

# 2022

## New Sheriffs School

### *New Sheriff's Checklist*

#### Sheriff's First 30 Days

1. Oaths of office taken, signed and filed with the appropriate court.  
Reference: (TCA: 8-8-104)
2. Surety bond or certificate of insurance is approved by the CLB, recorded with the Register of Deeds and filed with the County Clerk. Note: The bond or certificate must be transmitted to the County Clerk for filing within 40 days after the election or within 20 days after the term of office begins.  
Reference: (TCA: 8-19-101, TCA: 8-8-103)
3. Review personnel policy- Check with County Clerk to see what is on file.
4. Review county ethics policy- Check with County Clerk to see what is on file.
5. Do not terminate anyone or make any other personnel changes without checking with the county attorney.
6. Review budget (either adopted or proposed). Sheriffs have thirty days from taking office to file a salary suit or modify the letter of agreement. Review any proposed capital improvement plans/projects for the jail/sheriff's office physical plant.
7. Review county's current financial / purchasing policies. Meet with the Budget/Finance Director or Mayor as part of the review.

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8. Review all contracts and interlocal agreements for law enforcement and jail operations. If in a new jail/criminal justice center also review all warranties and maintenance agreements.
9. Review all grants. Evaluate compliance.
10. Review fixed asset inventory list. For decentralized counties, check with the mayor's office or budget office to get this list. For centralized counties, check with the finance or budget office for this list.
11. Review documented internal controls and risk assessments. *(CTAS teaches a class on internal controls and can assist with the review)*  
<http://www.ctas.tennessee.edu/content/internalcontrols>
12. Don't throw anything away without checking with the records retention guidelines. (This is on the CTAS library site -E-LI)  
<http://eli.ctas.tennessee.edu/reference/retention-schedules>
13. Complete review of all major open and closed internal investigations during the last 7 years. (If the alleged violation was a disqualifying offense for employment as a deputy it should be reviewed).
14. If agency is currently undergoing new construction, meet with the construction or project manager for a site tour and project status. Meet with the transition team for a briefing on transition planning.

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15. Complete review of all volunteers, reserves, and special deputies. (Badges and ID cards). Suggest reviewing the procedures of how these persons are selected/assigned as well.

<http://eli.ctas.tennessee.edu/search/site/Reserve%20Deputies>

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### First 100 Days

1. Complete inventory of fixed assets.
2. Complete audit of evidence room. (Special attention to Cash, Firearms and Drugs)
3. Complete audit of armory.
4. Complete inventory of all impounded vehicles.
5. Complete audit of major crime open cases in CID
6. Audit of Drug Fund budget and accounts.
7. Review any task force agreements.
8. Complete audit of jail property room. Don't just throw things away. If this is the inmate property – adhere to disposal of property requirements (requires court order).
9. Review and assessment of all jail programs (Work Release, Ministry, GED, etc.). Become familiar with inmate classification system. Understand how inmates are screened for programs and work details. (Reference: TCA 41-2-101 through TCA 41-2-151)
10. Review personnel files for completeness of qualifying documents.
11. Review and audit of training files for POST and TCI side of the office.
12. Review TCI jail inspection reports and any plans of action.
13. Review prior year Comptroller Audit for any findings and if so have they been addressed.

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14. Review Internal Control Assessment of the Sheriff's Office (Both Patrol side and Jail.)
15. Arrange a meeting with CTAS Criminal Justice, Jail Management, and County Government Consultants.

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### Appendix

The blow is a screenshot of the CTAS electronic library called E-LI.

You can search by topic and find answers to many of the frequently asked questions related to your office. The TCA and Attorney General Opinions on the topic can also be accessed through the site.

The screenshot shows the CTAS e-Li Electronic Library website. At the top, there is a navigation bar with links for COOP 2022, COUNTIES, E-LI, TRAINING, REFERENCE, NEWS, and LINKS. Below this is a search bar and a navigation menu with options like IPS AGENCIES, ABOUT, GIVE, and CONTACT. The main header features the CTAS logo and the text 'e-Li: Electronic Library'. Below the header is a search bar and a dropdown menu for 'eLi Category'. The main content area includes a 'Select' dropdown, a list of office-specific manuals, and a navigation bar with options like VIEW, EDIT, OUTLINE, DELETE, MANAGE DISPLAY, REVISIONS, CLONE, and DEVEL. The text on the page reads: 'e-Li, our electronic library, contains a wealth of information related to county government in Tennessee. This library is organized by topic (see "Select a topic" menu to the left) and can be searched using the search box at the top of the website - it's a great way to find answers to questions about Tennessee county government. Have questions about e-Li? Email us at [ctas.support@tennessee.edu](mailto:ctas.support@tennessee.edu). OFFICE-SPECIFIC MANUALS: Assessors of Property, Clerks of Court, County Clerks, County Commissioners, County Government Overview, County Highway Officials, County Legislative Body in Action, County Mayors, County Trustees, Jail Administrators, Notary Public Handbook (current version: 2016), Register of Deeds, Sheriffs.

Link to CTAS E-LI home page <http://eli.ctas.tennessee.edu/>

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Screenshot of Public Safety Reference Materials.

FOR LOCAL GOVERNMENT

- ENVIRONMENTAL
- FINANCIAL
- INDEX OF ACTS
- INFOBYTES
- INFORMATION TECHNOLOGY
- INTERNAL CONTROLS
- NEWS
- OFFICE-SPECIFIC MANUALS
- PRIVATE ACTS
- PUBLIC RECORDS
- PUBLIC SAFETY
- SALARY SCHEDULES
- SAMPLE DOCUMENTS
- SAMPLE RESOLUTIONS
- SPOTLIGHTS 1995-2009
- TENNESSEE COUNTY TAX STATISTICS

### Law Enforcement

Sheriff's Office

- Sheriffs Manual
- Sheriffs Checklist
- Office of the Sheriff
- Sheriffs' Personnel Issues
- Sheriffs' Finance Issues
- Vehicle Flow Chart

Jail Administration

- Coming soon!

Drug Fund

- Drug Fund Manual
- Drug Fund Management/Disposal of Property - 2021 Update
- Confidential Funds Accounting and Flow Chart
- Inventory Disposal Control Log For Drugs
- Petition To Destroy Drugs And Drug Paraphernalia

Firearms

- Firearms Procedures (City County)
- Firearms Procedures (Drug Task Force)
- Inventory Log for Petition to Destroy Firearms
- Order for Destruction of Firearms
- Order for Exchange of Firearms
- Order of Sales of Firearms
- Petition and Order to Retain Weapons

### Corrections

- Best Practices - Use of Restraints on Pregnant Women in Custody
- Center for Innovative Public Policies (CIPP)<sup>2</sup>
- Discover Corrections<sup>3</sup>
- Guidelines for Developing a Criminal Justice Coordinating Committee
- Guidelines for Developing LGBTI Policy in Jails
- National Jail Leadership Command Academy (NJLCA)<sup>4</sup>
- PREA Jail Toolkit
- Data-Informed Jails: Challenges and Opportunities

### Fire

- County Fire Protection Funding Overview
- Overview of the FLSA Rules for Firefighters
- Tennessee County Fire Handbook

### Emergency Services

- Emergency Medical Service Operations and County Government

You can access different information by topic area.

The below link will take you to the above page in E-LI

<http://www.ctas.tennessee.edu/content/public-safety>

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