

**LEGISLATIVE TRACKING FORM**Filing for Council Meeting Date: 08/19/25

Resolution



Ordinance

Contact/Prepared By: M. Park

Date Prepared: \_\_\_\_\_

Title (Caption): Police Mental Health Transport FY26 Grant ApplicationSubmitted to Planning Commission? ☒ N/A ☐ Yes-Date: \_\_\_\_\_ Proposal No: \_\_\_\_\_Proposing Department: Police Requested By: PoliceAffected Department(s): ALL Affected Council District(s): ALL**Legislative Category (check one):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Bonds                | <input type="checkbox"/> Contract Approval            | <input type="checkbox"/> Intergovernmental Agreement   |
| <input type="checkbox"/> Budget - Pay Plan    | <input type="checkbox"/> Donation                     | <input type="checkbox"/> Lease                         |
| <input type="checkbox"/> Budget - 4%          | <input type="checkbox"/> Easement Abandonment         | <input type="checkbox"/> Maps                          |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Easement Accept/Acquisition  | <input type="checkbox"/> Master List A&E               |
| <input type="checkbox"/> Capital Outlay Notes | <input type="checkbox"/> Grant                        | <input type="checkbox"/> Settlement of Claims/Lawsuits |
| <input type="checkbox"/> Code Amendment       | <input checked="" type="checkbox"/> Grant Application | <input type="checkbox"/> Street/Highway Improvements   |
| <input type="checkbox"/> Condemnation         | <input type="checkbox"/> Improvement Acc.             | <input type="checkbox"/> Other: _____                  |

**FINANCE** Amount +/-: \$ \$ 103,500.00**Match:** \$ \$ 0.00
**Funding Source:** Capital Improvement Budget  
 Capital Outlay Notes  
 Departmental/Agency Budget  
 Funds to Metro  
 General Obligation Bonds  
 Grant  
 Increased Revenue Sources

 Judgments and Losses  
 Local Government Investment Project  
 Revenue Bonds  
 Self-Insured Liability  
 Solid Waste Reserve  
 Unappropriated Fund Balance  
 4% Fund  
 Other: \_\_\_\_\_
Approved by OMB: Aaron Pratt *EP*

Date to Finance Director's Office: \_\_\_\_\_

Approved by Finance/Accounts: \_\_\_\_\_

**APPROVED BY**Approved by Div Grants Coordination: Juanita Paulsen**FINANCE DIRECTOR'S OFFICE:** \_\_\_\_\_**ADMINISTRATION**

Council District Member Sponsors: \_\_\_\_\_

Council Committee Chair Sponsors: \_\_\_\_\_

Approved by Administration: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT OF LAW**

Date to Dept. of Law: \_\_\_\_\_ Approved by Department of Law: \_\_\_\_\_

**Settlement Resolution/Memorandum Approved by:** \_\_\_\_\_Date to Council: \_\_\_\_\_ For Council Meeting: \_\_\_\_\_ ☐ E-mailed Clerk
☐ All Dept. Signatures ☐ Copies ☐ Backing ☐ Legislative Summary ☐ Settlement Memo ☐ Clerk Letter ☐ Ready to File

Department of Law - White Copy

Administration - Yellow Copy

Finance Department - Pink Copy

GRANT APPLICATION SUMMARY SHEET

Grant Name: FY26 Mental Health Transport Grant 26  
Department: POLICE DEPARTMENT  
Grantor: Tennessee Office of Criminal Justice Programs  
Pass-Through Grantor (If applicable):  
Total Applied For \$103,500.00  
Metro Cash Match: \$0.00  
Department Contact: Michael C. Park  
862-7077  
Status: NEW

Program Description:  
Funding will be utilized for reimbursing the MNPD for costs (i.e. officer time, mileage, vehicle) associated with emergency mental health transport under Tennessee Code Annotated (TCA) §33-6-406.

Plan for continuation of services upon grant expiration:  
Project is totally grant funded and will cease upon expiration of the grant.

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

Jennene Reed/mjr 7/29/2025 | 9:02 AM CDT Hannah Zeitlin 7/29/2025 | 7:06 AM PDT  
Director of Finance Date Metropolitan Attorney Date  
kt EF

APPROVED AS TO RISK AND INSURANCE:

Balagun Cobb 7/29/2025 | 9:04 AM CDT Freddie O'Connell 7/29/2025 | 8:53 AM 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										
Pre-Application ○		Application ●		Award Acceptance ○		Contract Amendment ○				
Department		Dept. No.	Contact				Phone	Fax		
POLICE DEPARTMENT ▼		031	Michael C. Park				862-7077	880-3077		
Grant Name:		FY26 Mental Health Transport Grant 26								
Grantor:		Tennessee Office of Criminal Justice Programs ▼					Other:			
Grant Period From:		07/01/25		(applications only) Anticipated Application Date:		07/31/25				
Grant Period To:		06/30/26		(applications only) Application Deadline:		07/31/25				
Funding Type:		STATE ▼		Multi-Department Grant		<input type="checkbox"/>	If yes, list below.			
Pass-Thru:			▼	Outside Consultant Project:		<input type="checkbox"/>				
Award Type:		FORMULA ▼		Total Award:		\$103,500.00				
Status:		NEW ▼		Metro Cash Match:		\$0.00				
Metro Category:		Est. Prior. ▼		Metro In-Kind Match:		\$0.00				
CFDA #		N/A		Is Council approval required?		<input type="checkbox"/>				
Project Description:				Applic. Submitted Electronically?		<input checked="" type="checkbox"/>				
Funding will be utilized for reimbursing the MNPd for costs (i.e. officer time, mileage, vehicle) associated with emergency mental health transport under Tennessee Code Annotated (TCA) §33-6-406.										
Plan for continuation of service after expiration of grant/Budgetary Impact:										
Project is totally grant funded and will cease upon expiration of the grant.										
How is Match Determined?										
Fixed Amount of \$			or		% of Grant			Other: <input type="checkbox"/>		
Explanation for "Other" means of determining match:										
No match requirement										
For this Metro FY, how much of the required local Metro cash match:										
Is already in department budget?						Fund		Business Unit		
Is not budgeted?						Proposed Source of Match:				
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)										
Other:										
Number of FTEs the grant will fund:				0.00	Actual number of positions added:					
Departmental Indirect Cost Rate				45.90%	Indirect Cost of Grant to Metro:			\$47,506.50		
*Indirect Costs allowed? ○ Yes ● No				% Allow.	0.0%	Ind. Cost Requested from Grantor:			\$0.00	in budget
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)										
Draw down allowable? <input type="checkbox"/>										
Metro or Community-based Partners:										

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	\$103,500.00						\$103,500.00	\$47,506.50	\$0.00
Yr 2	FY__									\$0.00
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$103,500.00	\$0.00	\$0.00	\$0.00		\$0.00	\$103,500.00	\$47,506.50	\$0.00
Date Awarded:				Tot. Awarded:		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)

Rev. 04/23/09  
6079

GCP Received 07/23/25

GCP Approved 07/23/25

JP

Resolution No. \_\_\_\_\_

A resolution approving an application for a mental health transport grant from the Tennessee Office of Criminal Justice Programs to the Metropolitan Government, acting by and through the Metropolitan Nashville Police Department, to assist in the transport of a person to a hospital or treatment resource for emergency mental health care.

WHEREAS, the Tennessee Office of Criminal Justice Programs is accepting applications for a mental health transport grant with an award in an amount to be determined by the Tennessee Office of Justice Programs based on the availability of funding, estimated to be in the amount of \$103,500.00 with no cash match required; and,

WHEREAS, The Metropolitan Government of Nashville and Davidson County is eligible to participate in this grant program; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this grant application be approved and submitted.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the Metropolitan Government's application for a mental health transport grant with an estimated award of \$103,500.00, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Metropolitan Nashville Police Department is authorized to submit said application to the Tennessee Office of Criminal Justice Programs.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY  
OF FUNDS:

Jenneen Reed/mjr  
Jenneen Reed, Director  
Department of Finance

INTRODUCED BY:

\_\_\_\_\_  
\_\_\_\_\_

APPROVED AS TO FORM AND  
LEGALITY:

Hannah Britlin  
Assistant Metropolitan Attorney

\_\_\_\_\_  
Member(s) of Council

# **TENNESSEE Grant Solicitation Packet**



## **Fiscal Year 2026 Mental Health Transport (MHT) Humane Transport of Patients State Grant Program:**

**Project Period: 07/01/2025 – 06/30/2026**

*Released on: 06/10/2025*

*Intent to Apply due: 07/31/2025*

*Completed applications due: 07/31/2025*

*Prepared by:*

State of Tennessee  
**Office of Criminal Justice Programs**  
Department of Finance and Administration  
312 Rosa L. Parks Avenue  
William R. Snodgrass Tennessee Tower, Suite 1800  
Nashville, Tennessee 37243-1102

## **GRANT SOLICITATION CONTENTS**

- 1. IMPORTANT INFORMATION**
- 2. APPLICATION PROCESS & INSTRUCTION &  
APPLICATION COMPLETION CHECK-OFF LIST**
- 3. SCHEDULE OF EVENTS**
- 4. FUND SOURCE DESCRIPTIONS AND SPECIFIC REQUIREMENTS**
- 5. FINANCIAL REQUIREMENTS**
- 6. REPORTING REQUIREMENTS**
- 7. APPLICATION EVALUATION**

## 1. IMPORTANT INFORMATION

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### 1.1. Introduction

Subject to annual appropriations, there is established a grant program to assist sheriffs required to transport persons to a hospital or treatment resource for emergency mental health transport under Tennessee Code Annotated (TCA) §33-6-406. The Department of Finance and Administration, in consultation with the Department of Mental Health and Substance Abuse Services and the Division of TennCare, developed and administers the grant program. Assistance from this grant program must not be provided for emergency mental health transports where a physician, psychologist, or designated professional determines that the person can be transported by one (1) or more friends, neighbors, or other mental health professionals familiar with the person, relatives of the person, or a member of the clergy pursuant to Tennessee Code Annotated (TCA) § 33-6-901.

A sheriff may contract with one (1) or more third parties or other law enforcement agencies to transport persons to a hospital or treatment resource in accordance with this section. The sheriff shall deem a third party or law enforcement agency contracted to perform this function to be the designated secondary transportation agent pursuant to TCA § 33-6-901. Any contract entered under this subsection (c) is subject to audit by the Any contract, subcontract or letter of agreement entered under this program is subject to audit by the Comptroller of the Treasury or their designee.

A sheriff may receive grant funds provided under this subsection (§ 33-6-406 (c)) and pay the grant funds to third parties or other law enforcement agencies with which the sheriff contracts to transport persons to a hospital or treatment resource in accordance with this section. The receipt or expenditure of grant funds received by a sheriff under this subsection (§ 33-6-406 (c)) is Any contract, subcontract or letter of agreement entered under this program is subject to audit by the Comptroller of the Treasury or their designee.

### 1.2. Eligibility

Eligible subrecipients are limited to: Sheriff's Offices in the State of Tennessee who conduct secondary transports as described under TCA § 33-6-406.

Sheriff's may designate other entities, to include municipal law enforcement agencies or other third-party providers that meet the requirements for secondary transportation agents under TCA § 33-6-901 to provide the transportation on their behalf. Sheriff's Offices must apply for this funding and then subcontract with other municipal law enforcement agencies or third-party providers.

If an entity other than the Sheriff is designated as the provider of transportation as described under TCA § 33-6-406, the ordinance or charter that designates the secondary transport agent must be submitted with the application.

Agencies applying for funding must meet the criteria listed in section 4 of this solicitation. Agencies not able to demonstrate they meet this criterion must not apply.

### 1.3. Length and Amount of Project Support

Funding shall be provided under this program in the following manner:

**Non-Variable Amount:** All qualifying local governments shall receive an amount equal to \$20,000.00 for the purpose of providing humane transports under this program. \*

**Variable Amount:** Based upon the availability of funding, the state will determine a variable amount based upon several metrics and will generally follow the process described below:

A "transport rate" will be determined utilizing the volume of secondary transports performed by the applicants pursuant to TCA 33-6-406 that occurred in FY24. The total volume of transports will be assessed versus the amount of funding available to determine this rate.

When determined, this rate will then be applied to agencies based upon factors that include the total number of transports reported by that agency to create a **variable rate**. This **variable rate** will be added to the **non-variable** amount to determine the amount available to each applicant.

Any unspent funds from FY25 MHT appropriations shall then be **deducted** from the amount available in order to receive the *final amount* allowable to each agency.

Funding will be made available to qualifying local government entities no later than September 30, 2025. When received this funding can be used towards allowable expenditures for the period of July 1, 2025, to June 30, 2026. The funding *can be used retroactively* towards costs the county incurred for transports beginning July 1, 2025.

\* The **non-variable amount** is not guaranteed for future solicitations / funding years.

Unspent funds at the end of the year must be retained, utilized, and applied to future qualifying Mental Health Transport costs or returned to the state at the end of the project term. Unspent funds must be reconciled with the state annually until exhausted.

#### 1.4. **Program Purpose**

The purpose of the Mental Health Transport (MHT) program/ Humane Transport of Patients Grant is to provide funding to offset the costs for Sheriff's Offices that:

- 1.4.1 Conduct mental health transports pursuant to Tenn. Code Ann. § 33-6-406; or
- 1.4.2 Designate a secondary transport agent pursuant to Tenn. Code Ann. § 33-6-901.
- 1.4.3 This grant may not be used to pay for the transportation of inmates to or from a jail or workhouse even if the inmate is being transported under §33-6-404. This grant is for non-custodial individuals only. Any individual transported under this grant from a jail or workhouse must be on cash bond or Release on Recognizance Bond.

#### 1.5. **Grant Solicitation Communications**

- 1.5.1. The State has assigned the following Grant Solicitation identification title that must be referenced in all communications regarding this Grant Solicitation:

**FY26 Mental Health Transport**

- 1.5.2. Prospective Applicants must direct communications concerning this Grant Solicitation to the following email designated and indicate which Grant Solicitation Title in the subject line:

[CriminalJustice.Program@tn.gov](mailto:CriminalJustice.Program@tn.gov)

#### 1.6. **Notice of Intent to Apply**

Applicants should complete the [Intent to Apply County Appropriation Grants ONLY](#) by the deadline detailed in the Grant Solicitation Section 2, Schedule of Events.

**Completion of the Intent to Apply form creates no obligation but is a prerequisite for applying and necessary to ensure receipt of any Grant Solicitation updates or other notices and communications relating to this Grant Solicitation. The Intent to Apply and all documents must reference the Grant Solicitation Title found in section 1.4.1.**



**1.7. Application Deadline**

An Applicant must ensure that the State receives an application no later than the application deadline time and date detailed in the Grant Solicitation Section 2, APPLICATION PROCESS AND INSTRUCTIONS. An Applicant must apply, as required, to this Grant Solicitation (including all attachments). The State will not accept late applications, and an Applicant's failure to submit its application by the deadline will result in disqualification of the application.

## 2. APPLICATION PROCESS AND INSTRUCTIONS

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### 2.1. Scope of Services

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation. First save this document to your computer with the grant solicitation identification title (**consult the list available in 1.5.1.**).

The document for the FY26 Mental Health Transport application is located at the following link: [Scope of Services](#). It contains definitions and instructions for completion.

The Scope of Services/Project Narrative contains the following headers and will be evaluated based upon the following criteria: **Agency's eligibility pursuant to TCA § 33-6-406 and the submission of a completed application.**

EVALUATION CATEGORY
Agency Information
Inputs
Data Collection

The Scope of Services/Project Narrative should be submitted with the application. See Section 2.3 and 2.4 for information on how to submit your application.

### 2.2. Budget Summary and Line-Item Detail

A budget is not required. However, Agencies should have a spending plan for managing the grant's funds that coincides with the intent and scope of the grant and consistent with the [Office of Criminal Justice Programs \(OCJP\) Grants Manual, MHT chapter section IV. Allowable and Unallowable Costs](#). Reporting and funding reconciliation will be required.

### 2.3. Application Submission

An Applicant must ensure that the State receives a response no later than the Response Deadline time and date detailed in the Grant Solicitation Section 3, Schedule of Events at the following email address:

[Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov)

### 2.4. Application Requirements

- 2.4.1. The first step to the application process is to submit an Intent to Apply through the following on-line link: [Intent to Apply](#) by 07/31/2025 as your intent to apply for this grant (See Grant Solicitation Section 3, Schedule of Events). **The Intent to Apply must reference the grant solicitation identification title.**
- 2.4.2. The next step is to create a [Scope of Services/Project Narrative](#) by using the linked word form: [Scope of Services](#)
- 2.4.3. If pursuant to A.2. of your scope of services/project narrative your agency contracts with another agency for the transportation services that qualify under this solicitation, please submit that contract.
- 2.4.4. If pursuant to A.2. of your scope of services/project narrative your agency has been designated to perform transports on the behalf of another jurisdiction, please submit that executed written agreement.

- 2.4.5. [Humane Transport Policy](#) – Previously funded agencies submit a copy of your Humane Transport Policy with your Scope of Services and Other Funds Form. If you have not been previously funded under the Mental Health Transport / Humane Transport of Patients Funding your agency will need to develop a compliant policy by December 31, 2025.
- 2.4.6. Use the attached checklist at the beginning of this application and submit all required documents (except the Intent to Apply, which is an online document), via e-mail to [Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov).

**All above documents should be emailed to [Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov) with the grant solicitation identification title in the subject line of the email (complete list located in section 1.5.1.).**

2.5. **Application Deadline**

July 31, 2025

2.6. **Response Preparation Costs**

The State will not pay any costs associated with the preparation, submittal, or presentation of any application.

2.7. **Application Completion Check-off List**  
(Retain for your own purposes)

To ensure compliance with funding consideration requirements, please read the entire solicitation.

- ☐ **Intent to Apply** (Grant Solicitation Title, Applicant Contact & Profile Information) completed online no later than July 31, 2025.
- ☐ **Scope of Services/Program Narrative** completed on the forms document and e-mailed
- ☐ If, pursuant to A.1. of your scope of services/project narrative, **your agency is part of a metropolitan government**, please submit a **copy of the authorizing ordinance or charter**.
- ☐ If, pursuant to A.2. of your scope of services/project narrative, **your agency contracts with another agency for the transportation services** that qualify under this solicitation, please **submit that contract**.
- ☐ If, pursuant to A.2. of your scope of services/project narrative, **your agency has been designated to perform transports on the behalf of another jurisdiction**, please **submit that executed written agreement**.
- ☐ **Humane Transport Policy** – Previously funded agencies submit a copy of your Humane Transport Policy with your Scope of Services. If you have not been previously funded under the Mental Health Transport / Humane Transport of Patients Funding your agency will need to develop a compliant policy by December 31, 2025.

**Applications must be submitted in accordance with Section 2.4 no later than 4:30 pm central time, July 31, 2025**

If you have completed the above items and emailed to [CriminalJustice.Program@tn.gov](mailto:CriminalJustice.Program@tn.gov) with the grant solicitation identification title (see section 1.5.1. for a full list) in the subject line, then your application is complete.

3. GRANT SOLICITATION SCHEDULE OF EVENTS

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3.1. The following Grant Solicitation Schedule of Events represents the State’s best estimate for this Grant Solicitation.

EVENT	TIME (CST)	DATE
1. Grant Solicitation Issued	4:30 p.m.	June 10, 2025
2. Notice of Intent to Apply Deadline	4:30 p.m.	July 31, 2025
3. Application Deadline	4:30 p.m.	July 31, 2025
4. Contract Start Date	12:00 a.m.	Retroactive to July 1, 2025

3.2. **The State reserves the right, at its sole discretion, to adjust the Grant Solicitation Schedule of Events as it deems necessary.** Any adjustment of the Schedule of Events shall constitute a Grant Solicitation update, and the State will communicate such to prospective Applicants from whom the State has received a Notice of Intent to Apply (refer to section 1.6).

#### 4. FUND SOURCE DESCRIPTIONS AND SPECIFIC REQUIREMENTS

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##### 4.1. State Funding Program Requirements

- 4.1.1. Law Enforcement Agencies: In order for law enforcement agencies to qualify for grant funds, they must comply with the following:
- a. Fingerprint Reporting Requirement: The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints to the Tennessee Bureau of Investigation (TBI).
  - b. Tennessee Incident Based Reporting System (TIBRS) Reporting Requirement: The Agency shall ensure that they comply with the rules and regulations of the TBI as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the TIBRS. The agency will at all times maintain TBI certification of their compliance with those rules and regulations.
  - c. National Instant Criminal Background Check System (NICS) Reporting Requirement: The Agency shall ensure that they comply with Tennessee Code Annotated (TCA) 33-3-1115 with regard to NICS Reporting. The agency will at all times maintain compliance.
  - d. Death in Custody Reporting Act (DICRA) Requirements: The Agency shall comply with PUBLIC LAW 113–242 by submitting all deaths in custody to the TBI.
  - e. Mandatory Reporting of Child Abuse and Adult Abuse: Agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.
  - f. DNA and CODIS Requirements: The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 40-35-321 regarding the collection of DNA.
  - g. Use of Force Requirement: The Agency shall ensure compliance with Executive Order No. 13929 on Safe Policing for Safe Communities and must have a certification from the Tennessee Association of Chiefs of Police regarding their Use of Force policies. The Agency must also comply with TCAs 38-3-121, 38-8-101, 38-8-113, 38-8-127:130, and 40-6-105.
- 4.1.2. Subject to Funds Availability: Funding is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this solicitation. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- 4.1.3. Humane Transport Polices: Subrecipient agencies must adopt and implement written policies related to the use of soft restraints, the restraint of individuals at front of body, and humane transport of individuals transported pursuant to Tenn. Code Ann. § 33-6-406 as drafted in consultation with Tennessee Department of Mental Health and Substance Abuse Services and the Tennessee Sheriff's Association prior to 12/30/2024 if they have not previously participated in this grant program before.

Subrecipients who utilize sworn law enforcement as transport agents are required to transport individuals under Tenn. Code Ann. § 33-6-406 in unmarked vehicles while not wearing traditional uniforms to the extent possible barring exigent circumstances such as a dedicated unmarked vehicle already being used in transport.

4.1.4. Training Requirement: Subrecipient agencies must send personnel who provide these transports to training required by this program and outlined in their agency humane transport policy. Options can include but are not limited to Mental Health First Aid or Crisis Intervention Team training. Other behavioral health training or verbal de-escalation are acceptable. Training is also driven by the Humane Transport Policy each agency has, or should have, in effect.

4.1.5. Subcontracting Requirement: Subcontracts for third-party agencies shall require:

1. A valid Basic Life Support certification from the Tennessee Department of Health pursuant to *The Rules of the State of Tennessee* 1200-12-01-.14(3)(a)(2)(i)

Pursuant to T.C.A.68-140-306 an ambulance service who holds a valid and unencumbered license is permitted to provide mental health transports to, from, or through any county in the state.

**or**

2. Criteria listed in Tenn. Code Ann. § 33-6-901 and additionally subcontracts with a third-party agency that is not a law enforcement agency are required to include the following requirements:

**I. Secondary Transport Agents (STA):**

- a. STA services must be available 24 hours a day/7 days a week/365 days a year
- b. All STA staff who interact with patients or protected health information (PHI) must successfully pass, before assignment, a state and federal background check, which must include, but is not limited to the following:
  - 1) Nationwide fingerprint criminal background check;
  - 2) Tennessee Department of Health Abuse Registry check
  - 3) United States Department of Justice National Sex Offender Registry check
  - 4) Office of Inspector General's List of Excluded Individuals and Entities (LEIE) check
- c. In the event an STA staff is arrested, indicted, convicted, or issued a citation in lieu of arrest for a criminal offense, either a misdemeanor or felony, the STA staff member must immediately report this information to their direct supervisor within twenty-four (24) hours following the event.
- d. If the direct supervisor is unavailable, the STA staff must report to the next supervisor or manager in the chain of command as appropriate. If the event occurs on a day the STA staff is not scheduled to work, it must be reported on the next workday.
- e. All STA staff who interact with patients must successfully pass, before assignment, a 5-panel drug test. The five-panel drug test must test for the following substances:
  - 1) Amphetamines
  - 2) Cocaine
  - 3) Opiates
  - 4) Phencyclidine (PCP)
  - 5) Tetrahydrocannabinol (THC)

- f. Have passed a physical examination by a licensed physician.
- g. Have been certified by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person's ability to perform an essential function of the job, with or without a reasonable accommodation.
- h. All STA staff who interact with patients must maintain proof of completion of "Mental Health First Aid".
- i. All STA staff should ask the referring entity for relevant information regarding recent medications or treatments the patient has received that may impact transport.
- j. Any STA drivers must maintain the following certifications:
  - 1) CPR/AED
  - 2) First-Aid
  - 3) Emergency Oxygen Administration
- k. Crisis Intervention Training (CIT) is highly recommended for all STA staff who would interact with patients.
- l. "Handle With Care" Training is recommended for all transporting agents.
- m. Drivers must maintain a valid driver's license for the appropriate classification based on the type of vehicle and service provided.
- n. An updated MVR for each STA driver must be obtained and reviewed by the STA throughout the duration of the driver's employment with or by the STA.

**II. Secondary Transport Agent Vehicles.**

- a. Vehicles must be fitted with a driver-controlled door locking system so that the person in crisis is unable to open the doors of the vehicle without the assistance of the responders, reducing the risk of elopement.
- b. Secure safety panels must be provided between the driver and passenger compartment. These panels should be transparent so that the driver can see behind to the passenger compartment.
- c. Transport vehicles should also preserve the separation between the patient and the trunk space in the vehicle. In particular, if a transport vehicle is a van, a mesh or grille bulkhead should separate all equipment held in the trunk from the passenger.
- d. Windows must be tinted for the privacy and dignity of the person being transported
- e. Vehicles must be equipped with a portable AED (automated external defibrillator) and a first-aid kit. Other medical equipment should be made available as needed, i.e., oxygen tank and other supplies
- f. Vehicles must have a lockable container to carry patient property.
- g. The Patient area within the vehicle must be free from ligature risks or any items that may be used for self-harm.



- h. As needed, STA vehicles must provide for the safety and adequacy of transport for those under the age of 18. As needed, this requires that STA vehicles be equipped with a booster seat.
- i. For trips greater than 120 miles (or anticipated to exceed two (2) hours, STAs must allow stopping for restroom breaks for the patient at least every two (2) hours. For these transports, STAs must include two staff members, such that the personnel patient ratio is 2:1.
  - 1) STA staff must be prepared to be flexible if patient needs exceed this two-hour minimum.
  - 2) STA staff must be prepared to provide for the safety and security of each patient throughout the duration of the entire transport, to include, during any stops along the way.
- j. Vehicles must be equipped with appropriate communication devices such that drivers can quickly access emergency assistance at any location within the state.
- k. Devices must be hands-free in order to comply with all state laws.

### III. **Transport Ratios**

STA may transport more than one patient at a time under the following circumstances:

- a. A standard five-seat vehicle may transport no more than two (2) patients at a time.
- b. A standard 10-passenger van may transport no more than four (4) patients at a time.
- c. A minimum of two (2) staff persons must accompany the transport of a group of patients.
- d. Transporting agent(s) should use judgment as it relates to the clinical profile of the patients they may be transporting together. Clinical judgment should also be consulted from the Emergency Department (ED) or the assessor.

### IV. **Searching Patients**

Patients must be searched prior to being transported to ensure they do not have anything that may be used to harm themselves or others. To do this safely:

- a. The gender of the STA driver shall match the patient whenever possible.
- b. The search shall be conducted with a witness observer or be recorded, preferably both.
- c. STAs are encouraged to utilize a wand to assist in the search process.

### V. **Documentation**

All relevant documentation based on the requirements above (2. I. – IV. above) must be maintained by the Secondary Transport Agent and available for review by the Department of Finance & Administration, Office of Criminal Justice Programs.

Supporting Documentation: Retain supporting documentation related to qualifying transports including, but not limited to, transport log(s) to demonstrate that a qualifying transport occurred.

## 5. FINANCIAL REQUIREMENTS

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- 5.1. OCJP grants awarded under this Mental Health Transport Program are governed by guidance are contained in the [OCJP Grants Manual](#). This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- 5.1.1. Accounting Systems: A grant accounting system must be in place and financial records must accurately account for funds awarded to them. The system must have a financial management module in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. This includes ability to track grant funds separately from other funds. There should be a system in place that can accurately track employees' time charged to the grant. Accounting policies and procedures should be documented and in use, this includes payroll and purchasing policies that reflect good internal controls.
- 5.1.2. Lobbying: In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913.

Another federal law generally prohibits federal funds awarded by OCJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OCJP for guidance, and may not proceed without the express prior written approval of OCJP.

## 6. REPORTING REQUIREMENTS

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The recipient must collect, maintain, and provide to OCJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OCJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

Complete reporting requirements can be found in the [Office of Criminal Justice Programs \(OCJP\) Grants Manual, MHT chapter section V. Reporting Requirements](#). The data collected should support the information submitted on the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

### 6.1. Reporting

- 6.1.1. Annual Project Reports: Project Directors will submit the applicable required Annual Project Report to the OCJP **no later than July 31<sup>st</sup>**. These reports provide the Project Director an opportunity to describe both in narrative and quantitative fashion the success of their project as well as provide a final reconciliation of funds spent throughout the year.
- 6.1.2. Quarterly Performance Measures Reports: Project Directors will submit the applicable required performance report no later than 15 days past the end of the state fiscal quarter, (July 1 – September 30) by October 15, 2025; (October 1 – December 31) by January 15, 2026; (January 1 – March 31) by April 15, 2026; and (April 1 – June 30) by July 15, 2026. Reports shall be filed electronically in a manner prescribed by the state.

A test of submitted transport information to ensure accuracy with quarterly reporting

A review of compliance with additional program requirements, as necessary

### 6.2. Fiscal and Program Monitoring

The Office of Criminal Justice Programs program managers and fiscal monitors provide routine program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the OCJP Grants Manual within the time period required.

## **7. APPLICATION EVALUATION**

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### **7.1 Review and Evaluation of Proposals**

Each application will be rated, based on the applicant agency's ability to fully complete the application, and submit all required documents. Applicants must meet the eligibility requirement. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. Grants will be awarded based on current funding patterns, the availability of funds, and the above-cited criteria.

Applicants will be notified of approval or denial by the date listed below. If an application is approved, the contract between the state and the subrecipient will be emailed with the approval letter. The contract must be signed by the Authorized Official and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the subrecipient.

Applicants for grants will be notified whether their application is approved prior to the start date.

### **7.2 Grant Solicitation Update**

The State at its sole discretion may update this Grant Solicitation, in writing, at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise the Grant Solicitation Schedule of Events if deemed appropriate. If a Grant Solicitation update is issued, the State will convey it to potential Applicants who submitted a Notice of Intent to Apply (refer to Grant Solicitation Section 1.5). A response must address the final Grant Solicitation (including its attachments) as updated.

## Scope of Services/Project Narrative Mental Health Transports FY 2026

### APPLICANT AGENCY NAME:

#### A. AGENCY INFORMATION

- A.1. Is your agency a Tennessee county Sheriff's Office or a metropolitan county police department that has been designated through charter or ordinance to provide a method of transport for citizens to treatment centers in accordance with TCA §33-6-406? If you are a metropolitan county police department that has been designated thru charter or ordinance to provide this service instead of the Sheriff's office, you must include a copy of your charter or ordinance.

**YES**

- A.2. Does your agency currently possess a formal agreement to provide mental health transportation as described in TCA § 33-6-406 for another jurisdiction?

**NO**

A.2.1 If you answered yes to A.2., please provide the name of the jurisdiction(s) you provide transportation for.

A.2.2 If you answered yes to A.2., please note that you **must include the executed written agreement** to provide those services with your application packet.

#### B. INPUTS

- B.1. From July 1, 2023, until June 30, 2024, how many total transports did your agency provide directly, in combination with the agency's designated Secondary Transport Agency (STA), and/or by the agency's designated STA on behalf of the agency under TCA § 33-6-406 for your jurisdiction or in combination with another jurisdiction that you have a formal agreement with (see A.2.). Please only include those transports made of individuals that were not incarcerated or being held in the jail at the time of transport. Please only include those transports that were made from a hospital, public, or private address where the person being transported was not in custody for a pending charge or conviction.

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- B2. From July 1, 2023, until June 30, 2024, how many transports did your agency provide under TCA § 33-6-406 for your jurisdiction or in combination with another jurisdiction that you have a formal agreement with (see A.2) where the individual was incarcerated. If not applicable, please mark this as N/A and note why. These individuals would not qualify under this program.

**N/A – We do not provide transport for any individuals who are incarcerated.**

- B.3 How many positions does your agency have dedicated for performing emergency mental health transports? If your agency does not have dedicated staff to perform these transports, please list how many employees your agency has that would be assigned to complete emergency mental health transport, and describe those employee's positions (e.g. POST certified road patrol deputy, corrections officer who is not POST certified, etc.). If you use a Secondary Transport Agent under what circumstances would your staff conduct the transports?

## **10 – POST Certified Police Officers from the Warrants Division in the MNP**

- B.4. Does your agency use a Secondary Transport Agent for Mental Health Transports? If yes, provide the name of the vendor.

**NO**

- B.5. Does your agency currently have a Humane Transport Policy? Please answer yes or no. If yes, please send a copy in with your application. If no, please provide a date for when the Humane Transport Policy will be implemented. New policies must be instituted by 12/30/2025 at the latest.

**YES**

## **C. DATA COLLECTION**

- C.1. Please note that under the terms of the grant your agency will be required to log all of the following measures for each qualifying transport performed under TCA 33-6-406. The state will provide you with an electronic log and method of submission. This information listed below shall be submitted to the state within fifteen days following the close of a quarter:

- 1) Date of transport
- 2) Agency tracking number for each transport (i.e. Case, Event, CAD, Run, etc.)
- 3) Location where transport started
- 4) Location where transport ended

## - THE CHARTER

Part I - CHARTER OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE\*  
CHAPTER 2. DEPARTMENT OF METROPOLITAN POLICE

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**CHAPTER 2. DEPARTMENT OF METROPOLITAN POLICE****Sec. 8.201. Created.**

There shall be a department of metropolitan police, which shall consist of the director thereof, and such other officers and employees of such ranks and grades as may be established by ordinance and which shall include such bureaus, divisions and units as may be provided by ordinance or by regulations of the director consistent therewith.

**Sec. 8.202. Responsibility and powers of department.**

The department of the metropolitan police shall be responsible within the area of the metropolitan government for the preservation of the public peace, prevention and detection of crime, apprehension of criminals, protection of personal and property rights and enforcement of laws of the State of Tennessee and ordinances of the metropolitan government.<sup>3</sup> The director and other members of the metropolitan police force shall be vested with all the power and authority belonging to the office of constable by the common law and also with all the power, authority and duties which by statute may now or hereafter be provided for police and law enforcement officers of counties and cities.

3. Designation of police department, rather than sheriff as principal conservator of the peace is a valid exercise of power under T.C.A., § 6-3701 et seq. *Metropolitan Government v. Poe*, 215 Tenn. 53, 383 S.W. 2d 265 (1964).

**Sec. 8.203. Chief of police as director; his or her powers and duties.**

The department of metropolitan police shall be under the general management and control of a director thereof, who is designated the chief of police. The chief of police shall establish zones and precincts and assign members of the department to their respective posts, shifts, details and duties consistent with their rank. He or she shall make regulations, with the approval of the mayor and in conformity with applicable ordinances, concerning the operation of the department, the conduct of the officers and employees thereof, their uniforms, arms and other equipment for their training. The chief of police shall be responsible for the efficiency, discipline and good conduct of the department. Orders of the mayor relating to the department shall be transmitted in all cases through the chief of police or in his or her absence or incapacity through an officer designated as acting chief. Disobedience to the lawful commands of the chief of police or violations of the rules and regulations made by him or her with the approval of the metropolitan mayor shall be grounds for removal or other disciplinary action as provided in such rules and regulations, subject to the civil service provisions of article 12 of this Charter.

(Amended by referendum election of November 6, 2018, Amdt. 6)

**Sec. 8.204. Appointment of director; filling other vacancies in department.**

A permanent vacancy in the office of director shall be filled by appointment of the mayor, subject to the civil service provisions of this Charter and subject to qualifications to be prescribed by the civil service commission designed to secure a person especially qualified for the position by training and experience. A temporary vacancy in the office of director due to sickness, absence or other disability shall be filled by appointment of the mayor.

A vacancy in any office, position or employment in the department shall be filled by appointment of the chief of police, subject to the approval of the mayor and consistent with the civil service provisions of this Charter.



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### **Sec. 8.205. Special police.**

The chief of police may appoint, in his or her discretion and upon the application of any individual, firm or corporation showing the necessity thereof, one or more special police officers, to be paid by the applicant, who shall have the powers and duties of police officers while in or on the premises of such applicant or in the actual performance of the duties for which employed. Special police officers shall be subject to the rules and regulations of the department of metropolitan police and their appointments shall be revocable at any time by the chief of police with the approval of the mayor. Before entering upon the performance of their duties, special police officers shall execute and file with the metropolitan clerk a public officer's liability bond in such amount as may be fixed by resolution of the metropolitan council.

(Amended by referendum election of November 6, 2018, Amdt. 6)

### **Sec. 8.206. School crossing guard division.**

The chief of police may establish, and shall establish if directed by ordinance, a school crossing guard division in the department.

(Res. No. RS2012-277, § 1(Amdt. 4), 9-18-2012, election of 11-6-2012)

### **Sec. 8.207. Volunteer police reserve authorized.**

The director may, and if directed by ordinance, shall establish a voluntary auxiliary police reserve to serve without compensation in cases of emergency and in aid of civil defense. Where established by the director, he or she shall promulgate rules, to be approved by the mayor, for the organization and operation thereof.

(Amended by referendum election of November 6, 2018, Amdt. 6)

### **Sec. 8.208. Qualifications of personnel.**

After the effective date of this Charter,<sup>4</sup> no person shall be eligible to appointment to any position in the department except as a regular salaried employee in the classified service. Every appointee shall be a citizen of the United States of America unless otherwise allowed under Tennessee state law; shall meet such physical requirements as shall be prescribed by the civil service commission; and shall comply with all applicable rules and regulations of the civil service commission.

To determine whether applicants for positions in the department possess the required physical qualifications, the director of health may provide for conducting physical examinations and report his or her findings to the civil service commission.

(Amended by referendum election of November 6, 2018, Amdt. 6; Res. No. RS2022-1475, § 1(Amdt. 2), (Amdt. 3, § VIII), 5-5-2022, election of 8-4-2022)

4. April 1, 1963.

### **Sec. 8.209. Salaries.**

The annual compensation of the director, payable semimonthly, shall be twelve thousand (\$12,000) dollars. The salaries of the other officers and employees of the department shall be as fixed in the pay plan adopted pursuant to article 12 of this Charter.

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**Editor's note**—See Metropolitan Charter § 18.05 for changes in salary and compensation through the general pay plan.

**Sec. 8.210. Work week and vacations.**

Every member of the department shall be entitled to two (2) days off each week and to an annual vacation of twenty (20) days without deduction of pay. The time for vacations shall be determined and assigned by the chief of police. All members of the department shall be subject to call and assignment to duty at any time during an emergency.

**18.50 Handling and Transport of Prisoners****18.50.010 Arrest of Prisoners**

- A. A sworn member shall not take any person into custody, nor restrain any person, except for a lawful purpose.
- B. A member making an arrest shall use proper tactics as instructed by the Training Division; and shall not lose sight of the arrested person once secured.
- C. The arrest of any prisoner should be accomplished safely. The taking of an individual into custody should, if possible, be done in a secure area away from hazards (i.e., fire, hostile bystanders, etc.). It may not be possible to always select or secure the area, but sound judgment and circumstances should dictate the manner of arrest and /or the necessity for arrest. The safety of the officer, the public, and the arrestee is the primary concern in an arrest situation.
- D. A member is authorized under existing policy to use alternatives to a full custodial arrest. However, this does not negate the need to use proper tactics to ensure the safety of all concerned.
- E. A member making an arrest shall maintain custody of the handcuffed prisoner until the prisoner is remanded to the Prisoner Processing Section of the DCSO or the prisoner is properly secured by another member willing to accept responsibility for the prisoner, except under the provisions of established policy and procedure.
- F. A member making an arrest for public intoxication should closely evaluate the need for arrest. A member who encounters someone who is intoxicated and meets the criteria for admission to an alternative facility may transport and await admission to the appropriate facility.
- G. A member shall not become surety or solicit the release or discharge from custody of any arrested person, except where such release or discharge occurs in the proper performance of duty.

**18.50.020 Restraints**

- A. The primary restraint shall be the issued or approved handcuffs. Shackles, "flex-cuffs," and/or any authorized alternative may also be suitable restraints for the arrested person.
- B. For the safety and protection of all concerned a member shall use handcuffs to restrain persons arrested for any offense. A person being

***Handling and Transport of Prisoners***  
**18.50**

arrested for any violation shall be thoroughly searched and handcuffed behind their back, in accordance with training and established policy and procedure, unless there are extenuating circumstances or physical limitations.

- C. A person arrested for a non-felony offense who is emotionally unstable, unruly, violent, likely to escape, or whose intentions are unknown shall be properly restrained. The size of the arrested person, along with any known history for violence or any other safety concern, may also necessitate the use of a suitable restraint. A member shall not handcuff a prisoner to themselves, another member, or a fixed object.
- D. A member may encounter a "special needs" prisoner. A prisoner who has an infectious disease or a handicap may require special precautions or a modified restraint. Prisoners with infectious diseases should be handled using universal precautions to minimize contact. Prisoners who are handicapped, bedridden (hospitalized in the security ward) or confined to a wheelchair may require special restraints or may require no restraint. Care and sound judgment should be utilized in restraining these prisoners.
- E. A member may encounter a prisoner that is "oversized", "undersized", sick, or injured and modified techniques may be required to safely restrain these prisoners.
- F. A member encountering a restrained prisoner who is combative (i.e., fighting, jerking away, kicking, spitting, etc.) will use only the amount of force necessary to safely continue the arrest, by further restraint or any necessary use of force consistent with established policy and procedures.

**18.50.030 Transportation of Prisoners**

- A. A member should use a vehicle with proper screening installed and designed for prisoner transport (i.e., generally a marked or similarly equipped car) if available. A member shall not transport prisoners in the front seat of any vehicle. A member may use a vehicle without a screen, as a last resort, if a proper transport vehicle is not available. A member shall not transport more than two prisoners in an unscreened vehicle. A member transporting a prisoner in a vehicle without a screen shall restrain the prisoner to the extent necessary to provide protection for all occupants of the vehicle. Such prisoner should be transported in the rear seat on the passenger side. In such instances, a sworn member should also sit in the rear seat on the driver side to maintain prisoner control and the member's weapon shall not be accessible to

***Handling and Transport of Prisoners***  
**18.50**

the prisoner. A member shall not restrain/secure any prisoner by attaching, restraining, or securing a prisoner to any part of the vehicle or its equipment.

- B. A member transporting or receiving a prisoner for transport shall search the transport vehicle prior to and after prisoner transport for any contraband (i.e. under the rear seat). Such vehicle shall also be examined to ensure that it is safe and properly equipped for the tour of duty.
- C. A member intending to transport a prisoner, or receiving a prisoner for transport, shall search (or re-search) and properly restrain (if necessary) the prisoner prior to placing the prisoner in a vehicle for transport.
- D. All prisoners will be secured in the vehicle by use of a seatbelt to prevent injury to the individual. Extenuating circumstances may exist which prevent the safe application of the safety belt to the prisoner. Such specific circumstances may include, but not be limited to, combative prisoners, the possibility of officer contact with bodily fluids or infectious disease, or physical handicap or injury. The transporting officer will have to use discretion based upon the specific facts and circumstances of each prisoner.
- E. A member transporting a prisoner who requires additional restraints (i.e., shackles, etc.), who is oversized/undersized, emotionally unstable, or handicapped shall transport the prisoner in a position which affords safety for the officer and protection for the prisoner. This may require using an alternate vehicle (i.e., van, unscreened car, etc.).

**EXAMPLE:** An emotionally unstable prisoner may become violent with the use of some types of restraints. An oversized (height/weight) prisoner may require an alternate vehicle for transportation.

- F. A member transporting juveniles or persons of the opposite sex on police related business shall, prior to leaving the scene, advise the Emergency Communications Center (via radio) of the mileage showing on the odometer and destination. Upon being advised of this transmission the dispatcher, in accordance with current ECC policy and procedure, will advise the member of the official time. Upon arrival at the destination, the member shall advise the ECC (via radio) of the ending mileage. The dispatcher will advise the member of the official time, in accordance with current ECC policy and procedure. Under such circumstances the most direct route of travel shall be used and no unnecessary stops will be made.

**Handling and Transport of Prisoners**  
**18.50**

- G. A member should not transport the following in the same vehicle:
1. An adult and a juvenile,
  2. Prisoners who are combative toward each other,
  3. Private prosecutors and prisoners,
  4. Parties involved in domestic disputes, or
  5. Males and females from separate unrelated incidents.
- H. A member transporting or receiving a prisoner for transport who is sick, injured, or requesting medical attention shall cause such prisoner to be transported (by ambulance if necessary) to an appropriate facility for treatment.
- I. A member transporting a prisoner to any destination shall be responsible for the security of the prisoner until the prisoner is properly secured by the Prisoner Processing Section of the DCSO or another officer willing to accept responsibility for security of the prisoner.
- EXAMPLE:** A patrol officer transporting an auto theft suspect to the Auto Theft Unit office for an investigator.
- J. A member transporting a prisoner should use the most direct route of travel and make no unnecessary stops. A member shall stop in cases where injury to a third party may occur and the likelihood of injury to or escape by the prisoner is minimal. Training and sound judgment shall dictate the necessity for intervention. The prisoner should have no unnecessary contact with persons other than law enforcement or medical personnel.
- NOTE:** If the member must deviate from a direct route of travel or make a necessary stop the officer should advise the ECC of that information, giving the mileage showing on the odometer and the location of the stop or alternate route.
- K. A member escorting a prisoner on foot shall be responsible for the security of the prisoner and the degree to which the prisoner is restrained. The member should direct the prisoner in the proper direction, follow him, and not allow the prisoner to walk behind him. A member crossing a street with a prisoner should physically retain control of the prisoner to prevent escape or accident as traffic crosses their path.
- L. A member shall not transport any prisoner in a personally owned vehicle.

- M. A member transporting a prisoner who escapes shall immediately initiate a search, notify his supervisor, document the event consistent with department report writing policy, and obtain any necessary warrants.

**18.50.040 Transportation of Prisoners To & From Other Jurisdictions**

- A. A member shall only transport prisoners to or from other jurisdictions with authorization from the appropriate section commander.
- B. A member transporting a prisoner to or from other jurisdictions shall have in his possession the proper documentation concerning the transport of the prisoner (i.e. name, facility number, commitment papers, medical records, photo, personal property, etc.). Any information relating to a possible security threat (i.e. escape, suicide, etc.) or unusual medical problems shall be included in the documentation. A member shall not transport to or from another state without a proper governor's warrant or lawfully executed waiver. The identification of any prisoner to be transported shall be verified prior to transport.
- C. A member transporting prisoners to or from other jurisdictions shall use a vehicle with a screen installed to separate the driver's compartment from the prisoner compartment. This vehicle shall also be modified in the prisoner compartment to minimize the possibility of escape (i.e. removal of door handles, window cranks, etc.).
- D. A member transporting a prisoner for an extended period of time shall take necessary precautions to prevent escape or injury. Public transportation (i.e. airplanes, buses, trains, etc.) may be used subject to established policy and procedure. Locations for meals and lodging should be randomly chosen. Members allowing prisoners to use semi-private facilities (i.e. restrooms, etc.) shall not lose sight of the prisoner. The amount of restraint should be dictated by training, established policy and procedure, and the provisions herein.
- E. A member transporting a prisoner to or from another facility shall follow the guidelines established by such facility (i.e. securing of firearms, prisoner search, removing restraints just prior to placing the prisoner in the cell, etc.) regarding prisoner transfer and transport. Before the prisoner exchange occurs, the transporting officer shall deliver any corresponding documents to, and obtain the signature of, the receiving officer on an MNPD Form 699, Prisoner Transportation Receipt. The officer shall forward the resulting documentation according to current mail-transfer policies. The Records Division shall maintain MNPD Form 699s in agency files according to the applicable retention schedule.

***Handling and Transport of Prisoners***  
**18.50**

- F. A member transporting a prisoner to or from other jurisdictions, who encounters a problem, shall notify the appropriate supervisor directly or via the Emergency Communications Center.

**NOTE:** Refer to the Standard Operating Procedures of the Fugitive Section for further information.

- G. A member transporting a prisoner who escapes, while in transit in another jurisdiction, shall immediately notify the law enforcement agency with jurisdiction for that area. The member shall secure the area, advise the agency of all available information, and request assistance apprehending the escaped prisoner. The member shall cause his immediate supervisor to be notified as soon as possible. The member shall document the event consistent with the reporting policy of the assisting agency with jurisdiction and request assistance obtaining any necessary warrants.



## **18.110 Interviewing and Transporting Mentally Ill Persons**

### **18.110.010 Generally**

Police officers frequently come into contact with persons displaying disruptive or abnormal behavior. If that person has committed a significant violation of the law, it is the duty of the officer to arrest the individual and process him/her in accordance with standard Metropolitan Police Department procedures. It is the function of the courts, in such cases, to determine if treatment at a mental health facility is necessary. In cases where there is no violation of the law, or only minor violations of the law, and the individual demonstrates behavior of such a nature so as to indicate that he/she is a "mentally ill individual" who poses a "substantial likelihood of serious harm" to himself/herself or others, it shall be the duty of the investigating officer(s) to take action in accordance with the procedures listed in this policy.

### **18.110.020 Evaluation Considerations**

#### **A. Information Gathering**

To determine the mental status of an individual, officers may take into account everything they personally observe, all physical evidence, and all things learned from witnesses or other persons supplying background information (hearsay). As a practical matter, this type of investigation may be compared to the gathering of probable cause during the investigation of a criminal matter. In this situation, however, the officer is weighing all the information gathered in an attempt to determine if the person is a "mentally ill individual" and poses a "substantial likelihood of serious harm" to himself/herself or others.

#### **B. Hearsay**

In evaluating hearsay information, the officer should make every effort to determine that the person supplying the information is credible and that there is a reasonable basis for believing the content of the information. An officer should also look to the motivation for supplying such information. For example, is the person a disinterested witness with no basis for supplying misinformation, a family member showing concern, a family member with some underlying motive for wanting the person in question removed, or a professional person with some on-site information or information gathered during a previous encounter with the individual in question. Further, an officer should evaluate the basis of the information supplied. For instance, a physician who has previously treated the consumer would have specific information related to the individual's past behavior. Any information based on

hearsay and not observed by the officer shall be documented in an MNPD Form 100, Incident Report. The officer shall include the name, address, phone number, and relationship to the consumer of the person providing the hearsay information.

### **18.110.030 Criteria**

- A. Officers receiving a call for assistance on, or in any way becoming aware of, a situation involving a "mentally ill individual" will make such investigation as necessary to determine if that person poses a "substantial likelihood of serious harm" to himself/herself or others. Officers are not required to make a mental or medical diagnosis of the individual. Officers are merely required to make a practical common-sense decision, whether, given all the facts and/or circumstances reasonably available to the officer, there is a reasonable basis for believing that the individual in question is a "mentally ill individual" and meets the criteria listed below.

Consistent with TCA 33-6-401 and 33-6-404, a mentally ill person must exhibit an immediate substantial likelihood that serious harm will occur unless the person is placed under involuntary treatment **AND** one or more of the following:

1. Threatened or attempted suicide or to inflict serious bodily harm on such person;
  2. Is unable to avoid severe impairment or injury from specific risks;
  3. Threatened or attempted homicide or other violent behavior; or
  4. Placed others in reasonable fear of violent behavior and serious physical harm.
- B. After an investigation by the officer following the guidelines and using the resources listed below, the officer and his/her supervisor (if necessary) shall determine if the situation necessitates custodial or non-custodial action.
1. Non-custodial Action

If, after careful evaluation of the situation, with assistance from supervisory personnel and mental health professionals, the officer(s) determines that the individual in question is not a "mentally ill individual" or that the individual does not pose a "substantial likelihood of serious harm" to himself/herself or others, and where no criminal offenses have occurred, the officer(s) will

take no action, other than the offering of community resource information. The officer(s) shall advise any inquiring persons that the individual in question does not fit the criteria for emergency involuntary treatment and cannot be taken into custody without prior judicial authorization. Calls requiring an officer to take this action regarding a mentally ill individual shall be reviewed by the officer's supervisor (in-person, or via telephone) before the officer checks back into service.

## **2. Custodial Action**

If a determination is made that the individual in question is a "mentally ill individual" and that the individual poses an immediate "substantial likelihood of serious harm," the officer(s) is authorized by TCA S 33-6-402, to take that person into custody. The officer would then abide by the procedures listed in this policy--contacting the MCRT, completing MNPDP Form 100, and transporting him/her to the Mental Health Cooperative for further examination by a mental health professional (for the address and phone number of the Mental Health Cooperative see Attachment #2). No civil order or warrant is necessary. The officer(s) should be prepared to relate the facts and circumstances known to them to the examining medical professional in order to assist him/her in making an evaluation. The Incident Report narrative shall describe the underlying reasons for taking the individual into custody (for policy on providing assistance to a physician with a consumer see page seven, Article VIII, Section E).

**NOTE:** The Mental Health Cooperative is the only caregiver authorized by the MNPDP for mental health assessments unless otherwise directed by the MCRT.

### **18.110.040 General Guidelines**

- A Officers shall do the following when determining if an individual is mentally ill and requires custodial assistance:
  - 1. Interview the individual and make observations regarding mental status;
  - 2. If the individual is in obvious need of medical attention (other than from the mental illness) and an ambulance has not been dispatched, the officer shall notify an ambulance according to current departmental policy;

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3. Contact the Mobile Crisis Response Team by telephone, provide the MCRT with any other necessary information, and abide by the Mobile Crisis Response Team's request to transport the individual to a hospital, take him/her to the Mental Health Cooperative, or take other actions as directed by the MCRT. If a phone is not available, information regarding the individual (excluding information that would violate federal or state laws regarding patient confidentiality) should be relayed to the Mobile Crisis Response Team through Communications Division personnel; and
  4. Complete an MNPd Form 100, Incident Report, consistent with the MNPd Report Writing Manual.
- B. If the individual is transported to the Mental Health Cooperative by MNPd, the officer **shall remain with the individual and provide security** until released by the Mobile Crisis Response Team. Individuals transported during the mental health evaluation process shall be restrained as per current departmental policy.
- C. If 33-6-404 papers are issued and the individual does not need medical clearance or time to recover from the effects of an intoxicant, the officer shall transport the individual and the 33-6-404 paperwork to the designated facility.
- D. Requests from a treatment facility to provide transportation to another treatment facility shall be directed to the Warrants Division unless specified otherwise by an agreement between the assistant chiefs of the Uniform Services and the Investigative Services Bureaus or the Chief of Police.
- E. TCA 33-6-404 states that the examining physician "...shall complete a certificate of need... showing the factual foundation for the conclusions..." that the individual is mentally ill and poses an immediate substantial likelihood of serious harm to himself/herself or others. The transporting officer(s) has a right and duty to inspect these documents to insure that they are signed by a licensed physician or a licensed clinical psychologist; or any of the following professionals who are part of the county mobile crisis response team: licensed psychological examiner, licensed professional counselor, nurse practitioner, or licensed/certified social worker. The documents must also show the factual foundation for detaining the individual for evaluation and are otherwise properly completed. In no event will an individual be transported, on an involuntary basis, from one treatment facility to another on a mere "referral" or oral request.

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- F. Sworn personnel from the patrol sector where the call originated are responsible for transporting the consumer (to the Mental Health Cooperative for example) during the mental health evaluation and diagnosis process.
- G. If the individual has outstanding criminal warrants and requires a mental health evaluation, the officer shall, if possible, refrain from serving the warrants and notify his/her supervisor. The warrants should be served after the individual has been released by mental health professionals. Notification of the warrants shall be attached to the individual's documentation that goes to the treatment facility. The notification sheet should instruct employees at the treatment facility to contact the MNPDP Warrants Section before releasing the individual.
- H. If ambulance personnel transport an individual who has attempted suicide to a hospital, the officer shall investigate the incident and complete an Incident Report. Unless directed by an MNPDP supervisor, the officer is not required to remain at the hospital once the investigation and report are complete.
- I. If, due to exigent circumstances, the individual cannot be transported to the Mental Health Cooperative, the Mobile Crisis Response Team may respond to a specific location. An MNPDP supervisor shall cooperate with the Mobile Crisis Response Team when determining if any special response is required.

**18.110.050 Specific Guidelines**

After complying with the provisions listed above in Article 18.110.040, officers shall adhere to the following:

**A. Adult Provisions**

If the individual requires medical clearance due to intoxication:

- 1. As directed by the Mobile Crisis Response Team, the officer shall transport the individual and related paperwork to Metro General Hospital (Metro General Hospital is the only authorized facility for this procedure unless otherwise directed by the MCRT). The consumer will be held for a period of time necessary for the individual to recover from the effects of the intoxicant (approximately four to six hours). The officer shall remain with the consumer during this time. The MCRT will be contacted by General Hospital personnel when the consumer is medically cleared. The MCRT will then respond to Metro General Hospital for a follow-up assessment, and a disposition will be determined at that time.

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2. If 33-6-404 papers are signed after the follow-up evaluation, MNPD personnel will transport the individual and accompanying documents to the designated facility.
3. If 33-6-404 papers are not signed, an officer shall, within reason, transport the individual away from the location. If the individual has outstanding criminal warrants, the warrants shall be served after the Mobile Crisis Response Team has completed the individual's evaluation.

**B. Juvenile Provisions**

1. Crisis services for individuals 17 and under are provided by the Youth Villages Crisis Team. For individuals 17 and under, officers shall contact the Youth Villages Crisis Team and follow the steps as outlined under the adult provisions.
2. If the Youth Villages Crisis Team issues 33-6-404 papers, the officer shall transport the juvenile and 33-6-404 papers to the facility designated by the MCRT.
3. If the juvenile requires time to recover from the effects of an intoxicant, the officer shall remain at the hospital until released by the Youth Villages Crisis Team.

**C. Individuals Afflicted Solely with Drug Dependence or Alcoholism**

Under TCA Title 33, persons solely afflicted with drug dependence and/or alcoholism are considered mentally ill individuals. Any person detained for a mental health evaluation that suffers solely from drug dependence and/or alcoholism shall be transported to an appropriate medical facility as directed by the Mobile Crisis Response Team.

**D. Non-committal Situations**

If the assessing mental health professional determines that an emergency admission is not required, and where no criminal offense has been committed, the officer(s) shall release the individual. The officer shall offer to transport him/her back to the site where the individual was taken into custody; or, if directed by the MCRT, the officer shall transport the individual to an alternate site within reason (e.g. homeless shelter, consenting relative's house, etc.). Where appropriate, the officer(s) shall make an effort to notify any concerned friends or family member of the release.

**E. Assisting Physicians**

Officers may assist a physician with certified 33-6-404 papers by taking into custody and transporting an individual to a medical facility. Before taking this action, the officer shall gain supervisory approval. Further, personnel may ask the Mobile Crisis Response Team to place a "courtesy call" to verify availability for the consumer at the requested mental health facility.

**18.110.060 Assistance to Mental Health Facility Personnel**

On occasion the transporting officer(s) may be requested by mental health facility security personnel to assist in escorting the individual to a secure or "lock-up" area. Where necessary, the officers(s) will provide such assistance but will not take control of the situation unless it is apparent that security personnel are unable to retain control. In no event will a Metropolitan Police Officer be required to disarm himself/herself and check his or her weapon.

**18.110.070 Local Accommodations Not Available**

- A. In accordance with policies and procedures set forth by the Mobile Crisis Response Team (MCRT), the MCRT shall determine if an individual meets the criteria for an emergency committal and then shall determine the location of the nearest facility with accommodations to receive the individual.
- B. If accommodations are not available within Davidson County, the MCRT shall determine if there are accommodations available in the surrounding counties or within a reasonable distance.
  - 1. If accommodations are found within the surrounding counties, the transporting officer shall contact immediate supervisory personnel for approval to transport.
  - 2. If accommodations are found, but outside the surrounding counties, the transporting officer shall contact appropriate supervisory personnel for guidance and to determine the most expeditious means of transportation.
  - 3. The supervisor should take into account such things as distance to the alternate facility, time left during the shift and availability of Warrant Division personnel when determining the most expeditious means of transportation to facilities outside those counties which surround Davidson County.

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- C. Where feasible, Warrant Division personnel should be utilized to transport the individual to the appropriate facility for admission if located outside of the surrounding counties.
- D. If Warrant Division personnel are not available, the transporting officer's immediate supervisor shall consult with the detail lieutenant and/or on duty personnel from the Field Supervisor Section to determine the most appropriate and expeditious method of transport.

**18.110.080 Conflicts or Unusual Situations**

Should any situation arise that is not specifically covered by this order or should any conflict in procedures arise, either at the requesting medical facility or at a mental health facility, the transporting officer(s) will contact appropriate supervisory personnel immediately.

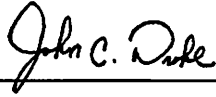
**18.110.090 Individuals Afflicted with Alzheimer's Disease**

Emergency Communications Center personnel can access information from the CAD system pertaining to some Alzheimer's patients. Patients who are enrolled in this MNPd program wear a bracelet with an engraved identification code. Emergency Communications Center personnel can use the identification code to obtain the patient's name, address, caretaker, etc. Patients can be registered into the program by contacting the Emergency Communications Center.



**APPLICATION SIGNATURE PAGE  
FOR  
APPLICATION FOR 2025 Mental Health Transports FY26 Grant**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



\_\_\_\_\_  
Director  
Department of **Police Department**

7.22.2025

\_\_\_\_\_  
Date