

June-July 2010
Employee Newsletter



Advocate

Arkansas Department of Correction

Inside this issue:

Director's Corner	2
Department Briefs	2-3
Recipe Corner	3
Correctional Officer WK	4
BOTC Graduates	5
Health Matters	6
Blood Drive	6
ADC Re-Accreditation	7
Tucker Gets Boot Camp	7
Dental Plan Enrollment	7
CAMA Conference	8
Benton Unit Donation	8
Something Fishy...	8
Promotions/New Hires	9
ADC Training/June	10
ADC Training/July	11
Red Ribbon Scholarships	11
Beat the Heat	11
ADC Calendar	11
Contact Us	12

Ray Hobbs, ADC's new director, has sent his first column to the Advocate. It's on the very next page. Don't miss it!

FY 2011 Budget Doesn't Include Pay Increases

Yearly cost of living adjustments (**COLA**) will be suspended this year along with annual career service payments and employee merit increases (**MIPS**) due to the new **2011 Fiscal Year Budget**.

Pay plans that went into effect last year will remain the same and all state agencies and their employees will be affected.

In a memorandum issued May 26 from **Finance and Administration Director Richard Weiss**, the 2.3% **COLA** scheduled to go into effect July 1 will not be applied to employees' salaries.



And even though merit increases are not possible right now because state revenues are still down, personnel evaluations still will be conducted on all employees this Fiscal Year.

But if the economy has improved after the first two quarters of FY 2011, all of these decisions will be revisited, according to the memo from Mr. Weiss.

Bass Fingerlings Harvested at Cummins Ponds



Employees of the **Arkansas Game and Fish Commission** along with the **Arkansas Bass Association** came to the breeding ponds

at the **Cummins Unit** on June 24 to harvest **Black Bass** fingerlings.

Since 2001, Cummins and Arkansas Game and Fish have raised more than 100,000 bass fingerlings a year in the unit's ponds.

The fish, which average three inches in length, will grow to 10-13 inches in as little as three to four years, ensuring a consistent level of both Black and Large Mouth Bass for years to come.

Ward Gardner of the **Arkansas Bass Association** said that minnows for feeding the brood fish are provided annually by the ABA, in addition to funding for diesel fuel for the pond aerators.

Using a seine net, the fish are gathered and extracted by hand into holding tanks where they are later bagged and distributed to fishing tournament anglers who release them into the river.

Director's Corner



Ray Hobbs
ADC Director

Editor's Note: After serving as Interim Director since January, Ray Hobbs was named ADC Director by the Board of Corrections on June 29, 2010. We wish to congratulate Director Hobbs on this recognition of his years of hard work and dedication to the department, and we look forward to sharing his thoughts and insights in the next edition of the Advocate.

Nobody has to tell me. I know that I have some very big shoes to fill. The man

who sat in the director's chair until January did so very much.

Larry Norris was our leader for more than 16 years, and in that time he pushed this agency farther than it had ever gone. When he retired in January, Mr. Norris left the agency in excellent shape.

The ADC is fully accredited; something most states can't say. Here, we have AACET to help us in times of need. Our institutions are safe, secure, and well maintained. And we have the tools and training to do our jobs.

The inmates have a good quality of life and opportunities to participate in programs that offer the tools they need to make it when they go back home.

Throughout the agency, in every institution and in the Training Academy, the Central Office and the Administrative Annex East, Arkansas has the best corrections professionals anywhere. I really do mean that.

Over the years, I have travelled to more institutions in more places that I can count to conduct audits for the American Correctional Association. I spent days at each of them, rating, comparing and studying the employees and how they carried

out their duties. And each time, I came back to Arkansas knowing that none of them can hold a candle to you. In a small state that isn't blessed with unlimited riches, you have helped build a prison system that is top of the line.

It wasn't easy to do. The work was hard and the sacrifices were many. There are those who might say the time has come to rest; we should just sit back and marvel at how far we've come. But these people are wrong.

We are not at the end of our progress. We are at the beginning. I suppose these same folks might also say that I have become director at a bad time.

The economy stinks. Money is way beyond tight. And our population keeps growing. Yes, some might say a brighter day might have been a better time.

But again, they are wrong. I would be proud to be here any day, and I see the golden opportunities in front of us. We can show the world how to achieve great things even when the skies are cloudy. A little rain never hurt us. We're the Arkansas Department of Correction. We're used to overcoming lots of big challenges. Heck, we cut

our teeth on rusty nails and old barbed wire. All we have to do is work smarter. That's why we have adjusted the inmate populations of Mississippi County and Benton and why we switched the locations of the Boot Camp and the InnerChange Freedom Initiative.

By making the most of every single bed we have, we are working smarter. I promise that we will keep looking for smart moves, and when we spot one, we'll make it. That's the way we get leaner and stronger.

I ask you to keep going the extra mile. Don't slow down and don't look away. Keep your eyes open and your mind sharp. Look for ways we can be more efficient. Stick together and rely on one another. We are a team and a family, and there is nothing we can't do if we try. And in case you're wondering, it's ok if those shoes are a little big right now.

That just means there's plenty of room to grow.

Department Briefs

Joyce Taylor, former eOMIS trainer for the Department of Correction was promoted to **IT Assistant Administrator-Application Development** on June 7th. Her career with the ADC began in 1990 as a Clerk-Typist II at the Diagnostic Unit. In 1994, she moved on to the Southeast Arkansas Community Correction Center as an Intake Officer before being promoted to Records Supervisor in 1998. She began working in February of 2000 with the early formats of eOMIS to

make the system more user-friendly.

In 2005, she returned to the Department of Correction as Web Page Coordinator before promoting to eOMIS Trainer in 2006, where she prepared lessons and conducted training on the use of the eOMIS program for all ADC employees.

We're all proud of Joyce for her accomplishments and contributions to the Department of Correction through her many years of dedicated service. We wish her continued success in her new position as IT Assistant Administrator. Congratulations, Joyce!

The Arkansas Correctional Education Association has selected **Celeste Taylor** as its **Teacher of the Year**, and she has been named Correctional Education Association Region V Teacher of the Year for her work in the English Language Learners program at Grimes and Special Education at the McPherson. She will represent Arkansas and Region V (Arkansas, Texas, Oklahoma and Louisiana) at the National Correctional Education Association Conference in Little Rock in July where the Teacher of the Year will be selected. Congratulations, Celeste!

More Department Briefs



Floristine Brooks (Left) accepts a gift basket and certificate of appreciation from **Warden Joe Porchia** (Right) of the **Mississippi County Work Release Center** for her work in photographing the Work Release staff on June 7th in order to supply them with new ADC badges. The badges are a new part of the payroll system that will be implemented in the near future. Thanks, Floristine!

Millicent Robinson has a lot to smile about as a proud recipient of her **Master's Degree in Business Administration** from Webster University on May 20. Her ADC career started in 2005 in records at the **Diagnostic Unit** until her promotion to Fiscal Support Specialist in 2007. When she's not working as the Accounting Tech at Central Office, you can find her busy at home with husband Richard and daughter Amari.



The Advocate is back and we need **YOU!** Send in your articles, photos, unit announcements, recipes and other news-worthy events to **Bill Watson** by the **15th** of every month. You can reach us by e-mail or phone, so start sending us the news you want us to use! Thanks!



Warden Joe Porchia (Left) of the **Mississippi County Work Release Center** presents a certificate of appreciation to **Catrina Victory** (Right), **Medical Records Clerk**, for her hard work in maintaining the medical records at the center. In addition to her work at **MCWRC**, Catrina also does duty at the Community Correction Center in Osceola. Her hard work makes her an important asset to Mississippi County and ADC. Thanks, Catrina!

ADC Recipe Corner

Mr. Bill's Beans

Bill Watson



INGREDIENTS

- 1 onion, finely chopped
- 1 package **HOT** pork sausage, browned & drained
- 1 package pre-cooked bacon, chopped
- 1 can Lima Beans
- 1 can Light Kidney Beans
- 2 cans Pork and Beans
- 1/2 cup light brown sugar
- 1/2 cup ketchup
- 1/4 cup yellow mustard
- 1 tspn salt
- 2 tspns black pepper

After browning and draining sausage, add chopped onion and bacon then cook until onions become tender. Add all 3 cans of beans and stir. Add brown sugar, salt and pepper and stir to prevent lumps. Add ketchup and mustard then stir occasionally on low for 15-20 minutes to prevent beans from burning.

Serve hot and enjoy with burgers, BBQ or anything!



National Correctional Officers Week 2010 Offers Food and Fun

National Correctional Officers Week, typically held on the first full week of May, is an annual event that honors the hardworking men and women of the corrections profession. And the units of the Arkansas Department of Correction are no exception! Each one had special events to say thank you.

Officers at the **Benton Unit** enjoyed barbeque with all the trimmings with fellow staff members and supervisors. Thanks for your outstanding service to the ADC and Arkansas!



Warden Sara McQuilliams and hungry Benton Unit employees prepare to enjoy a great lunch.



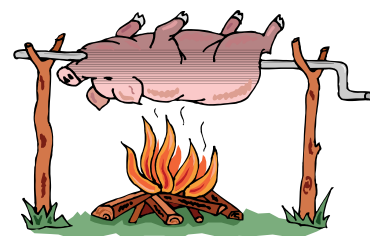
Major Robert Plant, Assistant Director Grant Harris and Warden Sara McQuilliams enjoy great food and fellowship during Correctional Officers Week.



Brenda Mitchell really brings on the heat with tangy barbeque to celebrate Correctional Officers Week.



“It’s ALL good” as Regional Maintenance Sergeants John Broadway, Jeff Huckaby and Allen Davis chow down during the May 7th celebration at the Benton Unit.



BCOT Graduate Classes Prove Valuable Assets to Departmental Security

Class 2010-A, Graduated 03/05/10



Sarah Apel, Robert Austin, Russell Barker, Kenneth Boykins, Tony Campbell, Adam Conyers, Christy Culbreath, Dennis Gillis, Jason Hardage, Dorothea Hefton, Steven Henderson, Robert Henderson, Darren Hendrix, Jeremy Hurley, Christopher Lovell, Dusty Mankin, Dante Nicholson, Trey Randolph, Rick Sharf, Marcus Taylor, Candice Tyson and Ramey Wyble.

Class 2010-B, Graduated 04/02/10



Alyson Adair, Robert Ashcraft, Teresa Aubrey, Brittney Burgess, Ethan Burnett, Alfred Burton, Jacqueline Busby, Willie Carmickle, Pierre Childs, Chiquita Compton, Verneal Croom, Thrisdon Eason, Booker Fleming, Corey Fountain, Odell Giles, Takelah Hamilton, Dustin Hennessey, Jason Hill, Steven Holland, Jake Johnson, Tiffany Johnson, Larry Johnson, Michael Johnson, Tashary Jones, David Keisler, Cory King, Bob Love, Marvin Marshall, Jonathan Martin, Carl Mayfield, Nicholas McNeese, Marsha Mills, Stephanie Neal, Cory Paskel, Corinthians Penister, Stephen Pugh, Billy Robertson, Jeff Sharp, Kathy Smith, Melvin Smith, Reggie Smith, Norval

Traylor, Randolph Vanderveer, Justin Washington, David Watson, Steven West, Melanie Williams, Leonard Wilson and Melissa York.

Class 2010-C, Graduated 04/23/10



Arron Barnet, Jody Boyd, Amanda Canter, Wodrow Davis, Michael Deweese, Javis Dickerson, Joshua Dockins, James Dycus, Mary Edwards, Donnie Fowler, Patrick Gault, Joshua Godfrey, Michael Harris, Brandon Hawthorne, Beatrice Heier, Timothy Hetherington, Kelly Honeycutt, Arron Hughes, Austin Hunter, Kevin Kelly, Joshua Kinkead, Daniel Laminack, Carolyn London, Bryon Loy, Mark Manes, Gerald McClusky, Jefferson Moore, John Ruiz, Wayne Siddons, Leon Smith, Wonder Spearman, Charnissa Stallworth, Janice Stephens, Eva Sutterfield, James Thurman, Alice Whitty and Jason Wilham.

Class 2010-D, Graduated 05/14/10



Ira Banks, Ned Butler, Amanda Chilton, Jonathan Cooley, Joann Cooper, Timothy Dockins, Joshua Doles, George Duncan, Harold Jones, Dustin Kellar, Jessica Martin, Jeremy Mason, Kenneth McCoy, Jesse McDorman, Cherri Muldrew, Kenneth Page, Ayana Powell, Vernetta Reed, Jimmy Reed, Willie

Ryas, Thomas Schmitt, Robert Simmons, Jeffrey Smith, Steven Wallace, Latonya Walton, Vera Whitiker, James Williams, Curtis Williams, Katrina Withers and Rufus Woodall.

Class 2010-E, Graduated 05/28/10



Matthew Baum, James Baumunk, Lisa Bell, Byron Burns, Charles Chandler, Lettie Davenport, Markel Garner, Johnathan Gracie, Jason Groves, Brandon Henry, Evan Hughes, Thane Huyard, Tremaine Iwundu, Ashley Johnson, David Jones, Sabrina Luster, Seth Mikklesen, Jamie Phonsyry, Billy Robertson, Zachary Rostan, Samuel Saunders, Russell Stinnett, Robert Thompson, Stephen Turner, Marcus Watson, Stephen White, Whitney Williams and Johnny Williams.

Class 2010-F, Graduated, 06/18/10



Benard Hamilton, Jessica Sterlin, Spencer Ammons, Tamiko Brown, Devon Ramey, Sara Sallas, Jimmy Battles, Darrel Lambert, Gloria Norman, AiLeysha Spinks, Willie Carrigan, Anisha Lee, Shontell Harris, Mauriana Quinn, DeAndre Williams, Steven Edwards, Daniel Robinson and Kandy Spring.

Health Matters

Keeping The Beat - Stress Management vs. High Blood Pressure

High Blood Pressure ranks as one of the leading causes of stroke and heart attack in many Americans today. Known as “**The Silent Killer**”, it can strike anyone at anytime without showing any visible symptoms until it’s too late.

While certain tell-tale signs are noticeable, such as shortness of breath, frequent nosebleeds and occasional pains in the chest and arm, many men and women haven’t a clue as to their blood pressure.

The factors in elevated pressures include age, weight, work related stress and lack of regular exercise. Some families pass on a history of heart-related problems and life-



styles certainly can lead to a weakened physical condition.

While the problems linked to **High Blood Pressure** can be quite serious, there are simple and easy to follow steps to reduce or even eliminate the problem from your life.

Regular Doctor Visits– make a habit of regular check-ups to help detect if you’re having a problem and develop a program that works best for you. If medicines are prescribed, take them as directed.

Watch That Diet–cut down on high fat and high cholesterol foods and condiments. Eat fruits, vegetables and grains. Go easy on the salt and extra sugars and try to limit your alcohol intake as well.

Get Out and Exercise– you don’t have to enter the Olympics or anything. Slow walking and light jogging can help your lungs and heart. But check with your doctor before beginning an exercise plan.

ADC Staffers Roll Up Sleeves for June Blood Drive at Admin. East

The scorching temperatures didn’t keep away the warm hearts of the ADC as staff members from various offices and units who rolled up their sleeves to donate the gift of life.

Members of the **Arkansas Red Cross** carefully checked blood pressures and samples while others prepared blood donor tables for their prospective recipients. Others who had completed their donation were treated to some relaxation and delicious refreshments.

As reporter and photographer for the **ADC Advocate**, I thought it would be great to stop by, shoot some pictures and chat with the members of the **Arkansas Red Cross** as well as a few of the brave ADC volunteers who decided to take the time to donate blood.

But one doesn’t simply “drop by” a blood drive. After walking in, I

began noticing all of the smiles being cast my way. Yours truly was being sized up as a potential donor as I nervously grinned back....

Now I have been giving blood since I was in high school, so I know the routine isn’t as scary as some might think. But if you’ve never donated before, here’s the scoop:

Sample first– a small pin prick on the finger for a drop to determine your blood’s type and how healthy it is.

Table manners– you’re taken to a table-bed to relax as they prepare you for your donation. Then the needle.

One big stick– and then you’re on track to becoming a hero to someone in need of your precious gift and having the right to say, “I gave blood today!”



According to the **Red Cross**, the demand for blood rises during the busy summer vacation months and for every pint of blood donated, six lives will be saved.

The event, which took place at **Administration East** on June 29th, attracted more than 20 ADC volunteers who unselfishly gave of their time and effort to donate blood. A big thanks to all of our donors as well as to the **Arkansas Red Cross**.



Tucker Unit new headquarters for ADC Boot Camp Program

In a recent move to better utilize bed space, the **Tucker Unit** became the new home of the male **Boot Camp** program. It switched places with the **Inner-Change Freedom Initiative** program, which is now located at the **Wrightsville Unit**.



The ADC Boot Camp facility at Tucker

While the transition went smoothly, certain pieces of office equipment had to be left behind. Copiers, fax machines and computers will have to be moved later, but there are more pluses than minuses according to the staff and instructors in charge.

The newer facility houses approximately 160 cadets and comes with a gym, recreation center and baseball field where staff and cadets hope to play an exhibition game with an outside team in the near future.

The Boot Camp program, which is in its 20th year, continues to draw the attention and respect of the state local community with its unique approach to inmate rehabilitation. High schools students, judges and state legislators tour on a regular basis, and all are impressed by the results of this 105-day, volunteer program. Two of its **DI's**, or drill instructors, are both former military with more than 50 years combined military service and an additional 40 years with the ADC. **Sgt. James Thomas** and **Sgt. Laurel Hooks** are proud to be making a difference in the lives of the inmate cadets through hard work and discipline.



Sgts. James Thomas and Laurel Hooks of the ADC Boot Camp staff

All Drill Instructors for the Boot Camp must be former military who were honorably discharged and completed 40 hours of departmental certification with strong emphasis on the drilling, training and instructing of prison inmates. Their methods of **"Shock-Incarceration"** introduce all inmates to the strict and challenging world of military discipline.

A **zero-tolerance** policy against defiant or disrespectful behavior is strictly adhered to or the cadet faces return to the general population. Self respect and a mutual respect for others along with education and counseling are applied daily until completion of the program.

Graduations are held every three weeks, which coincides with the cadets' parole dates. All graduates then enter an after-care program, working with family members, clergy and other members of the community to better ensure the re-acclimation to society.

The Boot Camp instructors and staff feel this to be more than just another program; it's an opportunity for inmates to better themselves.

ADC Re-Accreditation

Since January of last year, the following facilities of the Arkansas Department of Correction have earned re-accreditation by the **American Correctional Association**. The units are as follows:

January 2009 Central Office /
Administration East
August 2009 Cummins Unit
Newport Complex
Ouachita River
Maximum Security Unit
Training Academy
January 2010 Varner Unit

Congratulations everyone for setting such high standards for our facilities.

Dental plan open enrollment July 1– 30

Visiting the dentist doesn't have to be scary anymore now that **AACET Delta Dental Insurance** is having its **Open-Enrollment Period** from **July 1st** through the **30th!** AACET is a non-profit, direct support organization for ADC employees and provides several benefits to its members. This plan is for Gold and Silver members and is available only through AACET, and not through the State of Arkansas or ADC. If you are currently using Delta Dental through AACET, the time to make changes to your plan is **NOW!** Rates and payroll deductions between Gold and Silver memberships will vary, so if you have any questions please see your Human Resources Manager. If they cannot Answer your questions, they will be able to direct you someone who can. Remember:

Last day for applications or changes to be accepted is Thursday, July 30th!



Grimes Unit Members Attend Accreditation Conference in Baltimore



Sherri McEwen, Grimes Unit ACA Manager, with keynote speaker Jack Hanna of Jack Hanna's Animal Adventures.

Grimes Unit accreditation staff members **Sherri McEwen**, **Tammy Robertson** and **Kelly Beaty** were in Columbus, Ohio, in May representing the ADC at the **Correctional Accreditation Managers' Association (CAMA) conference** and sharpening their skills while having some fun.

Attendees of the conference were treated to seminars and workshops that focused on training in the correctional accreditation process while keeping costs at a minimum. Specialized courses included correctional accreditation strategies, auditing, health care improvement, constitutional law and risk assessment screening. Keynote speakers included **Darel Hazell**, Assistant Head Coach and Wide Receiver's Coach of Ohio State University and **Jack Hanna**, Director Emeritus of the Columbus Zoo.

Hanna, well known for his television series **Jack Hanna's Animal Adventures**, not only spoke on the importance of working together as a team, but also brought along several species of exotic animals to relate their positive qualities to those of people working with positive diversity.

Something Fishy Goin' On...

Members of the **Mississippi County Work Release Center** accompanied some eager young anglers from the area to the annual **Charles Strong Recreation Center Fishing Rodeo**. The event is held annually to allow kids the opportunity to experience fishing and some good ole' fashioned fun.

Warden Joe Porchia, **Kim Crocker** and **Pam Batchelor** were on hand with other members of the community to lend their assistance and make sure the kids had a great time. Thanks, guys!



Benton Unit Makes Hot Donation to Turtle Creek Fire Department



Carolyn Haller, Charles Herndon and Brenda Mitchell

The **Turtle Creek Volunteer Fire Department** recently received a surprise when members of the ADC **Benton Unit** stopped by in June with a generous donation! **Captain Charles Herndon** was presented with a check for \$331.35 by Classification and Accreditation Officer **Carolyn Haller** and **Brenda Mitchell**, Secretary of the Benton Unit Employee Association.

Money was collected from the sale of empty aluminum cans used by unit employees. In addition to the Turtle Creek Volunteer Fire Department, the **Benton Unit** also makes donations to **Santa Central** and **AACET**.

Thanks for your generous community support and keep up the great work, guys!

ADC Promotions and New Hires, June—July

Promotions			
Date	Name	Position	Unit
05/02/10	Christine A. Johnson	Advisor	Ouachita River
05/02/10	Shaqueta M. Johnson	Sergeant	Cummins
05/02/10	Margaret E Pomikala	Administrative Specialist III	North Central
05/02/10	Fralisha S. Walton	Mailroom Services Coordinator	East Arkansas
05/03/10	Linda C. Capps	Purchasing Agent	Cummins
05/03/10	Gary A. Hill	Lieutenant	Transportation
05/03/10	Dwayne L. Meeks	Recreational Activity Supervisor	Grimes
05/03/10	Mark B. Warner	Deputy Warden	Cummins
05/04/10	Wallace B. McNary	Lieutenant	East Arkansas
05/11/10	John Pressley	Sergeant	Texarkana
05/23/10	Brandon Taylor	Sergeant	Tucker
05/24/10	Delores Eggerson	Human Resources Assistant	East Arkansas
05/24/10	Samuel Hargraves	Agriculture Unit Supervisor	Farm
05/24/10	Gwendolyn Kelley	Administrative Specialist II	East Arkansas
05/24/10	Debra McNary	Human Resources Assistant	East Arkansas
05/24/10	James Michael Wood	Psychologist Supervisor	
05/30/10	Kramer Jones	Sergeant	McPherson
05/30/10	Floyd McHan	Major	Ouachita
05/30/10	Linda Dykes	Captain	McPherson
06/07/10	Johnny L. Polite, Sr.	Sergeant	Delta Regional
06/07/10	Camron Ramsey	Sergeant	East Arkansas
06/07/10	Dean S. Stroud	Sergeant	Grimes
06/07/10	Mary J. Taylor	Senior Software Support Analyst	Information Tech.
06/09/10	Destiny Brown	Sergeant	Tucker
06/09/10	Timothy T. O'Malley	Sergeant	Texarkana
06/13/10	Danielle L. Knight	Sergeant	Cummins
06/14/10	Gordon Davidson	Training Director	Training Academy
06/16/10	Nancy Brown	Commissary Manager	Varner
06/17/10	Katrina Barrow	Sergeant	Varner
06/17/10	Audrey L. Cockrell	Asst HR Administrator-Benefits	Human Resources
06/17/10	Angela K. White	Sergeant	Varner
06/17/10	Ollie G. Whiteaker	Administrative Specialist I	North Central

New Hires			
Date	Name	Position	Unit
05/03/10	Steven M. Edwards	Correctional Officer I	Randall L. Williams
05/03/10	Ryan S. Parker	Advisor	SOSRA
05/03/10	Sandra L. Sanner	Administrative Specialist II	Administrative East
05/03/10	Janet L. Weiss	Administrative Specialist III	Central Office
05/24/10	Benjamin M. Hays	Agriculture Production Supervisor	Farm
05/25/10	William J. Smith	Agriculture Unit Supervisor II	Farm
05/26/10	Chassidy Cottrell	Administrative Specialist I	Varner Supermax
05/27/10	Erin Zuber	Human Resources Assistant	Grimes
06/07/10	Cindy L. Johnson	Commissary Manager	Ouachita
06/07/10	William E. Watson	Public Information Technician	Central Office
06/07/10	Lamont S. Wimble	Fiscal Support Supervisor	Administration East
06/13/10	Harold Williams	Director of Maintenance	Construction
06/14/10	Denise A. Chance	Disease Intervention Specialist	Mental Health
06/14/10	Lajuana B. Danzy	Administrative Specialist I	Delta Regional
06/14/10	Dana C. Penix	Administrative Specialist I	McPherson



ADC TRAINING

In-Service Training Protocol

The Training Academy wishes to welcome staff to In-Service Training. The academy strives to promote a professional environment during your learning experience.

Listed below is appropriate attire for In-Service class participation.

Shirt—button up or pull over (please, nothing derogatory, offensive or inappropriate for professional correctional staff, no T-shirts, no sports team shirts).

Shirt and Tie

Slacks—**NO DENIM**, no holes or frayed edges.

Dress/Pantsuit—Nothing see through, sleeveless or low cut. Length should be professional and appropriate for professional correctional staff.

Shoes—No flip flops, sandals, tennis shoes or house slippers.

Uniforms—must meet department guidelines

Headgear—allowed only outside of building (no derogatory or offensive wording, symbols, etc.).

Sweats/Shorts/Warm-ups—will be considered appropriate only in classes containing physical activities -not during normal In-Service classes.

Smoking is not allowed on Academy property.

Please observe break times and lunch periods.

Cell phones or pagers need to be on vibrate or silent while in the classroom.

Students arriving more than 15 minutes late for the starting time of a class, or more than 15 minutes late from a break/lunch will be dismissed from the class.

JUNE TRAINING SCHEDULE

Date	Title	Time	Length	Location
1-2	Management Effectiveness (ML I)	8 a.m.	16 hrs.	TA
2	Basic Microsoft Word	8 a.m.	4 hrs.	HR
3	Cultural Awareness (ML II)	8 a.m.	4 hrs.	HR
3	Performance Evaluation (ML I)	12:30 p.m.	4 hrs.	HR
3	Personal Boundaries (VS)	12:30 p.m.	4 hrs.	TA
4	Structured Interviewing (ML II)	8 a.m.	4hrs.	HR
4	Sexual Harrassment/Misconduct (ML I)VS	8 a.m.	5 hrs.	TA
7	Identity Theft (VS)	8 a.m.	4 hrs.	TA
7-11	Horsemanship for New Riders	8 a.m.	40 hrs.	WU
8	Administering Discipline (ML I)	8 a.m.	4 hrs.	TA
8	Leadership,Security & Body Language(VS)	12:30 p.m.	4 hrs.	TA
9	Advanced eOMIS Training	8 a.m.	4 hrs.	HR
9	eOMIS Incident Report Coordinator	1 p.m.	2 hrs.	HR
9	Interpersonal Communication (ML I)	8 a.m.	8 hrs.	TA
9	Fair Labor Standards Act (ML I)	8 a.m.	4 hrs.	HR
9-10	Emergency Preparedness	8 a.m.	16 hrs.	TA
10-11	The Human Element	9 a.m.	12 hrs.	TA
14	Stress Management	8 a.m.	4 hrs.	TA
14-18	Command Officers School	8 a.m.	40 hrs.	HR
15-17	Outstanding Supervision for Sergeants	8 a.m.	24 hrs.	TA
17	Basic eOMIS Training	8 a.m.	4 hrs.	HR
17	eOMIS for Security	12:30 p.m.	4 hrs.	HR
18	Health & Safety Plan for Supervisors(VS)	8 a.m.	4 hrs.	HR
21-25	Horsemanship for New Riders	8 a.m.	40 hrs.	WU
21-25	Train the Trainer	8 a.m.	40 hrs.	HR
22	Slips,Trips and Falls (VS)	8 a.m.	4 hrs.	HR
28	Employee Retention-How Do We Keep 'Em?	8 a.m.	4 hrs.	TA
29-30	Introduction to Management (ML II)	8 a.m.	16 hrs.	TA
30-July 2	CPR Instructor Certification	8 a.m.	24 hrs.	TA

OPEN ENROLLMENT (Year round Classes)

- **Internet-Based e-Learning Classes.** (*for managers and supervisors only*) Classes provided by the National Institute of Corrections Visit www.nicic.org. *You must get approval from your Unit Trainer before taking any e-learning classes.
- **Open enrollment, Inter-Agency classes** are offered to all staff members in Little Rock. They vary in length.
- Classes are also offered through the **Criminal Justice Institute** in Little Rock.

Your unit trainer has more information about Criminal Justice Institute, Inter-Agency, E-learning and other classes.

"I was thinking about how people seem to read the Bible a whole lot more as they get older; then it dawned on me—they're cramming for their final exam."

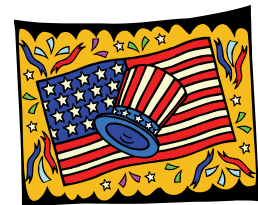
— George Carlin, Comedian

JULY TRAINING SCHEDULE

Date	Title	Time	Length	Location
June 30-2	CPR Certification	8 a.m.	24 hrs.	TA
1	Identity Theft	8 a.m.	4 hrs.	TA
6	Image Matters (VS)	8 a.m.	8 hrs.	TA
7	Fair Labor Standards Act (ML I)	8 a.m.	4 hrs.	HR
7	Leadership, Security and Body Language(VS)	8 a.m.	4 hrs.	TA
7	It's OK to Say NO	12:30 p.m.	4 hrs.	TA
8-9	The Human Element	9 a.m.	12 hrs.	TA
8	Performance Evaluation (ML I)	12:30 p.m.	4 hrs.	HR
12-16	Horsemanship for New Riders	8 a.m.	40 hrs.	WU
13	Basic eOMIS	8 a.m.	4 hrs.	HR
14	eOMIS for Security Officers	12:30 p.m.	4 hrs.	HR
15	Advanced eOMIS for Security	8 a.m.	4 hrs.	HR
15	eOMIS Incident Report Coordinator	1 p.m.	2 hrs.	HR
15-16	Correctional Security for Non-Security	8 a.m.	16 hrs.	TA
16	Attitude Virus	8 a.m.	4 hrs.	TA
16	Employee Motivation	12:30 p.m.	4 hrs.	TA
19-23	Correctional security for Non-security	8 a.m.	40 hrs.	TA
19	Sexual Harrassment/Misconduct(ML I)(VS)	8 a.m.	4 hrs.	TA
20	Administering Discipline (ML I)	8 a.m.	4 hrs.	TA
20	Avoiding Mediocrity	8 a.m.	4 hrs.	TA
20	Structured Interviewing(ML II)	8 a.m.	4 hrs.	HR
20	Physical Fitness and Training	12:30 p.m.	4 hrs.	TA
20-21	Security for Non- Security	8 a.m.	16 hrs.	TA
21	Back Safety and Office Ergonomics(VS)	8 a.m.	4 hrs.	HR
21-22	Management Effectiveness Training(ML I)	8 a.m.	16 hrs.	TA
22	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
26-30	Horsemanship for New Riders	8 a.m.	40 hrs.	WU
26	Managing Multi-Generational Workforce(VS)	8a.m.	8 hrs.	TA
26	Staff Safety and Self-Defense(VS)	8 a.m.	4 hrs.	TA
27-28	Introduction to Management(ML II)	8 a.m.	16 hrs.	TA
29	Personal Boundaries (VS)	8 a.m.	4 hrs.	TA
29	Accident Investigation and Reporting	8 a.m.	4 hrs.	HR
30	Interpersonal Communication (ML I)	8 a.m.	8 hrs.	TA

**ADC
CALENDAR
OF EVENTS
June 2010**

- 14 Flag Day
- 20 Father's Day
- 21 Summer Begins
- 29 Blood Drive
Admin. East



July 2010

- 1 Canada Day
- 1-30 Open Enrollment
Delta Dental Plan
- 4 I Independence Day
- 11-14 SSCA Conference-
Hot Springs

**Special Events?
Unit Functions?
Announcements?
Conference Dates?**

Then tell it to the guys at the **Advocate** and they'll post them on the Calendar of Events for all to see!



**2010 Red Ribbon Run
Scholarships Awarded**

This year's high school recipients of the **ADC Red Ribbon Run Scholarship** include **Megan Vent** of White Hall, daughter of **James and Cyndi Vent** of the **Department of Correction**, along with fellow recipients:

Kelsey Willis—White Hall

Phillip Dale Etheridge-White Hall

Ayshia Paul –Watson Chapel

Congratulations to this year's group of high school winners. Best of luck!



**Take Extra Steps to Beat
High Summer Heat**

Rising temperatures and high humidity can take their toll on our bodies during the summer months. It's important to remember the following steps and stay healthy while working outdoors in the high heat:

Dress Comfortably– try to avoid tight fitting or layered attire to allow better cooling of the body.

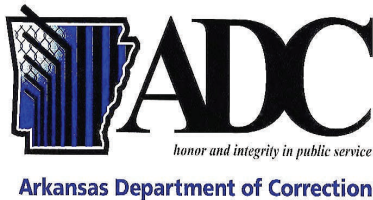
Take Frequent Breaks– the less time in the direct sun, the better. Seek out shady or cooled areas whenever possible. Wear a hat in to shield your head and face from the intense heat.

Re-Hydrate Often– take frequent water breaks to keep your body cool and hydrated. Avoid sodas or alcohol, which tend to de-hydrate. Don't let summer take its toll on you!

ADC Advocate Employee Newsletter

ADC Mission Statement

- *To provide public service by carrying out the mandates of the courts.*
- *To provide a safe humane environment for staff and inmates.*
- *To provide programs to strengthen the work ethic.*
- *To provide opportunities for spiritual, mental and physical growth.*



The *ADC Advocate* newsletter is published monthly for employees by the Public Information Office of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the developments and achievements of this agency.

All employees are encouraged to submit articles, comments, ideas, letters and questions. The deadline for submission is tentatively set for the 15th of each month for inclusion in that month's publication.

Please be aware that all submitted items will be subject to editing. However, every effort will be made to maintain the writer's essential meaning.

In addition, statements contained in the *ADC Advocate* are the personal views of the authors and do not necessarily represent the opinion or policies of the Arkansas Department of Correction.

The *ADC Advocate* is printed by Arkansas Correctional Industries.



Visit ADC on the Web:

www.adc.arkansas.gov

ADC Advocate
P.O. Box 8707
Pine Bluff, AR 71611
Phone: 870-267-6990
Fax: 870-267-6244