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LEIC Graduates Session XXXVII of National Forensic Academy

TWENTY-FOUR LAW ENFORCEMENT personnel became the most recent graduates of the National Forensic Academy, a 10-week, in-residence, hands-on training program offered by the UT Law Enforcement Innovation Center (LEIC), an agency of the UT Institute for Public Service (IPS).

The class was honored with a graduation ceremony on Nov. 14 at the UT Conference Center. The graduation featured opening remarks from LEIC Executive Director Don Green and Dr. Herb Byrd III, interim vice president of IPS. Guest speaker was Kevin Arnold, police chief in Smyrna, and Dr. William Bass, professor emeritus from UT Knoxville and a long-time supporter of the NFA, presented the award given in his name. x



▶ *Class members reconstruct a shooting scene.*



Session XXXVII Graduates

Michael Adcock, Texas Rangers

Matthew Bolton, Johnson City
Police Department

Joe Chittaphong, Smyrna Police Department

Elaina Coffee, Georgia Bureau of
Investigation

Stephanie Cooper, Brevard County (Fla.)
Sheriff's Department

Kevin Craig, Oak Ridge Police Department

Rodrigo Fernandez, Maryville Police
Department

David Goodell, Lynchburg (Va.)
Police Department

Marshall Hale, Georgia Bureau
of Investigation

Arthur Hipp, Metro Nashville Police

Edward Hunter, Ohio Bureau of Investigation

Patrick Lenertz, North Dakota Bureau
of Criminal Investigation

Jennifer Miller, Brevard County (Fla.)
Sheriff's Department

Dweese Milliron, Sevierville
Police Department

Allan Nabours, Smyrna Police Department

Joe Noguera, Harris County (Texas)
Sheriff's Department

Robert Ogden, Bannockburn (Ill.)
Police Department

Jesse Ortiz, Harris County (Texas)
Sheriff's Department

Sarah Perry, U.S. Army Criminal Investigation
Command (Fort Drum, N.Y.)

Kelly Richardson, Louisville (Ky.)
Metro Police Department

Elizabeth Rivera, U.S. Army Criminal
Investigation Command (Fort Bragg, N.C.)

Bruce Willis, Georgia Public Safety
Training Center

Lindsay Wold, North Dakota Bureau
of Criminal Investigation

Jeffrey Wolf, Texas Rangers



Scenes from the National Forensic Academy Session XXXVII.



MTAS Training Sessions Held

THE MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS) recently offered a Basic Municipal Court Clerk Class statewide for court clerks, city recorders, judges and police clerks.

The purpose of the three-hour training sessions included covering the general operation of a municipal court and updates on legislative changes impacting municipal courts. Specific topics addressed court docket preparation and maintenance, collection of litigation tax, submission of court collection of litigation tax, submission of court action reports and record keeping requirements of municipal courts. Participants learned to establish a records process that conforms to Tennessee laws and regulations, and how to perform the functions of a court clerk efficiently and effectively.

Instruction for the course was facilitated by MTAS Teaching Associate and Attorney Karen Blake and MTAS Police Management Consultant Rex Barton. The sessions were held in seven cities across the state consisting of Bartlett, Collegedale, Cookeville, Jackson, Johnson City, Knoxville and Smyrna.

Among those participants in attendance included Municipal Court Clerk Suzanne Hopper of the city of Troy.

“This training is of great value to me,” Hopper said. “I find every year I am still asking questions and learning from other clerks in the class. It is also my main source in hearing of new laws recently enforced that I can go back to my town and discuss with our officers.”

City Court Clerk of Brownsville Rena Fitts echoed Hopper’s sentiments, “This course is an excellent class that provides training on the most current procedures and laws. It also allows interaction with other clerks to share best practices and to refresh on things we learn.” ✕

▶
Karen Blake, municipal court specialist with the Municipal Technical Advisory Service, lectures during the November Municipal Court Clerk conference at the UT Conference Center.

▶
IPS Assistant Vice President Chuck Shoopman and Tennessee Department of Safety Deputy Commissioner Larry Godwin pose with Vols’ mascot Smokey during the UT football game against Kentucky. Godwin also serves on the advisory board for the IPS’s Law Enforcement Innovation Center and was in town for the board meeting.



Taking Learning Out of the Classroom

This article by MTAS Executive Director Jim Thomas was recently published in the Public Administration Times

ACCORDING TO A SURVEY commissioned by The Chronicle of Higher Education and American Public Media's Marketplace, employers weigh internships and employment during school more than academic credentials. In fact, the findings indicate that internships are "the single most important credential for recent college graduates to have on their resume." College interns are important to the University of Tennessee Institute for Public Service (IPS), and for several years now, IPS has worked hard to make meaningful internship experiences available to undergraduate and graduate students in Tennessee.

As part of the University of Tennessee's mandated land grant university outreach program, IPS houses five operating agencies, which all serve a variety of customers throughout Tennessee. The primary work of two of those agencies, the County Technical Assistance Service (CTAS) and the Municipal Technical Advisory Service (MTAS), is to provide consulting, training and information to the governments of Tennessee's 95 counties and 345 incorporated municipalities. CTAS and MTAS are also the primary participants in IPS's Public Service Internship Program.

Since its establishment in 2011, the IPS internship program has worked with 10 universities in Tennessee to place 85 interns in various city and county governments. Thirty-eight of those interns have been placed in the last year. At each university, designated coordinators make their students aware of the IPS program and assist them in becoming available for an internship. A CTAS or MTAS employee then works to match the intern candidate with a host city or county government. Both agencies constantly look for opportunities in local government where the city or county has need for additional manpower for everyday operations, or for an individual dedicated for a certain period of time to a special project. The objective is to match those needs

with a student whose career interests are focused on the public sector, especially local government.

The matching process is set up to mimic a real-life job application and interview process. The intern candidate first submits a letter of interest and a resume, then participates in two interviews—first with the University of Tennessee (UT) employee who identified the possible match, then with the local government official. When the candidate is "hired," the

CTAS / MTAS employee who facilitated the match mentors the intern and has periodic progress discussions with both the intern and the local government official. Occasionally, MTAS and CTAS have employed interns to assist their

own staff with special projects on behalf of their city and county customers. Both agencies apply the same criteria for eligibility and the same screening

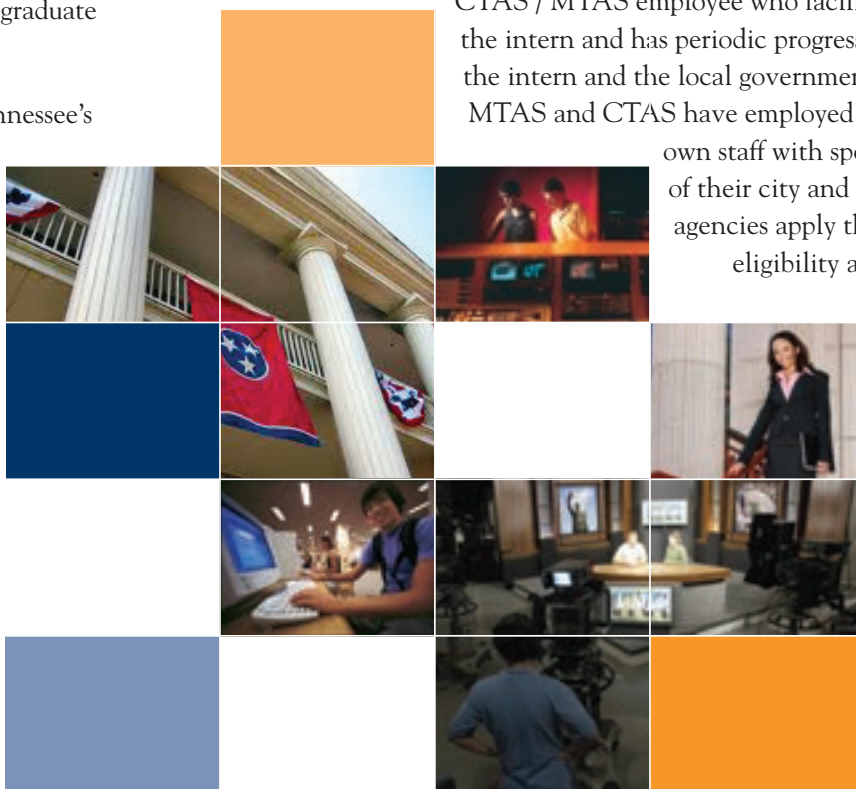
and hiring processes as those candidates being matched with a local government.

For administrative purposes, the intern is technically a UT employee, with compensation supplied by CTAS and MTAS. The typical internship duration is 12 weeks. If the intern is enrolled in academic classes

coincidental to the internship period, the intern is limited to 20 hours' work per week. Otherwise, the intern can work up to 40 hours per week. MTAS and CTAS use earnings from endowments created by donors for intern compensation purposes.

At the conclusion of the internship, the student must submit a report describing the work they were involved in, explaining their contribution to the work effort and recommending ways to strengthen the program for the future. Because some students are able to apply the internship for academic credit, the report may also be a requirement of their degree program.

Projects that IPS interns work on are as varied as the needs of the host city and county governments – and none of them are





“create work” activities. They are substantive projects directed at solving problems, developing new public services, analyzing and reporting on data for decision makers, researching best practices and comparing them to practices employed in the host local government, and more. Some examples illustrate the practicality of the interns’ work:

- Recently, a student who is completing an MBA with an accounting emphasis worked as an intern for a Tennessee city utility department. He conducted a comparative analysis of natural gas usage and costs of the city’s gas customers with those of nearby commercial users of natural gas supplied by a private vendor. His research will be used by the city utility in planning future business activities of the department. This intern will complete his work in a few weeks and, upon completion, become a full-time employee of that city. Not all the internships translate

into full-time employment as fast as this one, but it’s a manifestation of the purpose of the program.

- In a Tennessee county government, a graduate-level engineering intern, using GIS knowledge and experience, inventoried all traffic control signage on every school property in the county. He then compared his findings to guidelines in the Manual on Uniform Traffic Control Devices for school facilities. Using the comparison, the intern prepared a detailed report of needed or upgraded signage on each property and presented his report to various county government officials.
- MTAS itself has been the beneficiary of its own earlier work regarding interns. A former Public Management Fellowship participant (an MTAS postgraduate program related to the Public Service Intern Program) now works as an MTAS municipal management consultant. Her postgraduate fellowship consisted of working for four city governments in six-month increments during the two-year fellowship period. Upon completion of the fellowship, she was hired as city manager and served in that capacity for several years before joining MTAS in 2013.

These are only a few examples of IPS intern success stories. The need for knowledgeable and skilled people to enter into careers in local government continues to grow, and the University of Tennessee continues to help meet that need through its Institute for Public Service Internship Program. ✕



The UT Center for Industrial Services hosted a booth at the 2014 Governor’s Conference for Economic Development held in November. The theme of the conference was The Tennessee Story and focused on the economic successes of state organizations.



Administrative Specialist Joins MTAS



Patrick Mills

PATRICK MILLS joined the Municipal Technical Advisory Service(MTAS) as an administrative specialist, working with the agency’s training program. He recently served as an intern at MTAS working with MTAS Training Program Manager Macel Ely.

Mills grew up and lives in Maryville. He is one class shy of receiving his degree in political science from UT Knoxville. He is an avid golfer and loves UT football. ✕

Jane Davis

Administrative
Coordinator



AFTER 41 YEARS AT THE UNIVERSITY OF TENNESSEE, 36 of those with what is now the UT Institute for Public Service (IPS), Jane Davis is retiring at the end of December.

Jane started at the university bookstore in 1973 and spent five years there before going to work for Television Services, which was then a part of IPS. She went to work for Southeastern Community Oriented Policing Education (SCOPE), which was the original name for the UT Law Enforcement Innovation Center (LEIC), and in 2008 she came to work for the vice president in the IPS central office.

When she retires, Jane plans to take care of her parents, spend time with her granddaughter Haley and her grandson Kaz and of course, fish on her beloved Norris Lake.

“Having worked with Jane from the time she started with LEIC through her transition to her position with the central office, I have found no one more knowledgeable about UT processes or caring as much as Jane does for the outreach we strive for within IPS. Her contributions to IPS have made her an almost irreplaceable employee. Not only has she been a great co-worker, but I value her friendship. She will be greatly missed.”

Don Green, executive director, LEIC

“In just a few short weeks I have grown to greatly appreciate Jane. Her knowledge of the institute, its history, employees and stakeholders has been extremely valuable to me personally, and to the organization. My transition to IPS has been pleasant largely because of Jane’s efficiency, effectiveness and her ready smile. I especially appreciate Jane for her willingness to postpone retirement a few months to get me off to the best start possible! Thanks, Jane!”

Dr. Herb Byrd III, interim vice president of public service

“Jane has been a blessing to work with. She is so knowledgeable and knows the right person to call, where something is found, how to make IRIS work, etc. She never is too busy to help anyone and it has been a pleasure working with her both at LEIC and the Central Office. She will be greatly missed but I wish her well in retirement.”

Judie Martin, IPS operations manager

IPS Inclement Weather Policy

Effective Date: November 1, 2014

IN THE EVENT OF SEVERE INCLEMENT WEATHER conditions (snow, flooding, tornados, etc.), employees should use their best judgment on whether to report, or travel to and from work. Supervisors should allow employees to use annual leave if the employees feel it is not safe to travel. Employees should notify their supervisor if they do not expect to report to work, or report on time.

Occasionally, extraordinary emergency conditions caused by extreme inclement weather may warrant the closing of some IPS offices. When such conditions are thought to exist, the offices will follow the following guidelines on closure:

- Chattanooga – follows the UT Chattanooga closing (offices are on the campus)

- Cookeville – follows the Putnam County Courthouse closing as announced by the County Mayor
- Jackson – follows the West Tennessee Research and Education Center closing
- Johnson City – follows the Washington County Courthouse closing as announced by the County Mayor

kudos

To: Erin Ketelle, CIS

It was such a pleasure at the training. I would like to express my sincere gratitude for the training opportunity on Managing Economic Organizations. The training provided hands-on techniques to provide the framework to address the changes required to succeed in the highly competitive arena of economic development.

Teresa Jones

To: Brett Howell, CTAS

As president of the National Association of Counties (NACo), it is my pleasure to confirm your nomination as a member of the Finance, Pensions and Intergovernmental Affairs Steering Committee for the 2014-2015 term. We are excited to have you as part of our team!

NACo steering committee members play a critical role in advancing legislative and policy priorities important to the nation's counties. At the NACo legislative and annual conferences, the 10 policy steering committees meet to hear federal legislative updates, discuss best practices and innovation and advise the NACo board of directors and voting delegates who set NACo policy for the coming year.

Thank you for your willingness to serve in this capacity and I look forward to working with you this year and value your membership with NACo.

*Riki Hokama, President
National Association of Counties*

To: Doug Bodary, CTAS

It was good to see and speak with you in Pigeon Forge at the CTAS training.

As you may know by now, the Comptroller's office has released Cannon County's 2014 Audit Report. Our county has five (5) findings recorded for this fiscal year. This is a tremendous improvement over the (21) findings and the Comptroller's Special Report on REACH the Cannon County Audit Committee (AC) was charged to deal with when the AC was formed in 2011. The progress of (14) findings in 2012, (11) findings in 2013 and the (5) findings this year is a testament to our county officials buying into the continual improvement efforts offered by the AC. The AC has not corrected any of those findings, just worked with the officials by researching information, making suggestions, offering encouragement and supporting their improvements, giving them the incentive to correct their deficiencies. While we are pleased with these results, we are not satisfied yet that we have done our best.

In the beginning, we knew little about audits and nothing about how an audit committee was to effectively function. By you taking time and great effort to meet with us, supply us with information and be available for all our questions and offering your constant support, we feel that we have contributed to making our county more effective and financially efficient.

We want to take this time to tell you that we appreciate your commitment and guidance in helping us establish the Cannon County Audit Committee while you were available in our county. The progress that has been made thus far by our county officials is the result of you caring enough about those of us on the Audit Committee. Please know that we continue to appreciate those efforts and will not forget them!

Glenn Steakley, Vice-Chairman, Cannon County Audit Committee & the Cannon County Audit Committee

- Knoxville – follows the UT Knoxville closing (offices are on the campus)
- Martin – follows the UT Martin closing (offices are on the campus)
- Memphis – follows the Shelby County Courthouse closing as announced by the County Mayor
- Nashville – follows the Nashville/Davidson

County Courthouse closing as announced by the Metro Mayor

- Oak Ridge – follows the Anderson County Courthouse closing as announced by the County Mayor
- Other work assignments – In the event an employee is in a location other than his or her work headquarters (i.e., a multi-day training requiring overnight stays), and

inclement weather results in the closure of county government offices preventing program participants from attending the class, administrative closing hours may be approved by your agency director, an assistant vice president or the vice president.*

**If your home is your official duty station, you are not eligible for administrative closing hours due to inclement weather.*

calendar

CIS

- Dec. 1 40-hour HAZWOPER, Hazardous Waste Site Worker, Memphis
- Dec. 10 ISO 14001 & 9000 Combination Class & Auditor Training, Jackson

CTAS

- Dec. 11 Strength-Based Leadership, Kingsport
- Dec. 12 Strength-Based Leadership, Collegedale
- Dec. 15 Strength-Based Leadership, Knoxville
- Dec. 17 Strength-Based Leadership, Jackson
- Dec. 18 Strength-Based Leadership, Nashville
- Dec. 17-19 Association of County Mayors/Executive Strategic Leadership Conference, Nashville

LEIC

- Dec. 8-12 40-Hour Crime Scene Management, Germantown
- Dec. 10 School Resource Officer Update, Crossville

MTAS

- Dec. 3 Purchasing, Risk Management and ERP, Jackson
- Dec. 3 Purchasing, Risk Management and ERP, Knoxville
- Dec. 8 Purchasing, Risk Management and ERP, Nashville
- Dec. 8 Purchasing, Risk Management and ERP, Chattanooga
- Dec. 9 Purchasing, Risk Management and ERP, Kingsport
- Dec. 11 Strength-Based Leadership, Kingsport
- Dec. 12 Strength-Based Leadership, Collegedale
- Dec. 15 Strength-Based Leadership, Knoxville
- Dec. 17 Strength-Based Leadership, Jackson
- Dec. 18 Strength-Based Leadership, Nashville

NAIFEH CENTER

- Dec. 17 Tennessee Government Executive Institute Graduation, Nashville

announcements

RECRUITMENTS

- CIS IPS Consultant, Solutions East Tenn.
Economic Development Specialist, Nashville
IPS Consultant, Solutions, Chattanooga
- CTAS Administrative Intern, Nashville
- MTAS IPS Consultant, HR,

PROMOTION

- Erin Ketelle Program Manager, DRIVE!

NEW HIRES

- Lori Barton CO
- Patrick Mills MTAS

DEPARTURES

- Terri Kinloch CTAS

RETIREMENTS

- Jane Davis CO

IPS SERVICE LONGEVITY

- Christine Anderson 1 Year
- Gayle Githens 1 Year
- Chuck Gluck 2 Years
- Judie Martin 9 Years
- Beth Paton 14 Years
- Russell Toone 20 Years



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