



*Chad Partin, Sheriff
76 County Jail Lane
Manchester, TN. 37355
(931) 728-3591*

Law Enforcement Meeting
June 08, 2023, at 4:30 held at the
Coffee County Sheriff's Dept.

Commissioners present: Chairman Missy Deford, Jackie Duncan Claude Morse and Laura Nettles

Others present: Sheriff Chad Partin, Linda Baker and Manchester Times John Coffelt

Chairman Missy Deford opened the meeting at 4:30pm

Laura Nettles made the motion to approve the agenda with Claude Morse to second. Motion carries 4 to 0.

Motion to approve the minutes from last meeting motion made by Claude Morse seconded by Laura Nettles.
Motion carries 4 to 0.

The Sheriff went over the jail population report (attached).

-We have had some jail maintenance issues in the kitchen lately and just like everywhere else the parts are hard to get.

-All the fleet vehicles (all thirteen) are in and on the road. The next budget year we should get 4 more vehicles.

- With the pay raise the corrections officers got back in Oct. of 2022 it has helped to retain the employees, thank you so much

-Manchester and Tullahoma, my understanding will be getting a 10% raise, so that will put us back to a training facility.

-We will be getting money for the SROs, but we must be careful, funding is there this year but what about next year? I will be putting two SROs at the High School, two at the Middle School and one at the alternative school, that SRO will also be a rover filling in where needed. Each school will have their own "Action" plans Sheriff's Office, TPD and MPD will all be working together for each school.

-We are getting ready to send two to the academy

-Grants/we have gotten a lot of grant money this budget year. We purchased a new body scanner for the jail, all new mattresses, lights. etc.



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-We had a celebration for Chief Deputy Frank Watkins 30 years of employment at the Coffee County Sheriff's Dept. June 01, 2023

Linda Baker's reports are attached.

-The probation office will be having training in Oct. with some of our deputies regarding what they should be looking for.

Meeting adjourned by Jackie Duncan seconded by Laura Nettles

After the meeting being adjourned the commissioners took a jail tour

Report submitted by: Jennifer Green



**Coffee County Sheriffs Office
Facility Census**

Current Inmate Housing Population

Pod	Description	Capacity	Assigned	Out Facility	Out Pod	In Pod	Available
AA	AA	50	29	0	1	28	21
AB	AB	50	59	0	1	58	-9
AC	AC	50	30	0	0	30	20
AD	AD	50	36	0	0	36	14
ADMIN	ADMIN	0	8	0	0	8	-8
BA	BA	50	24	0	0	24	26
BB	BB	50	54	0	1	53	-4
BC	BC	50	59	0	0	59	-9
BD	BD	50	59	0	0	59	-9
		400	358	0	3	355	42

State Inmates:

PC/Lock Down Inmates: 0

Inmate Population

Inmate Sex	Count	%
M	288	80.45
F	70	19.55
	358	



COFFEE COUNTY PROBATION

300 Hillsboro Blvd Box 3
1st Floor Justice Center
Manchester, TN 37355

ACTIVITY SUMMARY REPORT

MARCH, APRIL, MAY 2023

CLIENT SUMMARY

DIRECTOR

Linda Baker, BSW

ADMINISTRATIVE

ASSISTANT

*Kayla Christianson,
BS*

304 New cases (not clients)

272 Cases closed out (not clients)

PROBATION OFFICERS

Michael Stanley, BS

30 State cases, will come to us once they complete their state time

*Crystal McGlothen,
BS*

VIOLATION SUMMARY

Cheryl Neal, MSSW

162 Warrants were written

*Christy Hite-Chilton,
BS*

122 Warrants were resolved

*Jared Smotherman,
BSW*

328 Messages left for clients in an attempt to get them compliant prior to violation being written

PHONE NUMBER

(931)723-3939

186 Pending Violation Letters were written and mailed

CONTACT SUMMARY

FAX NUMBER

(931)723-2174

2629 Events were scheduled

356 Events were cancelled by client

401 Were a No Show/no call

1200 Kept appointments

165 Face to Face Intakes (one-hour visits)

7 Phone intakes

149 Scheduled phone visits (reward/or lives out of state)

637 Non Scheduled Phone contacts with clients

223 Contacts with therapists, caseworkers, law enforcement, etc.

138 Emails sent or returned

SUMMARY OF CHARGES

*Please see each individual month for a complete list of charges

COURT REQUIREMENTS

105 Alcohol and Drug Evaluation were completed

2 Alcohol and Drug Education Classes were completed (one time class)

7 Clients completed inpatient Alcohol and Drug Rehab

26 Clients completed outpatient Alcohol and Drug Rehab

5 Completed Anger Management

13 Completed Batterer's Intervention (26 weeks of class)

58 Clients completed DUI School

10 Domestic Violence Evals were completed

294 Proof of jobs were submitted

5 Clients completed a Mental Health Eval

3 Clients completed Mental Health Counseling (usually this is ongoing-never ending)

1 Client completed the HISET/GED

25 Clients completed the Theft class, which is taught bimonthly

ETC.

We have had one of our probation officers to move out of state. Our Administrative Assistant took over that position as she has a degree in Criminal Justice and met all other qualifications. We hired a new Administrative Assistant that also has a degree in Criminal Justice (no degree is required for the Administrative Assistant). We are fully staffed at this time. One of our employees went on a two-week vacation therefore our face to face contacts were a little low due to this.

Respectfully submitted:

LINDA BAKER BSW

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COFFEE COUNTY PROBATION



14th Judicial District

DIRECTOR

LINDA BAKER BSW

ADMINISTRATION

CRYSTAL McGLOTHEN BS

PROBATION OFFICERS

CHERYL NEAL LCSW

JARED SMOTHERMAN BSW

CHRISTY HITE-CHILTON BS

CAMBRIA HOWARD BS

MICHAEL STANLEY BS

COLLECTIONS
(931)723-5110

COFFEE COUNTY PROBATION DEPT

Justice Center
300 Hillsboro Blvd Box 3
Manchester, TN 37355
Ph (931)723-3939 Fax (931)723-2174

ACTIVITY REPORT FOR
MARCH 1ST-31ST, 2023

CLIENT SUMMARY

774 Active clients at the end of the month

83 New cases (not clients)

89 Cases closed (not clients), two of those were deceased

30 Cases on state probation (our case starts when the state cases ends)

VIOLATION SUMMARY

56 VOP warrants were written

43 VOP warrants were resolved

128 Messages left for clients in an attempt to get in touch with them prior to the VOP warrant being written

87 Pending Violation Letters mailed prior to a VOP warrant being written

CONTACT SUMMARY

929 Events were scheduled with clients

124 Appointments were cancelled by clients

140 Appointments were a no show/no call

443 In person follow up monthly appointments were completed

61 In person intakes were completed (these are hour appointments)

One Phone intake was completed

52 Scheduled phone visits were completed (these call in are used as a reward or they are out of state clients)

246 Phone contacts with clients that were not scheduled

103 Phone contacts with others: therapists, case workers, etc.

61 emails exchanged with therapists etc.

SUMMARY OF CHARGES

1 Dogs Running at Large

8 Assaults

1 Contributing to the Deliq. Of a Child

1 Cruelty to Animals

10 Domestic Assaults

20 Driving on Revoked

5 Driving on Revoked 2nd Offense

17 Driving Under the Influence

1 Driving Under the Influence 2nd Offense

2 Evading Arrest

1 Failure to Appear

1 Joyriding

3 Leaving the Scene of an Accident

12 Simple Possession of Meth

3 Possession of Drug Para.

1 Possession of Burglary Tools

- 1 Reckless Driving
- 2 Resisting Stop Halt Frisk
- 17 Simple Possession of Marijuana
- 18 Theft
- 4 Violation of Order of Protection

COURT ORDERED/PROBATION REQUIREMENTS COMPLETED

- 45 Alcohol and Drug evals completed
- 2 Alcohol and Drug Education Class completed
- 2 Alcohol and Drug Inpatient rehab completed
- 6 Alcohol and Drug Outpatient rehab completed
- 1 Anger Management completed
- 1 Batterer's Intervention completed (26 week program)
- 27 DUI School completed
- 3 Domestic Violence Evals completed
- 91 Proof of Jobs submitted
- 2 completed Mental Health Counseling

ETC.

As of this date, all drug screens that have been sent to a lab have come back as positive. This means they denied our in house test and we sent them to a lab for confirmation. We have sent six to the lab for the month of March.

Our office is doing well.

****As always these numbers may be off by a few.**

Respectfully submitted,

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COFFEE COUNTY PROBATION



14th Judicial District

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**ACTIVITY REPORT FOR
APRIL 1ST-APRIL 30TH, 2023**

CLIENT SUMMARY

772 Active Clients for the month

92 New Cases (not clients)

73 Closed Cases (not clients)

30 State Probation Cases (our case starts when the state cases ends)

VIOLATION SUMMARY

49 VOP warrants were written

32 VOP warrants were resolved

110 Messages left for clients in an attempt to get in touch with them prior to the VOP warrant being written

58 Pending Violation letters mailed to clients, trying to get them into compliance before a warrant was written

CONTACT SUMMARY

876 Events were scheduled with clients

122 Appointments were cancelled by clients

135 Appointments were a no show/no call

394 Face to Face Follow up visits completed

61 Face-to-Face intakes completed w/clients (these are one-hour visits)
4 Phone Intakes completed (these are for people that live out of state)
46 Scheduled Phone visits (these may be used as a reward one month or for clients that live out of state, or long term treatment)
194 phone contacts with clients that were not scheduled
65 contacts with therapists, lawyers, others, etc.
47 emails sent out

SUMMARY OF CHARGES

1 Agg. Criminal Trespass
1 Misuse of 911 Calls
2 Allowing Dogs to Run At Large
2 Assault
1 Assault Against a First Responder
1 Criminal Impersonation
2 Cruelty to Animals
12 Domestic Assault
18 Driving on Revoked
3 Driving on Revoked 2nd Offense
14 DUI 1st Offense
1 DUI 2nd Offense
3 DUI 3RD Offense
1 Failure to Appear
1 Joyriding
1 Leaving the Scene of an Accident

4 Simple Possession of Meth

2 Drug Para.

1 Reckless Driving

15 Simple Possession

1 Stalking

7 Theft

5 Violation of Protective Orders

COURT ORDERED/PROBATION ORDERED REQUIREMENTS COMPLETED

33 Alcohol and Drug Evaluations completed

3 Alcohol and Drug Inpatient completed

10 Alcohol and Drug Outpatient completed

4 Anger Management completed

5 Batterer's Intervention completed (26 weeks of class)

20 DUI School completed

2 Domestic Violence evaluations completed

108 Proof of Jobs submitted

1 Mental Health Evaluation completed

1 Mental Health completed

25 Clients completed the Theft Class (this is offered bimonthly and taught by our staff)

ETC.

We have been in the process of hiring a new Administrative Assistant. Our current assistant is moving over to being a probation officer (she has a four-year college degree in Criminal Justice).

One of our probation officers is moving out of state (is why there is an Administrative opening).

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ACTIVITY REPORT FOR

MAY 1ST- MAY 31, 2023

CLIENT SUMMARY

779 Active Clients for the month

129 New Cases (not clients)

110 Cases closed (not clients)

30 State Probation cases (these will come to us when they
are finished with their state time)

VIOLATION SUMMARY

57 VOP warrants were written

47 VOP warrants were resolved

82 Messages were left with clients in an attempt to get in
touch with them

41 Pending Violation Letters were mailed to clients trying
to get them into compliance before warrant were written

CONTACT SUMMARY

824 Events were scheduled

110 Appointments were cancelled by clients

126 Clients were a no show/no call for their appointments

363 Face to Face follow up appointments were completed

43 Face to Face intakes were completed (these are one hour visits)

3 Phone intakes were completed

51 Scheduled Phone visits were completed (they may live out of state or used as a reward)

197 Phone contacts with clients that were not scheduled

55 Phone contacts with therapists, caseworkers, etc.

30 emails were sent out this month

SUMMARY OF CHARGES

Aggravated Criminal Tress. =1

Assault=1

Criminal Impersonation=1

Cruelty to Animals=5

Domestic Assault=10

Domestic Assault 2nd=3

Driving on Revoked=26

Driving on Revoked 2nd Offense=11

DUI=13

DUI 2nd Offense=3

DUI 3rd Offense=4

Evading Arrest=3

Failure to Appear=1

Harassment=2

Indecent Exposure=1

Joyriding=1

Leaving the Scene of an Accident=5

Possession of Meth=12

Drug Para.=5

Reckless Endg.=1

Simple Possession of Marijuana=1

Simple Possession casual Exchange=21

Theft=12

Vandalism=2

Violation of Order of Protection=2

***COURT ORDERED/PROBATION ORDERED REQUIREMENTS
COMPLETED***

Alcohol and Drug eval completed=27

Alcohol and Drug Inpatient completed=2

Alcohol and Drug Outpatient completed=10

Batterer's Intervention=7 completed (26 week program)

DUI School=11 completed

Domestic Violence Eval completed=5

Employment submitted=95

Disability submitted=1

GED/HISET completed=1

Mental Health Eval completed=4

ETC.

I had one probation officer to leave as she moved out of state. Our administrative assistant took her place (she has a Criminal Justice degree and met the qualifications). We hired a new administrative assistant and

she also has a Criminal justice degree (a college degree is not required for the administrative position).

I had one employee out for a two-week vacation. Therefore, our numbers were a little lower than usual.

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