



Tennessee Corrections Institute

Notification of Inspection Findings Requiring a TCI Plan of Action

RE: _____ Detention Facility Specialist: _____
Name of Facility

Inspection Date: _____ Re-inspection Date: _____

Please be advised that today's inspection of this facility found deficiencies that shall require the _____ County officials to correct and/or submit a Plan of Action to the Tennessee Corrections Institute's Board of Control within sixty (60) days of the Inspection Date.

The deficiencies noted in the inspection and/or re-inspection report are all non-compliant with TCI Minimum Standards for Local Correctional Facilities. All Minimum Standards must be met or an acceptable POA must be submitted and approved by the Board of Control if certification is to be maintained. No more than sixty (60) days from the initial inspection can be given. A re-inspection will be conducted on the appropriate date listed above.

Please list the deficiencies below as the Detention Facility Specialist has explained them to you and state your specific Plan of Action to correct each deficiency on a separate sheet attachment(s).

*Minimum Standard Deficiency # 1: _____
POA for Compliance: (Sheet Attachment # 1)

*Minimum Standard Deficiency # 2: _____
POA for Compliance: (Sheet Attachment #2)

*Minimum Standard Deficiency # 3: _____
POA for Compliance: (Sheet Attachment # 3)

Estimated cost of project(s): \$ _____ Estimated date of completion: ___ / ___ / ___

Funding available? (Yes) ___ (No) ___ Please explain: _____

The following signatures are necessary to validate your governing body or county's intentions to formulate a county corrections partnership initiative to address these specific identified deficiencies in order to continue the certification of the aforementioned correctional facility within the following calendar year:

Sheriff/Police Chief _____ Date _____

County Mayor/City Mayor _____ Date _____

Other _____ Date _____

Title



Tennessee Corrections Institute

TCI Plan of Action

Pursuant to Tennessee Code Annotated 41- 4-140 sub section (d) No local currently certified facility shall be de-certified if the **local government** has submitted a **plan** within (60) sixty days of the initial annual inspection which is **reasonably** expected to **eliminate fixed ratio deficiencies** within that facility and cause that facility to remain certified.

Definitions

Local government: The governing body and/or responsible officials of which the facility is located (county, municipal or local commission or council).

Plan: Written documentation by a county corrections partnership supporting actions taken to correct fixed ratio standard deficiencies within a specified facility.

Reasonably: Sensible and attainable

Eliminate: Remove, omit or correct

Fixed ratio deficiencies: Standards not met which would cause recommendation for de-certification as prescribed by the TCI Minimum Standards. (i.e. Overcrowding, non-compliance of medical standards.)

TCI Plan of Action: A written plan utilizing a county corrections partnership initiative that will eliminate or correct deficiencies noted in the annual jail inspection submitted for consideration by the T.C.I. Board of Control. Such plan shall be presented at the next scheduled Board of Control meeting following the facilities re-inspection for official approval of the board.

Procedure for Filing the TCI Plan of Action (POA) With the TCI Board of Control

Upon completion of an initial or re-inspection, and it is determined that a P.O.A. will be necessary to retain certification for that facility, a letter will be mailed by the Director of T.C.I. notifying the local government, through the officials of record, that a P.O.A. should be submitted if continued certification is to be granted. Copies will be mailed to the County or City Mayor and to the Sheriff or Chief of Police.

When the local government parties involved elect to proceed with a P.O.A. it must meet the following criteria:

- Government officials where such a facility resides must draft a cover letter requesting to retain certification based on a P.O.A. with an established county corrections partnership initiative.
- Government officials of said county or a representative of the county corrections partnership must be present at the next scheduled Board of Control meeting to answer any questions of concern by board

members.

- A written report must be presented to the Board of Control that will include a detailed outline which identifies standards not met as prescribed by T.C. I. Minimum Standards.
- The report shall also include a formulated plan to correct each standard not met and a specific time line to realistically come into compliance.
- Should funding be required, meeting minutes must be provided demonstrating any such fiscal matters to include where such matters were discussed and any resolutions where such funding was or is to be adopted in order to secure any such funding.
- Resolutions to construct or renovate any facilities or to add additional bed space must be submitted.
- Detailed reports including specific time lines of completion must be submitted to T.C.I. each month. Any construction plans must reflect in each report steps taken in the construction process and its percentage toward completion.
- Reports must be submitted by the local government's executive officer and signed by the Facility Administrator, the county or city mayor or city manager and the Sheriff or Chief of Police.
- The P.O.A. and any subsequent reports shall contain reasonable expectations to ensure compliance in the future based on any feasibility studies and reasonable expectations of correctional administrative staff.

Board of Control Pre-Approval

The P.O.A., once submitted to the Board of Control, will be granted or denied based on reasonable assumptions that the said county and their county corrections partnership can meet their stated goals as outlined within the plan.

- Goals should be listed and the resolve to meet each one written in detail.
- Continued reporting shall be submitted monthly and include any written documentation or copies of meeting minutes which will show cause that each failed standard is continually being addressed in a timely fashion.
- Failure to submit monthly reports in a timely matter will be considered by the Board of Control as failure of compliance with the current P.O.A. and could result in denial of certification during next year's inspection.
- All approvals for P.O.A.'s will require a two-thirds majority vote by the quorum of the board members present.
- Insurance carriers who hold the liability policies for a county who files a P.O.A. will be notified by T.C.I. by letter posted through the US Postal Service informing them that the said county has entered into a formal TCI Plan of Action in order to gain or maintain state certification.

TCI Board Approval of Continued Plan of Action

Each annual inspection performed after the official P.O.A. has been filed will be routinely scrutinized by the Board of Control. When a facility which is operating under a currently approved, monthly monitored plan that includes a county correctional partnership that is continuing to show measurable progress, then the P.O.A. can be annually renewed or updated and continued with Board approval for the following year except when serious life and safety issues are present.

The TCI Detention Facility Specialist conducting the annual inspection and currently assigned to the facility where the plan of action is being utilized, will assist the said county with the proper documentation needed for a new continued plan of action with any available resources necessary. Initial Plans of Action as well as renewed or updated plans will be kept on file at the TCI State Office within the local county facility's file.

TCI Plan of Action Release

The TCI Board of Control may vote to release a county facility from a TCI Plan of Action as soon as all of the standard deficiencies are corrected prior to the next randomly scheduled annual inspection. Such action shall only take place at a regularly scheduled Board of Control meeting following the corrections and verification of all previously stated deficiencies within the related facility. The Board may vote to release the County from the TCI Plan of Action's conditional certification and restore full certification status only after the following guidelines and requirements are met:

- A Local Correctional Facility Plan of Action Release Form must be completed by the facility authorities with the assistance of the assigned TCI Detention Facility Specialist and submitted to the TCI State Office for verification. The information contained on the form shall list the Minimum Standard deficiencies corrected with noted dates of completion and all corrective actions taken. The Form will then be presented to the Board of Control for consideration at their next regularly scheduled meeting.
- The Plan of Action Release Form (see Attached) shall be signed by the Sheriff and County Mayor or any designated official of the local facility's governing body and presented to the Board of Control for consideration and approval of release.