
 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 107.01	Page 1 of 6
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	Distribution: A	
	Supersedes: 107.01 (2/1/05)	
Approved by:  Subject: INTERNAL AFFAIRS AUTHORITY, RESPONSIBILITIES, PERSONNEL-SELECTION AND TRAINING		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-604, TCA 4-3-606, and TCA 4-3-609.
- II. PURPOSE: To define the purpose, scope, authority, responsibility, selection, and training of Internal Affairs personnel.
- III. APPLICATION: All Tennessee Department of Correction (TDOC) employees and employees of privately managed institutions.
- IV. DEFINITIONS:
 - A. Internal Affairs Division (IA): The division of Tennessee Department of Correction (TDOC) that conducts both criminal and administrative investigations of offenses occurring within the TDOC and coordinates the monitoring and management of the Security Threat Group Program.
 - B. Director of IA: A commissioned special agent appointed by the Commissioner to manage the IA operations at a statewide level
 - C. Special Agent-in Charge (SAC): A qualified, commissioned special agent who is responsible and accountable for the direct supervision and management of IA operations in the respective regions of the state under the supervision of the Director.
 - D. IA Special Agent: A qualified, commissioned individual assigned to IA who conducts both criminal and administrative investigations of matters pertaining to TDOC.
 - E. Employee: All full-time, part-time, permanent, temporary, contract employees, volunteers and employees of other privately or publicly managed institutions and programs that operate under the policies, procedures, and regulations of TDOC.
 - F. Employee Misconduct: Inappropriate action on the part of an employee including any violation of TDOC or Tennessee Department of Personnel (TDOP) policies, procedures, or any written or oral orders. Any violation of Tennessee Code Annotated, county, or city ordinances that reflect on the employee's moral character, judgement, respect for the rights of others, honesty, fairness, or respect for the law, regardless of whether or not the employee is prosecuted for the violation.
 - G. Criminal Act: Any action that is classified as a violation of the Tennessee Code Annotated Criminal Code.
 - H. Breach of Security: Any conduct which significantly endangers the safety of the community, employee(s), or inmate(s).

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- I. Primary Investigation: An informal fact finding inquiry directed by the Director or SAC to gather information, where there has been an allegation of wrongdoing against a TDOC employee or inmate, and when sufficient information does not exist to initiate a subject investigation.
- J. Subject Investigation: A formal, detailed investigation authorized at the Commissioner level to investigate allegations of illegal or prohibited activity pertaining to or affecting the TDOC.
- K. Security Threat Group Coordinator (STG): A non-commissioned member of the Internal Affairs Team assigned to provide coordination between the Wardens and the Department of the STG Program and the identification, documentation, and monitoring of (STG) activity occurring within TDOC institutions or privately managed institutions housing TDOC inmates.
- L. Institutional Security Threat Group Coordinator: The institutional staff member assigned by and responsible to the Warden of the facility to monitor, investigate, and evaluate the inmate population for STG activity and affiliation and coordinate the sharing of that information with the IA STG coordinator.
- J. TDOC/TBI Liaison: A non-commissioned member of the IA team assigned to assist with Internal Affairs investigations by utilizing the TBI database to research and retrieve pertinent case related information and to facilitate the appropriate sharing of information from TDOC to other law enforcement agencies nationwide.
- V. POLICY: The Internal Affairs Division shall conduct subject investigations upon authorization from the Commissioner level. Internal Affairs will ensure that all investigations of alleged criminal and/or administrative misconduct at any TDOC facility will be conducted objectively and timely, assuring fairness and justice. Investigations may be initiated on the basis of allegations, reasonable suspicion or complaints relating to employees and/or private citizens at any TDOC facility. Primary investigations may be conducted upon authorization of the Director of IA or SAC. Continuing contact and consultation with TDOC Legal staff shall be made as needed by the agents during the course of all investigations.
- VI. PROCEDURES:
 - A. The Commissioner shall appoint a Director of IA whose responsibilities shall be to:
 - 1. Implement efficient and effective operational procedures for IA that serve the needs of the Department.
 - 2. Conduct and/or coordinate investigations of employee misconduct in violation of TDOC and/or TDOP policy and procedures, felonious acts, and/or serious breaches of security by inmate(s), employee(s) and private citizens regardless of profession or public function that affect TDOC.

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3. Assist other law enforcement agencies engaged in any investigation of inmate(s) and/or employee(s) with the approval at the Commissioner level.
 4. Develop and maintain a working relationship with appropriate law enforcement agencies.
 5. Coordinate and participate in the annual training of IA personnel.
 6. Participate in the development of an annual training plan for IA personnel.
 7. Provide institutions with support as requested (i.e., assisting in interviews of officers, conducting training sessions for new correction officers, and conducting appropriate training for institutional investigators and STG coordinators)
 8. Maintain TDOC administrative and criminal investigation report files.
 9. Direct IA investigative functions and supervise IA personnel.
 10. Develop a standard report format for IA special agents.
 11. Maintain an IA computer database that will capture IA case data for information, reporting, and statistical purposes.
 12. Maintain an evidence storage facility to lawfully secure evidence obtained in conjunction with an authorized investigation. The Director shall develop operational protocols to ensure evidence integrity as required by applicable state laws, rules of evidence and TDOC policy.
 13. Prepare monthly, quarterly, and annual Internal Affairs reports for review by the Commissioner, Deputy Commissioner, Assistant Commissioner, and General Legal Counsel.
 14. Promulgate specific operational protocols based on the unique mission of the unit. These protocols will be reviewed by TDOC legal staff and approved in writing by the Commissioner.
- B. The Director of IA shall select special agents on the basis of education, investigative, writing and cognitive skills of the candidate. Written qualifications for IA Special Agents will be established and maintained by the Director and provided as requested. The IA special agent shall:
1. Perform investigations as assigned.
 2. Prepare complete investigative reports in the approved format.

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3. Support Wardens as requested/approved.
 4. Develop professional relationships and partnerships with other law enforcement agencies at local, state, and federal levels. This will include development of close working relationships with the State District Attorneys General and TDOC legal staff.
 5. Each grand region of the state will have a SAC to manage the investigative process and procedure in the respective regions under the overall supervision of the Director. All SAC appointments will be made in writing by the Commissioner.
- C. In accordance with TCA 43-603, TCA 43-604, and TCA 43-609, the Commissioner shall identify, select, train, and commission each IA Special Agent as a peace officer. This commission shall be in writing and signed by the Commissioner of Correction. The IA Agents will exercise these powers at any location in the State of Tennessee when conducting the business of the Department.
 - D. All newly selected IA special agents will attend and successfully complete a basic police school, the Tennessee Bureau of Investigation (TBI) sponsored criminal investigation training, and the Tennessee Correction Academy. All IA special agents will demonstrate ability with assigned weapons and equipment.
 - E. Newly hired special agents will be assigned on-the-job instructors (OJIs) to work with and train the special agent during their probationary period (a period of two (2) years). All new agents must submit to drug testing, psychological review, and a background investigation including criminal, financial, and personal information.
 - F. All IA special agents will receive on an annual basis a minimum of 24 hours of continuing professional education developed and coordinated by the Director of IA. Annual weapons qualifications will be accomplished according to the mandates of TCA 4-3-609, Policy #506.09, and Internal Affairs Operational Protocol #003 (Firearms Qualification).
 - G. IA special agents shall be issued Credentials, CR 3615, signed by the Commissioner. Additionally, special agents shall be issued a TDOC badge and case. The badge shall be gold in color and imprinted with "IA" and "Special Agent". Each special agent, upon the agents' commission and before entering upon the agents' duties shall swear and subscribe to the following oath: I do solemnly swear that I shall support the Constitution of Tennessee, and will well and faithfully perform the duties imposed upon me as a Special Agent in the Internal Affairs Division of the Tennessee Department of Correction to the best of my ability; that I will serve the State of Tennessee honestly and faithfully, and will obey the orders of the officers and officials placed over me according to law."
 - H. IA special agents shall normally wear business attire unless otherwise mandated by operational or tactical assignments.

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- I. The TDOC/TBI Liaison will assist IA special agents in their investigations by conducting criminal histories, researching auto track to obtain last known addresses of various individuals and conducting other research utilizing the TBI database.
- J. The STG Coordinator will support each Warden by helping to identify STG members and assisting in keeping each STG program viable.
- VII. ACA STANDARDS: None.
- VIII. EXPIRATION DATE: September 22, 2008.

TENNESSEE DEPARTMENT OF CORRECTION



INTERNAL AFFAIRS

BY THE AUTHORITY VESTED IN ME AS COMMISSIONER
OF THE DEPARTMENT OF CORRECTION OF THE STATE OF TENNESSEE,
I HEREBY COMMISSION

SPECIAL AGENT

CR-3615 (Rev. 8-05)

photo

With full authority to perform the duties
and fulfill the responsibilities of this
position in accordance with the rules,
regulations, and guidelines of the
Tennessee Department of Correction.
Investigative authority and commission
pursuant to TCA 4-3-609 and
Administrative TDOC Policy 107.01.

On this _____ day of _____, 20 _____

SPECIAL AGENT

GEORGE LITTLE, COMMISSIONER