) All questions from the media will be directed to the Program Manager.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 100.15
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 35 of 124
Subject: TOMIS/COMET	

- I. **APPLICABLE STANDARDS:** None.
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish guidelines for training on the Tennessee Offender Management Information System (TOMIS/COMET).
- IV. **POLICY:** DCCCP will enter all required information on TOMIS/COMET for any offender involved in the program. Staff will adhere to TDOC procedures regarding use of TOMIS/COMET.
- V. **DEFINITIONS:**

TOMIS/COMET - A computer program designed to track all movements of offenders while involved in the TDOC.

- VI. **PROCEDURES:**
  - 1) The Intake TOMIS/COMET Specialist will send the TOMIS/COMET User Agreement to TDOC within the first 2 weeks of employment to register the new employee.
  - 2) Once all required ID for employee is received, the employee will have access to TOMIS/COMET.
  - 3) All employees will follow TDOC requirements for learning how to use TOMIS/COMET.
  - 4) DCCCP will be required to follow all instructions received by TDOC for implementing TOMIS/COMET.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 100.16
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 36 of 124
Subject: Advisory Board	

- I. **APPLICABLE STANDARDS:** AP 1.02, AP 1.03, AP 1.04 and AP 1.08; AP2.08
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish the representation and functions of the Advisory Board.
- IV. **POLICY:** The Community Corrections Program will maintain an active Advisory Board to monitor the Program operations.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) The Advisory Board will be established by Metropolitan Government by passage of a resolution.
  - 2) The nominations will follow the requirements of TCA 40-36-201, as follows:
    - a) To qualify for funding under this chapter, a local community corrections Advisory Board shall be established by the county legislative body. The Board shall represent a cross-section of the local population, shall ensure minority and female representation, and shall consist, at a minimum of the following representatives or their designees:
      - 1) A representative of county government nominated by the county executive and confirmed by the county legislative body;
      - 2) The Metropolitan Davidson County Public Defender;
      - 3) The Sheriff of the County;
      - 4) The District Attorney General of the judicial district in which the county is located;

<b>Effective Date: October 1, 2016</b>	<b>Policy # 100.16</b>	<b>Page 37 of 124</b>
<b>Subject: Advisory Board</b>		

- 5) A criminal defense attorney residing in the county, nominated by the presiding judge of the judicial district in which the county is located and confirmed by the county legislative body;
  - 6) A representative of a nonprofit human service agency, nominated by the county executive and other board members who serve by virtue of their elected office and confirmed by the county legislative body;
  - 6) A State Probation Officer assigned to work in the county, nominated by the Commissioner and confirmed by the county legislative body;
  - 7) A State Parole Officer assigned to work in county, nominated by the Executive Director of the Board of Parole and confirmed by the county legislative body; and
  - 8) At a minimum, three (3) private citizens residing in the county, nominated by the county executive and other board members who serve by virtue of their elected office and confirmed by the Confirmations by the county legislative body of the appropriate representatives shall be by majority vote. The size of the local community corrections advisory board shall be determined locally but must meet the minimum number and type of representatives.
- b) The Sheriff and District Attorney General shall serve on the Board during their terms of office. In order to provide staggered terms on the board, the positions on the Board identified the county government representative, the criminal defense attorney, the probation officer, and one (1) private citizen representative shall be initially appointed to a term of three (3) years, and thereafter to terms of two (2) years. The remaining members of the Board shall be appointed for a term of two (2) years. Vacancies shall be filled in the same manner as original appointments for any unexpired term. Members of the Board may be reappointed to the Board in accordance with the procedures set forth in subsection (a).
- 3) All nominations will be presented to the Rules and Confirmation Committee of Metropolitan Council. After approval, they will be presented to full council and approved by majority vote.

Effective Date: October 1, 2016	Policy # 100.15	Page 38 of 124
Subject: Advisory Board		

- 4) Length of term will be determined by TCA.
- 5) The Board will meet four (4) times per year; a minimum of once a month for the first three months when first established, then on a quarterly basis thereafter.
- 6) The Board will develop and approve by-laws. By-laws will be reviewed annually.
- 7) The Board will elect a Chairperson, Vice-Chairperson and Secretary annually.
- 8) The Board will form the following committees: Personnel, Program, Executive, Education and Financial.
- 9) The Board will perform the following functions:
  - a) Assess community-wide needs and advise the county legislative body regarding specific program options;
  - b) Participate in the establishment of local eligibility standards for local community corrections programs which meet the local needs of the community;
  - c) Adopt the local community corrections plan for submission to the county legislative body;
  - d) Adopt program policies;
  - e) Recommend to the county legislative body the awarding of subcontracts to proprietary, nonprofit or governmental entities to provide community corrections service, at their discretion;
  - f) Monitor the effectiveness of local community correctional services and advise the county legislative body regarding needed modifications;
  - g) Inform and educate the general public regarding the need for diversion of selected nonviolent offenders from confinement in correctional institutions in order to gain greater public support for corrections;
  - h) Make an annual report to the county legislative body of the progress of the programs;

Effective Date: October 1, 2016	Policy # 100.15	Page 39 of 124
Subject: Advisory Board		

- i) Receive authorization from the county legislative body to employ, supervise and/or terminate the Board's staff, who shall be deemed county employees;
- j) Ensure the employees hired by the county to administer this chapter in the community shall meet minimum qualifications as set forth by the Department of Correction in statewide administrative regulations. The Community Corrections Advisory Board shall review and confirm all potential candidates for employment;
- k) Receive an orientation developed and conducted by the local government with the assistance of the department within thirty (30) days after the last initial appointment to the board is made;
- l) Meet on a regular basis to transact business and elect its own Chairman, Vice-Chairman, Secretary and necessary committees;
- m) Review program goals and objectives annually;
- n) Approve policies, including the agency's grievance procedures;
- o) Review quarterly statistics provided by the Program Manager which will include but are not limited to:
  - Intakes and Terminations
  - Case load census
  - Eligibility of offenders (OPI)
  - Internal evaluation
  - Major incidents
  - Staff changes
- 10) An annual report of program statistics will be submitted to the Mayor of Davidson County, the State Director of Community Corrections, the Tennessee Department of Corrections, and the Advisory Board by August 31<sup>st</sup> of each year or within sixty calendar days following the end of the fiscal year.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 200.00
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 40 of 124
Subject: Eligibility to DCCCP	

- I. **APPLICABLE STANDARD:** None.
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish standards for eligibility for placement of offenders in Community Corrections.
- IV. **POLICY:** DCCCP will follow the eligibility standards in TCA 40-36-106.
- V. **DEFINITIONS:**

Eligible - Fit and proper to be chosen - capable of being chosen.
- VI. **PROCEDURES:**
  - 1) An offender who meets all of the following minimum criteria shall be considered eligible for punishment in the community under the provisions of this chapter:
    - a) Persons who, without this option, would be incarcerated in a correctional institution;
    - b) Persons who are convicted of property-related or drug/alcohol-related felony offenses or any other felony offenses not involving crimes against the person as provided in Title 39, Chapter 2, parts 1-7;
    - c) Persons who are convicted on non-violent felony offenses;
    - d) Persons who are convicted of felony offenses in which the use or possession of a weapon was not involved;
    - e) Persons who do not demonstrate a present or past pattern of behavior indicating violence; and
    - f) Persons who do not demonstrate a pattern of committing violent offenses.

Effective Date: October 1, 2016	Policy # 200.00	Page 41 of 124
Subject: Eligibility to DCCCP		

- 2) Offenders shall not be excluded from the program on the basis of prior convictions for non-violent felony offenses, but may, at the discretion of the court and local Community Corrections Advisory Board, be excluded on the basis of prior convictions for felony offenses which would not meet the eligibility criteria provided in subsection (1) of this section.
- 3) Felony offenders not otherwise eligible under subsection (1) and who would be usually considered unfit for probation due to histories of chronic alcohol, drug abuse, or mental health problems, but whose special needs are treatable and could be served best in the community rather than in a correctional institution, may be considered eligible for punishment in the community under the provisions of this chapter.
- 4) The eligibility criteria established in this section shall be interpreted as minimum state standards, guiding the determination of eligibility of offenders under this chapter.
  - a) Notwithstanding any other provisions of the law to the contrary, the court is authorized to sentence an eligible defendant as defined in this section to any appropriate community-based alternative to incarceration provided in accordance with the terms of this chapter, and under such additional terms and conditions as the court may prescribe, in lieu of incarceration in a state penal institution or local workhouse or jail.
  - b) In sentencing an eligible defendant to any community-based alternative to incarceration, the court shall possess the power to set the duration of the sentence for the offense committed at any period of time up to the maximum sentence within the appropriate sentence range, and shall retain the authority to alter or amend at any time the length, terms or conditions of the sentence imposed.
  - c) The court shall also possess the power to revoke the sentence imposed at any time due to the conduct of the defendant or the termination or modification of the program to which the defendant has been sentenced alternative, including incarceration for any period of time up to the maximum sentence provided for the offense committed, less any time actually served in the community-based alternative to incarceration.
  - d) The District Attorney, victim, defense attorney, and probation officer should be consulted regarding potential referrals to the program; however, the court shall have the final decision.



Effective Date: October 1, 2016	Policy # 200.00	Page 42 of 124
Subject: Eligibility to DCCCP		

- 5) Nothing herein shall prevent a court from permitting an eligible defendant to Participate in a community-based alternative to incarceration as a condition of probation in conjunction with a suspended sentence, split-confinement or periodic confinement.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 200.01
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 43 of 124
Subject: Intake Referral Process	

- I. **APPLICABLE STANDARD:** None
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish the method to determine offender eligibility for community corrections in cases where a pre-sentence investigation is ordered.
- IV. **POLICY:** All referrals for DCCCP must come from the following sources: the Defense Attorney, the District Attorney (DA) or the Sentencing Judge.
- V. **DEFINITIONS:**

Referral - The process of asking the DCCCP to evaluate an offender for possible placement in community corrections in cases where a pre-sentence investigation is ordered.

VI. **PROCEDURES:**

- 1) Referrals will be made after a guilty plea has been entered.
- 2) The Defense Attorney, DA, or Sentencing Judge will contact the DCCCP by either phone, letter, or face to face contact to ask for the offender to be assessed by DCCCP.
- 3) The sentencing court will provide 45 days to prepare the referral.
- 4) The referring source will provide the DCCCP with the offender's name and case number.
- 5) Referral information to be given to the Pre-sentence Writer.
- 6) The Pre-sentence Writer will contact the offender within 72 hours (if the referral is assigned on a Friday) or 24 hours (if referral is assigned Monday-Thursday) to schedule an appointment to begin the assessment.

Effective Date: October 1, 2016	Policy # 200.01	Page 44 of 124
Subject: Process		

- 7) The initial interview (face-to-face contact) will be scheduled within 48 hours after the initial contact is made.
- 8) The Pre-sentence Writer will provide a completed typed Pre-Sentence Report (PSR) to the Program Manager ten (10) working days before the report is due in court.
- 9) Program Manager will review and approve PSR.
- 10) The Pre-sentence Writer will provide copies within five (5) working days before the Court date to the following:
  - a) Judge;
  - b) Court Clerk;
  - c) Defense Attorney; and
  - d) District Attorney.
- 11) If requested, the Pre-sentence Writer will appear in court to testify on the behalf of the PSR, which he/she prepared.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies</b>	Policy # 300.00
<b>And Procedures</b>	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 45 of 124
Subject: Procedures for Investigative Reports	

- I. **APPLICABLE STANDARDS:** S1.01, S1.02, S1.03, S1.04
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To set forth the authority and procedure for completing an investigative report called the Pre-Sentence Report (PSR).
- IV. **POLICY:** The assigned staff will conduct investigations and prepare investigative reports in compliance with State Law and in accordance with the Investigation Guidelines Manual prepared by Tennessee Department of Corrections.
- V. **DEFINITIONS:**

Pre-Sentence Report (PSR) - A report compiled after a thorough investigation of an offender's background. This assessment will be used by the court to determine sentencing and then used by Case Officer for effective supervision and treatment.

- VI. **PROCEDURES:**
  - 1) The Pre-sentence Writer will receive all referrals for the PSR.
  - 2) The Pre-sentence Writer will contact the offender, within 72 hours if the referral is on Friday, within 24 hours if the referral is Monday-Thursday to schedule an appointment.
  - 3) The following information will be obtained concerning the offender:
    - a) Name, age, date of birth, address, sex, race, height, weight, color of eyes and hair, marital status, and social security number;
    - b) Offense, date of offense, date of arrest and by whom, sentence imposed, disposition;
    - c) Official version of offense;
    - d) Offender's version;

Effective Date: October 1, 2016	Policy # 300.00	Page 46 of 124
Subject: Procedure for Investigative Reports		

- e) Co-defendants statement;
- f) Victim's statement (if applicable);
- g) Prior record;
- h) Education history;
- i) Health information;
- j) Alcohol and drug history, and a drug and alcohol assessment;
- k) Family history;
- l) Employment history;
- m) Financial information;
- n) Restitution (if applicable);
- o) Sources of information, verified;
- p) Summary; and
- q) Recommended plan of supervision.

4) After above information is obtained, Pre-sentence Writer will write the PSR in a clear and concise manner utilizing Standard English with proper grammar, spelling and punctuation. The PSR will be prepared on the TOMIS/COMET database. The Program Manager, or designee, will approve and sign all PSR's prior to submission to the Court.

5) The plans shall be composed of a face sheet and remainder of assessment written in order of the above list of data.

6) The PSR will be typed and approved within five (5) working days before court date. The Pre-sentence Writer shall give a copy to the Sentencing Judge, District Attorney, Defense Attorney and Criminal Court Clerk. The PSR will remain in the offender's file to protect the confidentiality of the report.

**VII. EXPIRATION DATE:** September 30, 2025.



<b>Administrative Policies and Procedures</b>	Policy # 300.01
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes N/A
Approved By:	Page 47 of 124
Subject: Assessment	

- I. **APPLICABLE STANDARDS:** S3.02; S3.04; AP1.12;S.4.14
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To assess an offender's need for treatment and/or special services.
- IV. **POLICY:** The assessment process will identify relevant, accurate and pertinent information necessary to effectively supervise and rehabilitate the offenders. All assessment instruments will be completed according to prescribed procedures.
- V. **DEFINITIONS:** VRNA – Validated Risk and Needs Assessment (Strong-R)
- VI. **PROCEDURES:**
  - 1) All offenders sentenced to DCCCP, for supervision and/or treatment, will have an assessment administered to them with the results maintained in their case file.
  - 2) A certified DCCCP staff member will administer an approved risk assessment instrument, currently the VRNA and TCUD, during the Pre-Sentence Report preparation or during the first forty-five days of supervision.
  - 3) When specific services ordered by the court are not available, the Case Officer will notify the court. Documentation will be maintained in the offender's case file.
  - 4) After placement in DCCCP, an offender's court order or special condition(s) may only be added, removed, or modified by the court. The Case Officer must request in writing the reason for the modification to the sentencing judge. The Program Manager or designated Supervisor must approve this request.
  - 5) A new Strong-R (VRNA) and TCUD will be conducted every calendar year in the same calendar month as the last one, or if a significant event occurs since the last assessment (new arrest, drug relapse, violation, etc.)

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 300.02
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 48 of 124
Subject: Intake Procedures	

- I. **APPLICABLE STANDARDS:** S2.03, S2.09, S3.00, S3.01, AP1.21
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish the method of intake and assignment of offenders.
- IV. **POLICY:** It will be the policy of the DCCCP that all staff members follow the same intake procedures.
- V. **DEFINITIONS:**

Intake - Process by which an offender who has been sentenced to Community Corrections is formally installed in the program.

VI. **PROCEDURES:**

- 1) A Davidson County Criminal Court Judge will sentence the offender to Community Corrections. Within 24 hours, the assigned Case Officer shall make contact with the offender.
- 2) The Program Manager, or an approved designee, will assign the offender to a Case Officer.
- 3) The Program Manager, or designee, will communicate the names of new intakes to the NCIC TAC who will enter OCA numbers on ARMS for notification of new arrests.
- 4) The Case Officer will complete the Offender Profile Index (OPI). This form shall be submitted to the Program Manager by the 5<sup>th</sup> working day of that month following the month the offender was assigned.
- 5) During the first face-to-face contact with the offender, the Case Officer will review the court order with the offender and present the offender with a copy of the signed court order.



- 6) Each offender will attend a DCCCP orientation class, where the expectations, rules, and services of DCCCP will be explained.

Effective Date: October 1, 2016	Policy # 300.02	Page 49 of 124
Subject: Intake Procedures		

- 7) Within three working days, intake will be entered on TOMIS/COMET. This will include the following:
- a) Offender Movements (LIMD)
  - b) Offender Intake Report of arrival (LCDG - AAAA)
  - c) Staff Assignments (LCD3)
  - d) Plan of Service with OPI (LCDF)
  - e) Investigative Report within 45 days of intake (LCLS and related screens)
  - f) Offender termination report of departure (LCDG - TEPE)
- 8) Under AAAA, the following information should be included: Date and time of last court date appearance, judgment information or relevant details for placement, restrictions, court ordered special instructions/treatment assignments; estimated date of program completion.
- 9) The Program Manager, or their designee, will enter all split confinements into the VINE (Victim Information and Notification Everyday) Network at intake.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 400.00
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 50 of 124
Subject: Behavioral Contract	

- I. **APPLICABLE STANDARDS:** S3.05
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish rules and required behavior of offenders under Community Corrections supervision.
- IV. **POLICY:** All offenders will have a Behavioral Contract signed by the offender and the court.
- V. **DEFINITIONS:**

Behavioral Contract – Written plan of supervision and services for each offender, which will contain goals and objectives to be achieved while in the program, which include obligations to the victim and community. At DCCCP, the Court Order serves as the Behavioral Contract.
- VI. **PROCEDURES:**
  - 1) The Case Officer will review the goals and objectives of the Behavioral Contract with the offender.
  - 2) The offender and Case Officer will sign the Behavioral Contract. The offender will be given a copy.
  - 3) The Behavioral Contract cannot be modified without written permission from the court.
  - 4) The sentencing court will be notified via warrant or violation report when the offender becomes delinquent in any areas of this contract.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.00
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 51 of 124
Subject: Active and Inactive Cases	

- I. **APPLICABLE STANDARDS:** S4.12 & S4.13
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To define active and inactive cases and maximum caseload.
- IV. **POLICY:** A full time Case Officer will not supervise more than 40 active cases unless directed by TDOC to exceed this limit.
- V. **DEFINITIONS:**

Active - Cases that are being supervised by face-to-face contact.

Inactive - Cases where supervision (no face-to-face contact in 30 days) cannot be provided due to the offender being in jail or absconded, in treatment or otherwise not available for supervision.

Absconder - An offender who has not made approved contact with DCCCP for 30 days.
- VI. **PROCEDURES:**
  - 1) The Program Manager, or designee, will assign a caseload to each Case Officer.
  - 2) Case Officers will report at the end of each month his/her total active and inactive cases to the Program Manager.
  - 3) The Program Manager will limit the number of active cases to 50 unless waived by TDOC.
  - 4) Offenders released on bond after a Revocation Warrant has been issued will be considered an inactive case and will not be supervised by DCCCP unless directed to do so by the sentencing judge.
  - 5) Inactive cases will not be counted in the 50 to 1 caseload ratio.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 500.01
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 52 of 124
Subject: Supervision	

- I. **APPLICABLE STANDARDS:** AP1.23; S3.08, S3.12; S4.09, S4.10, and S4.11
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish and define levels of supervision and to regulate the movement of offenders between levels.
- IV. **POLICY:** There will be at least four (4) progressively less restrictive supervision levels. All offender files will be reviewed at least once during each sixty day period and an officer review quarterly to determine compliance with their court order.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) Upon intake, the Case Officer will complete the Offender Profile Index. This form shall be submitted to TDOC by the 15<sup>th</sup> of the following month.
  - 2) Levels of Supervision:
    - a) Each offender will be supervised at one of the following levels of supervision while on Community Corrections: Level One, Level Two Level Three or Level Four. The Program Manager, or their designee, will approve any changes in supervision level. Changes in supervision levels will be based on the offender's compliance with the conditions of the court order.
    - b) At intake, all offenders start at under Level One (Intake) supervision no more than 45 days until they can be placed in their corresponding level based on their risk/needs assessment. Offenders who are assessed in the 'high' risk/needs will be placed on Level Two (Enhanced) supervision. If assessed as 'moderate', offenders will be placed in Level Three (Medium) supervision. Offenders assessed as "low", will be placed on Level 4 (Minimum) supervision.

Effective Date: October 1, 2016	Policy # 500.01	
Subject: Supervision		Page 53 of 124

- c) A Case Officer or Surveillance Officer will conduct a minimum of one home visit on all actively reporting offenders one time per month. This includes Levels 1-4 and offenders who are placed in Warrant on Bond status.
- d) After an offender successfully completes 12 months of supervision, a request that the offender be placed on probation will be submitted to the Sentencing Judge. If this request is denied, the offender will be placed on Maintenance Supervision with the supervisor's approval, unless otherwise specified by the Sentencing Judge.

4) Requirements for each level of supervision:

Level One (Intake): This is the strictest level of supervision with the following requirements:

- a) Minimum time - 45 days.
- b) A minimum of two (2) face-to-face contacts weekly with DCCCP staff.
- c) Unannounced random drug screens at Case Officer's discretion or once every thirty (30) days.
- d) Criminal record checks by Case Officer quarterly through DCCCP NCIC Officer. All offenders' OCA number is to be placed on Metro police database ARMS for notification of new arrest.
- e) Offenders will be subject to a 7:00 p.m. curfew which will be monitored by unannounced curfew checks within a 30-day period.
- f) 10 hours of community service work monthly until completion.
- g) Monthly payments for victim restitution, if applicable.
- h) Employment and/or educational training verification monthly. Payroll check, check stub, proof of class attendance, or other verification will be provided.

- i) Monthly payment of offender fee.
- j) Electronic monitoring if deemed necessary.

Effective Date: October 1, 2016	Policy # 500.01	
Subject: Supervision		Page 54 of 124

- k) Monitoring of Special Conditions (may be modified only with Court approval).

Level Two (Enhanced): This level of supervision requires the following:

- a) A minimum of one (1) face-to-face contact weekly with DCCCP staff.
- b) Offenders will be subject to a 7:00 p.m. curfew which will be monitored by unannounced curfew checks within a 30 day period.
- c) Unannounced random drug tests at Case officer's discretion or minimum of one (1) per thirty (30) days.
- d) Criminal record checks by Case Officer quarterly through DCCCP NCIC Officer. All offenders' OCA number is to be placed on Metro police database ARMS for notification of new arrest.
- e) 10 hours of community service work monthly until completion.
- f) Monthly victim restitution payment, if required.
- g) Employment or educational training verification monthly. Payroll check, check stub, proof of class attendance, or other verification will be provided.
- h) Monthly payment of offender fees.
- i) Monitoring of Special Conditions (may be modified with Court approval).

Level Three (Medium): This level of supervision requires the following:

- a) A minimum of one (1) face-to-face contact every 15 days with DCCCP staff.
- b) Offenders will be subject to a 7:00 p.m. curfew which will be monitored by unannounced curfew checks within a 30 day period.

- c) Unannounced random drug screens at Case Officer's discretion (minimum of one (1) per 30 days).

Effective Date: October 1, 2016	Policy # 500.01	
Subject: Supervision		Page 55 of 124

- d) Criminal record checks by Case Officer quarterly through DCCCP NCIC Officer. All offenders' OCA number is to be placed on Metro police database ARMS for notification of new arrest.
- e) 10 hours of community service work monthly until completion.
- f) Monthly victim restitution payment, if required.
- g) Employment or educational training verification monthly. Payroll check, check stub, proof of class attendance, or other verification will be provided.
- h) Monthly payment of offender fees.
- i) Monitoring of Special Conditions (may be modified with Court approval).

Level Four (Minimum): If the offender has successfully completed 12 months of supervision and the court has denied transfer to probation, the offender will abide by the following:

- a) A minimum of one (1) face-to-face contact within every calendar month.
- b) Offenders will be subject to a 10:00 p.m. curfew which will be monitored by unannounced curfew checks.
- c) Criminal record checks by Case Officer quarterly through DCCCP NCIC Officer. All offenders' OCA number is to be placed on Metro police database ARMS for notification of new arrest.
- d) Random drug screens at Case Officer's discretion (minimum of one (1) per month).
- e) Payment of victim restitution, if required.
- f) Monthly payment of fees.
- 5) A week is defined as a calendar week with no gaps of more than 10 days between a face-to-face contact without reasonable attempts to contact.

- 6) All contacts will be documented daily in chronological entries.

Effective Date: October 1, 2016	Policy # 500.01	
Subject: Supervision		Page 56 of 124

- 7) Supervision can only be performed by the Program Manager, Case Developer, Program Specialist, Case Officer, and Surveillance Officer.
- 8) An offender who has absconded from supervision or is incarcerated for a violation hearing shall be placed on inactive supervision. The Case Officer who originally supervised the offender will appear in court when case is disposed.
- 9) All supervision level movements will be documented and entered in TOMIS when requested by TDOC.
- 10) Case Officers will re-evaluate offender's curfew levels a minimum of every 90 days. Curfew levels can be changed to 7:00 p.m.; 8:00 p.m.; 9:00 p.m.; and 10:00 p.m. depending on how compliant the offender is on the program.
- 11) Circumstances deemed appropriate by the supervisor may change the amount of visits per week, although State requirements will always be met. The supervisor will request a waiver from TDOC if supervision requirements cannot be met.

## **VII. Inactive Supervision Levels**

**Warrant on Bond:** Supervision level for offenders who are released on bond pending a revocation hearing.

**Absconder:** Supervision level for offenders who have left supervision before completing and without a Judge's approval. This level requires one arrest check per month and one NCIC check annually.

**In Custody:** Supervision level for offenders who are incarcerated. This level requires one verification of incarceration and one arrest check per month.

**Warrant:** Supervision level for offenders who have an active warrant for their arrest. This level requires one arrest check per month.

**Detainer:** Supervision level for offenders who are being detained for pending charges. This level requires one verification of incarceration per month and one arrest check per month.



Residential Treatment: Supervision level for offenders who are residing in a treatment facility for substance abuse, mental health issues, or physical care for a minimum of thirty (30) days. This supervision level requires one verification of placement and one arrest check per month.

Deported: Supervision level for offenders identified as having been deported before the expiration of their sentence. This level requires one arrest check per month and one NCIC check annually.

VIII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.02
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 57 of 124
Subject: Supervision/Vacant Position	

- I. **APPLICABLE STANDARDS:** S 2.08
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To provide guidelines to provide supervision if a Case Officer's position is vacant.
- IV. **POLICY:** DCCCP will supervise offenders in the event a Case Officer is on leave or a Case Officer's position is vacant for an extended period of time.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) If at any time a Case Officer's position is vacant for any reason such as vacation, sick leave, military leave or the position has not been filled for employment, the following will be implemented:
    - a) The offenders will be required to come to the DCCCP office for the necessary face-to-face contacts.
    - b) Other Case Officers will supervise the offender and document in the chronological.
    - c) Home visits will be waived during this time.
    - d) If needed, Program Manager will request a waiver from TDOC if a situation occurs that DCCCP cannot provide adequate supervision during the Case Officer's vacancy. A waiver will be requested only as a last resort.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 500.03
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 58 of 124
Subject: Violations	

I. **APPLICABLE STANDARDS:** S3.13, S5.01

II. **APPLICATION:** To all DCCCP staff.

III. **PURPOSE:** To establish guidelines for violations.

IV. **POLICY:** All major violations of Court Order are reported to the Sentencing Judge. The agency defines specifically the types of minor violations first to be resolved by DCCCP staff. Alternatives to revocation are encouraged when public safety is not endangered and the possibility of successful community adjustment exists.

V. **DEFINITIONS:**

Revocation - The act of making void by recalling or taking back; to cancel, rescind; the termination of the Community Corrections Order because of either a technical or criminal violation.

Violation - The act of breaking, infringing or transgressing the Community Corrections Order.

Technical Violation - Any violation of the conditions of the Community Corrections Order, other than a new arrest, indictment, or conviction.

Criminal Violation - Any violation of any local, state, or federal law as evidenced by citation, arrest, indictment or conviction.

VI. **PROCEDURES:**

- 1) The offender may be revoked from the DCCCP if technical violations reoccur consistently or if a criminal violation occurs at any time.
- 2) If the violation is of a criminal nature, a violation warrant will be submitted to the Sentencing Judge as soon as is feasible with the approval of Program Manager or designee.

Effective Date: October 1, 2016	Policy # 500.03	
Subject: Violations		Page 59 of 124

The following is a list of major violations:

- a) Arrest for new crimes - felony or misdemeanor.
  - b) Not abiding by special conditions directed by the Court.
  - c) Absconding from supervision.
  - d) Refusing to submit to a drug test when requested and/or positive drug screens.
- 3) If the Sentencing Judge requests a warrant, a warrant will be issued.
  - 4) The Case Officer will document all information in the chronological record of the case file.
  - 5) A copy of the warrant will be maintained in the offender's case file.
  - 6) The warrant will be certified in the Court Clerk's Office and then filed with Metro Police, Warrant Division.
  - 7) Once a warrant is signed by the Judge, the Case Officer will make every attempt to ensure service of the warrant.
  - 8) If the offender is released on bond, the Case Officer will continue supervision at the request of the court.
  - 9) The Case Officer will appear in court on date of violation hearing.
  - 10) The Judge will make the decision to revoke the offender from DCCCP.
  - 11) The Judge has the right under TCA 40-36-106 to increase sentence.
  - 12) Once the offender is revoked, the Case Officer will fill out a TOMIS/COMET and Termination Form. An update of the PSI will also be required.
  - 13) An Exit Termination Summary, or classification report, will be completed and documented in TOMIS/COMET/COMET within 10 days of the revocation. The summary will then be placed in the offender's file.
  - 14) The termination form will be sent to TDOC by the 15<sup>th</sup> of the following month.

Effective Date: October 1, 2016	Policy # 500.03	
Subject: Violations		Page 60 of 124

- 15) After all required forms are completed and filed in the offender's file, the case file will be kept in the closed files.
- 16) A TOMIS/COMET form will be completed and entered within three working days. The Exit Summary, or termination report, will be entered in TOMIS/COMET/COMET conversation LCDG under code . This report shall include the following: date and time of program completion/departure; relevant outcomes or details of termination; outcome assessment/staff treatment assessment/comments; detail any program highlights.
- 17) All closed files will be kept for 5 years and then destroyed.
- 18) Remove offender's OCA# from the Metro database (ARMS).

#### **Technical Violations:**

- 1) All offenders will be given a violation consequence from the intake. Case Officer will discuss this form with offender. Offender and Case Officer will sign acknowledging their understanding.
- 2) Persistent technical violations will be reported to the Program Manager or designee in order to determine what action is to be taken.
- 3) All technical violations are documented in the chronological in the offender's file.
- 4) Offender will be told of disciplinary action, and Case Officer will enforce action.
- 5) The Program Manager or designee approves all warrants before filing with appropriate individuals.

#### **VII. EXPIRATION DATE: September 30, 2025.**

<b>Administrative Policies And Procedures</b>	Policy # 500.04
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 61 of 124
Subject: Obtaining Warrants	

I. **DEFINITIONS: APPLICABLE STANDARDS: S 5.02**

II. **APPLICATION:** To all DCCCP staff.

III. **PURPOSE:** To provide guidelines in obtaining a warrant for the arrest of an offender.

IV. **POLICY:** It will be the policy of DCCCP that a warrant will be issued when sufficient violations have been documented on an offender or an emergency situation arises.

V. **DEFINITIONS:**

Warrant - Legal document providing the right to arrest an offender who is not in compliance with the court order.

VI. **PROCEDURES:**

- 1) The offender's situation will be reviewed with the Program Manager or designee.
- 2) Program Manager or designee will give approval for warrant by initialing the warrant which satisfies the approval in writing rule.
- 3) A Community Corrections Violation Warrant will be completed.
- 4) Case Officer will take warrant to Sentencing Judge to be signed.
- 5) Once signed by the Judge, the Case Officer will file warrant in the Criminal Court Clerk's office. Case Officer will take a certified copy of warrant to Metro Police Warrant Division to be filed. Case Officer will provide a copy in the offender's case file.
- 6) Once the offender is arrested, the Case Officer will be responsible to appear in court on the court date.
- 7) The Case Officer will document all efforts in trying to issue the warrant on offender.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.05
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 62 of 124
Subject: Abscond	

- I. **APPLICABLE STANDARDS:** S4.04; S4.15
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To provide guidelines to follow in trying to locate offenders who have absconded.
- IV. **POLICY:** It will be the policy of DCCCP to provide methods by which to locate and process offenders who have absconded from supervision.
- V. **DEFINITIONS:**

Abscond - To hide, conceal, or absent oneself clandestinely, with the intent to avoid legal process. An offender will be defined as an absconder if he/she has not reported for supervision to DCCCP in 30 days.

VI. **PROCEDURES:**

- 1) At the initial office visit after intake, all offenders are given explicit instructions concerning their reporting requirements. When an offender fails to report to DCCCP for an office visit or is not at a scheduled appointment at home or in the community, the Case Officer will do the following to locate the offender:
  - a) Attempt to contact the offender by telephone; if no contact is made within 48 hours of the missed appointment, the Case Officer will:
    - 1) Attempt to contact the offender in person by conducting a home visit, employment visit or community visit.
    - 2) If no contact is made, the Case Officer will contact local jail and law enforcement agencies to inquire if the offender has been arrested.
    - 3) The Case Officer will then contact any other known related source (i.e., family member, hospital, social service agency, etc.) to see if he/she has contacted any of these sources.

Effective Date: October 1, 2016	Policy # 500.05	Page 63 of 124
Subject: Abscond		

- b) If no contact is made using the aforementioned methods within 30 days of the original missed supervision visit, a warrant will be issued.
- c) Case Officer will document all attempts to locate the offender in the chronological record.

VII. **EXPIRATION DATE:** September 30, 2025



<b>.Administrative Policies And Procedures</b>	Policy # 500.06
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 64 of 124
Subject: Successful Termination	

- I. **APPLICABLE STANDARDS:** S3.08
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish guidelines for successful termination from DCCCP.
- IV. **POLICY:** DCCCP will request that the offender's supervision will be transferred to state probation once they have completed a minimum of 12 months of supervision and have met all the requirements of their community corrections conditions which will be determined through a review of the offender's file. The sentencing judge will make this determination. If denied, offender will be successfully terminated at sentence expiration.
- V. **DEFINITIONS:**

Successful Termination - To be terminated from DCCCP after satisfactorily completing the goals and objectives of the court order. The offender is either placed on regular probation or terminated at sentence expiration.
- VI. **PROCEDURES:**
  - 1) After intake, the Case Officer will review the goals and objectives of the court order on a monthly basis.
  - 2) A monthly report will be written and kept in the case file.
  - 3) The decision to successfully terminate the offender will be made by the Sentencing Judge.
  - 4) If permission is granted to place the offender on probation, the Case Officer will submit an Order of Transfer to Probation to the Judge. After being signed, the Case Officer will file it with the Criminal Court Clerk.
  - 5) The Case Officer will complete a TOMIS/COMET movement within 3 days.

Effective Date: October 1, 2016	Policy # 500.06	Page 65 of 124
Subject: Successful Termination		

- 6) If the Judge denies permission to be placed on probation, the offender will continue to be supervised by DCCCP until his/her sentence expires.
- 7) At the expiration of sentence, Case Officer will complete TOMIS/COMET movement within 3 days.
- 8) Copies of all forms shall be maintained in case files.
- 9) Exit Summary will be written and maintained in the file. The Exit Summary will summarize the offender's performance (employment, drug screens, supervision level, community service, restitution, court costs, etc.) while in DCCCP.
- 10) After all forms have been completed and filed, case file shall be kept in the closed file system.
- 11) DCCCP will follow TDOC requirements for transferring an offender to probation.
- 12) The Case Officer will initiate the removal of the offender from the Metro database arrest notification.
- 13) All closed files will be kept for five (5) years and then destroyed.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.07
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 66 of 124
Subject: Transfer to Probation	

- I. **APPLICABLE STANDARDS:** S3.08
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish guidelines for transfer of offenders from DCCCP to TDOC Probation.
- IV. **POLICY:** When the sentencing court has approved a request to place an offender on probation, proper procedure will be followed to transfer that offender to probation.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) No offender supervised by DCCCP shall be permitted to transfer to probation without a court order approving the transfer.
  - 2) After receiving the signed Probation Order, the DCCCP Case Officer will notify the appropriate Probation designee of the offender's name, TOMIS/COMET ID, and all other relevant information.
  - 3) The Probation designee will notify the DCCCP Program Manager of the name and location of the assigned Probation Officer.
  - 4) The DCCCP Case Officer will notify the offender of the name and location of the assigned Probation Officer. The offender is required to report to probation within 48 hours of this notification.
  - 5) A copy of the transferring offender's Court Order, Pre-Sentence Report, Transfer Order, TOMIS/COMET form, current address, telephone number and notification of any remaining obligations (i.e., community service work, court costs, victim restitution, etc.) shall be forwarded to the Probation Office. In addition, any other pertinent information requested by the Probation Office shall be forwarded.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.08
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 67 of 124
Subject: Drug Screens	

- I. **APPLICABLE STANDARDS:** S2.02M
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish guidelines to follow for administering drug screens for offenders in DCCCP as directed by the courts.
- IV. **POLICY:** DCCCP will perform random unannounced drug screens on offenders placed in Community Corrections.
- V. **DEFINITIONS:**

Drug Screen – An approved method of testing to determine the use of drugs/alcohol.

Specimen - A sample of urine.

Random - Unannounced and at different times.

Adulteration – Making impure by the addition of foreign substances or urine substitution.

Chain of Custody – A secure procedure that documents the control and accountability of the specimen throughout the collections, transportation, testing process and final disposition.

Donor – The individual providing a urine specimen.

Social Security Number – A unique tracking number assigned to an individual by the Federal Government. This number allows tracking of the individual throughout their entire life.

Originating Case Agency (OCA) Number – A unique tracking number assigned to an individual during the booking process. This number is created during fingerprinting and allows tracking of the individual throughout incarcerations in Davidson County.

Effective Date: October 1, 2016	Policy # 500.08	Page 68 of 124
Subject: Drug Screens		

Urinalysis – Screening of donor urine specimen for the presence of alcohol and drugs.

Storage/Transport Log Sheet – A secure legal document that documents the control and accountability throughout the storage and transport of the urine specimens. This document becomes a part of the chain of custody procedure.

## VI. PROCEDURES:

- 1) Once an offender is placed in DCCCP, he/she will be required to submit to random, unannounced drug screens at the request of the Case Officer.
- 2) Random drug screens will be given at the Case Officer's discretion.
- 3) Refusal to submit to a drug screen will be considered a violation of the offender's conditions of supervision and will be reported to the Court.
- 4) If any offender tests positive for any illegal substance, a warrant will be submitted to Court.
- 5) Copies of all drug screens will be kept in the offender's file.
- 6) The specimen collector will follow the appropriate chain of custody instructed by the drug screen company.
- 7) Drug Screen Collection Procedures
  - a) DCCCP shall have one or more designated collection sites which have all the necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of specimens to the drug testing unit.
  - b) No unauthorized person or persons shall be permitted in any part of the designated collection site while specimens are being collected.
  - c) Procedures for collecting specimens shall allow as much privacy as possible while conducting an observed collection.

Effective Date: October 1, 2016	Policy # 500.08	Page 69 of 124
Subject: Drug Screens		

- d) The donor has two hours to produce an acceptable urine specimen. This time starts at the point collection procedures begin. Failure to produce an acceptable urine specimen within this time frame will be considered a refusal unless there are documented medical reasons the donor cannot meet this requirement.
- e) Integrity and Identity of Specimen. Collection personnel shall take precautions to ensure that a specimen not be adulterated or diluted during the collection process and that information on the urine bottle and on the specimen chain of custody form can identify the donor from whom the specimen was collected. The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:
  - All specimens will be directly observed.
  - The collection site person shall ask the donor to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the donor's urine specimen. The collection site personnel shall ensure that all personal belongings such as a purse or briefcase remain with the outer garments. The donor may retain his or her wallet.
  - The donor shall be instructed to wash and dry his or her hands prior to urination. (Use plain water only. No detergents or soaps are to be used for hand washing at this point).
- f) A person of the same gender as the donor shall accompany the donor into the restroom during the collection procedure.
- g) After the collection site person has possession of the specimen, the donor will be instructed to flush the toilet and to participate with the collection site person in completing the chain of custody procedures.
- h) Everyone involved in the collection process shall be present from the time the collection process begins until the specimen is collected, sealed and packaged for storage or shipment to the test site.

Effective Date: October 1, 2016	Policy # 500.08	Page 70 of 124
Subject: Drug Screens		

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.09
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 71 of 124
Subject: Release of Information / Informed Consent	

- I. **APPLICABLE STANDARDS:** S1.03; AP6.01
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To set forth guidelines for release of information and confidentiality.
- IV. **POLICY:** Offenders have only limited confidentiality due to some records being public knowledge and some actions are mandated by the agency according to law. Offender confidentiality will be maintained in all other circumstances.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) Offenders will be advised by DCCCP staff of their limited rights to confidentiality. Confidentiality will be maintained except for the following:
    - a) The information is public record. (Convictions, sentences, the conditions of supervision, and the restitution record are examples of public record).
    - b) A criminal justice agency has appropriately requested information. (Such as a client's address for the purposes of a current investigation).
    - c) Court order. (The Court has subpoenaed records and/or the Case Officer).
    - d) Agency staff is mandated to report offender violations of their court order, knowledge of criminal acts, and information of suspected child abuse and/or neglect.
    - e) The offender has signed a Release of Information authorizing the disclosure of other information to specified parties.



Effective Date: October 1, 2016	Policy # 500.09	Page 72 of 124
Subject: Release of Information		

- f) In certain limited circumstances, and with the Court's approval, the Case Officer may advise specific third parties as to the risk (economic, physical or other risk) based on the offender's conviction and/or past conduct
- 2) DCCCP staff will treat all other information as confidential and all applicable state and federal laws relating to confidentiality must be followed.
- 3) All offenders will be advised by DCCCP staff that they may be subject to take part in research projects. They will be advised in writing of informed consent and release of information guidelines. Furthermore, all research and planning projects must be approved by TDOC's State Director of Community Corrections in conjunction with the Director of Decision Support in writing prior to implementation.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.10
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 73 of 124
Subject: Offender's Right To Privacy	

- I. **APPLICABLE STANDARDS:** S1.03
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To set forth methods of processing Pre-Sentence Reports for the protection of the offender's right to privacy.
- IV. **POLICY:** In order to ensure confidentiality of the Pre-Sentence Reports, the writer will not release information contained in the report without proper authorization.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) The writer will document all activity concerning the investigation.
  - 2) The information gained during the investigation process will be kept in a secure file in his/her office.
  - 3) All inquiries pertaining to the investigation will be referred to the writer or Program Manager.
  - 4) DCCCP will follow TDOC procedure for disclosing information prior to guilty plea, which states: "Reports shall not be disclosed prior to finding guilt except under the following conditions: With the concurrence of a defendant, the court may direct the Probation Officer to begin the pre-sentence investigation before the adjudication of the guilt of the defendant. Nothing discovered by the pre-sentence investigation may be disclosed to the District Attorney General, the court or the jury before acceptance of a plea of guilty; or a verdict or finding of guilt unless the defendant concurs. The information discovered prior to adjudication of guilt shall be disclosed to the defendant, or his counsel, upon request, after the court's acceptance of a plea of guilty or a verdict or finding of guilt. Investigative report copies shall be held in a secure file or location. The release of any such information shall be in accordance with TDOC policy on confidentiality."
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.11
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 74 of 124
Subject: Case Record Management	

- I. **APPLICABLE STANDARDS:** S 2.01, S 2.02, S2.04,S3.03, S2.08; AP1.07, AP1.16; AP1.17
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To define agency policy and procedure for case record management.
- IV. **POLICY:** An accurate record of offender information will be maintained on the agency master file. Information will be released only to persons so authorized in this policy.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) All case files will be maintained in locked file cabinets. Each case record will include at a minimum, the following information:
    - a) Offender Intake Form
    - b) Pre-sentence Report
    - c) Signed Court Order
    - d) Medical (psychological record, if applicable)
    - e) Signed Release of Information
    - f) Drug and Alcohol Assessment(VRNA)
    - g) Current employment data
    - h) Judgments
    - i) Signed Grievance Form and Title VI
    - j) Referrals to other agencies (if applicable)

Effective Date: October 1, 2016	Policy # 500.11	Page 75 of 124
Subject: Case Record Management		

- k) Progress reports
  - l) Chronological entries
  - m) Violation Reports (if applicable)
  - n) DNA record of completion – Staff will conduct a swab sample within 10 days of intake unless DNA confirmation is present on CODIS. CODIS DNA confirmation must be present in all files.
  - o) Grievance and disciplinary report (if applicable)
  - p) Offender Profile Index (OPI form)
  - q) TOMIS/COMET Data Form; PSI or PSR
  - r) Exit Summary
  - s) Individual treatment plan
  - t) Drug/alcohol testing results
  - u) Sex Offender register (if applicable)
- 2) Maintaining records/files. The Case Officer will be responsible for the development and maintenance of files. All files should follow the following format:
- a) All entries will be made in the record within 24 hours of intake.
  - b) All folders will be filed in alphabetical order.
  - c) Files will be maintained in a centralized and systematic manner to be available for monitoring.
  - d) Files will be secured to protect against loss, theft or unauthorized use.
  - e) Format and organization of material will be standardized.
  - f) Files should be updated monthly.

Effective Date: October 1, 2016	Policy # 500.11	Page 76 of 124
Subject: Case Record Management		

### 3) Confidentiality:

- a) Offender files are confidential except for information that is also filed in the court clerk's office.
- b) Offender may request to view or have copies of documents that are also filed with the court clerk's office. Any other documents/information must be requested through the attorney of record with a signed Release of Information.
- c) While under supervision of DCCCP, offenders will be required to sign a Release of Information in order for DCCCP to provide effective supervision.
- d) If a third party requests to view an offender's file, arrangements will be made through the Program Manager. If request is denied, the party will be informed in writing.
- e) The third party may appeal denial to the Chairperson of the Advisory Board or to the Sentencing Judge.
- f) The following information will not be released to the general public unless by a valid court order or subpoena:
  - 1) Medical
  - 2) Psychological evaluations
  - 3) Mental health treatment
  - 4) Education
  - 5) Chronological entries
  - 6) Social Security Number
  - 7) Any identifying information relating to a DCCCP employee, law enforcement officer, or offender, which might jeopardize the said person.

Effective Date: October 1, 2016	Policy # 500.11	Page 77 of 124
Subject: Case Record Management		

- g) No offender file will be taken out of office except for official use. Except for court hearings, a Case Officer must have supervisor's approval to take an offender's file out of the office. Only DCCCP staff will have access to offender files.

4) Release of Information:

- a) The Release of Information will contain the following:

- 1) Offender's name
- 2) Individual/agency name
- 3) Information to be released
- 4) Purpose of information
- 5) Signature of offender
- 6) Signature of witness and Case Officer
- 7) Date form is signed by individuals
- 8) Expiration date

- b) A copy of the Release of Information will be maintained in the offender's case file.

5) Monitoring of Offender's Files

- a) Program Manager and/or designee will review offender files as follows:
  - 1) The Case Officer will be informed of the file audit 1 week in advance.
  - 2) All new case file inspections will be done at 30 days of intake. The file will be reviewed again in 60 days for level movement and every 90 days thereafter or until completion of the program.

- b) All DCCCP offenders' files will be made available to the Tennessee Department of Corrections at their request.

Effective Date: October 1, 2016	Policy # 500.11	Page 78 of 124
Subject: Case Record Management		

- c) Program Manager will ensure that offender's case records comply with state and program standards: ensuring that quarterly audits are conducted on each case officer's files at least once during each 90 day period. A follow-up review will be conducted within 45 days of the initial case file to be sure any discrepancies have been addressed.
- d) Records of discharged offenders will be kept for five years or until all audit issues are resolved. After this time, they will be destroyed.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.12
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 79 of 124
Subject: Offender Grievance Procedure	

I. **APPLICABLE STANDARDS:** S3.11; AP2.08

II. **APPLICATION:** To all DCCCP staff.

III. **PURPOSE:** To set forth conditions governing the offender grievance/appeal procedure.

IV. **POLICY:** All offenders will be informed at the time of their orientation of the grievance/appeal process available to them. Offenders will have the right to file grievances free of any reprisal. All grievances will be given due consideration, processed in a fair and timely manner. Every effort will be made to resolve grievances at the lowest possible level of the grievance procedure.

V. **DEFINITIONS:**

Emergency - Life threatening situations or situations in which the livelihood of the clients may be adversely affected.

Grievance - A complaint concerning the application of a policy, practice, behavior or action toward a client by staff.

VI. **PROCEDURES:**

- 1) The grievance process will be explained to the offender by his/her Case Officer during the initial interview following orientation. The Case Officer will also provide the offender with a written notice and explanation of the grievance process. The Case Officer will obtain the client's signature on the notice and explanation and will maintain a copy in the offender's file.
- 2) The following process shall be utilized in all cases involving a grievance/complaint pertaining to a supervision matter:
  - a) The offender will state his/her grievance either orally or in writing to the Case Officer. The Case Officer will meet with the client within five (5) working days after having been made aware of the grievance



and will attempt to resolve the matter. The Case Officer will document such attempt at resolution. The client shall be given a copy of the completed documentation within five (5) working days of the initial meeting concerning the grievance. A copy of the documentation will be maintained in the client's file.

Effective Date: October 1, 2016	Policy # 500.12	Page 80 of 124
Subject: Offender Grievance		

**NOTE: If the grievance is concerning the assigned Case Officer, proceed directly to the next step in the process.**

- b) If the matter cannot be resolved as described above, the Case Officer will advise the client that he/she may complete, sign and date an offender grievance report form stating his/her desire to appeal the grievance to the next higher level of management staff. The Case Officer will forward the report within three (3) working days to his/her direct supervisor, who shall indicate receipt of the report by placing his/her signature and date received on the report.
- c) The Case Officer's supervisor will give the Case Officer opportunity to respond to the allegations of the grievance and may conduct at his/her discretion, a formal or informal hearing on the matter. Any such hearing will be scheduled at a time and place to allow attendance by the client. The Case Officer's supervisor will notify the offender in writing of the time, place and purpose of the hearing at least seven (7) days prior to the date of the hearing. At any such hearing, both the offender and the Case Officer may call witnesses and present documentation and proof relative to the grievance at issue. In all cases, the Case Officer's supervisor shall make a ruling in writing no later than twenty (20) days after first receiving the grievance.
- d) If the offender is not satisfied with the supervisor's decision, the offender must so inform the Case Officer within five (5) working days after receipt of such decision. In such case, the Case Officer shall advise the client to sign and date the report, indicating his/her desire to appeal to the next level. Within three (3) working days, the Case Officer will forward the report and all pertinent documentation, including any additional statements by the client, to the Program Manager who shall indicate receipt of the report by signing and dating. This shall be placed in the offender's permanent file. If the client does not properly express objection to the Case Officer's supervisor's decision within five (5) working days, he/she will be deemed to have waived any right to further review of the grievance and the Case Officer's supervisor's decision will be considered final.

- e) The Program Manager shall review the Grievance Report and make a decision within five (5) working days after receipt of the report. The Committee shall state their decision and the reasons therefore in writing. The Personnel Committee shall forward a copy of the decision to the Case Officer, the Case Officer's supervisor, and the

Effective Date: October 1, 2016	Policy # 500.12	Page 81 of 124
Subject: Offender Grievance Procedure		

client within three (3) working days after making such decision. The Program Manager shall be allowed an additional fifteen (15) days in which to make his/her decision; if, at their discretion, they elect to conduct a hearing. The decision of the Program Manager shall be the final ruling in all grievances.

- 3) Examples of grievable and non-grievable matters are as follows:

a) Grievable:

- 1) Abusive or distasteful language directed at the client or his/her family.
- 2) Denial of the rights of the client as enumerated by policy or mandated by statute.
- 3) Sexual abuse or harassment.
- 4) Denial of equal access to available programs.
- 5) Conflict of interest, such as by the Case Officer's receiving personal benefit from actions which he/she directs of the client.

b) Non-Grievable:

- 1) Court-ordered conditions.
- 2) Requests for Violation warrants.
- 3) Decisions regarding supervision level movements.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.13
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 82 of 124
Subject: Law Enforcement Informants	

- I. **APPLICABLE STANDARDS:** S5.03
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish guidelines for the use of offenders as law enforcement informants.
- IV. **POLICY:** Offenders will not be used as law enforcement informants. Any exceptions must follow the procedures outlined in this policy.
- V. **DEFINITIONS:**

Law Enforcement Informant - A person who, on a continuing basis, and for financial or other considerations, takes part in any covert activity, which provides law enforcement agencies with information about individuals who violate the law.
- VI. **PROCEDURES:**
  - 1) Case Officers should not encourage or solicit the use of offenders as informants.
  - 2) Any request to use an offender as an informant will be documented in the chronological case history.
  - 3) If a request is made by a law enforcement agency, the Case Officer will notify the Program Manager.
  - 4) Program Manager will make contact with the agency informing them of all the offender's requirements of DCCCP, and that by being an informant will not change their obligations to their court order.

- 5) If requested, Program Manager will inform the Sentencing Court in writing and only by consent of the Court will permission be given.
- 6) If the Sentencing Court does not give consent and the offender engages in being an informant, a revocation warrant will be issued.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 500.14
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 83 of 124
Subject: Transfer Between Programs	

- I. **APPLICABLE STANDARDS:** S3.09-S3.10
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To set forth guidelines for transfer of cases between Community Corrections Programs.
- IV. **POLICY:** The DCCCP will adhere to the TDOC written procedures governing the transfer of offender supervision to and from agencies.
- V. **DEFINITIONS:**

Inter-State Transfer - the transfer of offenders from one Community Corrections Program to another Community Corrections Program within the State.

Sending Agency - the grantee that initiates a transfer request.

Receiving Agency - the grantee that accepts or rejects a transfer request.

VI. **PROCEDURES:**

- 1) Inter-state transfer for the supervision of offenders assigned to Community Corrections will comply with TDOC procedures as outlined below:
  - a) When it is determined by the referring court that a transfer to another program would be in the best interest of the offender and the community, the following procedures shall be adhered to:
    - 1) The completion of intake procedures for all offenders referred to community corrections shall be the responsibility of the

community corrections agency that is located within the Judicial District where the sentence was imposed.

- 2) The sending agency shall forward a written request for supervision to the Program Manager of the receiving agency

Effective Date: October 1, 2016	Policy # 500.14	Page 84 of 124
Subject: Transfer Between Programs		

- 3) The offender must establish proof of residence in the receiving agency's jurisdiction. After verification of residence, employment/school is completed, the receiving agency shall have the discretion to accept or deny transfer of the offender. In the event that residence and/or employment/school cannot be verified, this may be sufficient ground for denial of transfer.
  - 4) If the case is accepted for supervision, the sending agency must notify the Sentencing Court for purposes of obtaining a court order to approve the transfer of the offender to another community corrections agency. When the court order for transfer is obtained, the sending agency will note the transfer on the termination section of the monthly stats. The case will also be transferred in TOMIS/COMET to the supervising location. The sending agency is responsible for forwarding a copy of the case file material to the receiving agency.
  - 5) The receiving agency shall be responsible for the supervision of the transferred offender and for reporting violations back to the original sentencing court via the Program Manager of the referring agency.
  - 6) If the case is rejected, the receiving agency will advise the sending agency in writing as to the reason for denial.
  - 7) The referring agency may appeal a denial of transfer response through the TDOC Community Corrections Director. All requests for appeals must be submitted in writing to the Director of Community Services within five (5) working days of receipt of denial. The Director of Community Corrections shall make a full investigation involving both agencies and provide a written ruling on the pending transfer within five (5) working days of receipt of the appeal. The decision of the Director of Community Services is final.
- b) An offender assigned to a Community Corrections Program may obtain inpatient treatment in a county outside his/her judicial district without being required to transfer to another program if treatment is not available in his/her judicial district.

Effective Date: October 1, 2016	Policy # 500.14	Page 85 of 124
Subject: Transfer Between Programs		

- c) All paperwork must be complete and all entries should be completed on TOMIS/COMET/COMET. Paperwork should include the case file, investigation reports, fees, signed behavioral contract (or Court Order), initial interview, and completed assessments.
- d) The receiving manager has 15 days to assign the transfer investigation to an officer, investigate, and reply to the sending manager. The sending manager will be contacted by e-mail on the status of the transfer. If accepted, the complete file is then sent to the receiving agency to start supervising the case. The receiving agency should then make the changes in TOMIS/COMET/COMET; LIMD, LCD3, LCDF, and LCDG. The sending agency should do the TEPE entry on TOMIS/COMET/COMET explaining reason for transfer, treatment, and any court ordered conditions.
- e) Any assignment or transfer is subject to the availability of funds; supervision space in the receiving program, and subject to the procedures outlined in section (a).
- f) No out-of-state transfers will be permitted.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 502.06
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 86 of 124
Subject: Prison Rape Elimination Act (PREA) Implementation and Compliance	

- I. APPLICABLE STANDARD: AP1.21; RP2.07
- II. APPLICATION: To all DCCCP staff.
- III. PURPOSE: To prevent sexual abuse of inmates and residents under the jurisdiction of the Tennessee Department of Correction (TDOC).
- IV. DEFINITIONS:
  - A. Employee: For the purpose of this policy, any full-time or part-time staff member, volunteer, vendor, intern, contractor, or employee of a contractor.
  - B. Facility/Site PREA Coordinator (FPC): The Director of Community Corrections shall serve as the FPC for Community Corrections.
  - C. Potential Sexual Aggressor: Anyone who has been identified as an individual who is at risk of sexual abusive tendencies.
  - D. Potential Sexual Victim: Anyone who has been identified as an individual with a past history of victimization.
  - E. Prison Rape Elimination Act (PREA): Federal legislation which was enacted and signed by President George W. Bush in 2003 to prevent, detect, and respond to prison rapes, sexual assaults, and sexual harassment within the United States.
  - F. PREA Compliance Manager (PCM): Individual appointed by the facility PREA coordinator to ensure the facility's compliance with PREA.
  - G. PREA-Free Walk: A walk (inspection) conducted on a monthly basis at TDOC confinement or residential locations.
  - H. PREA Screening System Application: Computer application located on the TDOC intranet that is used to screen inmates upon intake and transfer for their risk of being sexually abused by other inmates or sexually abusive toward other inmates. This application replaces the Sexual Aggressor/Victim Classification Screening (CR-3737 for females and CR-3638 for males). NOTE: the CR forms will continue to be used by the residents in contracted facilities supervised by the TDOC Division of Community Supervision.

Effective Date: October 1, 2016	Policy # 502.06	Page 87 of 124
Subject: Prison Rape Elimination Act		

- I. Resident: Any person confined within a community confinement facility, (e.g. halfway houses and residential confinement supervised transitional centers, etc.)
  - J. Sexual Abuse: Encompasses offender-on-offender sexual abuse or harassment; staff-on-offender sexual abuse or harassment.
  - K. Sexual Aggressor: Anyone who has been identified as an individual with a past history of sexually aggressive behavior.
  - L. TDOC PREA Coordinator: Individual designated by the Commissioner to oversee, develop, implement, and monitor the Department's PREA programming and reporting responsibilities.
  - M. Victim: Anyone who has been identified as an individual who is a former victim of prison or facility rape or sexual assault.
- V. **POLICY**: It is the policy of the DCCCP to provide a safe, humane, and appropriately secure environment, free from threat of sexual abuse and sexual harassment for all offenders, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults and sexual harassment. DCCCP has zero tolerance for incidences of sexual abuse and sexual harassment within its program.
- VI. **PROCEDURES**:
- A. The DCCCP shall have an absolute zero tolerance towards sexual acts between staff and offenders on the program. There are no consensual sexual acts in a supervisory relationship. Any sexual abuse or sexual harassment between employees and offenders is inconsistent with the professional, ethical principles, and policies of the DCCCP. All allegations of sexual abuse will be reported and investigated.
  - B. The Commissioner shall appoint a TDOC PREA Coordinator who will be responsible for implementing, developing, overseeing, and monitoring the Department's PREA activities, policy development and training.
  - C. The facility PREA Coordinator shall appoint a local PREA Compliance Manager (PCM) who will ensure the facility's compliance with PREA standards. The PCM shall keep the program's PREA Coordinator apprised on the program's compliance status. Each program shall develop internal procedures to document this process.
  - D. **Offender Orientation and Education**: All offenders entering the DCCCP shall receive verbal and written information concerning sexual abuse at intake orientation. Appropriate provisions shall be made as necessary for



Effective Date: October 1, 2016	Policy # 502.06	Page 88 of 124
Subject: Prison Rape Elimination Act		

offenders not fluent in English, persons with disabilities and those with low literacy level.

- E. Monitoring of sexual abuse or sexual harassment against offenders shall be conducted in accordance with Policy #502.06.1.
- F. All allegations of sexual abuse and sexual harassment shall be investigated in accordance with Policy #502.06.2
- G. Employee Training: All DCCCP employees, volunteers, interns, and contracted vendors shall be trained in the prevention, detection, response, and reporting of sexual abuse.
- H. PREA publications and signage will be displayed in plain view of all staff, offenders, residents, and visitors at all grantee locations at all times.

VII. Expiration Date: September 30, 2025



<b>Administrative Policies And Procedures</b>	Policy # 600.00
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 89 of 124
Subject: Community Service Work	

- I. **APPLICABLE STANDARDS:** S6.03, S6.04 and S6.05
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To describe the guidelines for community service work.
- IV. **POLICY:** All offenders will participate in unpaid community service work unless excused by the court. Community service will not interfere with the offender's regular paid employment. There will be a written agreement between the offender, program, and agency that outlines the responsibilities of all participants. Offenders will be supervised at all times while performing community service work.
- V. **DEFINITIONS:**

Community Service Work - Work performed by an offender for a non-profit charitable organization or governmental entity within Davidson County.
- VI. **PROCEDURES:**

#### **Development of Community Service Sites**

- 1) Program Manager will assign one of the DCCCP staff to arrange community service sites.
- 2) The duties of the employee will include, but are not limited to the following:
  - a) To coordinate the various approved sites of community service to ensure that the offenders assigned are being utilized efficiently and to the best of their abilities.
  - b) To maintain and distribute an updated list of approved community service work locations.
  - c) Discuss with case officers what offenders are appropriate for each site.

Effective Date: October 1, 2016	Policy # 600.00	Page 90 of 124
Subject: Community Service Work		

3) To determine what agencies will be used, the following guidelines will be followed:

- a) Any non-profit and/or governmental entity within Davidson County is eligible to be considered by DCCCP for offender labor to perform specific service work.
- b) The following information will be required of any agency to be considered: Name of organization applying, specific work offender is to perform, any specialized job skills required, contact person who will be responsible for supervising the offender.
- c) The designated staff member will review the information to determine if the applicant is eligible for offender labor. If the placement request is rejected, the offender will be notified and given the reason for rejection.
- d) DCCCP will keep a list of designated approved community service sites.

4) Assignment of community service sites:

- a) All offenders sentenced to Community Corrections in Davidson County will perform 10 hours of community service work each month of their sentence unless they are determined to be physically or mentally unable to do so.
- b) Work will be performed on days when the offender is not working at their employment.
- c) The Case Officer will work with the offender to determine an appropriate community service placement.
- d) If an offender is unemployed at any time during sentence, he/she may be required to perform 30 hours of community service each week until employment is gained.
- e) After completion of community service work, the community service site supervisor will sign a work receipt. The offender will submit receipts to the Case Officer weekly during their office visit.

Effective Date: October 1, 2016	Policy # 600.00	Page 91 of 124
Subject: Community Service Work		

- f) At the end of each month, the Case Officer will monitor the offender's file calculating the number of community service hours performed. If the offender is behind in hours, the Case Officer will counsel the offender and determine the reason why. If any problems with performing Community Service work occur, it will be handled on a case-by-case basis. In cases that need a Judge's input, a status date will be set for the offender and case officer to talk to the sentencing Judge.
- g) The Case Officer will fill out a Community Service Restitution Agreement Form for each community service placement. The agreement will contain the following: Name, address, and phone number of the agency; job duties; service days and hours; site supervisor's name and responsibilities; time frame for completion of hours; and all relevant signatures.
- h) The following signatures will be obtained: the offender, the Case Officer, Program Manager and Agency Supervisor for the Community Service Work site.
- i) The form will be kept in the offender's case file.
- j) The offender will not hold the agency or DCCCP liable for any accidents and injuries.
- k) In cases where program staff directly supervises the offender performing community service work, the written agreement will include the following: job duties, service hours and days, time frame for completion, and signatures of offender, program manager or designee.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 600.01
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 92 of 124
Subject: Victim Restitution	

- I. **APPLICABLE STANDARDS:** S6.01, S6.02, S6.06
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To establish guidelines for collecting and monitoring victim restitution.
- IV. **POLICY:** All offenders court-ordered to pay restitution where the victim suffered monetary and/or property loss will have a written restitution contract.
- V. **DEFINITIONS:**

Victim Restitution - The act of giving the equivalent for any loss, damage or injury incurred by the offender.

VI. **PROCEDURES:**

- 1) The offender will sign a Victim Restitution Contract. A copy shall be kept in the offender's file, one copy will be sent to the victim and one copy given to offender.
- 2) The Victim Restitution Contract will include the following:
  - a) Name of offender and victim
  - b) The amount of total restitution owed
  - c) The amount of each payment
  - d) The method of payment
  - e) The payment schedule
  - f) Time frame with date of final payment
- 3) When possible, the Case Officer will consult with the victim concerning the development of the above restitution plan. Payment plan will consider the following factors:

Effective Date: October 1, 2016	Policy # 600.01	Page 93 of 124
Subject: Victim Restitution		

- a) Present income/employment
  - b) Physical/mental health of offender
  - c) Education level
  - d) Family circumstances/responsibilities
  - e) Other financial requirements of offender
  - f) Impact to victim by incurring the monetary and/or property loss
- 4) The Case Officer will be responsible for monitoring the case file on a monthly basis to determine whether or not the required minimum payment has been made.
- 5) The Case Officer will collect the restitution by the following method:
- a) Inform the offender to make payment by money order. No cash will be accepted.
  - b) A numbered receipt will be written in triplicate. One copy will be given to the offender, one copy placed in the file and one copy retained in the receipt book.
  - c) Case Officer will mail the money order to the victim the same day it is collected.
  - d) The Case Officer will send a dated letter with the payment notifying the victim of the amount being sent and the amount that is still owed.
  - e) Before mailing, the Case Officer will make a copy of the letter and money order and file it in the offender's case file.
  - f) At the end of each month, the Financial Officer will monitor the collection of restitution by balancing the receipt book and the individual offender monthly form (Form CR-3040).

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 600.02
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 94 of 124
Subject: Supervision Fees	

- I. **APPLICABLE STANDARDS:** AP5.03; S6.06, S6.07, S6.08 and S6.09
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To define guidelines for the collection of offender payments of supervision fees.
- IV. **POLICY:** In all cases where the program staff collects payments from the offender, pre-numbered receipts will be issued at the time of collections. All offenders will be required to pay supervision fees unless excused by the Sentencing Court.
- V. **DEFINITIONS:**

Supervision Fees - Money collected from the offender which pays for supervision.
- VI. **PROCEDURES:**
  - 1) The DCCCP staff will only collect supervision fees. All other court-ordered payments will be made by the offender.
  - 2) Case Officers will only collect money when a receipt can be written.
  - 3) All receipts will be pre-numbered, in triplicate.
  - 4) The offender will be given a copy of the receipt, a copy will be filed in the offender's file and one will be retained in the receipt book.
  - 5) Case Officer will document in the chronological record when payment is received.
  - 6) DCCCP will only accept money orders. No cash will be collected.
  - 7) Supervision fees will be kept in a lock box and must be deposited in a bank account within 72 hours after collection. .
- VII. **EXPIRATION DATE:** September 30, 2025.



<b>Administrative Policies And Procedures</b>	Policy # 600.03
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 95 of 124
Subject: Offender Travel	

- I. **APPLICABLE STANDARDS:** S4.16
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To provide guidelines for offender travel.
- IV. **POLICY:** Any offender sentenced to the DCCCP may not cross the Tennessee State line into another state without permission by the Sentencing Judge. Travel outside of the judicial district is only permitted for employment purposes and in the event of the death of an immediate family member, and only when granted a written travel permit.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) The offender must request permission to travel out of State. All requests will be denied except in the event of the death of an immediate family member.
  - 2) This request must be granted by Sentencing Judge.
  - 3) For employment, offender must request a travel permit from Case Officer. A copy will be given to the offender and one maintained in the offender's case file.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies And Procedures</b>	Policy # 600.04
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 96 of 124
Subject: Offender Supervision	

- I. **APPLICABLE STANDARDS:** S2.08
- II. **APPLICATION:** To all Case Officers
- III. **PURPOSE:** To ensure offenders are supervised per policy in the event an officer is on leave or a position is vacant for an extended period of time.
- IV. **POLICY:** Offenders will be supervised per policy requirements in the event an officer is on leave or a position is vacant for an extended period of time
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) When Case Officer is away from the office for any unexpected reason (i.e., illness, court requirement, etc.), that Officer is responsible to ensure that offenders assigned to him/her are supervised per policy.
  - 2) If a Case Officer is unexpectedly called away from the office, that Officer shall make offender supervision assignments to other available officers.
  - 3) The Officer who is away from the office will provide clerk and/or secretary with a copy of their appointment schedule, listing which Case Officer is substituting for which appointment.
  - 4) The Officer who is substituting for the Case Officer who is away from the office will initial that Case Officer's appointment book beside the name of the offender he/she is seeing.
  - 5) If a Case Officer is ill, he/she shall call the office and report they are unable to keep their appointments. The Officer will then make contact with their supervisor to assign their offender appointments. If the Supervisor is unavailable, the next person in the chain-of-command will be contacted. Messages on voicemail are not acceptable.

Effective Date: October 1, 2016	Policy # 600.04	Page 97 of 124
Subject: Offender Supervision		

- 6) All Case Officers will make themselves available for such assignments. Every effort will be made to ensure equal distribution of assignments.
- 7) Appointment books will be utilized for scheduling offender appointments and will be kept updated and on the Officer's desk at all times.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 700.01
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes:
Approved By:	Page 98 of 124
Subject: Use and Maintenance of Official Vehicles	

- I. **APPLICABLE STANDARDS:** AP5.09
- II. **APPLICATION:** To all DCCCP and Drug Court employees.
- III. **PURPOSE:** To define procedures for use and maintenance of DCCCP vehicles assigned to the program.
- IV. **POLICY:** All DCCCP vehicles shall be utilized only for official program business and shall have a proper maintenance program.
- V. **DEFINITIONS:** None.
- VI. **PROCEDURES:**
  - 1) The Program Manager shall assign an employee the responsibility for the control and maintenance of the program vehicles. That employee will be referred to as a Transportation Coordinator.
  - 2) All vehicle operators will be approved by the Program Manager. To be approved, staff must possess a valid Tennessee Driver License and complete the Metro Defensive Driving Class. A copy of the employee's current driver's license should be kept on file in the employee's personnel record.
  - 3) Abuse of program vehicles shall be reported to the operator's supervisor.
  - 4) Vehicles shall be secured as follows:
    - a) All vehicles shall be kept locked and parked in the office parking lot when not in use.
    - b) All keys shall be kept in a central location within the facility.
    - c) A folder shall be maintained in each vehicle containing a Vehicle Mileage Report/Travel Log.

Effective Date: October 1, 2016	Policy # 700.01	Page 99 of 124
Subject: Use and Maintenance of Official Vehicles		

d) A file for each vehicle will be maintained by the Transportation Coordinator containing:

- 1) Maintenance schedule.
- 2) Copies of all work order requests for repair service.
- 3) Other documents relating to the vehicles.

5) Vehicles shall be used as follows:

- a) A weekly transportation schedule should be in place.
- b) The Vehicle Mileage Report/Travel Log shall be maintained for each vehicle and completed by the operator for each trip. The log should show driver, destination, mileage, date, time out, and time in for each trip.
- c) The operator shall make a written report of noted operational/safety problems to the Transportation Coordinator.
- d) All traffic laws shall be strictly obeyed and vehicles shall be operated in a safe manner, consistent with local laws, traffic flow and weather conditions.
- e) Operators of passenger vehicles have absolute authority to exercise control over disruptive passengers to ensure the safety of the vehicle, driver, and other passengers.
- f) By Metro ordinance, there is no smoking in program vehicles.
- g) Seat belts are to be worn by operator and passengers in equipped vehicles.

5) In case of an accident:

- a) Call the appropriate law enforcement agency to the accident scene.
- b) Do not admit fault.

- c) Do not discuss the accident with anyone except the law enforcement official.

Effective Date: October 1, 2016	Policy # 700.01	Page 100 of 124
Subject: Use and Maintenance of Official Vehicles		

- d) Write down the address and phone number of all witnesses.

- e) Obtain insurance information from operator(s) of other vehicle(s) involved.

- 6) Staff members and clients found abusing vehicles will be subject to disciplinary procedures.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies</b>	Policy # 700.02
<b>and Procedures</b>	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 101 of 124
Subject: Position of Control	

- I. **APPLICABLE STANDARDS:** S4.02
- II. **APPLICATION:** To All DCCCP Staff
- III. **PURPOSE:** To define written policy that prevents offenders from being in a position of control or authority over other offenders.
- IV. **POLICY:** At no time may an offender be in a position of control or authority over other offenders unless under the direct guidance of a DCCCP staff member.
- V. **DEFINITIONS:** None.
- VI. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies</b>	Policy # 700.03
<b>and Procedures</b>	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 102 of 124
Subject: Conducting Searches	

- I. **APPLICABLE STANDARDS:** S4.02
- II. **APPLICATION:** To All DCCCP Staff
- III. **PURPOSE:** To define policy and procedure for conducting searches of offenders and their homes.
- IV. **POLICY:** DCCCP staff is not allowed to search an offender, an offender's home or property.
- V. **DEFINITIONS:** None.
- VI. **PROCEDURES:**
  - 1) DCCCP staff is precluded from searching an offender.
  - 2) Search of an offender's home or property is not permitted.
- VII. **EXPIRATION DATE:** September 30, 2025.



<b>Administrative Policies</b>	Policy # 700.04
<b>and Procedures</b>	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 103 of 124
Subject: Conflict of Interest	

- I. **APPLICABLE STANDARDS:** AP2.01, AP2.01.1, AP2.01. 2, AP2.02.2
- II. **APPLICATION:** To All DCCCP Staff
- III. **PURPOSE:** To define conflict of interest.
- IV. **POLICY:** All DCCCP staff members are to adhere to the Metropolitan Nashville Government policy on Employee Conduct in the Human Resources Manual (see Chapter 6, beginning on page 17).  
  
In addition, to the policies in the Metropolitan Nashville Employee Handbook, the following policies outlined by TDOC will be followed:
  - a) No employee connected with the agency shall use their official position to secure privileges or advantages.
  - b) No staff member shall accept for themselves, any member of their family, or close associate, any personal gift, favor, or service from and offender.
  - c) All employees will have a nation –wide background check completed and kept on file.
- V. **DEFINITIONS:** None.
- VI. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy # 700.05
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved By:	Page 104 of 124
Subject: Physical Force, Arrest, Custody & Transport of Offenders	

- I. **APPLICABLE STANDARDS:** AP1.19, S4.03, S4.05, S4.06, S4.07
- II. **APPLICATION:** To all DCCCP staff.
- III. **PURPOSE:** To set forth policy regarding the arrest, custody and transport of DCCCP offenders with active Community Corrections warrants.
- IV. **POLICY:** There is a written policy restricting the use of physical force unless justifiable self-protection, protection of others, prevention of property damage, and then only to the degree necessary and in accordance with appropriate statutory authority. All cases of physical force or restraint shall be reported in writing, dated and signed by the staff reporting the incident. Such reports shall be placed in the defendant's case record and a copy forwarded to the Manager of Community Corrections within 30 minutes of occurrence.
- V. **DEFINITIONS:**
- Arrest:** The act of depriving a person of his or her liberty usually in relation to the purported investigation or prevention of crime and presenting (the arrestee) to a procedure as part of the criminal justice system.
- Custody:** The state of being detained or held under guard, especially by the police.
- Power of Arrest:** The power of arrest is a mandate given by a central authority that allows an individual to remove a criminal's liberty. The power of arrest can also be used to protect a person or persons from harm or to protect damage to property. The DCCCP Program Manager may grant the power of arrest, under the authority of an Administrative Order signed by the presiding State Trial Courts Judge, and under the supervision of the Director of Trial Courts security, to specified staff members who have completed the required training.
- VI. **PROCEDURES:**
- 1) When any offender in the Davidson County Community Corrections Program is present in the DCCCP office, and the supervising Case Officer or other staff

member is in possession of an active and valid community corrections arrest warrant, signed by an authorized Judge, said Officer or staff member may

Effective Date: October 1, 2016	Policy # 700.05	Page 105 of 124
Subject: Arrest, Custody & Transport of Offenders		

contact a DCCCP staff person with the power of arrest to initiate the arrest of said offender within the office.

- 2) The supervising Case Officer or staff member will provide the arresting officer a physical copy of the warrant.
- 3) The supervising Case Officer will ensure the notification of all DCCCP staff members of the pending arrest. Upon notification, no movement of offenders will take place within the office until the arrest has been completed and the individual taken into custody has been transported from the DCCCP office area.
- 4) The supervising Case Officer or staff member will retrieve the offender from the waiting area and escort them into the inner office area. Upon entry to the inner office area from the waiting room, the offender will immediately be handcuffed and told the reason for his/her arrest.
- 5) Once handcuffed, a pat-down search, which will minimally include the waistband area of the offender, will be conducted by an authorized staff member. Said search will be conducted by a staff member of the same gender as the offender, when at all possible.
- 6) Arrests of offenders by authorized DCCCP staff members are conducted solely for the purpose of transporting said offenders to the Metro Nashville Police Department (Warrants Division) for processing.
- 7) It is preferable that arrests are conducted by two authorized DCCCP staff members with the powers of arrest. In any event, if only one authorized staff member is available, a second staff member will accompany the authorized staff member throughout the arrest and transportation process. In this event, only the authorized staff member will handcuff and physically control the offender, unless the arrestee becomes combative, at which time the standard use of force policy will apply.
- 8) Once the arrest has been completed, and the offender has been removed from the DCCCP office area, the supervising Case Officer will ensure the notification of all DCCCP staff members of the completion of the arrest, and normal office functions will resume.

- 9) All arrests made within the DCCCP office will be reported by the arresting staff member in writing, using a standardized form, to the DCCCP Program

Effective Date: October 1, 2016	Policy # 700.05	Page 106 of 124
Subject: Arrest, Custody & Transport of Offenders		

Manager within 24 hours. A copy of said form will be placed in the offender's file.

- 10) Authorized staff members may only use that amount of force which is necessary to affect an arrest. The use of corporal punishment or personal abuse is strictly prohibited.
- 11) A monthly arrest report will be sent to the Courthouse Director of Security and the DCCCP Program Manager by a staff member designated by the Program Manager.

VII. **EXPIRATION DATE:** September 30, 2025

<b>Administrative Policies and Procedures</b>	Policy #800.01
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 107 of 124
Subject: Purpose and Mission (CSC)	

- I. **APPLICABLE STANDARD:**
- II. **APPLICATION:** To All CSC Staff, Interns, and Volunteers.
- III. **PURPOSE:** To define the Purpose and Mission of Court Services Center.
- IV. **POLICY:** The Court Services Center (CSC) is a component of the Davidson County Community Corrections Program (DCCCP). The purpose is to enhance the supervision of felons sentenced to DCCCP under TCA 40-36-101 et. seq. and to offer additional services to the Courts. The CSC mission is to provide effective counseling services to the population served and to work in concert with the mission as stated of DCCCP which is “to divert felony offenders from the Tennessee prison system by providing effective community based supervision and treatment services necessary to reduce criminal behavior and create a safer community.” Further, the mission of CSC is to assist felony offenders to successfully complete DCCCP and fully comply with all court-ordered conditions and to reduce recidivism among this population. CSC intends to provide solution-oriented counseling, education, and training to offenders, which will enhance their ability to live in the community as productive, law-abiding citizens.
- V. **DEFINITIONS:** None
- VI. **PROCEDURES:**
  - 1) CSC will provide counseling services to offenders sentenced to DCCCP by the Criminal Courts in Davidson County or by transfer from other Tennessee Counties.
  - 2) Services will be provided in a safe and humane manner.
  - 3) Services will include, but not be limited to: risk/needs assessments, substance abuse treatment, Pro-social Life Skills cognitive behavioral treatment, GED classes and employment readiness classes.
  - 4) CSC will use resources appropriate to the offender’s need in the most efficient and effective way.
  - 5) CSC will employ a professional staff, all of which are certified, licensed, or pursuing licensure as required by TDOC.
  - 6) CSC will provide accountability to the judicial system.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #800.02
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 108 of 124
Subject: Chain of Command and Organizational Structure	

**I. APPLICABLE STANDARD:****II. APPLICATION:** To All CSC Staff, Interns and Volunteers**III. PURPOSE:** To define the chain of command and organizational structure.**VI. POLICY:** The Program will have an organizational chart which reflects the structure of authority, responsibility, and accountability within the Program.**V. DEFINITIONS:** None**VI. PROCEDURES:**

- 1) The organizational chart will be developed by the Program Manager of DCCCP.
- 2) The chart will be reviewed annually and updated as needed.
- 3) The chart contains all staff positions.
- 4) All staff members and contract counselors of CSC report directly to the CSC Program Coordinator. The CSC Program Coordinator reports to the DCCCP Program Manager.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #800.03
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 109 of 124
Subject: Policies, Procedure, and Practice (CSC)	

I. **APPLICABLE STANDARDS:**

II. **APPLICATION:** To All CSC Staff, Interns, and Volunteers.

III. **PURPOSE:** To establish a standardized system for compliance, dissemination, and maintenance of policies, procedures, and practices.

IV. **POLICY:** The agency has an approved policy and procedures manual to govern program operations which will be made available to all staff, advisory board members, volunteers, and interns.

V. **DEFINITIONS:** None.

VI. **PROCEDURES:**

- 1.) Program Coordinator will develop written policies, which will govern the operations of CSC.
- 2.) Program Coordinator and Program Manager will review policies annually and make amendments as needed.
- 3.) All policies will be presented to the Advisory Board for approval.
- 4.) Advisory Board will approve policies by majority vote.
- 5.) Chairperson will sign all approved policies.
- 6.) All CSC staff, interns, and volunteers will be given a copy of the policy and procedures manual to read within the first week of employment.
- 7.) Program Coordinator will meet with employee or volunteer to inquire if that individual has any questions.
- 8.) Staff or volunteer will sign the policy form stating they have received and read all CSC policies.
- 9.) A copy of the form will be maintained in the personnel file.

Effective Date: October 1, 2016	Policy # 800.03	Page 110 of 124
Subject: Policies, Procedure, and Practice		

- 10.) All staff, interns, and volunteers will be informed of any policy amendments by receiving a copy of the approved amendment prior to implementation.
- 11.) Staff, interns, and volunteers will update policy form annually by verifying that they have received changes.
- 12.) Private counseling and group meeting space is provided in a building that conforms to all applicable state and local building codes. Arrangements will be made for the following if/when needed: TDOC mandated Risk/Needs assessments; education/vocation programs; evidence-based treatment activities which may include holistic approaches and/or family staff safety monitoring contact; mental health services; DNA swabbing.
- 13.) All offenders will be monitored by staff while moving in and out of facilities. This includes the supervision office downtown as well as the drug court facility where CSC classes are held.

**VII. EXPIRATION DATE:** September 30, 2025.



<b>Administrative Policies and Procedures</b>	Policy #800.04
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 111 of 124
Subject: Training and Orientation Requirements for Personnel (CSC)	

- I. **APPLICABLE STANDARD:**
- II. **APPLICATION:** To all CSC Staff, Interns, and Volunteers
- III. **PURPOSE:** To provide minimum training and orientation requirements for staff, interns, and volunteers.
- IV. **POLICY:** The agency requires that all staff, interns, and volunteers meet the minimum training requirements, and undergo an appropriate orientation before beginning job assignment. Staff members or volunteers who provide direct services are required to meet state certification and/or licensure condition. Interns will be appropriately supervised.
- V. **DEFINITIONS:** None.
- VI. **PROCEDURES:**
- 1.) All new staff, interns, and volunteers will be required to read the CSC policies and procedure manual within the first week of employment.
  - 2.) All new staff will read the DCCCP Policies and Procedures manual within the first week of employment.
  - 3.) All new staff, volunteers, and interns will be administered a criminal record check prior to appointment at CSC.
  - 4.) Staff will be required to document Continuing Education Hours sufficient to maintain certification and/or licensure. This requirement may be fulfilled by seminars, workshops, credit courses, etc.
  - 5.) An orientation of 40 hours appropriate to each staff person's assignment will be provided by the Program Coordinator.
  - 6.) All new staff, interns and volunteers will be required to sign a statement that they will abide by the ethical standards of the American Association for Counseling and Development, the National Association of Alcoholism and Drug Abuse Counselors, and/or the National Association of Social Workers.
- VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #800.05
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 112 of 124
Subject: Education and Job Function Requirements (CSC)	

- I. **APPLICABLE STANDARD:**
- II. **APPLICATION:** To All CSC Staff, Interns, and Volunteers
- III. **PURPOSE:** To describe job functions and corresponding minimal requirements.
- IV. **POLICY:** The Program will have an applicable job description for each position that includes responsibilities, minimum education and experience requirements.
- V. **DEFINITIONS:** None.
- VI. **PROCEDURES:**

A. POSITION: CSC COORDINATOR:

The Court Services Center Program Coordinator will devote 100% effort to the day-to-day operations of the Court Services Center [CSC] of the Davidson County Community Corrections Program [DCCCP]. Program Coordinator will be under the supervision of the Program Manager of DCCCP.

- 1) Supervise and evaluate the staff of CSC.
- 2) Assign and monitor the work of the CSC.
- 3) Develop, monitor, and evaluate the assessment, substance abuse, life skills, education, and counseling programs of the CSC.
- 4) Develop and submit reports on the progress and effectiveness of the CSC.
- 5) Prepare and maintain the needed standard forms and reports for the monthly function of the CSC.
- 6) Serve as substitute for the DCCCP Program Manager if designated by the Program Manager.
- 7) Develop and monitor Policy and Procedures manual for CSC.

Effective Date: October 1, 2016	Policy # 800.05	Page 113 of 124
Subject: Education and Job Function Requirements		

- 8) Serve as liaison between DCCCP and treatment community.
- 9) Perform other related duties as required.
- 10) Actively attend staff meetings, in-service training, conferences, community functions as designated and/or required.

#### Minimum Qualifications:

Graduation from an accredited college or university with a Master's Degree in Criminal Justice, social/Behavioral Science or Counseling is preferred. Two years in administration or supervision. Knowledge of administration, personnel, supervision and evaluation of effective program functions. Competent in establishing and maintaining good working relationships with the judicial system and the community. Knowledge of chemical addiction and treatment. Knowledge of treatment resources and experience with treatment community. Licensed Alcohol and Drug Abuse Counselors (LADAC) or National Alcohol and Drug Certified Counselors (NADC) with two years' experience in administration or supervision will also be considered.

#### B. POSITION: PROGRAM SPECIALIST/COUNSELOR:

This employee will be under the direct supervision of the Court Services Center Program Coordinator. He/She will devote 100% effort to the implementation of offender assessment, counseling and program development.

- 1.) Develop and submit to appropriate individuals offender assessments, treatment plans, progress notes, and offender progress evaluations.
- 2.) Provide class instruction in group lectures.
- 3.) Provide counseling in group therapy and individual sessions.
- 4.) Develop programs as deemed necessary for ongoing functions of CSC.
- 5.) Actively attend staff meetings, in-service training, conferences, and community functions as designated and or required.
- 6.) Evaluate offender progress, identify problems, and create reports.
- 7.) Participate in needed offenders' staffing in relation to progress or any violation.
- 8.) Perform other related work as required.

Effective Date: October 1, 2016	Policy # 800.05	Page 114 of 124
Subject: Education and Job Function Requirements		

Minimum Qualifications:

Graduate from an accredited college or university with a Bachelor's Degree in Behavior or Social sciences or a degree in counseling. Experience equivalent to at least two years in case management, counseling or other related field. Knowledge of various treatment modalities and assessment tools and ability to express ideas clearly and concisely. Competent in establishing and maintaining good working relationships with the judicial system and community. Valid Tennessee Driver's License. Qualifying full-time professional experience in case management and counseling may be substituted for the required education on a year-for-year basis to a maximum of four years.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #800.06
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 115 of 124
Subject: Volunteer and Intern Recruitment and Screening	

I. **APPLICABLE STANDARD: AP3.01, AP3.02, AP3.03, AP3.04**

II. **APPLICATION:** To all DCCCP/CSC Staff, Interns, and Volunteers

III. **PURPOSE:** To establish a standard method to govern the recruitment, screening and actions of interns and volunteers.

IV. **POLICY:** Volunteers and interns will receive training on the policy and procedures of DCCCP and receive a criminal records check prior to working with offenders. The screening process shall include an application, interview with the Intern Program Coordinator, discussion of terms of service, definition of tasks, and training before placement.

V. **DEFINITIONS:**

Intern - A person pursuing bachelor or graduate degree from accredited institution who contributes services to CSC without direct compensation and who receives on-going academic supervision.

Volunteer - A person who contributes services to DCCCP/CSC without direct compensation.

VI. **PROCEDURES:**

A) Recruitment:

- 1) Recruitment of interns and volunteers is the responsibility of the Intern Program Coordinator.
- 2) Any interns and/or volunteer recruited to provide a service which requires licensure must possess a valid license in the required field before performing the service.

B) Screening:

- 1) All interns and volunteers must complete an application. It will be the responsibility of the Intern Program Coordinator to review and investigate the application.

Effective Date: October 1, 2016	Policy # 800.06	Page 116 of 124
Subject: Volunteer and Intern Recruitment and Screening		

- 2) The Intern Program Coordinator or designee will be responsible for interviewing interns and volunteers.
- 3) Interns and volunteers will submit to a criminal record check prior to appointment.
- 4) Final approval for all interns and volunteers will be given by the Program Manager, or designee, after a face to face meeting between the intern/volunteer and the Program Manager, and prior to beginning their service at DCCCP/CSC.

C) Training:

- 1) It will be the responsibility of the Intern Program Coordinator to provide orientation and training for interns and volunteers.
- 2) Orientation will include general information about CSC and DCCCP Policies, and intern/volunteer service opportunities.
- 3) All interns and volunteers must agree to abide by the policies of CSC and DCCCP. The Program Coordinator will be responsible for securing their signatures on Staff Policy Agreement verifying that the intern and volunteer have read, understand, and will abide by all DCCCP/CSC policies including those relating to the security and confidentiality of information.
- 4) A job description will be written for each volunteer position needed at CSC. Job Descriptions will be reviewed with each intern and volunteer during orientation.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #800.07
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 117 of 124
Subject: Referral and Intake	

**I. APPLICABLE STANDARD:**

**II. APPLICATION:** To all CSC Staff, Interns, and Volunteers

**III. PURPOSE:** To define policy and procedure for referral and intake.

**IV. POLICY:**

**V. DEFINITIONS:**

Referral: Offender who is referred to DCCCP Drug Court for assessment prior to sentencing.

Intake: Offender who has been Court ordered to participate in DCCCP/CSC or Drug Court.

**VI. PROCEDURES:**

- A. The referral process includes interview with the Davidson County Drug Court Residential Program (DCDCRP) Assessor and the offender. DCCCP Case Developer will contact CSC to schedule appointment for clinical interview and assessment. This interview includes, but is not limited to, the Level of Service/Case Management Inventory (VRNA). A written report based on the results of the testing and interview will be submitted to the Case Developer with recommendations for DCDCRP or CSC participation, if appropriate.
- B. The direct intake assessment process includes the Level of Service/Case Management Inventory (VRNA) which will be administered at intake. Further psychological and/or psychiatric assessment may be deemed necessary on a case by case review.
- C. Intake from Davidson County Drug Court Residential Program into the Court Services Center will require referral by Drug Court Treatment Team and transfer of necessary assessment documents to CSC from DCDCRP. Further assessment may be deemed necessary.

**VII. EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #800.08
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 118 of 124
Subject: Treatment Planning	

**I. APPLICABLE STANDARDS:**

**II. APPLICATION:** To all CSC Staff, Interns, and Volunteers

**III. PURPOSE:** To establish guidelines for preparing Treatment Plans for each offender.

**IV. POLICY:** Treatment Plans shall be developed for each offender attending CSC. The Treatment Plan will complement the Court Order.

**V. DEFINITIONS:**

Treatment Plan: A written plan of treatment for each offender, which reflects areas of need identified in the assessment process.

**VI. PROCEDURES:**

All Counselors involved in the Treatment Plan development shall work to provide the offenders with maximum benefit.

- a) Development of the Treatment Plan shall be the responsibility of the primary counselor.
- b) Using information from the VRNA, a clinical interview and other available documents (psychological evaluation, criminal records, etc.), the Primary Counselor and/or Treatment Team will develop a Treatment Plan addressing the individual needs of each offender.
- c) The Primary Counselor and the offender shall sign the Treatment Plan, indicating agreement. Once signed, the goals and objectives on the Treatment Plan become the requirements of CSC.
- d) Case files will include, but not limited to:
  - Initial intake information
  - Case information from referral source
  - Case history/social history, if available
  - Medical records, when available
  - Psychological/psychiatric reports, if available
  - Assessment and Treatment Plan



Effective Date: October 1, 2016	Policy # 800.08	Page 119 of 124
Subject: Treatment Planning		

- Signed Court Order
- Case closure, at appropriate time
- Signed medical consent authorization, if applicable
- Releases of information

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #800.09
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 120 of 124
Subject: Release of Information/Confidentiality	

I. **APPLICABLE STANDARD:** AP1.15

II. **APPLICATION:** To all Staff, Volunteers, and Interns

III. **PURPOSE:** To establish guidelines for confidentiality and the release of information concerning offenders.

IV. **POLICY:** Information concerning an offender shall not be available to the general public. Access to offender information shall be limited to individuals and agencies which properly demonstrate both a “need to know” and a “right to know” (such as the Criminal Courts) or have received written authorization signed by the offender granting access to his/her records.

V. **DEFINITIONS:**

Information - Any part of an offender’s case file, or the counseling relationship and knowledge resulting there from.

Case File - Any file established by CSC for offenders, which contains documents regarding an offender’s history in CSC.

VI. **PROCEDURES:**

A.) **Confidentiality of Offender Case File:**  
It shall be the responsibility of the Program Coordinator or designee to ensure information concerning offenders is released only to identified individuals which have properly demonstrated both a “need to know” and a “right to know” or have received written authorization signed by the offender granting access to his/her records.

B.) **Accessibility of Records to Offender:**  
CSC records are not accessible to the offender with the exception of official court documents or orders.

Unless ordered by the Court, the following information shall not be made available to offenders:

1. Chronological case history.

Effective Date: October 1, 2016	Policy # 800.09	Page 121 of 124
Subject: Release of Information/Confidentiality		

2. Psychological reports.
3. Correspondence from third parties.
4. Communication from law enforcement agencies.
5. Any information which the Case Manager may deem harmful to the offender or which threatens the public safety.

C.) Accessibility of Records to Law Enforcement:

Judicial, law enforcement, and correctional agencies involved with the case shall be supplied information without consent forms being required. Proper identification of these agencies shall be established prior to release of information.

D.) Accessibility of Records to Non-Law Enforcement and Social Service Agencies, Attorneys, and Employers:

Information concerning an offender shall be released to non-law enforcement and social service agencies only after an Authorization for Release of Information to third party form has been signed by the offender, when there is a “need to know.”

E.) CSC staff, interns, and volunteers shall not discuss an offender’s case with the offender’s family members, significant others, friends, etc., without proper authorization as per this policy.

F.) Authorization for Release of Information:

1. The Authorization for Release of Information to third party shall contain the following:
  - a) Name of offender.
  - b) Individual/agency requesting information.
  - c) Name of location releasing information.
  - d) Specific information to be released.
  - e) Purpose of information.
  - f) Date the form is signed.
  - g) Signature of offender.
  - h) Signature of staff member authorizing release of information.
  - i) Social security number.
  - j) Date of birth.

Effective Date: October 1, 2016	Policy # 800.09	Page 122 of 124
Subject: Release of Information/Confidentiality		

2. The staff member authorizing Release of Information shall ensure that the offender understands the contents of the Authorization for Release of Information to third party.

3. Consent for the Release of Information shall be made only in person with written authorization. Verbal consent is not acceptable.

4. The completed Authorization for Release of Information shall be placed in the offender's file.

G.) Security of Files and Documents

Records of the counseling relationship, including interview notes, test data; correspondence, tape recordings, electronic data storage, and other documents are to be kept in a locked file room with access only by the Treatment Team and Program Coordinator. Data maintained on a computer is to be:

1. Limited to information that is appropriate and necessary for the services provided.
2. Deleted after it is determined that the information is properly stored with the rest of the record.
3. Restricted in terms of access to appropriate staff members involved in provision of services by using the best computer security methods available.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #800.10
	Effective Date: October 1, 2016
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 123 of 124
Subject: Case File Monitoring	

I. **APPLICABLE STANDARD:**

II. **APPLICATION:** To all CSC Staff, Interns, and Volunteers

III. **PURPOSE:** To establish guidelines for case file monitoring and case management, including attendance.

IV. **POLICY:** It shall be the policy of CSC that all files will be monitored on a regular basis. Each offender's attendance, progress and other pertinent information will be documented.

V. **DEFINITIONS:**

Case File - A cumulative written record of a particular individual under the supervision of DCCCP/CSC.

VI. **PROCEDURES:** Forms for attendance and treatment documentation will be utilized. All documents will be stored and locked in a file room.

A.) **Counselor Responsibilities/Documentation Procedure:**

- 1) Each counselor is to fill in attendance on weekly attendance sheet, which is to be provided at the beginning of each week. An updated sheet with additions and deletions will be provided at the beginning of each week. It is the responsibility of the group counselor to notify the primary counselor or treatment team of changes during treatment planning.
- 2) Each counselor is to fill out no-shows immediately following session.
- 3) Each counselor is to document client participation whether by group attendance or individual session for each session attended. The client's unique participation interaction should be noted. Documentation and case notes should be completed and placed in client file within 24 hours of the counseling session or group.
- 4) Each counselor is to inform the Program Coordinator when there is a problem of coverage for a group or individual session. A joint decision will be made as to how coverage should be handled on a case-by-case situation.

Effective Date: October 1, 2016	Policy # 800.10	Page 124 of 124
Subject: Case File Monitoring		

- 5) A minimum of 25% of the case files will be audited randomly by the Program Supervisors very month.

B.) Policy for Notification of Offender No-Show:

When an offender fails to attend a scheduled appointment at the Court Services Center, the Counselor fills out a no-show report, which will be distributed to the Case Officer.

VII. **EXPIRATION DATE:** September 30, 2025.

<b>Administrative Policies and Procedures</b>	Policy #900
	Effective Date: October 1, 2023
<b>Davidson County Community Corrections Program</b>	Supersedes: N/A
Approved by:	Page 125
Subject: Fiscal	

**I. APPLICABLE STANDARDS: AP5.01; AP5.02; AP.3; AP.4; AP.5; AP.6A**

**II. APPLICATION:** To all DCCCP staff.

**III. PURPOSE:** To define fiscal policies, including budget, inventory, purchasing, etc.

**IV. POLICY:** The Grantee will operate under an annually written budget of anticipated revenues and expenditures approved by TDOC.

**V. DEFINITIONS:** None.

**VI. PROCEDURES:**

- 1) The grantee will adhere to the budget approved by TDOC.
- 2) An annual independent fiscal audit will be conducted. DCCCP will be included in the annual audit of the government of Metropolitan Nashville. The results of this audit will be sent to TDOC no later than nine months after the close of the fiscal year.
- 3) Administrative capabilities will include standard procedures regarding inventory control, purchasing, and requisitioning of supplies.
  - a) DCCCP will utilize TDOC's Inventory Control System (ICS) to conduct and maintain inventory purchased with grant funds. Inventory will be conducted monthly utilizing a 10% approach of those items. A full annual inventory will be conducted of items at the close of the contract/fiscal year and submitted no later than 30 days with the final invoice.
  - b) Purchases of equipment will be approved by the Fiscal Department of TDOC.
  - c) If requisitioning a big-ticket item, such as a vehicle, the program must submit three bids to the Fiscal Department of TDOC.
- 4) All money orders will be placed in a secure location and deposits will be made within 72 hours after collection.
- 5) Written policy, procedure, and practice provide for insurance coverage that includes at a minimum, property insurance and comprehensive general liability insurance; such insurance is provided through private companies or self-insurance.

- a) Metropolitan Government of Nashville will provide any liability insurance for DCCCP.
- 6) Written fiscal policies, procedures, and practices adopted by the governing authority, will include at a minimum, the following: internal controls, petty cash, bonding, signature controls on checks of offender funds, receipting, and employee expense reimbursements.
  - a) DCCCP will not have any petty cash fund or accept any cash or check as fee payment from offenders on the program.
  - b) The offender's case officer will receive the money order for fees, fill out the receipt in triplicate – one to the offender, one in the case file, and one stays in the receipt book. A report is run at the end of the day of all payments. The report and money orders are placed into a safe behind a locked door in the office. An administrator will reconcile everything in the safe and on the report the following workday. State Trial Court personnel will pick up all money orders within 72 hours of collection and deposit into the bank.
  - c) If an employee will incur an expense, it must be approved by a supervisor. A receipt must be obtained and turned in the next business day they are in the office and the manager or designee will sign off on it and turn it into the State Trial Court administrative office for reimbursement.



RFGP #32952-13007

## RFGP ATTACHMENT 6.2. SECTION F

## BUDGET EVALUATION GUIDE

**SECTION F: BUDGET.** The Grantee must address all Budget Items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references).

A Response Evaluation Team, made up of three or more State employees, will independently evaluate and score the presentation response to each item. Each evaluator will use the following whole-number, raw point scale for scoring each item:

**0 = little value      1 = poor      2 = fair      3 = satisfactory      4 = good      5 = excellent**

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

<b>GRANTEE LEGAL ENTITY NAME:</b>		Davidson County Community Corrections		
Technical Approach Items		Item Score	Evaluation Factor	Raw Weighted Score
<b>F.1.</b>	Grant budget consists of two components:  1. Budget Summary  2. Budget Detail		3	
<b>F.2.</b>	Grant Budget is submitted in the required format illustrated in Attachment 6.3.		3	
<b>F.3.</b>	Justification for all costs including the basis for computation of these costs are included.		3	
<b>F.4.</b>	Budget narrative portion of the Budget Detail Worksheet details the costs included in each applicable budget category and includes justification and explanation for how the item/service would benefit the grant program exclusively.		3	
<b>F.5.</b>	Grant Budget includes a projected supervision fee collection based on 75% of the Grantee's expected yearly active caseload.		3	
<b>F.6.</b>	Indirect costs which are in excess of 20 percent of total direct costs or \$100,000.00 whichever is less will not be allowed.		1	
<b>Total Raw Weighted Score</b> (sum of Raw Weighted Scores above): The RFGP Coordinator will use this sum and the formula below to calculate the score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.				
<b>total raw weighted score</b> <hr/> <b>maximum possible raw weighted score</b> (i.e., 5 x the sum of item weights above)				<b>X 16</b> (maximum section score)
				<b>= SCORE:</b>
State Use – Evaluator Identification:				

**RFGP #32952-13007**

<b>GRANTEE LEGAL ENTITY NAME:</b>	Davidson County Community Corrections
<i>State Use – RFGP Coordinator Signature, Printed Name &amp; Date:</i>	

RFGP 32952-13007

ATTACHMENT 6.2 – SECTION F

Section F – Technical Approach Items

- F.1 The Grant Budget will consist of the following two components:
  - 1. Budget Summary
  - 2. Budget Detail
- F.2 The Grant Budget is submitted in the required format illustrated in Attachment 6.3.
- F.3 Justification for all costs including computation of costs is included.
- F.4 The budget narrative portion of the Budget Detail Worksheet details the costs included in each budget category and includes justification and explanation for how the item/service benefits the grant program.
- F.5 Indirect costs more than twenty percent (20%) of total costs or \$100,000.00 is not allowed.

The Grant Budget Summary and Detail for the following fiscal years is included in Attachment F.1:

FY2025-2026

FY2026-2027

FY2027-2028

## RFP ATTACHMENT 6.3.

## GRANT BUDGET

## Additional Identification Information As Necessary

The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following

Applicable Period:

BEGIN: JULY 1, 2025

END: JUNE 30, 2026

POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	2,464,800	-	2,464,800
4, 15	Professional Fee, Grant & Award <sup>2</sup>	100,000	-	100,000
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	60,000	-	60,000
11, 12	Travel, Conferences & Meetings	15,000	-	15,000
13	Interest <sup>2</sup>	-	-	-
14	Insurance	600	-	600
16	Specific Assistance To Individuals <sup>5</sup>	20,000	-	20,000
17	Depreciation <sup>2</sup>	-	-	-
18	Other Non-Personnel <sup>2</sup>	10,000	-	10,000
20	Capital Purchase <sup>2</sup>	20,000	-	20,000
22	Indirect Budget <sup>4</sup>	100,000	-	100,000
24	In-Kind Expense	-	-	-
N/A	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line- items above) <sup>3</sup>			-
25	<b>GRAND TOTAL</b>	<b>2,790,400</b>	<b>0.00</b>	<b>2,790,400</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Budget Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. <sup>2</sup> Applicable detail attached if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

<sup>4</sup> Indirect costs which are in excess of 0 percent of total direct costs of \$100,000 whichever is less will not be allowed unless the Respondent is a cognizant agency. In that event, indirect costs may be higher if approved by the State.

<sup>5</sup> If agency is budgeting a particular amount under the budget line-item "Specific Assistance to Individuals" for re-entry services to include but not be limited to: offender transportation, housing, or medical services, said amount should be broken out under a budget line-item detail

**GRANT BUDGET LINE-ITEM DETAIL:**

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Drug Testing; Counseling Services; Workbooks/Equipment for Treatment Curriculum	100,000
<b>TOTAL</b>	100,000

<b>INTEREST</b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row As Necessary)	-
<b>TOTAL</b>	-

<b>DEPRECIATION</b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row As Necessary)	-
<b>TOTAL</b>	-

<b>OTHER NON-PERSONNEL</b>	<b>AMOUNT</b>
Supplies, Telephone, Postage, Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	60,000
Membership Dues - Tennessee Community Corrections Association (TCCA); American Probation and Parole Association (APPA); Recidivism Research and Development Studies; Recruiting	15,000
Specific Assistance to individuals- help offenders with housing and transportation	20,000
Other Non-Personel- Rent for the training class facility	10,000
<b>TOTAL</b>	105,000

<b>CAPITAL PURCHASE</b>	<b>AMOUNT</b>
Placeholder for Purchases of Fixed Assets	10,000
Furnish new Training facility	10,000
<b>TOTAL</b>	20,000

RFP ATTACHMENT 6.3.				
GRANT BUDGET				
Additional Identification Information As Necessary				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: JULY 1, 2026 END: JUNE 30, 2027				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	2,699,100	0.00	2,699,100
4, 15	Professional Fee, Grant & Award <sup>2</sup>	105,000	0.00	105,000
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	63,000	0.00	63,000
11, 12	Travel, Conferences & Meetings	15,800	0.00	15,800
13	Interest <sup>2</sup>	-	0.00	-
14	Insurance	600	0.00	600
16	Specific Assistance To Individuals <sup>5</sup>	21,000	0.00	21,000
17	Depreciation <sup>2</sup>	-	0.00	-
18	Other Non-Personnel <sup>2</sup>	10,500	0.00	10,500
20	Capital Purchase <sup>2</sup>	10,000	0.00	10,000
22	Indirect Budget <sup>4</sup>	100,000	0.00	100,000
24	In-Kind Expense	-	0.00	-
NA	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line- items above) <sup>3</sup>			
25	<b>GRAND TOTAL</b>	<b>3,025,000</b>	<b>0.00</b>	<b>3,025,000</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Budget Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. <sup>2</sup> Applicable detail attached if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

<sup>4</sup> Indirect costs which are in excess of 0 percent of total direct costs of \$100,000 whichever is less will not be allowed unless the Respondent is a cognizant agency. In that event, indirect costs may be higher if approved by the State.

<sup>5</sup> If agency is budgeting a particular amount under the budget line-item "Specific Assistance to Individuals" for re-entry services to include but not be limited to: offender transportation, housing, or medical services, said amount should be broken out under a budget line-item detail

**GRANT BUDGET LINE-ITEM DETAIL:**

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Drug Testing; Counseling Services; Workbooks/Equipment for Treatment Curriculum	105,000
<b>TOTAL</b>	105,000

<b>INTEREST</b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row As Necessary)	-
<b>TOTAL</b>	-

<b>DEPRECIATION</b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row As Necessary)	-
<b>TOTAL</b>	-

<b>OTHER NON-PERSONNEL</b>	<b>AMOUNT</b>
Supplies, Telephone, Postage, Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	63,000
Membership Dues - Tennessee Community Corrections Association (TCCA); American Probation and Parole Association (APPA); Recidivism Research and Development Studies; Recruiting	15,800
Specific Assistance to individuals- help offenders with housing and transportation	21,000
Other Non-Personel- Rent for the training class facility	10,500
<b>TOTAL</b>	110,300

<b>CAPITAL PURCHASE</b>	<b>AMOUNT</b>
Placeholder for Purchases of Fixed Assets	10,000
<b>TOTAL</b>	10,000

## RFP ATTACHMENT 6.3.

## GRANT BUDGET

## Additional Identification Information As Necessary

The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: JULY 1, 2027 END: JUNE 30, 2028

POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	2,770,700	0.00	2,770,700
4, 15	Professional Fee, Grant & Award <sup>2</sup>	110,300	0.00	110,300
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	66,200	0.00	66,200
11, 12	Travel, Conferences & Meetings	16,600	0.00	16,600
13	Interest <sup>2</sup>	-	0.00	-
14	Insurance	700	0.00	700
16	Specific Assistance To Individuals <sup>3</sup>	22,100	0.00	22,100
17	Depreciation <sup>2</sup>	-	0.00	-
18	Other Non-Personnel <sup>2</sup>	11,000	0.00	11,000
20	Capital Purchase <sup>2</sup>	10,000	0.00	10,000
22	Indirect Budget <sup>4</sup>	100,000	0.00	100,000
24	In-Kind Expense	-	0.00	-
N/A	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line- items above) <sup>3</sup>			
25	<b>GRAND TOTAL</b>	<b>3,107,600</b>	<b>0.00</b>	<b>3,107,600</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Budget Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. <sup>2</sup> Applicable detail attached if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

<sup>4</sup> Indirect costs which are in excess of 0 percent of total direct costs of \$100,000 whichever is less will not be allowed unless the Respondent is a cognizant agency. In that event, indirect costs may be higher if approved by the State.

<sup>5</sup> If agency is budgeting a particular amount under the budget line-item "Specific Assistance to Individuals" for re-entry services to include but not be limited to: offender transportation, housing, or medical services, said amount should be broken out under a budget line-item detail



**GRANT BUDGET LINE-ITEM DETAIL:**

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Drug Testing; Counseling Services; Workbooks/Equipment for Treatment Curriculum	110,300
<b>TOTAL</b>	<b>110,300</b>

<b>INTEREST</b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row As Necessary)	-
<b>TOTAL</b>	<b>-</b>

<b>DEPRECIATION</b>	<b>AMOUNT</b>
Specific, Descriptive, Detail (Repeat Row As Necessary)	-
<b>TOTAL</b>	<b>-</b>

<b>OTHER NON-PERSONNEL</b>	<b>AMOUNT</b>
Supplies, Telephone, Postage, Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	66,200
Membership Dues - Tennessee Community Corrections Association (TCCA); American Probation and Parole Association (APPA); Recidivism Research and Development Studies; Recruiting	16,600
Specific Assistance to individuals- help offenders with housing and transportation	22,100
Other Non-Personel- Rent for the training class facility	11,000
<b>TOTAL</b>	<b>115,900</b>

<b>CAPITAL PURCHASE</b>	<b>AMOUNT</b>
Placeholder for Purchases of Fixed Assets	10,000
<b>TOTAL</b>	<b>10,000</b>

**APPLICATION FOR Community Corrections Services (TDOC)**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



J. Bart Pickett  
Trial Court Administrator  
State Trial Courts



Date

## Certificate Of Completion

Envelope Id: 8EEFDEF8-40FA-4BB9-A9E1-857141ADE049

Status: Completed

Subject: Complete with Docusign: STC- Community Correction Services 26-28 App Ready.pdf

Source Envelope:

Document Pages: 270

Signatures: 4

Envelope Originator:

Certificate Pages: 16

Initials: 3

Juanita Paulson

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

Juanita.Paulsen@nashville.gov

IP Address: 170.190.198.190

## Record Tracking

Status: Original

Holder: Juanita Paulson

Location: DocuSign

4/11/2025 2:23:58 PM

Juanita.Paulsen@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and  
Davidson County

Location: Docusign

## Signer Events

### Signature

### Timestamp

Ernest Franklin

Ernest.Franklin@nashville.gov

Security Level: Email, Account Authentication  
(None)

Sent: 4/11/2025 2:34:38 PM

Viewed: 4/11/2025 2:36:33 PM

Signed: 4/11/2025 2:37:18 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Aaron Pratt

Aaron.Pratt@nashville.gov

Security Level: Email, Account Authentication  
(None)

Sent: 4/11/2025 2:37:21 PM

Viewed: 4/11/2025 2:55:07 PM

Signed: 4/11/2025 2:55:14 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Accepted: 4/11/2025 2:55:07 PM

ID: 62ddbdd0-4602-42c7-b782-3205594d2951

Jenneen Reed/mjw

MaryJo.Wiggins@nashville.gov

Security Level: Email, Account Authentication  
(None)

Sent: 4/11/2025 2:55:17 PM

Viewed: 4/14/2025 11:27:02 AM

Signed: 4/14/2025 11:27:39 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.100

### Electronic Record and Signature Disclosure:

Accepted: 4/14/2025 11:27:02 AM

ID: b0c25f8e-b2ea-47b9-909e-9c35d7b2d993

Lora Fox

lora.fox@nashville.gov

Security Level: Email, Account Authentication  
(None)

Sent: 4/14/2025 11:27:43 AM





Viewed: 4/14/2025 2:27:03 PM

Signed: 4/14/2025 3:05:58 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.144

### Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 4/14/2025 2:27:03 PM ID: ed215368-749c-42cb-9c8c-a94eeb18589c		
Courtney Mohan Courtney.Mohan@nashville.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 4/14/2025 3:06:02 PM Resent: 4/14/2025 3:57:46 PM Viewed: 4/14/2025 4:05:02 PM Signed: 4/14/2025 4:05:31 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 4/14/2025 4:05:02 PM ID: 735cc2d9-63b6-4e34-a446-a31281b02f30		
Kristin Wilson Kristin.Wilson@nashville.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 174.212.167.84 Signed using mobile	Sent: 4/14/2025 4:05:35 PM Viewed: 4/14/2025 4:14:10 PM Signed: 4/14/2025 4:14:30 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 4/14/2025 4:14:10 PM ID: e4fb9ec2-2181-4d2a-9146-c8a6f9f63a82		
Freddie O'Connell:mpw@nashville.gov mpw@nashville.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.100	Sent: 4/14/2025 4:14:33 PM Viewed: 4/14/2025 4:42:23 PM Signed: 4/14/2025 4:42:46 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 4/14/2025 4:42:23 PM ID: 26408956-63dc-488d-b4dc-b4aac0e78438		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Kati Guenther KatiSGuenther@jnsnashville.gov Security Level: Email, Account Authentication (None)		Sent: 4/14/2025 4:42:49 PM Viewed: 4/14/2025 4:57:26 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via Docusign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/11/2025 2:34:38 PM

Envelope Summary Events	Status	Timestamps
Envelope Updated	Security Checked	4/11/2025 2:47:29 PM
Envelope Updated	Security Checked	4/11/2025 2:47:29 PM
Certified Delivered	Security Checked	4/14/2025 4:42:23 PM
Signing Complete	Security Checked	4/14/2025 4:42:46 PM
Completed	Security Checked	4/14/2025 4:42:49 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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**6. PRICING AND PER USE PURCHASES** The prices, features, and options of the Subscription Service available for an Account depend on the Service Plan selected by Subscriber. Subscriber may also purchase optional services on a periodic or per-use basis. DocuSign may add or change the prices, features or options available with a



Service Plan without notice. Subscriber's usage under a Service Plan is measured based on the actual number of Seats as described in the Service Plan on the Site. Once a per-Seat Service Plan is established, the right of the named Authorized User to access and use the Subscription Service is not transferable; any additional or differently named Authorized Users must purchase per-Seat Service Plans to send Envelopes. Extra seats, users and/or per use fees will be charged as set forth in Subscriber's Service Plan if allowed by such Service Plan. If a Services Plan defines a monthly Envelope Allowance (i.e. # Envelopes per month allowed to be sent), all Envelopes sent in excess of the Envelope Allowance will incur a per-Envelope charge. Any unused Envelope Allowances will expire and not carry over from one billing period to another under a Service Plan. Subscriber's Account will be deemed to have consumed an Envelope at the time the Envelope is sent by Subscriber, regardless of whether Envelopes were received by recipients, or whether recipients have performed any actions upon any eContract in the Envelope. Powerforms are considered Envelopes within an Envelope Allowance Service Plan, and will be deemed consumed at the time they are "clicked" by any end user regardless of whether or not any actions are subsequently performed upon such Envelope. For Service Plans that specify the Envelope Allowance is "Unlimited," Subscriber is allowed to send a reasonable number of Envelopes from the number of Seats purchased. If DocuSign suspects that the number of Envelopes sent from a particular Seat or a group of Seats is abusive and/or unduly burdensome, DocuSign will promptly notify Subscriber, discuss the use-case scenario with Subscriber and any continued monitoring, additional discussions and/or information required to make a final determination on the course of action based on such information. In the event Subscriber exceeds, in DocuSign's sole discretion, reasonable use restrictions under a Service Plan, DocuSign reserves the right to transfer Subscriber into a higher-tier Service Plan without notice. If you misrepresent your eligibility for any Service Plan, you agree to pay us the additional amount you would have been charged under the most favorable pricing structure for which you are eligible. DocuSign may discontinue a Service Plan at any time, and with prior notice to you, may migrate your Account to a similar Service Plan that may carry a different fee. You agree to allow us to charge your credit card for the fees associated with a substitute Service Plan, even if those fees are higher than those you agreed to when you registered your Account. Optional services, are measured at the time of use, and such charges are specific to the number of units of the service(s) used during the billing period. Optional services subject to periodic charges, such as additional secure storage, are charged on the same periodic basis as the Service Plan fees for the Subscription Service.

**7. SUBSCRIBER SUPPORT** DocuSign will provide Subscriber support to Subscriber as specified in the Service Plan selected by Subscriber, and that is further detailed on DocuSign's website.

**8. STORAGE** DocuSign will store eContracts per the terms of the Service Plan selected by Subscriber. For Service Plans that specify the Envelope storage amount is "Unlimited," DocuSign will store an amount of Envelopes that is not abusive and/or unduly burdensome, in DocuSign's sole discretion. Subscriber may retrieve and store copies of eContracts for storage outside of the System at any time during the Term of the Service Plan when Subscriber is in good financial standing under these Terms and Conditions, and may delete or purge eContracts from the System at its own discretion. DocuSign may, at its sole discretion, delete an uncompleted eContract from the System immediately and without notice upon earlier of: (i) expiration of the Envelope (where Subscriber has established an expiration for such Envelope, not to exceed 365 days); or (ii) expiration of the Term. DocuSign assumes no liability or responsibility for a party's failure or inability to electronically sign any eContract within such a period of time. DocuSign may retain Transaction Data for as long as it has a

business purpose to do so. 9. BUSINESS AGREEMENT BENEFITS You may receive or be eligible for certain pricing structures, discounts, features, promotions, and other benefits (collectively, "Benefits") through a business or government Subscriber's agreement with us (a "Business Agreement"). Any and all such Benefits are provided to you solely as a result of the corresponding Business Agreement and such Benefits may be modified or terminated without notice. If you use the Subscription Service where a business or government entity pays your charges or is otherwise liable for the charges, you authorize us to share your account information with that entity and/or its authorized agents. If you are enrolled in a Service Plan or receive certain Benefits tied to a Business Agreement with us, but you are liable for your own charges, then you authorize us to share enough account information with that entity and its authorized agents to verify your continuing eligibility for those Benefits and the Service Plan. 10. FEES AND PAYMENT TERMS The Service Plan rates, charges, and other conditions for use are set forth in the Site. Subscriber will pay DocuSign the applicable charges for the Services Plan as set forth on the Site. If you add more Authorized Users than the number of Seats you purchased, we will add those Authorized Users to your Account and impose additional charges for such additional Seats on an ongoing basis. Charges for pre-paid Service Plans will be billed to Subscriber in advance. Charges for per use purchases and standard Service Plan charges will be billed in arrears. When you register for an Account, you will be required to provide DocuSign with accurate, complete, and current credit card information for a valid credit card that you are authorized to use. You must promptly notify us of any change in your invoicing address or changes related to the credit card used for payment. By completing your registration for the Services Plan, you authorize DocuSign or its agent to bill your credit card the applicable Service Plan charges, any and all applicable taxes, and any other charges you may incur in connection with your use of the Subscription Service, all of which will be charged to your credit card. Each time you use the Subscription Service, or allow or cause the Subscription Service to be used, you reaffirm that we are authorized to charge your credit card. You may terminate your Account and revoke your credit card authorization as set forth in the Term and Termination section of these Terms and Conditions. We will provide you with one invoice in a format we choose, which may change from time to time, for all Subscription Service associated with each Account and any charges of a third party on whose behalf we bill. Payment of all charges is due and will be charged to your credit card upon your receipt of an invoice. Billing cycle end dates may change from time to time. When a billing cycle covers less than or more than a full month, we may make reasonable adjustments and/or prorations. If your Account is a qualified business account and is approved by us in writing for corporate billing, charges will be accumulated, identified by Account identification number, and invoiced on a monthly basis. You agree that we may (at our option) accumulate charges incurred during your monthly billing cycle and submit them as one or more aggregate charges during or at the end of each cycle, and that we may delay obtaining authorization from your credit card issuer until submission of the accumulated charge(s). This means that accumulated charges may appear on the statement you receive from your credit card issuer. If DocuSign does not receive payment from your credit card provider, you agree to pay all amounts due upon demand. DocuSign reserves the right to correct any errors or mistakes that it makes even if it has already requested or received payment. Your credit card issuer's agreement governs your use of your credit card in connection with the Subscription Service, and you must refer to such agreement (not these Terms and Conditions) with respect to your rights and liabilities as a cardholder. You are solely responsible for any and all fees charged to your credit card by the issuer, bank, or financial institution including, but not limited to, membership,

overdraft, insufficient funds, and over the credit limit fees. You agree to notify us about any billing problems or discrepancies within 20 days after they first appear on your invoice. If you do not bring them to our attention within 20 days, you agree that you waive your right to dispute such problems or discrepancies. We may modify the price, content, or nature of the Subscription Service and/or your Service Plan at any time. If we modify any of the foregoing terms, you may cancel your use of the Subscription Service. We may provide notice of any such changes by e-mail, notice to you upon log-in, or by publishing them on the Site. Your payment obligations survive any termination of your use of the Subscription Service before the end of the billing cycle. Any amount not paid when due will be subject to finance charges equal to 1.5% of the unpaid balance per month or the highest rate permitted by applicable usury law, whichever is less, determined and compounded daily from the date due until the date paid. Subscriber will reimburse any costs or expenses (including, but not limited to, reasonable attorneys' fees) incurred by DocuSign to collect any amount that is not paid when due. DocuSign may accept any check or payment in any amount without prejudice to DocuSign's right to recover the balance of the amount due or to pursue any other right or remedy. Amounts due to DocuSign under these Terms and Conditions may not be withheld or offset by Subscriber for any reason against amounts due or asserted to be due to Subscriber from DocuSign. Unless otherwise noted and Conditions are denominated in United States dollars, and Subscriber will pay all such amounts in United States dollars. Other than federal and state net income taxes imposed on DocuSign by the United States, Subscriber will bear all taxes, duties, VAT and other governmental charges (collectively, "taxes") resulting from these Terms and Conditions or transactions conducted in relation to these Terms and Conditions. Subscriber will pay any additional taxes as are necessary to ensure that the net amounts received and retained by DocuSign after all such taxes are paid are equal to the amounts that DocuSign would have been entitled to in accordance with these Terms and Conditions as if the taxes did not exist. 11.

**DEPOSITS, SERVICE LIMITS, CREDIT REPORTS, AND RETURN OF BALANCES** You authorize us to ask consumer reporting agencies or trade references to furnish us with employment and credit information, and you consent to our rechecking and reporting personal and/or business payment and credit history if, in our sole discretion, we so choose. If you believe that we have reported inaccurate information about your account to a consumer reporting agency, you may send a written notice describing the specific inaccuracy to the address provided in the Notices section below. For you to use the Subscription Service, we may require a deposit or set a service limit. The deposit will be held as a partial guarantee of payment. It cannot be used by you to pay your invoice or delayed payment. Unless otherwise required by law, deposits may be mixed with other funds and will not earn interest. We reserve the right to increase your deposit if we deem appropriate. You may request that we reevaluate your deposit on an annual basis, which may result in a partial or total refund of the deposit to you or credit to your account. If you default or these Terms and Conditions are terminated, we may, without notice to you, apply any deposit towards payment of any amounts you owe to us. After approximately 90 days following termination of these Terms and Conditions, any remaining deposit or other credit balance in excess of amounts owed will be returned without interest, unless otherwise required by law, to you at your last known address. You agree that any amounts under \$15 will not be refunded to cover our costs of closing your account. If the deposit balance is undeliverable and returned to us, we will hold it for you for one year from the date of return and, during that period, we may charge a service fee against the deposit balance. You hereby grant us a security interest in any deposit we require to secure the performance of your obligations under these Terms and

Conditions. 12. TERM AND TERMINATION The term of these Terms and Conditions for each Account begins on the date you register for an Account and continues for the term specified by the Service Plan you purchase (the "Term"). You may terminate your Account at any time upon 10 days advance written notice to DocuSign following the Notice procedures set forth in these Terms and Conditions. Unless you terminate your Account or you set your Account to not auto renew, your Service Plan will automatically renew at the end of its Term (each a "Renewal Term"), and you authorize us (without notice) to collect the then-applicable fee and any taxes for the renewed Service Plan, using any credit card we have on record for you. Service Plan fees and features may change over time. Your Service Plan for a Renewal Term will be the one we choose as being closest to your Service Plan from the prior Term. For any termination (including when you switch your Account), you will be responsible for payment of all fees and charges through the end of the billing cycle in which termination occurs. If you terminate your annual Service Plan Account within the first 30 days of the Term, you may submit written request to DocuSign following the Notice procedures set forth in these Terms and Conditions, for a full refund of the prepaid fees paid by you to DocuSign. You will be limited to one refund. You agree that termination of an annual Service Plan after the first 30 days will not entitle you to any refund of prepaid fees. You will be in default of these Terms and Conditions if you: (a) fail to pay any amount owed to us or an affiliate of ours or any amount appearing on your invoice; (b) have amounts still owing to us or an affiliate of ours from a prior account; (c) breach any provision of these Terms and Conditions; (d) violate any policy applicable to the Subscription Service; (e) are subject to any proceeding under the Bankruptcy Code or similar laws; or (f) if, in our sole discretion, we believe that your continued use of the Subscription Service presents a threat to the security of other users of the Subscription Service. If you are in default, we may, without notice to you, suspend your Account and use of the Subscription Service, withhold refunds and terminate your Account, in addition to all other remedies available to us. We may require reactivation charges to reactivate your Account after termination or suspension. The following provisions will survive the termination of these Terms and Conditions and your Account: Sections 3, 9-11, and 15-23. 13. SUBSCRIBER WARRANTIES You hereby represent and warrant to DocuSign that: (a) you have all requisite rights and authority to use the Subscription Service under these Terms and Conditions and to grant all applicable rights herein; (b) the performance of your obligations under these Terms and Conditions will not violate, conflict with, or result in a default under any other agreement, including confidentiality agreements between you and third parties; (c) you will use the Subscription Service for lawful purposes only and subject to these Terms and Conditions; (d) you are responsible for all use of the Subscription Service in your Account; (e) you are solely responsible for maintaining the confidentiality of your Account names and password(s); (f) you agree to immediately notify us of any unauthorized use of your Account of which you become aware; (g) you agree that DocuSign will not be liable for any losses incurred as a result of a third party's use of your Account, regardless of whether such use is with or without your knowledge and consent; (h) you will not use the Subscription Service in any manner that could damage, disable, overburden or impair the System, or interfere with another's use of the Subscription Service by others; (i) any information submitted to DocuSign by you is true, accurate, and correct; and (j) you will not attempt to gain unauthorized access to the System or the Subscription Service, other accounts, computer systems, or networks under the control or responsibility of DocuSign through hacking, cracking, password mining, or any other unauthorized means. 14. DOCUSIGN WARRANTIES DocuSign represents and warrants that: (a) the Subscription Service as delivered to Subscriber

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