



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING
400 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4700 FAX: 615-741-4165
TTY: 1-800-270-1349
www.tn.gov/humanservices

BILL HASLAM
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

MEMORANDUM

TO: Stacey Nelson, Executive Director of Leasing
State of Tennessee Real Estate Asset Management (STREAM)

FROM: Tony Mathews, Deputy Commissioner
Tennessee Department of Human Services

DATE: April 9, 2018

SUBJECT: Safety Needs Related to DHS Field Offices

As the Department of General Services (DGS) identifies appropriate locations for the Department of Human Services (DHS) field offices, a few critical factors should be considered:

- “Co-location” arrangements need to be with other governmental entities serving a similar population and/or have comparable missions,
- The location of field offices need to be convenient and easy to find for the general public,
- The location of field offices need to be easily accessible when using public transportation,
- The location of field offices need to be in close proximity to other governmental services and/or relevant retail establishments (whenever possible), and
- The location of field offices should **NOT** be in close proximity to entities that attract activity and/or individuals that could present a potential risk to DHS customers and employees. Such entities include, but are not limited to, the following:
 - a) liquor stores,
 - b) adult bookstores/cabarets,
 - c) pawn shops,
 - d) law enforcement stations/offices,
 - e) probation/parole offices, or
 - f) mental health treatment facilities.

While this list is not exhaustive, we hope it provides clear direction as to the type of environment the Department needs for its future field office locations. We appreciate every community is different and may have varying levels of available space that meet Departmental specifications. We look forward to working with DGS staff to address any issues that may arise as we move toward securing office locations our citizens, customers, and employees deserve.