



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

*Law Enforcement Meeting 07/03/2025  
Coffee County Administrative Plaza  
4:30PM*

*Commissioner's Present: Chairman Missy Deford Green, Benton Brown, Laura Nettles and Dwight Miller.*

*Others present: Sheriff Chad Partin and Jennifer Green*

*Chairman Missy Deford Green opened the meeting at 4:30. The chairman asked the members to approve the agenda Dwight Miller approved and the motion was seconded by Commissioner Laura Nettles. Motion carries 3 to 0. Benton Brown was sitting in at the meeting this time but will be taking Commissioner Nettles' seat on the board the next meeting.*

*Chairman Green ask if there were any public comments. There were none.*

*Chairman asked the commissioners to approve the minutes from the last meeting on 03/27/2025. Miller approved the minutes with Nettles seconded the motion. Motion carries 3 to 0.*

*No unfinished business to talk about.*

*New Business: The Sheriff wanted to thank all the commissioners on behalf of all the employees for passing the budget, and the raises for the employees, everyone was very grateful.*

*If you haven't been by the old bus garage/motor pool behind the Justice Center. Go check it out, the Holmes family just finished painting the building two weeks ago. Built in 1982 and hasn't been painted since it was built, last year we redone the roof. It looks amazing.*

*We are in the process of getting a new commercial mixer for the kitchen in the jail.*



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*TCI (Tennessee Corrections Institute) showed up and, on that day, we were at 401 on our jail inmate population. We did not get the certificate, over capacity. They should be back 60 to 90 days. Everything else looked good, records, logs, stats, maintenance and the kitchen.*

*We have 70 state inmates sentenced that we are waiting on the state to get out. Jail Admin Tammy Warren and her staff work diligently to keep the countdown. The sheriff went over the population reports with the commissioners explaining how the pods are split up. The Sheriff said he wasn't coming to you to build onto the jail. If he done anything he would build a workhouse beside the sally port, when that time came. We are averaging approximately 390 inmates lately.*

*Sheriff Partin wanted to let the commissioners know that he is planning to purchase two motorcycles for traffic/radar duty, he has had a lot of complaints regarding traffic. We are in the process of getting bids. They will work the county roads and will be working in school zones.*

*The Sheriff has made some promotions and changed in rank within the department: It goes me, (Sheriff Partin), Chief Deputy Frank Watkins, 3<sup>rd</sup> in rank is Major Brad Roberts, I pulled Captain Billy Butler from Investigations to Admin Captain. Brandon Reed has come back to us at the Sheriff's Dept. he will be Chief Investigator over all investigators and Jerome Dillard will be Sergeant over at the courthouse with Lieutenant Mullins still in charge on the north side.*

*Commissioner Miller asked about the air conditioners. The sheriff asked for a reevaluation of the situation and got Lee Company to get a parts list together for parts and labor. We are trying to repair and squeeze the sponge, Sheriff said.*

*Next year we will be done with the lease (enterprise) and we will go back to reevaluating the vehicles.*

*Chairman Green asked the sheriff about the Judicial Commissioners he replied they just need to be looked into; he's just hearing complaints from all departments. Chairman said they may call a special called meeting with them all, they are under the mayor.*



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*Linda Baker went over her report which is attached.*

*Chairman Green asked for a motion for adjournment, motion was made by Commissioner Nettles and seconded by Commissioner Miller.*

*Submitted by: Jennifer Green*

Minutes approved October 9, 2025



**Coffee County Sheriffs Office**  
**Facility Population Stats (By Classification)**

Description	Male					Female					% Total	
	W	B	A	I	O	W	B	A	I	O		
FELONY SENTENCED - LESS THAN A YEAR	7	1	0	0	0	1	0	0	0	0	9	2.16
FELONY-SENTENCED - 1 YEAR OR MORE	61	9	0	1	2	5	0	0	0	0	78	18.75
PAROLE VIOLATOR	7	2	0	0	0	0	0	0	0	0	9	2.16
MISDEMEANOR - SENTENCED	38	3	0	0	2	10	0	0	0	0	53	12.74
MISDEMEANOR - NON-SENTENCED	67	10	0	0	1	26	3	0	0	0	107	25.72
FELONY - NON-SENTENCED	95	28	0	1	4	27	5	0	0	0	160	38.46
<b>Totals: 275</b>	<b>53</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>69</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>416</b>	



Coffee County Sheriffs Office  
Facility Census

**Current Inmate Housing Population**

Pod	Description	Capacity	Assigned	Out Facility	Out Pod	In Pod	Available
Not Specified	Not Specified	0	2	0	0	2	-2
AA	AA	50	41	0	0	41	9
AB	AB	50	66	0	0	66	-16
AC	AC	50	28	0	0	28	22
AD	AD	50	39	0	0	39	11
ADMIN	ADMIN	0	10	0	0	10	-10
BA	BA	50	34	0	0	34	16
BB	BB	50	61	0	0	61	-11
BC	BC	50	62	0	0	62	-12
BD	BD	50	55	0	0	55	-5
		<b>400</b>	<b>398</b>	<b>0</b>	<b>0</b>	<b>398</b>	<b>2</b>

State Inmates:

PC/Lock Down Inmates: 0

**Inmate Population**

Inmate Sex	Count	%
M	327	82.16
F	71	17.84
	<b>398</b>	



## COFFEE COUNTY PROBATION

300 Hillsboro Blvd Box 3  
1<sup>st</sup> Floor Justice Center  
Manchester, TN 37355

### DIRECTOR

Linda Baker, BSW

### ADMINISTRATIVE

#### ASSISTANT

MICHELLE LOWE

BS

## MARCH, APRIL, & MAY 2025

## ACTIVITY REPORT SUMMARY

\*\*\*Keep in mind this is for a three-month time span.

\*\*\*Keep in mind clients and cases are none the same.

Some clients have multiple cases and they are attached together for certain statistical information.

### PROBATION OFFICERS

Kayla Christianson

BS

Christy Hite-Chilton,

BS

Crystal McGlothen,

BS

Jared Smotherman,

BSW

Michael Stanley

BS

Chance Lowery,

BS

### PHONE NUMBER

(931)723-3939

### FAX NUMBER

(931)723-2174

## CLIENT SUMMARY

880 Active clients each month (on average) over a three-month time span

279 New Cases (not clients) over a three-month time span

316 Cases (not clients) closed over a three-month time span

48 State Cases (meaning once they get finished with their state time, they will come to us. We still have to keep up with them).

1 Bond Condition Case (regular drug screens out of Circuit Court-has not pled yet), just on drug screening criteria

### **VIOLATION SUMMARY**

153 Violation of Probation Warrants were written

139 Violation Warrants were resolved

255 Messages in an attempt to get in touch with clients prior to VOP warrant being written

94 Pending Violation Letters sent to clients in an attempt to get them in compliance before the VOP warrant was written

### **CLIENT CONTACT**

2937 Appointments were scheduled

394 Appointments were cancelled by clients

301 No call no show by clients

185 Intakes were completed (first time appointments-an hour long)

1714 Follow up appointment were completed

889 Non scheduled phone appointments with clients

249 Phone calls with therapists, case workers, etc.

## **PROBATION/COURT REQUIREMENTS COMPLETED**

149 Alcohol and Drug Evaluation completed

26 Clients completed Inpatient Alcohol and Drug Treatment

28 Clients completed Outpatient Alcohol and Drug Treatment

6 Clients completed Alcohol and Drug Education Class

12 Clients completed a Domestic Violence Evaluation

12 Clients completed Batterer's Intervention Class (26 weeks of class)

14 Clients completed a Mental Health Evaluation

6 Clients completed Mental Health Counseling

4 Clients completed Public Service Work

11 Clients completed Theft Class (we teach this class in the probation office)

274 Proof of Job/School/Disability were submitted

2 Alcohol and Drug Evals were completed by an officer in this office (we completed the training to do the evals etc. most recently). Normally most A&D Evals are referred out to other agencies.

## DEMOGRAPHICS

\*\*\*This is on average for a three-month time frame.

1185 White Clients

180 African American Clients

110 Hispanic Clients

5 Other Clients

8 Mixed Clients

3 Not otherwise specified

ETC.

Our Administrative Assistant was out on medical leave for six weeks. This was a great hardship on us as she is the only person in the sign in office. All the officers were going above and beyond their normal above and beyond they do on a regular basis.

April was one of our highest months for drug screens.

We had two people to pass away during this time frame.

**\*\*\*As always, these numbers may be off by a few due to human interpretation and computer output.**

**Respectfully submitted:**

**LINDA BAKER**



**COFFEE COUNTY PROBATION**