

*TENNESSEE CORRECTIONS INSTITUTE NEWS & INFORMATION*



## 2/1/2022 - JAIL ISSUES & FTO AWARD NOMINATIONS (REMINDER)

Greetings everyone!

Yes! It's already that time again for the TCI conference, way sooner this year than normal. But that is only because of the busy year that TCI has and the availability for the hosting site. The TCI Jail Issues & FTO Conference will be held in Gatlinburg, TN at the Doubletree Vista Hotel. March 21st through the 24th, 2022. This is an official notice for you to submit your award nominations for the 3 categories: Jail Administrator, FTO, and Correctional Officer of the year. You must have these submitted by FRIDAY, FEBRUARY 18th, 2022. You may notice the forms are a little different, but still serves the same purpose. Make sure you read the form carefully and follow the instructions. Your point of contacts with submission of the forms will be Shari Scott and myself. Please when you do submit them, ensure that you have both of us included in the email. Our emails are Sharon.Scott@tn.gov and Christopher.L.Allen@tn.gov, please cc Nicole Meece as well at Nicole.Meece@tn.gov

Three Categories:

1. Jail Administrator of the Year
2. Correctional Facility Training Officer of the Year
3. Correctional Officer of the Year

Just a refresher for what Correctional Officer of the Year Award:

This is an award for those full-time officers that are committed to the line. TCI has recognized over the years that in order for a facility to function at its fullest potential, not only it needs a great Jail Administrator or FTO's, but the committed line officer(s) that also have made sacrifices and dedicated their lives to the corrections profession. To maintain the order, care, and custody of not only for the inmates, but their fellow officers, and their respective agencies. Those who are also part of public safety that may not get the recognition they deserve, but who also do not seek it. So, in our part, the least we can do is to make every effort to honor the individual(s) for this award.

Please take it consideration who you nominate, review the criteria for this award carefully. It is on the form as well in this email as follows:

- One or more heroic acts
- High personal standards and service above and beyond the call of duty
- Technical excellence in corrections
- Innovation/initiative in creating a new or innovative jail management program(s)
- Other exemplary performance as deemed by the Jail Administrator
- Lifetime achievement (Years of service)

In Honor/In Memoriam (DEADLINE for Submissions MARCH 15th)

The Tennessee Corrections Institute this year at the Jail Issues & FTO Conference, would like to honor all agencies that were impacted with loss of employees/family/friends or those considered for honorable mentioned who may be going through difficult times. We are requesting for you to submit the names of them as we will honor them in a small and brief ceremony scheduled at the conference. Please include pictures, a brief bio, maybe a short video clip of them. Our media production crew will be putting together a montage and list. We want to make sure we recognize all those who are out there in the line of duty performing their responsibilities under the unparallel and adverse times. You may upload media items to the link provided in this email to google drive, or provide us access to download, or email any information that you want to provide to Christopher.L.Allen@tn.gov or Nicole.Meece@tn.gov . If you would like to send it so us through mail, TCI mailing address is:

ATTN: Training Coordinator  
Tennessee Corrections Institute  
279D Stewarts Ferry Pike  
Percy Priest Cottage  
Nashville, TN 37214

## 4/14/2022 CLASSIFICATION OF EMPLOYEES IN ACADIS

1. Any employee who maintains a BASIC CERTIFICATION (completed a TCI Basic), regardless if they are support or an officer **MUST** be listed as a *correctional employee*. This means you should review your personnel and correct any mislabels or update.
2. Audit your roster and remove *anyone that is no longer an employee and may be still listed as active on your roster and marked them inactive* with your agency.
3. **REMINDER** ensure the day you hire a new employee, list them in ACADIS/FTACS, it is imperative.

We are requesting this by the **DEADLINE of MAY 15<sup>th</sup>, 2022 to be completed.**

If you have any questions, **please contact your local Detention Facility Specialist or Detention Facility Manager.**

Thank you!

## 12/8/2021- TRAINING CYCLE 2022

### TCI TRAINING SCHEDULE IS ACTIVE

The 2022 TCI training schedule is active for In-services, Basics, (3T) FTO classes, FCO Classes, and other specialized trainings are active. You may enroll your staff in these courses. We are a bit early than usual, but that is because of the hard work that was put into it getting it done. Thank you all for your cooperation with TCI staff to make it possible.

### ONLINE TRAINING HOURS CAP

Starting January 1st, 2022, the 12 hours CAP for online trainings for each staff member will return. Meaning, that you can only acquire 12 hours for each officer for the training cycle year, no matter where they taken the online course, from ACA, AJA, NICIC, NIJO, V-Academy, or our TCI Online Library, etc. For the TCI Online Library, our online classes will be available on a quarterly cycle and capped at 12 hours for each cycle. This will avoid a “double dipping” of courses and assist better tracking by agency FTOs to see if they already acquired 12 hours for their officers. The online quarterly cycle will look somewhat like this.

Quarterly Cycle – 1

January through April – With TCI Online Library Classes that will equal \*12 hours.

Quarterly Cycle – 2

May through August – With TCI Online Library Classes that will equal \*12 hours.

Quarterly Cycle – 3

September through December – With TCI Online Library Classes that will equal \*12 hours.

You will see new online classes this training cycle year and will be released accordingly within the quarterly cap of the training cycle.

The TCI Basic Online 16 hours Prerequisite will always be available year-round as it is necessary for agencies to assigned to their staff that needs to complete a TCI Basic class, these hours will not count until the TCI Basic Class is completed and have graduated.

\*Potential hours that may be between 12-14 hours.

### FTACS MONITORING: FTACS PORTAL EMAIL / NAME CHANGES / PASSWORD RESETS / TRAININGS / ENROLLMENTS

A friendly reminder: your staff is required to have an email when you add personnel to your agency’s roster. This cannot be stressed enough. The reason is that this is their login username to access the FTACS portal, that they can see what classes they have been signed up for, or online classes they’ve been assigned to complete as well. This is also imperative because it is part for new officers who need to attend a basic class is that they must fulfil TCI Basic Online 16 hours Prerequisite prior to attending a TCI basic class. This is part of the 48-hour block. I would like to remind that this is also helpful for your staff as they can monitor their training progress and review their certifications.

- Request change of emails

- Each FTO or those responsible for monitoring the FTACS portal has the capabilities of changing their staff’s email. An FTACS handbook has been issued multiple times. Please take the opportunity to review it and follow the steps on how to change an officer’s email. This can be found on page 12 of the FTACS handbook.

Note: Though the process is tedious, please keep in mind that with a staff of few at the office, it can be overwhelming to try to honor so many requests for change of emails. If you need a copy of the FTACS handbook, please contact TCI main office.

- Requesting name changes

- These requests are few and the only way to have a name change to your staff is to request the TCI main office staff do to that. Nicole Meece, Shari Scott, or I will be able to assist for those requests.

- Password resets

- For staff that needs their password resets, please while at the login page of the FTACS portal, where they enter their password, right below it, it reads “reset password.” Please, if they need to reset their passwords, use that link.

Note: Ensure that you advise your staff they should check their spam or junk folder to see if they receive the prompts on how to reset their password. Some users have reported, while waiting, they found it there. Also, if your agency has provided your officers emails using the county or agency email exchange, you will need to contact your IT department, to ensure that the address “acadisonline.com” is whitelisted. This will allow the reset password notifications and/or training notifications to be received by your staff.

- Agency/County email exchanges

- We have noticed a lot of agencies/counties have had their email exchanges (addresses) changed. Please keep in mind this does not change your staffs’ email in the FTACS portal by default. Which means, you will need to update their emails on the FTACS portal as they will become their new username to log in. Please notify the TCI main office any time a new email exchange occurs so that we can assist you on how to get all your staff’s emails updated on ACADIS/FTACS.

- Enrollments

- Please you are enrolling your officer to a course and for whatever reason they cannot attend, please remove them from the course, so that those you are waitlisted can be bumped into that position. If you have any staff that is no longer working for your agency, and have been enrolled in a class, please remove them from the class.