



# Voluntary Accreditation Standards for Local Correctional Facilities

Tennessee Corrections Institute

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## TIERED ACCREDITATION

Revised March 2022

Authority:

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T.C.A. §§ 4-5-201 et seq. and 41-8-106

(i)(3)(B) Chapter 1400-05



## **1400-05-.01 Preface**

1. Pursuant to T.C.A. § 41-4-140, the TCI is required to inspect local jails, lock-ups, and workhouses to determine whether a county merits Tier 1 or Tier 2 accreditation by the TCI pursuant to T.C.A. § 41-8-106(i).
2. These Tier 1 and Tier 2 accreditation standards apply to local correctional facilities that voluntarily adopt accreditation for the purposes of improving access to evidence-based inmate programming to help ensure inmates' successful reentry into society, reducing recidivism within the agency's jurisdiction, improved rehabilitation services, and increased reimbursement for state-sentenced inmates.
3. Nothing contained in these standards shall be construed to prohibit a city, county, or city and county agency operating a local correctional agency from adopting its own accreditation standards governing its personnel and facility.
4. These standards shall not be construed as authority to violate any state mandated local adult detention facility standards, fire safety standards, building standards, or health and safety codes.

## **1400-05-.02 Definitions**

The following definitions apply throughout this chapter:

1. "Applicant" means the local correctional facility that is applying for tier accreditation.
2. "Evidence-based program" means a program or programs shown by scientific research to effectively reduce recidivism rates and increase an offender's likelihood of success following release from incarceration, including programs focused on education, vocational training, mental health, substance abuse rehabilitation, or building healthy relationships.
3. For the purposes of these rules, "recidivism rate" means the number of unique offenders released from incarceration and the number of those unique offenders who subsequently return to incarceration within three-years of release. For tracking purposes, offender release cohorts shall be categorized indicating whether the offender participant was a felon, misdemeanor, or pre-conviction program participant at the time of release. For the purposes of this definition, unique offender refers to a single person and measures recidivism for the three-year period following the unique offender's release from incarceration. A unique offender is considered a recidivist upon their first reincarceration after release. Multiple reincarcerations during the three-year period following release would not create a new unique offender or create a different recidivism outcome.
4. "TCI" means the Tennessee Corrections Institute.

## **1400-05-.03 General Requirements**

1. An applicant must apply for accreditation by following the application instructions available on the TCI website, which may be amended from time to time.
2. An applicant must identify the accreditation tier for which the applicant is applying.
3. For each tier, there are 25 corresponding standards, comprised of five mandatory standards and 20 optional standards. The TCI inspection staff shall evaluate an applicant's attainment of the standards that correspond to the tier that the applicant identifies. An applicant must meet all five mandatory standards and at least 17 of the 20 optional standards to achieve the corresponding level of accreditation. Once an applicant has met these standards, then the Board of Control must certify the applicant's accreditation during the Board of Control's next regularly scheduled meeting.

## 1400-05-.04 Tier 1 Mandatory Standards

When both males and females are housed in the same facility, available services and programs should be comparable for those groups.

- A. **Mandatory** - The applicant offers at least one evidence-based program focusing on life skills or behavioral health. Programs may be conducted in-person or virtually.
  - a. **Protocols: Written policy and procedure, Evidence-based approval, program description.**
  - b. **Process Indicators: Attendance rosters, curriculum outline, instructor credentials.**
  
- B. **Mandatory** - The applicant offers at least one program focusing on education or life skills. Programs may be conducted in-person or virtually. This requirement may be met in conjunction with the evidence-based requirement in subparagraph (a) of this paragraph.
  - a. **Protocols: Written policy and procedure, program description.**
  - b. **Process Indicators: Attendance rosters, curriculum outline, instructor credentials.**
  
- C. **Mandatory** - The applicant must be certified by TCI for at least two continuous years immediately preceding application, which may include certification pursuant to a TCI Board of Control Plan of Action.
  - a. **Protocols: Written policies and procedures. Certification documents**
  - b. **Process Indicators: Inspection reports, TCI records**
  
- D. **Mandatory** - The applicant has a training plan that is reviewed and approved at least annually by the applicant's administration. The plan includes:
  - 1. Provisions regarding leadership development and succession planning; and Verbal De-escalation
  - 2. A requirement of at least 40 total hours of training—consisting of both classroom hours and on-the-job training—for newly hired correctional employees prior to being independently assigned to any post. The required 40 hours of training may be completed in conjunction with the orientation requirement required under T.C.A. § 41-4-140 and TCI Minimum Standards for Adult Local Correctional Facilities in paragraph (4) of Rule 1400-01-.06, and includes training on the following topics:
    - (i) Inmate supervision;
    - (ii) Verbal de-escalation;
    - (iii) Use-of-force regulations and tactics;
    - (iv) Medical and mental health awareness;
    - (v) Inmate program goals and qualifications; and
    - (vi) Responsibilities related to sexual abuse and sexual harassment prevention, detection, and reporting.
  - a. **Protocols : Written policy and procedure. Trainer job descriptions. Training curriculum. Training records.**
  - b. **Process Indicators: Personnel records. Training records. Attendance rosters.**

- E. Mandatory** - The applicant has a written policy establishing zero tolerance of sexual abuse and sexual harassment and outlining the agency's approach to preventing, detecting, and responding to sexual abuse and sexual harassment. The policy requires that when an employee of one sex enters an inmate unit occupied by inmates of the opposite sex, then the employee must announce the employee's presence in the unit. The applicant designates a senior-level, agency-wide coordinator with the authority to develop and effectuate the policy and investigate claims of sexual impropriety.
- a. **Protocols: Written policy and procedure. Training curriculum. Job description**
  - b. **Process Indicators: Policy acknowledgments, employee credentials, investigation reports, training records.**



### **1400-05-.04 Tier 1 Optional Standards**

- A.** The applicant and county legislative body have established a County Corrections Partnership Committee or Criminal Justice Coordinating Committee by local resolution that addresses local facility programmatic needs, construction needs, overcrowding, recidivism rates, inmate needs, criminal justice system challenges, and other needs specifically related to the overall improvement of resources available for local correctional facilities. The Committee includes stakeholders from the local criminal justice system, local elected or appointed officials, and representatives from the community who have expertise in one or more of these topics. The Committee meets at least quarterly.
- a. **Protocols: Written policy and procedure. Copy of Resolution**
  - b. **Process Indicators: Meeting Agendas. Meeting sign in log. Meeting Minutes**
- B.** The applicant has a policy outlining inmate program implementation, qualifications, participation, timelines, and statistics. The applicant tracks data on inmate programs, inmate populations, evidence-based data, work accomplished, number of active/past participants, local recidivism rates, and budget numbers, and reports this data quarterly and annually.
- a. **Protocols: Written policy and procedures. Volunteer lists. Program descriptions. Schedules of activities. Memorandums of agreements/contracts for program delivery. Work release agreements.**
  - b. **Process Indicators: Attendance rosters. Quarterly and annual program reports. Data supporting attendance in programs, recidivism rates, enrollment documents.**

- C. The applicant trains all volunteers and contractors who have contact with inmates regarding sexual abuse and sexual harassment prevention, detection, and response policies and procedures.
- a. **Protocols: Written policy and procedure, program or services description, service provider affiliation and description.**
  - b. **Process Indicators: Attendance rosters, curriculum outline, instructor/facilitator credentials.**
- D. The applicant has at least one staff member assigned to oversee rehabilitative, work, behavioral, and counseling programs for inmates. This assignment may be the staff member's primary duty or a non-primary duty.
- a. **Protocols: Written policy and procedure. Job descriptions.**
  - b. **Process Indicators: Personnel records, employee credentials, work schedule and or time sheets.**
- E. The applicant has adequate programming space, equipment, and technology to support the number of inmates and the types of programming opportunities offered.
- a. **Protocols: Written policies and procedures. Facility plans/specifications.**
  - b. **Process Indicators: Observation. Staff, volunteers, and inmate interviews. Staff deployment records.**
- F. The applicant does not use or authorize the use of inmate housing that does not have adequate access to drinking water or toilets.
- a. **Protocols: Written policies and procedures. Facility plans/specifications.**
  - b. **Process Indicators: Observation, facility logs, staff/inmate interviews.**
- G. The applicant offers inmate programs, services, and counseling and uses community resources to supplement these offerings.
- a. **Protocols: Written policy and procedure. Facility program and activity schedule.**
  - b. **Process Indicators: Activity schedules. Facility logs. Program Materials Inmate interviews. Observation.**
- H. The applicant has a detailed inmate classification policy that includes:
1. The process for identifying the specific risks and needs of each inmate;
  2. A housing plan for separation of offenders; and
  3. A classification review process.
  4. The review process considers factors including security level, sentencing information, criminal and disciplinary history, program eligibility, significant incidents, and significant incident involvement. A classification review occurs, at a minimum, following each court action, following disciplinary action, and every 180 days of incarceration following the prior review
- a. **Protocols: Written policy and procedure. Classification program description. Classification Matrix/Tree.**
  - b. **Process Indicators: Initial and Reviewed Inmate classification records, housing, and program referrals with justification.**

- I. The applicant has at least one staff member assigned to conduct formal inmate classification interviews. This assignment may be the staff member's primary duty or a non-primary duty.
  - a. **Protocols: Written policy and procedure. Job descriptions.**
  - b. **Process Indicators: Personnel records, employee credentials, work schedule and or time sheets, completed classification documentation.**
  
- J. The applicant has a staffing plan that has been reviewed by the Sheriff, County Mayor, and Facility Administrator, or by other appointing authorities as applicable under state law. The staffing plan includes scheduling plan, relief plans, minimum coverage and ideal coverage levels, and supervisory plans for work, education, and rehabilitative programs.
  - a. **Protocols: Written policy and procedure. Job descriptions, Coverage/Scheduling Plan, Employee Schedule, Post Orders for each position.**
  - b. **Process Indicators: Personnel records, completed work schedules, monthly vacancy report, turnover report, observation.**
  
- K. The applicant provides at least 12 hours of onsite medical coverage per week and on-call medical coverage seven days per week. Onsite medical coverage is conducted by a licensed practical nurse, registered nurse, advanced practice nurse, physician assistant, or physician.
  - a. **Protocols: Written policy and procedures. Clinic schedules. Healthcare contract.**
  - b. **Process Indicators: Health care staff work schedule and or time sheets. Logbooks reflecting clinic times.**
  
- L. The applicant has at least one staff member assigned to review the inmate population needs and sentencing management. This staff member is responsible for tracking who is in custody, how long each inmate has been in custody, the confinement and court status of each inmate, each inmate's needs and services required while in custody, and each inmate's needs and the services each inmate should be connected to upon release. This assignment may be the staff member's primary duty or a non-primary duty.
  - a. **Protocols: Written policy and procedure. Job descriptions.**
  - b. **Process Indicators: Personnel records, employee credentials, sample screening reports, work schedule and/or time sheets, population dates on length of stay, pretrial misdemeanant or felon population in custody reviews, correspondence with stakeholders.**
  
- M. The applicant has a pretrial diversion program that assesses an inmate's eligibility for pretrial diversion options, based in part on the inmate's risk assessment outcomes.
  - a. **Protocols: Written policy and procedure, assessment tool and description.**
  - b. **Process Indicators: Completed assessments, facility reports documenting pretrial diversions.**
  
- N. The applicant uses a validated screening tool for mental illness and substance abuse disorders to determine inmate mental health and substance abuse needs. The applicant communicates the screening results to the appropriate treatment providers and judicial officers on a need-to-know basis subject to and in compliance with applicable privacy/confidentiality laws.
  - a. **Protocols: Written policy and procedure, screening tool and description.**
  - b. **Process Indicators: Completed screenings, facility reports documenting referrals to appropriate personnel or entity.**

- O. The applicant's correctional staff complete annual in-service training including the following topics:
1. Use of Force and Verbal De-escalation protocols
  2. Inmate programming goals
  3. Inmate classification procedures
  4. Mental Health Awareness
  5. Responsibilities related to sexual abuse and sexual harassment prevention, detection, and reporting.
    - a. **Protocols: Written policy and procedure. Trainer job descriptions. Training curriculum.**
    - b. **Process Indicators: Personnel records. Training records. Attendance rosters.**
- P. The applicant annually reports the probation and parole violators processed through the facility including the nature of each violation (technical violation or new crime), the classification of each violation as a felony or misdemeanor, whether each violator is male or female, and whether each violation is state or local.
- a. **Protocols: Written policy and procedure.**
  - b. **Process Indicators: Annual report**
- Q. The applicant has at least one staff member assigned to oversee the applicant's compliance with TCI minimum standards and these accreditation standards. This assignment may be the staff member's primary duty or a non-primary duty.
- a. **Protocols: Written policy and procedure. Job description.**
  - b. **Process Indicators: Employee schedules. Facility logs. Staff interviews.**
- R. The applicant conducts and evaluates individual health emergency drills (also known as "man down" drills) at least once per year per shift where health staff are assigned.
- a. **Protocols: Written policy and procedure. Drill description.**
  - b. **Process Indicators: Facility logs, drill documents, Staff interviews, documentation of any corrective action taken if applicable (training adjustments, modification to policy and procedure, additional equipment needed).**
- S. The applicant has correctional personnel who have completed a certified course in critical incident response or crisis intervention to address incidents requiring these specialized services for both officers and inmates.
- a. **Protocols: Written policy and procedure. Trainer job descriptions. Training curriculum. Training records.**
  - b. **Process Indicators: Personnel records. Training records. Attendance rosters. Certifications**
- T. The applicant has at least one staff member assigned to monitor and review contracts related to medical, mental health, food service, commissary, maintenance, phone, or other services that the applicant contracts out to a third party. This assignment may be the staff member's primary duty or a non-primary duty.
- a. **Protocols: Written policy and procedure. Job description. Contracts**
  - b. **Process Indicators: Employee schedules. Staff interviews. Contract reviews/audits**

## 1400-05-.05 Tier 2 Mandatory Standards

When both males and females are housed in the same facility, available services and programs should be comparable for those groups.

- A. **Mandatory** - The applicant qualifies for Tier 1 accreditation.
- B. **Mandatory** - The applicant has at least one staff member whose primary assignment is to oversee the applicant's compliance with these accreditation standards. This assignment must be the staff member's primary duty.
  - a. *Protocols: Written policy and procedure. Job Description.*
  - b. *Process Indicators: Employee schedules. Facility logs. Staff interviews.*
- C. **Mandatory** - The applicant offers at least two evidence-based programs focusing on life skills or behavioral health. Programs may be conducted in-person or virtually.
  - a. *Protocols: Written policy and procedure, Evidence-based approval, program description.*
  - b. *Process Indicators: Attendance rosters, curriculum outline, instructor credentials.*
- D. **Mandatory** - The applicant offers at least one program focusing on education or life skills. Programs may be conducted in-person or virtually. This requirement may be met in conjunction with the evidence-based requirement in subparagraph (c) of this paragraph.
  - a. *Protocols: Written policy and procedure, program description.*
  - b. *Process Indicators: Attendance rosters, curriculum outline, instructor credentials.*
- E. **Mandatory** - The applicant screens inmates for risks of victimization and abusiveness. An inmate is screened during the inmate's intake and upon the inmate's transfer to another facility for the inmate's risk of being sexually abused by other inmates or sexually abusive toward other inmates. The intake screening takes place within 72 hours of the inmate's arrival at the facility.
  - a. *Protocols: Written policy and procedure, program or services description, service provider affiliation and description.*
  - b. *Process Indicators: Attendance rosters, curriculum outline, instructor/facilitator credentials.*





## **1400-05-.05 Tier 2 Optional Standards**

- A. The applicant provides sufficient medical staff to provide inmates with medical treatment that is consistent with the standards of care. The applicant has a staffing plan that is based on an independent assessment conducted by a qualified third party that evaluated the applicant's ability to meeting the health needs of the inmate population. The assessment and plan must be reevaluated at least every four years.
- a. ***Protocols: Written Policy and Procedures, Standards. Certification of compliance.***
  - b. ***Process Indicators: Assessment, Staffing Plan, Observation, Interview, Review of audit and assessment results, documentation and results of annual review.***
- B. The applicant either provides at least 16 hours of onsite medical coverage per day or otherwise provides medical staffing consistent with the National Commission on Correctional Health Care guidelines. Onsite medical coverage is conducted by a licensed practical nurse, registered nurse, advanced practice nurse, physician assistant, or physician.
- a. ***Protocols: Written policy and procedures. Clinic schedules. Healthcare contract.***
  - b. ***Process Indicators: Health care staff work schedule and or time sheets. Logbooks reflecting clinic times. Written results of the staffing plan***
- C. The applicant provides on-call mental health services seven days per week. The applicant also provides either onsite mental health services five days per week or telehealth mental health services 40 hours per week.
- a. ***Protocols: Written policy and procedures. Service schedules. Services contract.***
  - b. ***Process Indicators: Mental health care staff work schedule and or time sheets. Logbooks reflecting service times, staff credentials.***
- D. The applicant is located in a county that has adopted the Stepping Up initiative.
- a. ***Protocols: Written policy and procedure. An established planning team consisting of criminal justice leadership, key persons from the behavioral health system, representatives from the community, and representatives from county and municipal government. Validated screening tools for mentally ill and substance use disorders. List of local services/providers.***
  - b. ***Process Indicators: County Legislative Body resolution adopting this initiative. Meeting agenda and minutes. Accompanying reports.***
- E. The applicant requires that prescription medication is administered to inmates by qualified medical personnel only.
- a. ***Protocols: Written policy and procedures. Services contract.***
  - b. ***Process Indicators: Medication administration records, staff interviews***
- F. The applicant provides inmate counseling services, either onsite or online, at least three days per week to address inmates' specific needs related to addiction, anger management, rehabilitation, education, and other factors identified by the facility administration.
- a. ***Protocols: Written policy and procedures. Service schedules. Services contract.***
  - b. ***Process Indicators: Counselor work schedule and or time sheets. Logbooks reflecting service times, Staff credentials***
- G. The applicant meets or exceeds all physical plant standards outlined in T.C.A. § 41-4-140, regardless of the age of the facility.
- a. ***Protocols: Written policy and procedures. TCI Minimum Standards.***
  - b. ***Process Indicators: Facility schematic, measurements, observation***

- H. The applicant shall employ or have access to personnel designated to apply for grants that would enable enhanced inmate programs, staffing, facility improvements, rehabilitation, officer services, or other operational improvements.
- a. **Protocols: Written policy and procedure. Job Description.**
  - b. **Process Indicators: Employee credentials. Grant review. Staff interviews.**
- I. The applicant has a training plan that requires least 120 total hours of training—consisting of both classroom hours and on-the-job training—for newly hired correctional employees prior to being independently assigned to any post. The required 120 hours of training may be completed in conjunction with the orientation requirement required under T.C.A. § 41-4-140 and TCI Minimum Standards for Adult Local Correctional Facilities in paragraph (4) of Rule 1400-01-.06.
- a. **Protocols: Written policy and procedure. Trainer job descriptions. Training curriculum. Training records.**
  - b. **Process Indicators: Personnel records. Training records. Attendance rosters.**
- J. The applicant requires that correctional employees in mid-level management positions complete at least 10 total hours of leadership and professional development training annually. The applicant requires that correctional employees in senior-level management positions complete at least 20 total hours of leadership and professional development training annually.
- a. **Protocols: Written policy and procedure. Trainer job descriptions. Training curriculum. Training records.**
  - b. **Process Indicators: Personnel records. Attendance rosters. Agendas. Conference synopsis, certificates of completion**
- K. The applicant has a quality control plan that requires an annual review of facility operations to ensure compliance with facility policies and procedures. Any required corrective measures are identified and completed. At a minimum, the internal quality control plan addresses the following areas:
1. Inmate Program Effectiveness
  2. Inmate Health Care
  3. Security and Control
  4. Use of Force Statistics
  5. Safety and Sanitation
  6. Food Service
  7. Inmate Grievance Program
  8. Staff Training/Professional Certifications
  9. Employee Retention
- a. **Protocols: Written policy and procedure.**
  - b. **Process Indicators: Annual report, Corrective action plans**
- L. The applicant has at least one partnership with a provider of post-incarceration re-entry services that provides housing or job placement for inmates upon release.
- a. **Protocols: Written policy and procedure, program description, partnership agreement.**
  - b. **Process Indicators: Re-entry rosters, job placement documentation, admission rates.**
- M. The applicant has at least one job certification or apprenticeship program to enhance employment opportunities for the inmate upon release. The program has a detailed description certification or apprenticeship requirements, instructor credentials, and description of the work opportunities created.
- a. **Protocols: Written policy and procedure, program description.**
  - b. **Process Indicators: Attendance rosters, curriculum outline, instructor credentials.**

- N. The applicant provides inmate screening upon intake to determine whether an inmate has experienced prior sexual victimization and whether the victimization occurred in an institutional setting or in the community. If the inmate did experience sexual victimization, then the applicant offers a follow-up meeting for the inmate with a medical or mental health professional within 14 days of the intake screening.
- a. **Protocols: Written Policy and Procedures, Description of reporting process.**
  - b. **Process Indicators: Observation, Interview, Documentation of: screenings, follow-up meetings, offered follow-up meetings, and refusals of meetings.**
- O. The applicant regularly conducts root-cause analysis reviews in response to critical or significant events, as defined by facility policy. Examples of such events may include suicide attempts, fights, sexual assault, and major maintenance problems.
- a. **Protocols: Written policy and procedure, Outline of analysis procedures.**
  - b. **Process Indicators: Completed reviews, training documents, plans of action.**
- P. The applicant provides inmates with an orientation program within 10 days of intake. The orientation program outlines all facility programs, the qualifications for participation in the various program, services offered at the facility, facility rules and regulations, information about court process, notification of the zero-tolerance sexual assault and sexual harassment policy, and healthcare screening availability.
- a. **Protocols: Written policy and procedure, orientation description**
  - b. **Process Indicators: Attendance rosters, curriculum outline, healthcare screening documentation.**
- Q. The applicant has a work release program in accordance with T.C.A. § 41-4-140 and the Standards for Adult Local Correctional Facilities described in paragraph (6) of Rule 1400-01-.12. The applicant follows stringent guidelines to ensure the safety of the local community and follows all applicable fee schedules required by state law. The applicant generates an annual report to provide statistical analysis of the following: inmate participation; recidivism rates; program attrition; inmate satisfaction of fines, fees, and child support obligations; and inmate savings. The applicant shall submit the annual report to the facility administration, the county legislative body, and the work-release commission.
- a. **Protocols: Written policy and procedure. Facility program outline and activity schedule, partnership agreements, court documents**
  - b. **Process Indicators: Activity schedules. Statistical reports, Facility logs. Inmate interviews, Observation, fee schedule reports.**
- R. The applicant completes a staffing analysis within 12 months of applying for accreditation. The completed staffing analysis must be presented to the County Commission and either the County Corrections Partnership Committee or the Criminal Justice Coordinating Committee for review. The staffing analysis must be completed by a reputable entity familiar with and specialized in correctional facility operations. The analysis is valid for four years following its completion date. The applicant and either the County Corrections Partnership Committee or the Criminal Justice Coordinating Committee shall perform and document an annual review and update of the plan coincident with the annual budget preparation.
- a. **Protocols: Written policy and procedure. Mechanism to track net annual work hours. Facility floor plans showing posts/positions.**
  - b. **Process Indicators: A formal completed staffing analysis no older than 48 months. Written results of the annual review of the staffing plan. NAWH calculations covering three fiscal years (updated annually). An agenda item showing the review before the CCP and the County Legislative Body. Resume of the person conducting the formal staffing analysis. Sheriff's letter of agreement. Shift schedules. Employee vacancy rates.**

- S. The applicant has a documented succession plan for identifying and developing new leaders to increase the availability of experienced and capable employees who are prepared to assume leadership roles. The applicant provides access to leadership development training through correctional leadership programs, state or national corrections-based conference attendance, or other public safety-based leadership initiatives.
- a. ***Protocols: Written policy and procedure. Leadership development plan. Training curriculum.***
  - b. ***Process Indicators: Training records. Attendance rosters. Curriculum overview. Agendas. Conference synopsis***
- T. The applicant has established measurable goals and objectives that are reviewed at least annually and updated as needed, as well as an internal system for assessing achievement of goals and objectives through documents findings. As necessary, program changes are implemented in response to findings. The applicant generates an annual report that includes goals, objectives, inmate programming, and all aspects of contributing factors to the inmate population—such as arrest data, probation and parole data, sentencing, arraignment time, bonding, citations in lieu of arrest, budget, and staffing.
- a. ***Protocols: Written policy and procedure.***
  - b. ***Process Indicators: Annual report***





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