



County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

TENNESSEE SHERIFFS TRANSITION CHECKLIST MANUAL

Administrative & Operational Review Guide
for Newly Elected Sheriffs

Prepared by

County Technical Assistance Service (CTAS)
University of Tennessee Institute for Public Service

Leadership • Accountability • Compliance • Operational Readiness

1. LEGAL & STATUTORY REQUIREMENTS

Checklist Item	Tennessee Law / Requirement	Date Reviewed	Assigned To	Notes
☐ Oath of Office executed and filed with the appropriate court after receiving certificate of election	TCA § 8-8-103. TCA § 8-8-104			
☐ Oath administered by judge, county mayor, county clerk, notary, governor, or member of the General Assembly. Filed with county clerk.	TCA § 8-8-109			
☐ Sheriff shall execute an official bond in an amount of one hundred thousand dollars (\$100,000), or such greater amount as the county legislative body by resolution may determine; ☐ The county legislative body can choose to use insurance instead of bonds	TCA § 8-8-103 TCA § 8-19-101			

1. LEGAL & STATUTORY REQUIREMENTS (CONTINUED)

Checklist Item	Tennessee Law / Requirement	Date Reviewed	Assigned To	Notes
☐ Bond or insurance filing deadlines verified	Bond/certificate must be filed within 30 days after the election or the start of the term			
☐ Salary agreement and salary suit window reviewed	Sheriff has a limited time after taking office to challenge the salary under Tennessee law			
☐ Records retention requirements reviewed before destroying records	Tennessee Public Records & Records Retention laws			
☐ County Attorney consulted before personnel action	Recommended to reduce liability exposure and employment litigation			

FIRST 30 DAYS — ADMINISTRATIVE & OPERATIONAL REVIEW

2. GOVERNANCE, POLICY & LEGAL REVIEW

Checklist Item	Date Reviewed	Assigned To	Notes
☐ County personnel policy reviewed			
☐ County ethics policy reviewed			
☐ Pending litigation, claims, and liability issues reviewed			

3. FINANCE, BUDGET & PURCHASING

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Current and proposed Sheriff's Office/Jail budget reviewed			
☐ Meeting completed with County Mayor/Executive and Finance Staff			
☐ Purchasing policy and approval process reviewed			
☐ Grants, restrictions, and compliance requirements reviewed			

4. CONTRACTS, ASSETS & RISK MANAGEMENT

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Contracts and interlocal agreements reviewed			
☐ Jail service and operational agreements reviewed			
☐ Fixed asset inventory reviewed with the responsible county office			
☐ Internal controls and risk assessments reviewed and updated			

5. PERSONNEL, RESERVES & CERTIFICATION

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Personnel files reviewed for qualifying documents			
☐ Organizational structure and chain of command evaluated			
☐ Reserve deputies, special deputies, part-time			
☐ POST certification status verified for sworn deputies			

6. INVESTIGATIONS & ACCOUNTABILITY

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Open internal investigations reviewed			
☐ Past internal matters reviewed for POST-disqualifying conduct			
☐ Major open criminal cases identified for command review			

7. FACILITIES & CAPITAL PROJECTS

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Sheriff's Office and jail walkthrough completed			
☐ Maintenance agreements, warranties, and service contracts reviewed			
☐ Construction project status briefing completed if applicable			

FIRST 100 DAYS

8. AUDITS & ACCOUNTABILITY

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Evidence room audit completed: drugs and firearms			
☐ Armory audit completed			
☐ Jail property room audit completed			
☐ Impounded vehicle inventory completed			

8. AUDITS & ACCOUNTABILITY (CONTINUED)

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Drug fund budget and accounts audited and updated			
☐ Fixed asset inventory completed			

9. JAIL OPERATIONS & COMPLIANCE

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Jail programs reviewed (work release, education, ministry, reentry)			
☐ Classification system and inmate screening process reviewed			
☐ TCI compliance and training files audited			
☐ Inmate property disposal procedures reviewed			

10. TRAINING, FILES & EXTERNAL OVERSIGHT

Checklist Item	Date Reviewed	Assigned To	Notes
☐ POST training files audited for compliance			

10. TRAINING, FILES & EXTERNAL OVERSIGHT (CONTINUED)

Checklist Item	Date Reviewed	Assigned To	Notes
☐ All training records reviewed for completeness			
☐ Prior Tennessee Comptroller audit reviewed			
☐ Audit findings and corrective actions tracked			

11. STRATEGIC ASSESSMENT & AGENCY PRIORITIES

Checklist Item	Date Reviewed	Assigned To	Notes
☐ Staffing gaps identified			
☐ Training needs identified			
☐ Equipment and facility deficiencies identified			
☐ Policy updates identified and prioritized			
☐ Top five agency risk issues added to action plan			



RESOURCES

County Technical Assistance Service (CTAS)

Website: <https://www.ctas.tennessee.edu>
Phone: (865) 974-0411

Tennessee Office of the Comptroller

Website: <https://comptroller.tn.gov>
Phone: (615) 741-2501

Tennessee Corrections Institute

Website: <https://www.tn.gov/correction/tci.html>
Phone: (615) 741-1000

Tennessee Sheriffs' Association

Website: <https://tnsheriffs.com>
Phone: (615) 377-9982

Tennessee Peace Officers Standards and Training Commission

Website: <https://www.tn.gov/commerce/post.html>
Phone: (615) 741-4461

Office of Criminal Justice Programs

Website: <https://www.tn.gov/finance/office-of-criminal-justice-programs.html>
Phone: (615) 741-3600

American Jail Association

Website: <https://www.americanjail.org>
Phone: (301) 857-2620

National Sheriffs' Association

Website: <https://www.sheriffs.org>
Phone: (800) 424-7827

RESOURCES (CONTINUED)

Jails and Justice Support Center

Website: <https://jailsandjustice.org>
Phone: (202) 558-7974

National Institute of Corrections

Website: <https://nicic.gov>
Phone: (800) 995-6423



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