

**MINUTES OF THE VAN BUREN COUNTY COMMISSION  
VAN BUREN COUNTY, TENNESSEE**

The Van Buren County Commission met in a Regular Meeting on March 19, 2024 at 6:00 p.m. at the Van Buren County Administrative Facility & Justice Center. The following action was taken as recorded in Minute Book, "T".

**Call to Order**

Sheriff Michael Brock called the Meeting to Order.

**Roll Call**

Members present: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady. Michael Woodlee was absent.

Also present: Standing in for County Attorney Howard Upchurch was Attorney Stacey Farmer, County Mayor David Sullivan, County Clerk Lisa Rigsby, and Jay Williams with zoom and Several Citizens of Van Buren County.

**Prayer**

Dusty Madewell led us in prayer.

**Pledge**

Chairman Terry Hickey led us in the Pledge of Allegiance.

**Approve/Disapprove: Minutes from the Meeting on February 29, 2024 as printed.**

Tabitha Denney made a motion, second by Cale Crain to approve the Minutes from the February 29, 2024 Meeting. All agreed by voice vote. Motion passed.

**Removal of the Van Buren County Highway Department truck to Van Buren County Administrative Property**

The Van Buren County Highway Department donated a sanitation truck to the County for Solid Waste. Cale Crain made a motion, second by Kenny Smith to approve so it can be added to Van Buren County inventory. All agreed by voice vote. Motion passed. **Letter from the Highway Department for the record:**

#6

Van Buren County Highway Department  
P.O. Box 106  
Spencer, Tennessee  
38585

February 12, 2024

To the Full Van Buren County Commission:

For your acknowledgement and record purposes; Sanitation was in need of a truck. The Van Buren County Highway Department has donated a truck to the Van Buren County Administration. We have signed over the title for ownership to be transferred to Van Buren County, from the Van Buren County Highway Department. Please see the following information of said truck:

VIN# 1FTEF25N6TLB85212  
YEAR: 1996  
MAKE: FORD  
MODEL: F250

We also request this truck to be removed from our inventory list.

Thank you,



Randy Oakes

Van Buren County Highway Superintendent

SRM

**Approval of the County's Board of Equalization Members Brandy Delon, Freda Christensen, Monroe Mooneyham, Doug Dodson, and Mark Cunningham.**

Tabitha Denney made a motion, second by Terry Hodges to approve the County Board of Equalization Members Brandy Delon, Freda Christensen, Monroe Mooneyham, Doug Dodson, and Mark Cunningham. All approved by voice vote. Motion passed.

### **Committee B Report**

**Committee B Chairman Dusty Madewell read over the Minutes from Committee B Meeting on March 7, 2024 to the Full Commission for discussion with no action taken.**

Committee B Meeting

March 7, 2024

All members were in attendance

#### **Discussion of Piney Convenience Center Site Plans:**

Mayor Sullivan was still waiting to hear back from AT&T about driveway access. Committee B is going to set a day to go look over the site and lay out the locations of trash compactor, building, and driveway lay out, oil bin, fencing and such.

#### **Discussion of Masonic Building:**

The Van Buren County School System backed out of wanting to use the building as a daycare. Mayor Sullivan has another interested party and will get with them to see if they wanted to use the building.

#### **Discussion of Company Store Road:**

Jerry and Leatha Chambers did not ask to close Company Store Road. They wanted clarity on how far Company Store Road went before it became private property. Committee A commented that we could not give any advice on the matter.

#### **New Business:**

Re-elect Vice Chair:

Michael Chandler made a motion to elect Michael Woodlee as Vice Chair. Kenny Smith seconded the motion. All members were in favor.

#### **Meeting adjourned:**

A motion to adjourn was made by Michael Woodlee and seconded by Michael Chandler. All members were in favor.

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### **New Business**

**The Van Buren County Committee A met on 03/14/2024.**

Those in attendance as follows: Tabitha Denney, David Sullivan, Terry Hickey, Terry Hodges, Cale Crain-phone, Jordan Delong, Heather Woodlee, and Michael Brock.

**Budget Amendment:** Amendment for the Mayor's Office was presented to the Committee to purchase Nexgen Software due to glitches in Flexgen software. Amendment was as follows: Debit 101-39000 for \$17,503.05 credit 101-51300-317 for \$17,503.05. Jordan Delong made a motion to approve to approve amendment and Terry Hickey second the Motion. Motion was passed to Full Commission.

**Budget Amendment:** Amendment for Sheriffs Dept: Sheriff Brock spoke about the rising cost of food and custodial supplies over the years and ask to amend budget until the end of fiscal year. They are also housing more inmates. Debit 101-39000 for \$5,000.00 and credit line items 101-54210-410 custodial supplies to \$5,000.00 Jordan Delong made a motion to approve amendment. Terry Hickey second the motion. Motion was passed to Full Commission. Debit

line 101-39000 \$45,000.00 and credit line item 101-54210-422 food supplies to \$45,000.00 Cale Crain made a motion to approve amendment Terry Hodges second the motion, motion passed to Full Commission.

**Budget Amendment:** Amendment was brought forward for the Election Commission by Heather Woodlee that was dated for fiscal year 2023 in the amount of \$26,484.83 with 0% match. This grant ends June 30, 2024. All funds will have to be spent by that time. Heather stated that Mr. Simons informed her the money would be spent on various items and he hadn't decided what he was going to spend the funds for at this moment. Amendment as follows: Debit 101-39000 for \$26,484.83 and credit line item 101-51500-790 for \$26,484.83. Terry Hickey made a motion to approve amendment and Terry Hodges second the motion. Motion passed to Full Commission.

**Budget Amendment:** Heather Woodlee presented an amendment for the water and sewer line item, stating we didn't have enough in the line item to carry is until the end of fiscal year with the rate increases. Amendment as follows: Debit 101-39000 for \$6,500.00 and credit line item 101-51800-454 for \$6,500.00. Terry Hodges made a motion to approve the amendment and Cale Crain second the motion, Motion passed to Full Commission.

**Budget Amendment:** Heather Woodlee presented the Judges and Secretary line item to the Committee stating the percentages that was sent from White County Finance Dept was not correct for the fiscal year and we needed to increase the line items for their salary. Amendment as follows: Debit line 101-39000 for \$475.54 and credit line item 101-53300-102 Judges Salary to \$328.82 and credit line item 101-53300-161 secretary for \$146.72. Terry Hickey made a motion to approve amendment, Jordan Delong second the motion, motion passed to Full Commission.

**Acknowledgement:** Heather Woodlee presented the TCRS Acknowledgement of Employer rate effective July 1, 2024 through June 30, 2025. The rate would stay the same at 7%, Terry Hodges made the motion to approve the rate at 7% and Terry Hickey second the motion, motion passed to Full Commission.

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**Committee A Co-Chairman Tabitha Denney brought forward action that needs to be taken by the Full Commission from the Committee A meeting on March 14, 2024.**

**Veteran Service Officer Johnny Crain's Resignation**

Johnny Crain sent a letter to the Full Commission stating that he is retiring from his position as Veteran Service Officer of Van Buren County. Dusty Madewell made a motion, second by Jordan Delong to accept his resignation. All agreed by voice vote. Motion passed. **Letter as following:**

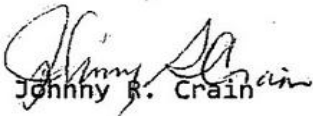
March 4, 2024

Mr. David Sullivan  
County Mayor/County Executive  
Van Buren County Administrative & Justice Facility  
121 Taft Drive  
Spencer, Tn. 38585

Dear Mr. Sullivan:

This is to inform you that I am planning on retiring from my position as Van Buren County Veteran Service Officer on March 28, 2024. I have enjoyed my time as Veterans Service Officer.

I wish the County well with a new Veteran Service Officer. It is a very important position.

  
Johnny R. Crain

**Budget Amendment to purchase Nexgen Software**

Tabitha Denney made a motion, second by Cale Crain to debit 101-39000 in the amount of \$17,503.05 and credit 101-51300-317 for \$17,503.05.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady voted yes. No changes to any yes vote. Motion passed. **Budget amendment as following:**



Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady voted yes. Motion passed. **Budget Amendment and information as following:**

**Budget Amendment for Sheriff's Department (Food for inmates at the Jail)**



***Van Buren County Sheriff's Office***

***Sheriff Michael J. Brock***

***121 Taft Drive, Suite A***

***Spencer, TN 38585***

***Phone: (931) 946-2118 Fax: (931) 946-3329***

March 7, 2024

Ref: Budget Line 101-54210-410 Custodial Supplies

Van Buren County Sheriff's Office Jail is requesting an amendment to increase our budget line for custodial supplies. Our current budget for 2023-24 is \$15,000, thus a target of \$1,250 per month. Our current expenditures have us at approximately \$2,100 per month. This request comes as a result of rising costs in conjunction with inmate population. The 2021-22 expenditure for custodial supplies totaled \$5,350. A lot of cleaning supplies were available using Covid19 dollars during that time. The 2022-23 expenditure for custodial supplies totaled \$10,699.

We have attempted to reduce costs where we could. One example is Renown Floor Cleaner, which had been used daily in the mopping of the facility. It had an original price of \$87.05 per case (2 bottles), but then rose to \$269.83, an approximate 210% increase in price. A case of Renown would last us approximately 6 weeks. Due to that significant increase, we elected to use only Pinesol in the daily mopping. We are currently spending approximately \$115 per month on Pinesol. The large expenditures from this line for the jail follow:

1. Pinesol and bleach used daily in the cleaning of the facility
2. Washing machine detergent, oxidizer, and softener (increases with inmate population)
3. Dishwasher liquid (increases with inmate population)
4. Inmate toilet paper (increases with inmate population)
5. Large garbage bags
6. Gloves used in the kitchen and cleaning

The following are other items we purchase from this line: foil, paper towels, Purell surface sanitizer (kitchen/food safe), toilet bowl cleaner, Zep odor control, kitchen scrub brushes, plastic wrap, large toilet paper rolls for staff bathrooms, large rolls of paper towels, small garbage bags, hand soap, floor degreaser, stainless steel cleaner, mop heads, and anything that wears out such as mop buckets, brooms, mop handles, sheets, towels, mats, etc...

Therefore, I am requesting an amendment to increase the Van Buren County Sheriff's Office Jail custodial supply budget line to \$20,000, an increase of \$5,000.

*Michael J. Brock*

Tabitha Denney made a motion, second by Michael Chandler to Debit line 101-39000 in the amount of \$45,000.00 and credit line item 101-54210-422 food supplies for \$45,000.00.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady voted yes. Motion passed. **Budget Amendment and information as following:**



## *Van Buren County Sheriff's Office*

*Sheriff Michael J. Brock*

*121 Taft Drive, Suite A*

*Spencer, TN 38585*

*Phone: (931) 946-2118 Fax: (931) 946-3329*

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March 6, 2024

Ref: Budget Line 101-54210-422 ( Food )

Van Buren County Sheriff's Office Jail will require an amendment to its 2023-24 food budget. The 2023-24 budget is currently \$125,000. I estimate that we will fall short in the month of April 2024, creating a need for funds for 2.5 to 3 months of this budget year.

Please note the following:

**Budget Year 2021-22:** VB Jail food budget was \$85,000 and had to be amended and the actual expense was \$120,501 which required an amendment of \$35,501. This would have been during a time of slightly lower number of incarcerated persons, possibly as a result of fallout from the Covid 19 guidelines followed.

**Budget Year 2022-23:** VB Jail food budget increased from \$85,000 in the '21-'22 budget to \$120,000. This year the budget required an amendment to increase this line by another \$16,000 to an amended line amount of \$136,000. During this year, Covid-19 restrictions were lifted and we began to show an increase in our inmate population numbers from mid 30s to mid to upper 40s.

**Budget Year 2023-24:** VB Jail food budget increased from \$120,000 in the '22-'23 budget to \$125,000. To stay within this budgeted amount, our monthly targeted expense would be required to be approximately \$10,400. Currently we are averaging \$15,000 per month (\$4,600 over target). We are making efforts to cut the corners we can and are monitoring closely. During this year, we have also seen an increase in our inmate population from mid to upper 40s to remaining steadily in the 50s, even into the 60s at times. I believe we will need approximately \$45,000 added to our budget to complete this year, making 101-54210-422 to be at \$170,000.

The inflation associated with food costs nationwide, along with our uptick in the inmate population have to be the driving factors for this shortfall.

*Michael J. Brock*



2023-24	\$125,000.00	Target= \$10,416 per month
Jul	\$9,909.00	
Aug	\$22,923.00	
Sept	\$13,597.00	
Oct	\$19,372.00	Avg \$15,000 per month
Nov	\$6,600.00	
Dec	\$15,443.00	
Jan	\$19,592.00	
Feb	\$12,564.00	

21-'22	\$86,000.00	\$120,501.00	40.1%
22-'23'	\$120,000.00	\$136,000.00	13.3%
23-'24'	\$125,000.00	\$170,000.00	36.0%

Food costs are up, on average, 21.9 % per Mark Vinson with IWC

An increase of 21.9% of \$120,501 spent in '21-'22 \$146,890.72

An increase of 21.9% of \$136,000 spent in '22-'23 \$165,784.000

**Budget Amendment for the Election Commissioner, Grant for \$26,484.83 with 0% match.**

Tabitha Denney made a motion, second by Cale Crain to amend as following: Debit 101-39000 for \$26,484.83 and credit line item 101-51500-790 for \$26,484.83.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady voted yes. Motion passed.

**Budget Amendment for water and sewer for the County (\$6,500.00)**

Tabitha Denney made a motion, second by Kenny Smith to amend as following: Debit 101-39000 for \$6,500.00 and credit line item 101-51800-454 for \$6,500.00.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady voted yes. Motion passed.

**Budget Amendment for Judges Salary**

Tabitha Denney made a motion, second by Cale Crain to amend the following: Debit line 101-39000 for \$475.54 and credit line item 101-53300-102 Judges Salary to \$328.82.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady voted yes. Motion passed.

**Budget Amendment for Judges Secretary Salary**

Tabitha Denney made a motion, second by Michael Chandler to approve to Debit line 101-39000 and credit line item 101-53300-161 Secretary for \$146.72

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady voted yes. Motion passed.

**TCRS Acknowledgment of Employer rate**

Tabitha Denney made a motion, second by Cale Crain to approve the TCRS Acknowledgement of Employer rate effective July 1, 2024 through June 30, 2025 and the rate would stay the same at 7%.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Tommy Frady voted yes. Motion passed.

**Acknowledgement as following:**



Employee 5%  
Employer 2%

**Employer Contribution Rate Certification  
Tennessee Consolidated Retirement System (TCRS)  
Actuarial Valuation at June 30, 2023**



**Acknowledgement of employer rate effective July 1, 2024 through June 30, 2025**

Department Code: 0082090  
Department Name: VAN BUREN COUNTY

I hereby acknowledge and agree that I have reviewed the background information on rates provided to me and also located on the Treasury Website at: <https://publicreports.treasury.tn.gov>. I further acknowledge the upward trends concerning future employer contribution rates.

Please select one of the options below

- The Minimum Employer rate: 5.87%
- Optional: We choose to pay a higher contribution of: 7%

Employer Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

The first department code listed on the Employer Actuarially Determined Contribution (ADC) Rate sheet is your master code. The master code is responsible for determining the rate and submitting the completed employer contribution rate certification to TCRS. The rate selected will be applicable for **all** department codes listed on the Employer Actuarially Determined Contribution (ADC) Rate sheet. It is the master code's responsibility to notify these departments of the new rates.

**Please return the completed rate certification no later than May 31, 2024 via one of the following methods:**

By email: [TCRS.EmployerReporting@tn.gov](mailto:TCRS.EmployerReporting@tn.gov)  
By mail: TCRS Employer Reporting  
502 Deaderick Street, 15<sup>th</sup> Fl.  
Nashville, TN 37243

TR4170

RDA0413

Revised Personnel Policy for the Sheriff's Department

Sheriff Michael Brock revised the Departments Personnel Policy with minimal changes with addition for clarification concerning overtime pay. Sheriff Brock e-mailed the changes to the County Attorney Howard Upchurch for review and approval. **E-mail & Revisions as following:**

Re: Van Buren Sheriff's Personnel Policy Revision for your approval

From: Howard Upchurch (upchurchlaw@bledsoe.net)

To: mjbrock.1973@yahoo.com

Date: Wednesday, March 6, 2024 at 01:25 AM CST

I have reviewed and I approve the changes as county attorney for Van Buren County.  
Thank you.  
Howard Upchurch

Sent from my iPhone

On Mar 5, 2024, at 8:16 AM, Michael Brock <mjbrock.1973@yahoo.com> wrote:

Good morning Sir.

Can you please review the revisions to my personnel policy that I am proposing? Minimal changes with addition for clarification concerning over time pay.

Please advise.

Thanks,  
Michael J. Brock, Sheriff  
Van Buren County, TN

<Personnel Policy Revision 03.04.2024.doc>

**Continued Employment Standards:**

To be eligible for continued employment an employee must, in addition to other conditions and standards, meet the requirements as specified in Employment Requirements, above.

**Will and Pleasure:**

The employment of employees of the Van Buren County Sheriff's Department is for an indefinite term and continues at the pleasure of the Van Buren County Sheriff. At any time, the Van Buren County Sheriff may dismiss employees within the guidelines of the agency's policy.

**EMPLOYEES: DEFINITIONS & BENEFITS**

All Persons selected for employment with the Van Buren County Sheriff's Department will be placed at Full Time, Part Time, or Volunteer status. All Deputies in a paid position working over twenty (20) hours per week are required by the state to hold a POST Certification.

**FULL TIME:** (1) Employees who are scheduled to work a minimum of forty (40) hours per week and receive benefits such as paid holidays, sick time, vacation time, compensatory time, and/or overtime pay. (2) An employee scheduled to work more than twenty (20) hours, but less than forty (40) hours, per week may be classified as "FULL TIME" and may receive the sick time benefit only. These employees shall not receive benefits such as paid holidays, vacation time, compensatory time, and/or overtime pay.

**PART TIME:** All employees who are scheduled to work twenty (20) hours or less per week and are not entitled to employee benefits.

**VOLUNTEERS:** Any person who may work purely on a volunteer basis and have no set hours to work, and receive no pay, or benefits regardless of hours. **NOTE:** As restricted by state law, Volunteer Deputies are only allowed to carry weapons while on duty with the Department. At no time may a Volunteer Deputy who possesses a Tennessee Carry Permit, carry his weapon off duty while wearing a Department Uniform or any clothing which would make someone reasonably believe he/she is a representative of the department.

**OVER TIME:** Employees shall not work overtime without first obtaining approval of the Sheriff or the shift supervisor. Any employee who works overtime without obtaining advanced approval of the Sheriff, as required, may be subject to disciplinary action, up to and including discharge. Employees working over time shall be paid time and a half for all approved over time. Employees shall be required to work their regularly scheduled hours before being eligible for any pay at an over time rate. An employee may also receive compensatory time in lieu on over time pay (see Compensatory Time).

**RESTRICTED LAW ENFORCEMENT DATA**

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

The Sheriff's Department and the TBI have entered into a previous agreement where the Sheriff's Department would get reimbursement for overtime pay with work related cases of meth, heroin, and opioid cases. Now the TBI and the Sheriff's Department has entered into another agreement with overtime reimbursement with cases related to cannabis cases. **For the record agreement as following:**

**Sheriff Michael Brock wanted to recognize some of his employees for outstanding jobs**

**TENNESSEE BUREAU OF INVESTIGATION/  
TENNESSEE  
DANGEROUS DRUGS TASK FORCE**

**AGREEMENT  
FOR THE USE OF LAW ENFORCEMENT OVERTIME EXPENSE FOR THE  
2024 DOMESTIC CANNABIS ERADICATION/SUPPRESSION PROGRAM**

Date of Agreement: 2/20/24

Federal Tax Identification #: 62-6000887

From: <u>January 1, 2024</u> Beginning Date of Agreement
To: <u>September 30, 2024</u> Ending Date of Agreement
Contact Person: Michael J. Brock, Sheriff Telephone No: 931-946-2118 E-Mail Address: <u>mjbrock.1973@yahoo.com</u>
Agency Name: Van Buren County Sheriff's Office Address: 121 Taft Drive Suite A Spencer, TN 38

This Agreement is between the above-named Law Enforcement Agency, the Tennessee Bureau of Investigation (TBI) (Grantee Agency) and the Tennessee Dangerous Drugs Task Force (TDDTF). This Agreement shall be effective when signed by an authorized Law Enforcement Agency Official, the TDDTF Director and the Assistant Director of the Drug Investigation Unit at the TBI. This Overtime Reimbursement Program is subject to and contingent upon the availability of state and/or federal funds. In the event that the funds are not available, the TBI and TDDTF reserve the right to terminate this program.

1. It is agreed that the law enforcement officers named on this Agreement will assist in investigations and prosecutions in accordance with State and Federal regulations.
2. The Law Enforcement Agency agrees to provide law enforcement officers who are identified in this Agreement to work on domestic cannabis eradication/suppression investigations. All approving officials must agree to any change in law enforcement officers assigned.

Sheriff Michael Brock was present at the Full Commission to take the opportunity in a public forum to address on something the Sheriff's Department has been working on. The Van Buren

County Sheriff's Office has initiated a program to express his sincere appreciation to the County's Deputies, Officers and Staff. Employees will be nominated by supervisors, peers and/or Citizens on behalf of the teams' actions during their encounters that result in the most positive outcome as possible. The reason for this program is to recognize members of his Department for commendable achievements. Sheriff Brock had set up an Independent Committee of vast knowledge related to law enforcement, Court proceedings, and serves the General Public, this Committee will go through the nominations and choose members who have had a positive outstanding work related case during their duties. Sheriff Brock introduced the members of this Committee which were present at the Full Commission Meeting. The members are as following: Chairman Rick Perez, Committee members Rhonda Williamson, and Mr. Bob Graham. Sheriff Brock was honored to share the results of the Officers being honored tonight. Sheriff Brock extended his commendations to Deputies Cameron Clendenon and Brady Woodson for their exceptional performance in their duties, as being recognized by the independent Committee. Both deputies made independent cases that had a tremendous positive impact in our Community.



## *Van Buren County Sheriff's Office*

*Sheriff Michael J. Brock*

*121 Taft Drive, Suite A*

*Spencer, TN 38585*

*Phone: (931) 946-2118 Fax: (931) 946-3329*

March 7, 2024

Ref: Sirchie Finger Print Machine

The Van Buren County Sheriff's Office purchased a Live Scan finger print machine from Sirchie on 05/20/2022 for the price of \$16,207.00. Since taking office in September 2022, we have continued to have complications with this machine in regards to finger print submissions. There have been multiple calls to and from The Tennessee Bureau of Investigation as we have attempted to remedy issues caused by this machine. February 2024, Mr. Kenneth Blue, with the T.B.I., came to our facility to discuss Live Scan issues. It was during this visit we learned this machine, since its purchase, has not met not has the capability to meet T.C.A and/or T.B.I. specification requirements.

We are working diligently with the T.B.I. to replace this machine with an approved Live Scan (see attached e-mail from Mr. Blue).

*Michael J. Brock*

Fingerprint machine at the Jail, Information only from Sheriff Michael Brock as following:



## Van Buren County - Live Scan

From: Kenneth Blue (kenneth.blue@tbi.tn.gov)

To: simonspatricia92@gmail.com; jesssupermom@outlook.com; mjbrock.1973@yahoo.com

Cc: mark.vallo@tbi.tn.gov; deborah.gordon@tbi.tn.gov; eric.vanburen@tbi.tn.gov; yeselin.pendleton@tbi.tn.gov; holly.folsom@tbi.tn.gov

Date: Wednesday, February 14, 2024 at 02:17 PM CST

Good afternoon Sheriff Brock,

It was my pleasure meeting with you and your staff today to discuss your live scan issues. During our meeting today, I noticed some things that I would like to offer our (TBI) assistance with. Your current live scan device (purchased in 2022 from Sirchie) is not meeting TCA and/or TBI's spec requirements. To list a few:

1. The 12 digit state control number (populated for each booking arrest) is not being printed on the fingerprint card
2. The disposition form (R-84 attached to this email) is not being printed with the state control number and attached to the warrant and provided to the clerks' office assisting the clerks' to enter/submit the disposition in a timely manner (Public Chapter 824); Current process – state control number is "handwritten" on the warrant and provided to the clerks' to enter
3. Two-finger verification (DNA workflow) is not working
4. SOMS (M&M Micro) is not interfaced with the live scan
5. Printer has one-drawer only for criminal card only
6. Configure ORI # assignment for law enforcement agencies within your County to include the 911 center.

These are only a few I recognized up front. Per our discussion today, I would like to begin to talk about assigning a loaner for your agency until we receive additional funding for the live scan replacement project. Our goal is to loan the live scan device to your Agency and once the funding is approved (contract with vendor), the TBI will begin the rollout process and the install some additional live scans by the end of the year (2024).

With that being stated, (1) Please confirm your willingness to accept the loaner and (2) I have included the TBI team to schedule a TEAMS meeting soon. Please have your staff provide us some dates/times of availability. I look forward to hearing from you!



r84-disposition-report-120120.pdf  
729.9kB



Tennessee Bureau of Investigation live scan requirement 2023.doc  
215.5kB

### Old Business

None

### Comments from the Public

None

**Adjournment**

Tabitha Denney made a motion, second by Cale Crain to adjourn. All agreed by voice vote. Motion passed. Meeting adjourned at 6:30 p.m.

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Chairman Terry Hickey

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County Clerk Lisa Rigsby