

August 2008
Employee Newsletter



Advocate

Arkansas Department of Correction

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ORCU
celebrates 5 years
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A look at how Merit Increase Pay System works

The Merit Increase Pay System (MIPS) encourages employees to develop skills necessary for effective job performance and eligibility for career advancement within the Arkansas Department of Correction.

How does MIPS work? Employees may be eligible for MIPS through merit promotion or merit pay.

Merit Promotion (anniversary date to anniversary date) applies to employees within a job series who may be promoted to a higher level within that job series. (For example, going from Accounting Tech I to Accounting Tech II.)

Competency-based criteria has to be met by the employee who is then eligible for a salary increase of 6 percent or 8 percent, based on grade promoted.

ADC isn't obligated to promote an employee who meets competency/merit-based criteria, but may consider awarding a merit pay increase instead.

Employees within a job series who do not meet minimum qualifications criteria, and are therefore ineligible for a promotion, may be eligible for a merit pay increase.



Take note: Once they are promoted, employees hired October 1, 2006, or before that date will have October 1 as their official performance evaluation and merit increase eligibility date. The anniversary date of those hired after October 1, 2006, will not change once they're promoted.

Merit Pay applies to all classified and unclassified employees who may receive merit pay increases after meeting competency/merit-based criteria. Employees who reach the top pay level of their classification may be eligible for a lump sum payment.

Any employees who are unsure whether their position is in the merit promotion or merit pay

MIPS encourages employees to work toward career advancement.

category or doesn't know their official MIPS date, should contact their Unit HR Manager.

Regardless of the MIPS category an employee is in, to be eligible, all training must be **completed, credit approved, and received** by Unit Human Resources at least 45 days before the merit increase eligibility date. The MIPS training period will begin 30 days before the employee's MIPS date.

For example, an employee with a MIPS date of October 1 can credit training taken from September 1 to August 15.

Employees who promote, demote, or have classification changes within the department or from another agency/institution will be eligible to receive an annual merit increase/promotion on their eligibility date if they have six months of service in the new classification. The employee's performance evaluation date and

Continued on page 2

Director's Corner



Larry Norris
ADC Director

Ask anyone to name a couple of "sure things" and most of them will say, "death and taxes." Neither is avoidable. If you live in the United States, you are going to have to pay some sort of tax. If you're drawing a breath anywhere on the planet, the time will come when you no longer will be. There's really no doubt about it.

Although death and taxes might be the most common replies, they certainly aren't the only ones. They are

plenty of other "sure things." For instance, everything won't always roll your way. If you leave something on a hot stove too long, it will burn. A fish out of water will die. Make a snake mad enough and it will bite you. Ignore a problem and it will get worse. Do something wrong long enough and you will get caught. If you need one prison, sooner or later you will need another.

In Arkansas, we have 19 prisons; 20 if you count the Boot Camp separately. When I started to work here, there were only two. But we all know that prison growth has proved itself to be a sure thing. Over the past 15 years, the ADC's inmate population has grown an average of 33 a month. That means with each passing month, the agency gets 33 inmates bigger. So far this year, though, we're getting bigger faster. The rate is

about doubled. Maybe it will taper off during the last quarter of the year, but it probably won't.

The county jail backup has been above 1,000 for weeks now. But thanks to the Emergency Powers Act, we have been able to trim it back a little and give the sheriffs some breathing room. But not nearly enough room to make any of them comfortable.

So we are looking at ways to divert offenders from the state prison system and the Board of Corrections has approved the department's proposal to ask the governor and legislature for more bed space.

The capital projects list approved by the board includes two 950-bed units and an expansion of the McPherson Unit. Remember, though, the board's approval is just the first step. The projects still

have to be approved at the State Capitol.

The General Assembly convenes in January, but budget debates will already be in full swing by then. The ADC will make its capital projects request, along with every other agency, at a time when the nation's economic outlook is frightening. Even when financial times are good, the legislature runs out of money long before it runs out of projects to fund. When times aren't so good, lawmakers hit the bottom of the money barrel much faster. And right now, times are the toughest they've been in years.

Some of our capital projects might get funded. Many of them probably won't. And getting money for all of ADC's requests is highly doubtful. In fact, you could probably call that another one of those "sure things."

MIPS continued from page 1

date of merit increase eligibility will remain the same. However, if the employees have not completed six months in the new position, the merit increase/promotion will be delayed until they've actually been in the position six months. This will not affect future merit increase dates.

Employees on extended leave such as military leave, catastrophic leave, or leave without pay must have accumulated six months of actual work experience in the rating period to be eligible for their

merit increase. If employees do not have six months actual work credit, their merit increase will be delayed until six months of work credit has been accumulated. The employee's performance evaluation date and date of merit increase eligibility will remain the same. Those employees who were on extended leave due to military activation will be given time to complete their training requirements — not to exceed 12 months.

For more information on MIPS criteria, see page 12.



ADC employees recently participated in a 40-hour MIPS class on technology at the Administrative Annex East.

Red Ribbon Walk/Run set for Oct. 18; Deadline to register is Oct. 15

The 19th Annual Red Ribbon /Walk Run is set for Oct. 18. Sponsored by the Arkansas Department of Correction, the 5K event will begin at 8 a.m. at the Jefferson Regional Medical Center's Wellness Center in Pine Bluff.

The pre-registration fee is \$15 (\$20 morning of the race). If you pre-register by 4:30 p.m. Oct. 15, you are guaranteed an official Red Ribbon Run T-shirt.

The walk/run is an event for all ages and will feature door prizes, refreshments and music by the Cummins Prison Band.

Proceeds from the event fund four \$500 scholarships for area high school seniors. Make sure that your unit or division is well represented in this year's race. Awards will be given to the first, second and third place male and female finishers in the following divisions: Overall, Masters, 10-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60 and above and Bubba (225+ pounds). Children registered for the race age 9 and under will receive a certificate of participation.

For more information, contact Nancy Koonce at 870-267-6343 or Shirley Lowe at 870-267-6215. The

registration form will be available at the units and is online at www.adc.arkansas.gov. Here are the top ten reasons for participating in the Red Ribbon Walk/Run:

10. Good refreshments, great music and excellent door prizes.

9. You get to run like the wind or walk like a steady drizzle.

8. You can walk/run with your co-workers and demonstrate some great teamwork.

7. There's a good chance that your picture will be taken for the ADC Advocate newsletter.

6. There's a good chance that, if you're fast enough, you can dodge the ADC Advocate photographer.

5. It brings together some great people.

4. You get to show off your athletic prowess and beat the pants off of some of your friends, family or co-workers.

3. You may get to run with such great athletes as Heath Dickson, Bill Glover and Ray Hobbs.

2. It's fun and who can resist that?

1. It supports a drug-free community and generates dollars to help area students reach their goals in college.

See you at the race!



Some of the participants in ADC's 2007 Red Ribbon Walk/Run.

ADC golf tournament funds Correctional Challenge Scholarship

Arkansas Department of Correction Director Larry Norris and ADC Human Resources Administrator Kevin Murphy recently presented a \$15,000 check to the University of Arkansas at Little Rock for a scholarship endowment.

The money was raised during the department's Ball and Chain Challenge. The annual golf tournament generates funds for several causes, including the UALR scholarship called the Correctional Challenge Scholarship.

Funds from the golf tournament also go to the Arkansas Association of Correctional Employees Trust and the Correctional Peace Officers Foundation.



Left to right: Bob Denman, head of the UALR Development Office and Dr. Mary Parker, chair of the Department of Criminal Justice at UALR and vice chair of the Board of Corrections accept a \$15,000 check from ADC Director Larry Norris and ADC Human Resources Director Kevin Murphy. The funds will go toward a scholarship endowment.

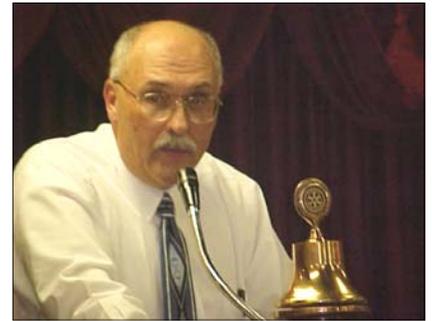
Benton Unit holds annual employee appreciation banquet

The Benton Unit held its annual awards banquet on August 14 at Brown's Restaurant in Benton. About 90 staff members, family and friends attended the event. Benton Unit Warden Sara McQuilliams welcomed staff and guests. Special guests included Assistant Director for Institutions Ronnie Dobbs, Human Resources Administrator Kevin Murphy and Assistant Human Resources Administrator Toni Bradley.

Ouachita River Correctional Unit Deputy Warden Fred Campbell was the guest speaker. Staff members were recognized for their years of service and several outstanding employees were recognized. Special recognition was also given to Benton

Unit staff who have been deployed while serving in the military.

The event was sponsored by the Benton Unit Employee Association. Congratulations to all of these dedicated employees!



Ouachita River Correctional Unit Deputy Warden Fred Campbell served as guest speaker for the Benton Unit annual awards banquet.



Royce Tittle, right, receives his Employee of the Year award from Major Robert Plant.



Lt. Florence Pierce, right, receives her Correctional Supervisor of the Year award from Major Robert Plant.



Cpl. Charles Herndon, left, receives his Correctional Officer of the Year award from Major Robert Plant.

Other Benton Unit honorees:

3 years: Anthony Beard; Daniel Golden, Robert Newcomb, Michael Tillman, Justin Corley, Juanita Mauldin, Deborah Parker and Josh Teel.

5 years: Ronnie Bearden, Shanen Best and Nancy Smith.

15 years: Russell Burton and John Broadway.



James Langley
15 years
of service

Daniel Drennon
5 years of
service

Woodrow Turner
3 years
of service

Brenda Vinyard
10 years
of service



Warren Collier, right, accepts his 28-year service award.



Benton Unit staff who are serving in the military received special recognition during the banquet: Miles McPherson, Jason Pilkington, Kimberlee Harris and David Fenton.

Peace, love & school: educators kick off year with 70s theme

Arkansas Correctional School staff members began the new school year with a 1960s-70s theme on August 14. Staff in-service training covered such topics as parental involvement, vocational education and prison security.

Many staff members sported clothes and hair from the era of peace symbols and lava lamps including long flowing locks, afros, tie-dyed T-shirts and bell bottoms. While their dress may have been 'old school', the educators are definitely prepared for the new school year thanks to some informative training. Board of Corrections Vice Chairman Dr. Mary Parker told the group, "Thank you for everything that you do everyday. We know that what you do works."



Arkansas Correctional School Superintendent William "Dubs" Byers speaks to staff during a 60s-70s themed back-to-school training session.



Among the speakers for the ACS in-service training clockwise from top: Parenting Class Instructor Cathy Hall, ADC Director Larry Norris, Compliance Attorney Mark Colbert and Internal Affairs Administrator James "Hoot" Gibson.



North Central, EARU, MCWRC & Delta Regional reaccredited by ACA

Left to right: North Central Unit Warden Marvin Evans; East Arkansas Regional Unit Warden Greg Harmon; MCWRC Supervisor Joe Porchia and Delta Regional Warden Mark Cashion show off the unit accreditation certificates they received August 11 during the 138th Congress of Correction. The conference was held by the American Correctional Association in New Orleans.



Inmate gets more time on indecent exposure charges

Inmate Curtis Pittman at the Maximum Security Unit received 10 years in addition to his current sentence for battery and six counts of felony indecent exposure (10-3). Jefferson County Circuit Court Judge Rob Wyatt made the ruling August 20. Correctional staff attended the court session. Their presence and potential testimony led to a plea agreement. Additional officers and staff had previously testified in District Court to obtain the three misdemeanor convictions necessary to bring the felony charges against Pittman.

The ADC is committed to doing all it can to have this behavior prosecuted to protect the correctional environment for staff and inmates.

“We do appreciate all the work each of you do everyday, and the assistance in enforcing the rules of the department,” said Director Larry Norris. “Without officers and staff writing the disciplinarys, following policies, and remaining professional, these convictions would not have been possible.”

Staff attend Correctional Accreditation Managers Association Conference



Left to right: ADC accreditation managers Ted Austin of the East Arkansas Regional Unit, Carolyn Haller of the Benton Unit, Omie Futch of the Diagnostic Unit and Eddie Holcomb of the Maximum Security Unit recently attended the Correctional Accreditation Managers Association Conference. The gathering was hosted by the Michigan Department of Corrections in Mackinac Island, Michigan.

Department Briefs

Basic Correctional Officers' Training Class 2008-H began on June 16, 2008, with 69 cadets and 47 graduated on August 1, 2008.

BCOT 2008-I began on July 7, 2008, with 54 cadets and 47 graduated on August 22, 2008.

Congratulations to these new officers and welcome to the ADC family.

Maximum Security Unit Deputy Warden **Randall Manus** is practically busting with pride these days. His granddaughter Sloane was Second Runner Up in Miss America's Outstanding Teen Competition held in August in Orlando, Fl. Sloane competed as Miss Arkansas' Outstanding Teen.

On August 15, 2008, the inmate population within the ADC reached **15,007** — marking the first time that the number surpassed 15,000. The total later dropped below that mark in subsequent weeks.



The character trait for September is **truthfulness**—having the quality of being truthful.

Ouachita River Correctional Unit hosts employee awards

The Ouachita River Correctional Unit held its Employee Service Awards August 5. The event marked the unit's fifth anniversary.

Special guests included ADC Director Larry Norris; Chief Deputy Ray Hobbs; Assistant Director for Administrative Services Sheila Sharp; Assistant Director for Con-

struction David Cruseturner and several local government and law enforcement officials.

During the awards luncheon that was sponsored by the unit's Employee Corporation, ORCU staff members were recognized for their years of service. Awards were also presented for Employee of the Year; Supervisor of the

Year; Correctional Officer of the Year and Correctional Supervisor of the Year. Warden M.D. "Dale" Reed received an award for 35 years of service.

The luncheon featured pork tenderloin, barbecue brisket, baked beans, cole slaw, potato salad and dessert.

See related story on page 9



James Ashcraft
Correctional Supervisor of the Year



Jason Brotherton
Correctional Officer of the Year



Mason Robinson
Supervisor of the Year



Jason Kuhn
Employee of the Year



Ronnie Adams
25 years of Service



Above: ORCU staff members who were recognized for 3 years of service. See list of honorees on page 9.



Above: ORCU staff members were recognized for 5 years of service. See list of honorees on page 9.

ORCU celebrates 5th anniversary; unit expansion on target

The Ouachita River Correctional Unit celebrated its fifth year in operation August 5. Director Larry Norris served as the speaker during the occasion which featured the unit's Employee Service Awards.

The unit may be young but it's growing. The construction of the 852-bed special needs facility is on target. It will include a centralized intake and diagnostic area, a hospital, and special and general use housing.

Underground utilities, pre-cast columns, wall panels and roof panels are being installed during Phase II of the planned 400,000-square-foot facility.

See related story on page 8.

Left: The addition to the ORCU is well on its way to completion.



Above: ORCU Warden M. D. "Dale" Reed, right, receives an award for 35 years of service to the ADC from Director Larry Norris.

Below: A relish tray, featuring carrots in the shape of a 5, and table decorations helped commemorate the ORCU's 5th anniversary August 5.



ORCU Employee Awards

3 years of service:

Ray Anderson, William Bean, Justin Bell, Jason Bullock, James Campbell, Jennifer Carl, Michael Crutchfield, Genia Davis, Reta Douglas, Wilburn Edwards, Jr., Barry Efird, William Efird, Norma Gillom, Rodney Griffis, Richard Harper, Adam Helm, William Hughes, Cameron Jones, Doris, Jones, Samuel Jones Sr., Shanaree Keener, David Kelley Jr., Jacob King, Jeremy Mayhue, Thomas McClard, Thomas McGhee, Robert McGriff, Donald Moreland, Joe Reed, Larry Reed, April Sides, Jerry Speaker, Kevin Starkey, Gloria Traylor and Wayne Welchman.

5 years of service:

Sue Alford, Veronica Bogdanov, Chad Burrow, Ross Carpenter, Charles Couch, Heath Dickson, Joe DuBoise, Sandy Efird, Troy Hughes, Jr., Patricia Langley, Winburn Melugin, Marinda Mitchell, Roger Paul Jr., Roger Paul Sr., Gilbert Ramsey, Deborah Shinn, Lisa Reynolds, Ludren Vice, Kenneth Voss, Bonnie Wehunt and Gregory Womble.

10 years of service:

Michael Alvis, Jason Brotherton and Marcus Harper.

NCU sends care packages to staff in Iraq

With donations collected from the North Central Unit staff and with the help of the North Central Unit Employee Corporation, the unit sent care packages to six NCU staff serving in Iraq.

"We just wanted to show them our appreciation for all the sacri-

lices they are making." said Melynda Kemp, warden's secretary and employee corporation member.

NCU staff currently serving in the military in Iraq: Michael Stewart, Michael McSpadden, Brent Brewer, Deric Franks, Timothy Williams, and Christopher Thomas.

Items sent to North Central Unit staff serving in the U.S. military in Iraq included cereal, candy and beef jerky.



Health Matters

ADC, CMS promote diabetes management, healthy options at units

People with diabetes have an increased risk for heart disease, stroke and other health problems. The Arkansas Department of Correction and Correctional Medical Services are working together to help inmates with diabetes better manage their condition in prison. As a result, inmates with diabetes are in better control of their condition and the agency is seeing fewer runs to the hospital.

After implementation of the Diabetes Disease Management Program, there has been a 50 percent decrease in hospitalizations from the previous year.

Dr. Roland Anderson of Correctional Medical Services and Wendy Kelley, Deputy Director for Health and Correctional Services, recently outlined some of the initiatives being taken during an Institutional Staff Meeting. The program focuses on



Dr. Roland Anderson of Correctional Medical Services recently discussed initiatives to help inmates better manage diabetes.

exercise, education and diet.

Dr. Anderson said patient involvement is a major part of controlling diabetes. CMS and ADC have worked to develop educational materials and more.

Kelley said changes have been made in the kitchens and dining halls.

"We're trying to go toward a heart healthy diet," she said.

Among the collaborative efforts:

—Altered recipes using spices to reduce salt

—Limited use of fryers

—Portion control—using correct ladles and scoop sizes

—Use of wheat flour

—Removal of salt shakers from tables

—Discussions with commissary vendors regarding changing the selection to add healthy choices

Strive for healthful food choices; try adding more fruits & veggies

Sometimes it's tough to resist all those artery clogging, weight-adding foods you encounter on a daily basis. But if you learn to eat healthy, there's a good chance that you won't regret it.

Knowing what to eat can be confusing. Everywhere you turn, there is news about what is or isn't good for you. Some basic principles have weathered the fad diets, and have stood the test of time. Here are a few tips on making healthful food choices:

—Eat lots of vegetables and fruits. Try picking from the rainbow of colors available to maximize variety. Eat non-starchy vegetables such as spinach, carrots, broccoli or green beans with meals.

—Choose whole grain foods over processed grain products. Try brown rice with your stir fry or whole wheat spaghetti with your favorite pasta sauce.

—Include dried beans (like kidney or pinto beans) and lentils in your meals.

—Include fish in your meals 2-3 times a week.

—Choose lean meats like cuts of beef and pork that end in "loin" such as pork loin and sirloin.

—Remove the skin from chicken and turkey.

—Choose non-fat dairy such as skim milk, non-fat yogurt and non-fat cheese.

—Choose water and calorie-free "diet" drinks instead of regular soda,

fruit punch, sweet tea and other sugar-sweetened drinks.

—Choose liquid oils for cooking instead of solid fats that can be high in saturated and trans fats. Remember that fats are high in calories. If you're trying to lose weight, watch your portion sizes of added fats.

—Cut back on high calorie snack foods and desserts like chips, cookies, cakes, and full-fat ice cream.

Eating too much of even healthful foods can lead to weight gain. Watch your portion sizes.



Source: www.diabetes.org

EARU holds ribbon cutting for new Mental Health Building

The East Arkansas Regional Unit recently held a ribbon cutting ceremony for its newly-completed Mental Health Building. The building houses the mental health staff and provides space for classes as well as individual mental health therapy.

Special guests at the ribbon cutting ceremony included Mental Health Administrator Bob Parker, Dr. Steve Holt, Dr. Jon Moreau, Rehab Program Administrator Deborah Turner as well as members of East Arkansas staff.

After the ceremony, a tour of the facility was conducted, followed by a reception.

East Arkansas Mental Health staff members are Rehab Program Administrator Manva Cawley; counselors William Gay, Janet Jones, Marvin Perry, Dorothy Coleman, Marya Henry and Gloria Hawkins; licensed social workers Theron McCollum and Brenda Minor; psychologist Dr. John Lau and secretary Tilesha Troup.

EARU Warden Greg Harmon smiles as he holds a giant pair of scissors during the ribbon cutting ceremony while (below) Mental Health Administrator Bob Parker cuts the ribbon for the new Mental Health Building.



Information & photo provided by Essie Clay. EARU

Georgia DOC officials study diagnostic process at ADC

Officials from the Georgia Department of Corrections recently visited the Diagnostic Unit in Pine Bluff. The department is planning to centralize its diagnostic process and decided to come to Arkansas to see ADC's operation.

Georgia DOC officials, along with representatives of the architectural firm that is working on their project, spent a day touring the Diagnostic Unit and listening to staff presentations.

"We are always looking for new ideas to use as a department with our Offender Administration Unit, and our Diagnostics will soon be converted to a centralized location," said Barbara Neville, a project manager with the Georgia DOC.

ADC's Diagnostic Unit is responsible for male inmate intake and includes a Special Program Unit (mental health) and a hospital facility.

Diagnostic Unit Intake Supervisor Jerry Gross, left, talks to Barbara Neville, a project manager with the Georgia DOC about ADC's diagnostic process.



Georgia Department of Corrections officials and representatives of an architectural firm working with that department talk with Major Wade Hall as they wait for inmates to arrive at the Diagnostic Unit in Pine Bluff.

ADC staff members must meet criteria to qualify for MIPS

Whether staff members are seeking to qualify for the Merit Increase Pay System (MIPS) under the category of Merit Promotion or Merit Pay, there are certain steps they need to take. Employees must meet conduct, training, performance evaluation and other requirements.

Be sure you know what you need to do and have it completed by your merit pay increase eligibility date. The criteria are listed at right. Talk with your HR Manager if you have questions.

See page 1 for related story.



Governor's Service Awards and Retirements July 2008

Retirement:

Norma Gough — North Central

10 Years:

Michael Humphrey — East Arkansas
Linda Lewis — Diagnostic
Marcus Harper — Ouachita River
Chester Rayford — Varner
Martha Wiggins — East Arkansas
Joy Jones — Delta Regional
Cecil Burnett — East Arkansas
Kinte Dukes — East Arkansas
Annette Wilson — East Arkansas
Levester Butler Jr. — East Arkansas
Stanley Walker — East Arkansas
David Hutchinson — Tucker
Paul Wright — Maximum Security
Patty Green — Varner

20 Years:

Shawn Berry — Transportation
Bobby Bailey — Cummins
Danny Blankenship — Construction

30 Years

Evelyn Collins — Cummins
John Kleiner — Central Office
Ellen Taylor — Pine Bluff
Glenover Knight Fitzpatrick — Cummins

Merit Promotion

1 Grade = 6%
2 Grades or more = 8%

Conduct
*Training
Performance Evaluation
Special Certification or Special Project
Minimum Qualifications

Conduct – Not placed on disciplinary probation during the applicable rating period.

Training – Forty (40) or Sixty (60) hours.

Performance Evaluation – Must obtain a rating of Satisfactory or higher.

Special Certification or Special Project

Minimum Qualifications – Must meet minimum requirements of new classification as stated in the job specifications.

Merit Pay

Satisfactory PE = 1.5 % merit increase
Above Average = 3.0 % merit increase
Exceeds Standards = 4.5 % merit increase

Conduct
*Training
Performance Evaluation
Special Certification or Special Project

Conduct – Not placed on disciplinary probation during the applicable rating period.

Training – Forty (40) or Sixty (60) hours.

Performance Evaluation – Must obtain a Satisfactory or higher.

Special Certification or Special Project

Boswell promoted at NWAARC

Northwest Arkansas Work Release Center Supervisor James Brooks, left, congratulates Lewis Boswell on his promotion to corporal.



ADC Promotions and New Hires — July

Promotions

7/01/08	Gordon Davidson	Training Academy Supervisor – Academy
7/14/08	James Ferrell	Sergeant – Pine Bluff
7/18/08	Ronald Henley	Sergeant – Cummins
7/25/09	Debra Glover	Industry Program Manager – Cummins
7/27/08	Christopher McCullough	Sergeant — North Central
7/28/08	Daniel Potter	Applications & Systems Analyst – IT
7/28/08	Jeremy Mosley	User Support Analyst – IT
7/28/08	Janice Buford	Program Coordinator – East Arkansas
7/30/08	Raymond Griffith	Sergeant – Cummins

New Hires

7/14/08	Angela Garcia	Personnel Officer I – HR/Employment
7/14/08	Edna Hargraves	Human Resources Manager – East Arkansas
7/14/08	Candace Murphy	Substance Abuse Program Leader – Wrightsville
7/21/08	Carol Williams	Secretary II – East Arkansas
7/21/08	John McLean	Maintenance Technician – Construction
7/28/08	Joann Barnes	Correctional Counselor – Grimes
7/28/08	Daniel Shimasaki	Program Coordinator – McPherson

Preparing for Level III: Command Officer School held August 25-29

Staff members attended Command Officer/Management School August 25-29. This third level of training builds upon the first two to assist supervisors with the increasing need for knowledge and skills to supervise. Security (Lieutenants and above) and non-security (Grade Level 21 & 22) may apply. A letter of recommendation is required from the applicant's supervisor.

Participants must also have completed Management Levels I and II.

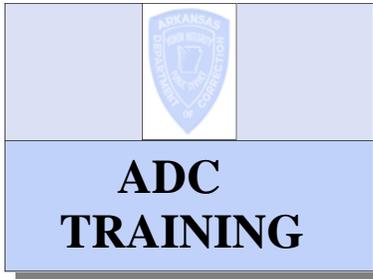
During the 40-hour class, staff members learn covering a variety of topics including procurement, public information, legal issues, technology and budget.

Right: Participants get information during Command Officer/Management School that will help them as supervisors.



Left: Procurement Manager Teresa Funderburg was among the speakers who addressed staff during Command Officer School.





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—(please, 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/Sport 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.

AUGUST TRAINING SCHEDULE

Date	Title	Time	Length	Location
1	CPO Training and Qualification	7 a.m.	4 hrs.	TA
1	Structured Interviewing	8 a.m.	4 hrs.	HR
4-8	MIPS First Responders	8 a.m.	40 hrs.	TA
4-8	MIPS Information Technology Training	8 a.m.	40 hrs.	HR
4	CPO Training and Qualification	7 a.m.	4 hrs.	TA
5	Administering Discipline	8 a.m.	4 hrs.	TA
5	Performance Evaluation	12:30 p.m.	4 hrs.	TA
5	CPO Training and Qualification	7 a.m.	4 hrs.	TA
5	Grievance Prevention and Handling	9 a.m.	6 hrs.	LR-InterAgency
6	CPO Training and Qualification	7 a.m.	4 hrs.	TA
6	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
6-7	Management Effectiveness	8 a.m.	16 hrs.	TA
6-7	Emergency Preparedness	8 a.m.	16 hrs.	TA
7	Health & Safety Plan Training	8 a.m.	4 hrs.	HR
7	CPO Training and Qualification	7 a.m.	4 hrs.	TA
7	Cultural Awareness	8 a.m.	4 hrs.	HR
7	Performance Evaluation	12:30 p.m.	4 hrs.	HR
8	CPO Training and Qualification	7 a.m.	4 hrs.	TA
11-15	Basic Horsemanship	8 a.m.	40 hrs.	Wrightsville
12	Using Microsoft Word	8 a.m.	4 hrs.	HR
12	Basic Microsoft Outlook	12:30 p.m.	4 hrs.	HR
12	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
12	eOMIS Training - Security	8 a.m.	4 hrs.	HR
13	Interpersonal Communications	8 a.m.	8 hrs.	TA
13	Basic Microsoft Excel	8 a.m.	4 hrs.	HR
14	Advanced eOMIS	8 a.m.	4 hrs.	HR
14-15	The Human Element	9 a.m.	14 hrs.	LR-InterAgency
18-19	The Human Element	9 a.m.	14 hrs.	TA
19	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR
20-21	Introduction to Management	8 a.m.	16 hrs.	TA
21	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
25-26	16-Hour Security for Non Security	8 a.m.	16 hrs.	TA
25-29	MIPS Information Technology Training	8 a.m.	40 hrs.	HR
26	Slips, Trips and Falls	8 a.m.	4 hrs.	HR

OPEN ENROLLMENT (Year round Classes)

- **Internet-Based e-Learning Classes.** (*for managers and supervisors only*)
Classes provided by 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 know the price of success: dedication, hard work, and an unremitting devotion to the things you want to see happen.”

— Frank Lloyd Wright, American architect

SEPTEMBER TRAINING SCHEDULE

Date	Title	Time	Length	Location
2	Instructor Firearms Orientation	8 a.m.	6 hrs.	TA
3-4	Management Effectiveness	8 a.m.	16 hrs.	TA
3	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
4	Cultural Awareness	8 a.m.	4 hrs.	HR
4	Performance Evaluation	12:30 p.m.	4 hrs.	HR
4	Interpersonal Communications	9 a.m.	6 hrs.	LR-InterAgency
4-5	The Human Element	9 a.m.	14 hrs.	TA
5	Intro. to Computers & Internet Nav.	8 a.m.	4 hrs.	HR
5	Structured Interviewing	8 a.m.	4 hrs.	HR
9	Grievance Prevention and Handling	9 a.m.	6 hrs.	LR-InterAgency
9	Using Microsoft Word	8 a.m.	4 hrs.	HR
10	Administering Discipline	8 a.m.	4 hrs.	TA
10	Performance Evaluation	12:30 p.m.	4 hrs.	TA
10	eOMIS Training - Security	8 a.m.	4 hrs.	HR
11-12	The Human Element	9 a.m.	14 hrs.	LR-InterAgency
12	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
15	Interpersonal Communications	9 a.m.	8 hrs.	TA
15-19	Correctional Security for Non-Security	8 a.m.	40 hrs.	TA
16	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
17-18	Transition to Supervisor	8 a.m.	16 hrs.	TA
18	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
23	Health & Safety Plan Training	8 a.m.	4 hrs.	HR
22-26	Instructor Firearms Certification	8 a.m.	40 hrs.	TA
23	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR
25	Slips, Trips and Falls	8 a.m.	4 hrs.	HR
29-30	Introduction to Management	8 a.m.	16 hrs.	TA

OCTOBER TRAINING SCHEDULE

Date	Title	Time	Length	Location
2	Firearms Instructor Recertification	8 a.m.	8 hrs.	TA
2	Cultural Awareness	8 a.m.	4 hrs.	HR
2	Performance Evaluation	12:30 p.m.	4 hrs.	HR
3	Structured Interviewing	8 a.m.	4 hrs.	HR
6-10	Basic Horsemanship	8 a.m.	40 hrs.	Wrightsville
7	Administering Discipline	8 a.m.	4 hrs.	TA
7	Performance Evaluation	12:30 p.m.	4 hrs.	TA
7	Advanced eOMIS	8 a.m.	4 hrs.	HR
8	Interpersonal Communications	8 a.m.	8 hrs.	TA
8	Using Microsoft Word	8 a.m.	4 hrs.	HR
8	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
9	Firearms Instructor Recertification	8 a.m.	8 hrs.	TA
9	eOMIS Training - Security	8 a.m.	4 hrs.	HR
9-10	The Human Element	9 a.m.	14 hrs.	LR-InterAgency
10	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
13-14	16 Hour Non Security Training	8 a.m.	16 hrs.	TA
14	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR
14	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
14	Grievance Prevention and Handling	9 a.m.	6 hrs.	LR-InterAgency
14	Interpersonal Communications	9 a.m.	6 hrs.	LR-InterAgency
15-16	Management Effectiveness	8 a.m.	16 hrs.	TA
15	Managing the Multi-Generational Workforce	8 a.m.	8 hrs.	TA
15	Basic Microsoft Excel	8 a.m.	4 hrs.	HR
16	eOMIS Incident Report Coordinator Class	8 a.m.	2 hrs.	HR
16	eOMIS Incident Report Coordinator Class	10:30 a.m.	2 hrs.	HR
17	Distinguished Gentleman Seminar	8 a.m.	8 hrs.	HR
20-24	Emergency Response Team Training	8 a.m.	40 hrs.	TA
20-24	Basic Horsemanship	8 a.m.	40 hrs.	Wrightsville
22-23	Emergency Preparedness	8 a.m.	16 hrs.	TA
23	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
27	Identity Theft	8 a.m.	4 hrs.	TA
28	Slips, Trips and Falls	8 a.m.	4 hrs.	HR
29-30	Introduction to Management	8 a.m.	16 hrs.	TA
30	Health & Safety Plan Training	8 a.m.	4 hrs.	HR
TBA	The Human Element	9 a.m.	14 hrs.	TA

**ADC
CALENDAR**



September 2008

- 1 Labor Day
- 11 Patriot Day
- 22 Autumn begins



October 2008

- 16 National Boss Day
- 18 Red Ribbon Walk/Run
- 31 Halloween



November 2008

- 11 Veterans Day
- 27 Thanksgiving

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 by the Public Information Office for employees of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the development 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.

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