

December 2008
Employee Newsletter



Advocate

Arkansas Department of Correction

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Basic ERT training builds staff teamwork, skills

In December, Emergency Response Team members from various Arkansas Department of Correction units participated in basic ERT training. Held on the grounds of the Cummins Unit, the rigorous week-long session included physical fitness testing, weapons qualification, crime scene preservation, emergency medical skills, team building, radio communications, defensive tactics, cell extraction and more.



Emergency Preparedness Coordinator John Kleiner, left, instructs Emergency Response Team members during Basic ERT Training held Dec. 1-5 at the Cummins Unit.



Above and right: Emergency Response Team members build teamwork via various challenges.

Director's Corner



Larry Norris
ADC Director

Scientists and academics sometimes study the strangest things, and then reach conclusions that were already obvious to everybody else. For instance, scientists at the University of Virginia have discovered that preschool children are scared of snakes and spiders. I don't know how much that study cost, but any parent could have provided the same information for free.

Two social scientists from the universities of Minnesota

and North Carolina did a study with an equally earth-shattering discovery: days chock-full of meetings leave employees feeling stressed, exhausted and burned out. I predict that with a little more studying those same scientists might discover that working too many days in a row, working without appreciation and working for free all have the same effect on employees.

But of all the recent studies that I've heard about, my new favorite concerns names and crimes. Two researchers at a university in Pennsylvania have concluded that boys in the United States with common names are less likely to commit crimes than boys with less popular names. A juvenile male named Michael or David won't break the law as often as a kid named Alec, Ernest, Ivan, Kareem or Malcolm. According to the findings, the

more unpopular name, the greater the chance of juvenile delinquency, regardless of the person's race.

The researchers pointed out that the names are not likely to be the cause of the law-breaking, but they also said the names "are connected to factors that increase the tendency to commit crime, such as a disadvantaged home environment, residence in a county with low socioeconomic status, and households run by one parent."

A scientific journal has even included the study in an upcoming edition. The journal's publisher claims that "adolescents with unpopular names may be more prone to crime because they are treated differently by their peers, making it more difficult for them to form relationships. Juveniles with unpopular names may also act out because they consciously or unconsciously

dislike their names."

Maybe these researchers are on to something important. But I really don't think so. Not this time. In fact, I think they swallowed the elephant and choked on the gnats. I don't think the name matters much at all; it's all the other factors they mentioned but discounted. It's where the kids are from. It's how they lived. It's what their parents did or didn't do. It's low self-esteem. It's anger and frustration. It's drug and alcohol abuse. And probably more than anything else, it's poverty. Maybe next time, the researchers will ask all the juveniles who are locked up in America whether their name led them to rob a liquor store or to shoot someone. We might be wrong, but I think we already know the answer.

Santa Central sees another successful year of giving & caring

Santa Central 2008 provided gifts and food to more than two dozen needy families of the Arkansas Department of Correction and Correctional Medical Services. Volunteer Services Coordinator Carla Simmons thanked all who participated.

"With your help, 26 ADC and CMS families, with a total of 72 children, were assisted," she said. "The families received gifts from their wish list and canned and dry goods. Also this year AACET donated a ham to each fam-

ily."

"Thanks to everyone who selected a name from the Wish List, gave monetary donations or donated food," Simmons said. "Thank you also to those of you who donated your time for wrapping, sorting, shopping, loading, or delivering gifts. In whatever way you participated in our project you are truly appreciated."

Without staff support, Santa Central would not be possible.

See related stories and pictures on page 3.



Above: Brenda Wilson of Research and Planning wraps one of many gifts donated or purchased for Santa Central this year. More than 24 families were assisted.

Newport Complex donates to Santa Central; honors UW supporters

When it comes to giving, units throughout the Arkansas Department of Correction often go beyond the call of duty. For example, individual staff members and the Newport Complex Employee Corporation helped purchase many gifts and non-perishable food for Santa Central.

Two staff members — Jonathon Pickering and James Huddleston

— were also recently recognized for their contributions to United Way.

Each year, they have given without reservation or hesitation. Thanks to their giving and donations from many other dedicated staff, the complex raised \$10,000 for United Way during the campaign. Overall, the ADC raised more than \$100,000 -- surpassing the agency's \$80,000 campaign goal.

For more on United Way, see Page 7.



Sgt. Jonathon Pickering, above right, and Food Production Manager II James Huddleston, right, were recognized and thanked for their contributions to United Way by Deputy Warden Todd Ball.



Above: Some of the gifts and canned goods collected and donated to Santa Central by the Newport Complex.



Pine Bluff Unit wins 'food fight' by collecting most canned goods

The fight was on at the Pine Bluff Complex and when all the goods were counted, one unit came out the victor. The Pine Bluff Unit won the food drive challenge held to collect non-perishable food items for Santa Central. The staff earned a plaque and bragging rights.

It was a tight competition between the Pine Bluff Unit, the Diagnostic Unit and the Randall L. Williams Correctional Facility. The "food fight" began on Nov. 10 and ended on Dec. 12 with thousands of canned goods collected by all three units. The PBU's winning total was 2,179.

Those participating took the challenge seriously. Here are some of the 'fighting words' exchanged between the units for a good cause:

"Those lightweights could not prevail in such a challenge if they canned all the hot air they are blowing."

"We're in it to win it!"



Above: Canned goods donated by Pine Bluff Unit staff members fill the lobby of the unit. The food was collected for distribution to families served by Santa Central.



Administrative Services Holiday Luncheon held Dec. 12

The Administrative Services Division held its annual Holiday Luncheon Dec. 12 at Administrative Annex East building. Dr. Mary Parker, Vice Chair of the Board of Corrections, was the guest speaker.

Citing the numerous philanthropic activities that staff members participate in including Santa Central and the Red Ribbon Run, Parker said, "You're doing

something for someone else. You're doing it because it's the right thing to do."

Parker also told ADC staff members that she appreciates the work they do everyday.

"What you do is so important to me and to the rest of the state," she said.

As in years past, Assistant Director of

Administrative Services Sheila Sharp read her rendition of "Twas the Night Before Christmas." During the luncheon, which featured a buffet and myriad desserts, staff members received awards and a variety of door prizes.



L to R: Assistant Director of Administrative Services Sheila Sharp, Budget Employee of the Year Millicent Robinson and Fiscal Affairs Administrator Mike Carraway.



Left to right: Assistant Director of Administrative Services Sheila Sharp, Procurement Employee of the Year Monica McFalls and Procurement Administrator Teresa Funderburg.

Left to right: Assistant Director for Administrative Services Sheila Sharp, Administrative Services Division Supervisor of the Year Jeff Jerry, Chief Deputy Director Ray Hobbs, ADC Chief Legal Counsel Jan Scussel and Assistant Director of Institutions Ronnie Dobbs.



Left to right: Assistant Director for Administrative Services Sheila Sharp, Administrative Services Administrator of the Year Kathy Gattin, Chief Deputy Director Ray Hobbs, ADC Chief Legal Counsel Jan Scussel and Assistant Director of Institutions Ronnie Dobbs.

Outstanding Administrative Services staff members honored

Members of the Administrative Services Division were honored during the annual awards luncheon on Dec. 12 in Legends Auditorium. The event featured a festive atmosphere and included a slide show of staff.

Outstanding staff members in numerous work areas received plaques. Administrative Services personnel were also honored for their many years of service. See those honorees on page 12.



Left to right: Assistant Director of Administrative Services Sheila Sharp, Employee of the Year in Research and Planning Brenda Wilson and Research and Planning Administrator George Brewer.



Left to right: Assistant Director of Administrative Services Sheila Sharp, Trustfund Centralized Banking Employee of Year Vicki Bice and Accounting Control and Banking Administrator Jeff Jerry.



Left to right: Assistant Director of Administrative Services Sheila Sharp, Central Warehouse Employee of the Year James Chambers and Warehouse Operations Administrator Kay Skillen.



Left to right: Assistant Director of Administrative Services Sheila Sharp, Human Resources Employee of the Year Cheryl Edwards and HR Administrator Kevin Murphy.



Left: While Accounting Control Employee of the Year Betty Lewis wasn't able to attend the luncheon, she proudly showed off her plaque later.

AACET seeking members, hosting HERO Luncheon Feb. 19

The Arkansas Association of Correctional Employees Trust will conduct a membership drive from Jan. 1 to Feb. 13. Join AACET or upgrade your membership during the membership drive and your name will be entered in a drawing to be held on Feb. 19 at the AACET HERO Luncheon for a 19-inch flat screen TV.

As a special thank you, the names of all current Gold Members will automatically be entered into a separate drawing for an additional 19-inch flat screen TV.

Since its inception, AACET has assisted more than 50 employees and their families. The association has also been able to offer some exciting



benefits to staff during the past year and a half (dental insurance, car seats, cancer screenings, Santa Central hams, etc.) AACET is anticipating offering additional benefits in 2009 for all of its members. Please take this opportunity to join not only for

*Join or upgrade now for a chance
to win a 19-inch flat screen TV!*

your benefit, but to help your co-workers and friends. For more information or to get a membership form, please visit www.ADCAACET.org or call Shelly Lawrence at 870-850-8995

The HERO Luncheon is set to be held at 11:30 a.m. Feb. 19 at the Harbor Oaks restaurant in Pine Bluff.

All of those who have received assistance over the past year will be invited. An employee from each unit who was selected for the HERO award will also be invited. One employee will receive the overall HERO award.

Tickets prices are: \$10 for Non Members, \$8 for Bronze Members, \$6 Silver Members and \$4 for Gold Members.

2009 has extra pay period oddity which may affect your deductions

Calendar year 2009 will have 27 pay periods as opposed to the normal 26 pay periods per year. This oddity only occurs about every 11 years in state government. Deductions may be affected in several areas:

State and federal withholding taxes will be deducted for one additional pay period and will be slightly higher for calendar year 2009. Since

there is an additional pay period, wages will also be reflected at year end at a higher rate.

Those employees with CitiStreet deferred compensation may want to review their deduction to ensure their biweekly amount will be their preferred annual amount and make adjustments accordingly.

If your voluntary insurance product

is deducted on a biweekly basis, it will not be held out on the 27th pay period in 2009. Health Savings Accounts have been automatically adjusted to reflect the change from 26 to 27. There will be three free insurance pay periods in 2009 (one just occurred).

If you have any questions, please feel free to contact Human Resources.

Department Briefs

Basic Correctional Officers' Training Class 2008-O began on Nov. 10, 2008, with 50 cadets and 44 graduated on Dec. 26, 2008.

BCOT 2008-P began on Dec. 1, 2008, with 44 cadets and 36 graduated on Jan. 16, 2009.

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



well as all high schools attended by students of Arkansas Department of Correction employees. Four \$500 scholarships will be awarded to graduating high school seniors. For more information, contact Shirley Lowe, 870- 267-6215.

Red Ribbon Scholarship Applications are due April 3. Applications are being distributed to high schools in Pine Bluff, Dollarway, Watson Chapel and White Hall as

Administrative Services Fundraisers will be held in coming months to benefit Santa Central 2009. First is a Krispy Kreme donuts sale. The donuts will be brought back to Central Office and to Admin East. The folks who or-

dered them will come by the assigned area and pick them up. The last day to order is **Feb. 2**. Pay when you order. Glazed are \$5 per dozen and chocolate covered are \$7. The donuts will be delivered Feb. 13. See posted flyers for ordering information.

Please mark your calendars with these upcoming events: **April 10**, Goodie Bags/Bake Sale at Admin. East and Central Office; **Homemade Ice Cream Sale (Aug. 14** at Admin. East and **Aug. 28** at Central Office); **Oct. 30**, Treat Bag Sale and **Nov. 24**, Bake Sale/Auction/Goodie Bags -- at Admin. East and Central Office.

 ★ **Employee Spotlight: Connie Jenkins** ★

Connie Jenkins works as a classification officer at the Diagnostic Unit in Pine Bluff. Jenkins began her career as a correctional officer in 1995 at the Wrightsville Unit. She started working at the Diagnostic Unit in 1996 and later held the position of building utility officer. The Pine Bluff native left security as a corporal and began working as a classification officer about 2 years ago.



Connie Jenkins
 Classification Officer

When it comes to providing job opportunities, the Arkansas Department of Correction goes far and beyond, Jenkins said.

“It’s unlimited with ADC,” she said. “If you put your mind to it, you can do whatever you want to do.”

Jenkins said her role as a classification officer is a diverse one. She interviews incoming inmates to help determine their unit placement. She also takes photos of inmates during intake and adds the pictures to the electronic offender management information system (eOMIS). Jenkins keeps up with the inmate count and handles transfers, screens work release applications and more.

“Our unit is basically four units in one,” she said, explaining that the Diagnostic Unit deals with new commitments and permanently-assigned inmates and

houses a Special Programs Unit for mental health and a hospital.

The classification committee meets regularly to evaluate inmates.

“We do classification, job assignment or annual review on inmates,” Jenkins said.

She recalled dealing with an inmate who was always getting into trouble and not making much progress. He was eligible to go home but kept getting disciplinaries.

“I said, ‘Tell me what do you expect out of life. You need to sit down

If you are in the position to help people, please help someone.”

and think. The way you’re going now, you’re going to be right back here’.”

Her words must have hit a note because the inmate straightened up, didn’t get any more disciplinaries and went home.

Jenkins has talked with countless others who have come through prison doors, saying such things as, “It’s not as bad as you think it is. You can always change your life.”

Those inmates who put their minds to it, can do just that, she said.

Jenkins is married to Lt. Kenneth Jenkins and is the mother of three and the stepmother of three.

When she’s not working, she enjoys spending time with family, attending church, watching television and playing video games.

When asked to share words of wisdom Jenkins said, “If you keep God first in your life, you can go through anything. He’ll walk you through any storm and will be there when you come out.”

She added, “If you are in the position to help people, please help someone.”

ADC raises 100,000+ in United Way pledges, surpasses goal by 25 percent

Arkansas Department of Correction staff members dug deep into their pockets during this year’s United Way campaign. They pledged \$100,184 - surpassing the \$80,000 campaign goal by 25 percent.

“A lot of the employees wanted to make sure that their donations were going to areas where they live,” said Deputy Director of Operations Larry May.

About 62 percent will go to Southeast Arkansas and the rest will go to other parts of the state where staff members live and work.

Last year’s campaign goal was also \$80,000 and more than \$88,000 in pledges was generated.



“We didn’t increase our goal because of the economic conditions but I think it speaks volumes about our employees that we exceeded that goal,” May said. “Our employees mean it when they say we want to be good neighbors.”

Communities throughout the state will benefit thanks to generous donations from ADC staff.

“I want to thank everyone who participated in this year’s campaign,” May said.

Newport Complex employees honored for outstanding service

The Newport Complex held its awards celebration Dec. 12 at the Arkansas State University -Newport. Sponsored by the Newport Complex Employee Corporation, the meal for the event was catered by MJ's of Newport. Several cash door prizes were given away including amounts ranging from \$125 to \$25. In addition, thirty \$30 Wal-Mart gift cards, two small Arkansas Correctional Industry grills and two centerpieces were given away.



Cpl. Lynne Smith, left, Grimes Unit Correctional Officer of the Year accepts his award from Grimes Unit Deputy Warden Thomas Hurst.



Grimes Unit Employee of the Year Shannon Tucker, left, receives her plaque from Deputy Warden Thomas Hurst.



Debbie Mathis, left, of the McPherson Unit receives the Warden's Outstanding Service Award 2008 from Warden John Maples.



Sgt Jonathan Pickering, left, accepts the Grimes Unit Correctional Supervisor of the Year Award from Deputy Warden Thomas Hurst.



Grimes Unit Supervisor of the Year Danny Doss, left, accepts his award from Deputy Warden Thomas Hurst.



McPherson Correctional Officer of the Year Cpl. Dwight Griffith, left, accepts his award from Assistant Warden Dexter Payne.



McPherson Unit Correctional Officer of the Year Cpl. Kramer Jones, left, receives his plaque from Assistant Warden Dexter Payne.

Other Honorees:

McPherson Unit Employee of the Year Judy Steed, Program Coordinator

McPherson Unit Correctional Supervisor of the Year Lt Matthew Lee

McPherson Unit Supervisor of the Year, Assistant Warden Dexter Payne

McPherson Unit Warden's Outstanding Service Award 2008 - Mindy Howard, Human Resources

Holiday happenings bring smiles at the ADC

At the Randall L. Williams Correctional Facility, the Inmate Council turned the visitation center into a gingerbread wonderland. Cpl. Terri Allen and Recreational Supervisor L. Garrett, both Inmate Council sponsors, proudly showed off their handwork. At the Cummins Pavilion, staff members Lisa Free of Varner and Amanda Hurst of Cummins transformed an ordinary tree into a work of art with colorful 'candy' ornaments. Other beautifully decorated trees, food and celebrations were abundant at gatherings held in December, including an impressive buffet meal at Central Office. Canned goods and gifts were also given to those in need.



Health Matters

Calcium-rich diet, exercise important to improving bone health

Bones play many roles in the body. They provide structure, protect organs, anchor muscles, and store calcium. Adequate calcium consumption and weight bearing physical activity build strong bones, optimizes bone mass, and may reduce the risk of osteoporosis later in life

Here are some steps you can take to improve your bone health:

Get enough calcium and vitamin D. Try a new flavor of low-fat yogurt or a different type of cheese to add more calcium rich foods to your diet. Make a new recipe with green vegetables that have calcium. Good choices are broccoli, bok choy, kale and turnip greens. Try foods that have calcium and vitamin D added. Fortified juices, cereals and soymilk are some good choices.

Do weight-bearing and muscle strengthening exercises. Take a brisk walk during your lunch break. Walking is weight bearing exercise which is good for bones. Include



Adequate calcium consumption and weight bearing physical activity build strong bones,

muscle strengthening exercises in your exercise routine by using a pair of light dumbbells or resistance bands. Go dancing or try a new sport or activity such as tennis or hiking.

Keep healthy lifestyle behaviors. Eat five or more fruits and vegetables every day. If you smoke, quit. Work with your healthcare provider to find the right program for you. Keep alcohol to less than three drinks a day. Try not to eat too many salty foods. Be aware of the risk factors you may have for osteoporosis. While men and women of all ages and ethnicities can develop osteoporosis, some of the risk

factors for osteoporosis include those who are: female, white/Caucasian, post menopausal, older adults, small in body size, eating a diet low in calcium, physically inactive.

Talk to your doctor about your bone health. Make an appointment with your family doctor or other health care provider to talk about your bone health. Bring a list of your bone health questions to your appointment and take notes. Ask your health care provider if you need a bone mineral density test and ask about any other tests you may need. Work together with your health care provider to develop a plan to protect your bones.

Improve your balance and prevent falls. Do balance training exercises. Fall proof your home. Learn posture exercises. Have your hearing and vision checked each year.

Sources: www.cdc.gov and <http://www.bones.nof.org>



Think before you drink: Better beverage choices made easy

Many people don't realize how many calories beverages can contribute to their daily intake. Calories from drinks can add up but you have plenty of options for reducing the calories in what you drink.

In the morning, you may love to drink the 16-ounce café latte made with whole milk which contains 265 calories. Instead, try the 12-ounce café latte made with fat-free milk for a total of 125 calories.

At lunchtime instead of the 20-ounce bottle of cola (227 calories), try a bottle of water or diet soda (0 calories).

During your afternoon, try skipping the 16-ounce sweetened lemon iced tea from the vending machine (180 calories). Instead, try plain water or non sweetened sparkling water with natural lemon flavor (0 calories).

At dinnertime, instead of the 12-ounce glass of ginger ale (124 calories), try water with a slice of lemon or lime, or seltzer water with a splash of 100 percent fruit juice (0 calories for the water with fruit slice, or about 30 calories for the seltzer water with 2 ounces of 100 percent orange juice).

The difference throughout the day based on your "heavy" beverage

choices versus "light" is 796 calories versus 125-155. Substituting no or low calories for sugar-sweetened beverages cuts about 650 calories in the example above.

So, the next time you get thirsty, be sure to think before you drink — especially if you're trying to lose weight. Even when you do opt for a sugar-sweetened beverage, go for the small size. Some companies are now selling 8-ounce cans and bottles of soda (about 100 calories).

Source: Department of Health and Human Services Center for Disease

Roberson's determination makes her one of ADC's biggest losers

After a doctor's visit, Jacqueline Roberson, a recreation supervisor at the Ouachita River Correctional Unit, decided to make a commitment to lose weight.

"I was determined not to turn another year older at my current weight, which when I started was 200 pounds," she said, adding that in the past, she had let a knee injury interfere with her weight loss plans.

To date, Roberson has lost 45 pounds and gone from size 18 to a 12. She did it by watching what she eats and exercising.

"I take in 1,400 calories daily, no fried foods," she said. "I eat chicken, turkey and fish — baked, grilled or broiled."

Roberson said she also practices portion control and works out.

"I walk, I do cardio, crunches, and sit-ups," she said, adding that she feels great and has more energy to keep up with her two children.

"My children were my motivation

for the weight loss and the fact that my knee was giving me fits," she said. "This has had such a positive impact on my life."

Roberson said she's thankful for the support of Ardella Bearden of the Pine Bluff Unit, who has been a strong motivator.

"Also, Ms. Dream Young and

Ms. Reta Douglas' (ORCU) infirmary personnel, for being supportive from a medical stand point. Having the support of my supervisors also was a great help."

If you're thinking about losing weight, check with your doctor before starting a plan.



Promotions, staff changes and more at North Central Unit

The North Central Unit has seen several promotions and staff changes in recent months. Field Sgt. Bruce Sanders and Sgt. William Wright were promoted to lieutenant. Corporals Patrick Thompson and Mark Parks were promoted to sergeant.

Lt. David Beaty has turned in his uniform to take on the role of unit Human Resources Manager. Beaty has been described as "an excellent example of hard work, persistence and consistency."

Disciplinary Hearing Officer Sgt. John Engelhardt transferred to field rider. Engelhardt was praised for the job he did filling in for Sgt. Brent Brewer who was on military leave serving in Iraq. Welcome back and a big thank you to Sgt. Brewer and all those who serve.

Sgt. William Wright, center, was promoted to lieutenant at the NCU. He is congratulated by Major Eddie Selvey, left, and Capt. Chad McGowan.



Field Sgt. Bruce Sanders, center, was promoted to lieutenant at the NCU. He is congratulated by Lt. Robert Drinkard, left, and Major Eddie Selvey.

Administrative Services staff honored for years of service to state

Administrative Services staff members were honored for their years of service during the division's annual awards luncheon. This year's event was held Dec. 12.

Congratulations to these ADC employees who have worked between 5 years and 35 years for the state of Arkansas. We appreciate your dedication and hard work. See related stories on Pages 4 and 5.



George Brewer
35 years of service



Rebecca Watts
30 years of service



Lisa Hollowell
30 years of service



Flora Gibson
20 years of service



Jewel Reep
5 years of service



Darrell McHenry
5 years of service



Sherri Adair
25 years of service



Connie Dozier-Grant
15 years of service



Linda Smith
20 years of service



Joyce Taylor
20 years of service

Thank You!



Governor's Service Awards and Retirements November 2008

Retirement:

- Terry Henthorne — Wrightsville
- Cleo Brinkley — Construction
- Bobby Parker — Delta
- Roger Ferrell — MCWRC
- Michael Adair — Tucker
- Kevin Murphy — Admin. East
- Charlotte Sumner — Pine Bluff
- Johnny Ross — Construction
- Gary Thomas — Wrightsville

10 Years:

- Sharon Davis-Foote — Diagnostic
- Patricia Rook — Farm
- Mary Hunter — Pine Bluff
- James Lamb — Varner
- Terry Fuller — North Central
- Rodney Ford — EARU
- Cynthia Williams — EARU
- Alisa O'Neal — Admin. Medical & Dental

20 Years:

- Robert McCool — Diagnostic
- Jacqueline Rancifer — Cummins
- Betty Stanley — Boot Camp

30 Years

- Royce Dixon — Pine Bluff

CPOF assists officer at McPherson Unit



Sarah Martin, left, of the McPherson Unit accepts a Correctional Peace Officers Foundation check from Deputy Warden Dexter Payne on behalf of the CPOF. The contribution was made to benefit her husband who was injured.

Metcalf welcomed home after tour in Iraq



COI Jerry Metcalf, right, recently returned home after serving a 15-month military tour in Iraq. He received a patriotic lap quilt by Accreditation Manager Sherri McEwen of the Grimes Unit, on behalf of the Tuckerman Happy Quilters.

ADC Promotions and New Hires — November

*includes some October announcements

Promotions			
Date	Name	Position	Unit
10/27/08	Laura King	Records Supervisor	Williams
10/27/08	Chris Brandon	Lieutenant	Grimes
10/29/08	Mary Hart	Customer Service Coordinator	Industry
11/02/08	Deborah Jacobs	Executive Secretary	Wrightsville
11/03/08	Norman McFall	Grievance Officer	Central Office
11/03/08	Albert McKinney	Counselor	East Arkansas
11/10/08	Christy Walker	Sergeant	Cummins
11/10/08	Christopher Johnson	Lieutenant	Tucker
11/10/08	William Wright	Lieutenant	North Central
11/10/08	Joey Muns	Sergeant	McPherson
11/14/08	Nancy Jackson	TB Coordinator	Central Office
11/16/08	Angela Lewis	Sergeant	Delta
11/17/08	Patrick Thompson	Sergeant	North Central
11/17/08	Charles Stewart	Lieutenant	EARU
11/17/08	Larry Bailey	Asst. Maint. Supervisor	Construction
11/17/08	Shannon Tucker	Executive Secretary	Grimes
11/18/08	Marcus Kennedy	Sergeant	Cummins
11/19/08	Clara Robinson	Program Coordinator	McPherson
11/21/08	Deborah Goolsby	Accountant	Accounting
11/30/08	Benny Blackwell	Sergeant	Cummins
11/30/08	James Shipman	Lieutenant	Cummins
11/30/08	Richard Spades	Lieutenant	Wrightsville

New Hires			
Date	Name	Position	Unit
10/27/08	Lawrence McCoy	P.C. Support Specialist	IT
10/27/08	Veronica Jaramillo	Personnel Officer I	HR
11/10/08	Brenda Thompson	Document Examiner I	Inmate Banking
11/10/08	Priscilla Walling	Secretary	McPherson
11/10/08	Kevin Murphy	PC Support Specialist	IT
11/12/08	Norma Scott	Secretary	Construction
11/17/08	Diane Siddons	Secretary 1	North Central
11/24/08	Tricia Tatro	Personnel Officer !	Maximum Security
11/24/08	Kristi Woodall	Document Examiner I	Ouachita
11/24/08	Alcobra Hall	Manager of Mailroom Services	McPherson



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.

JANUARY TRAINING SCHEDULE

Date	Title	Time	Length	Location
5	Weapons Retention and Escort	8 a.m.	8 hrs.	TA
6	Interpersonal Communications	8 a.m.	8 hrs.	TA
6	Management Level Update for Supervisors	8 a.m.	4 hrs.	HR
6-8	Impact in Excellence of Supervision	8 a.m.	24 hrs.	TA
7	Basic Microsoft Outlook	8 a.m.	4 hrs.	HR
7-8	Management Effectiveness	8 a.m.	16 hrs.	TA
7	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
8	Cultural Awareness	8 a.m.	4 hrs.	HR
8	Performance Evaluation	12:30 p.m.	4 hrs.	HR
9	Staff Survival and Self Defense	8 a.m.	4 hrs.	TA
9	Structured Interviewing	8 a.m.	4 hrs.	HR
12	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
12-16	*Train the Trainer	8 a.m.	40hrs.	TA
13	Administering Discipline	8 a.m.	4 hrs.	TA
13	Performance Evaluation	12:30 p.m.	4 hrs.	TA
13	eOMIS Training-Security	8 a.m.	4 hrs.	HR
13	eOMIS Incident Report Coordinator	1 p.m.	2 hrs.	HR
14	Slips, Trips & Falls	8 a.m.	4 hrs.	HR
14	Basic Microsoft Word	8 a.m.	4 hrs.	HR
15	Advanced OMIS Training - Security	8 a.m.	4 hrs.	HR
15	eOMIS Training - Basic	12:30 p.m.	4 hrs.	HR
14-15	16-Hour Non Security Training	8 a.m.	16 hrs.	TA
15	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
20	Physical Training	8 a.m.	4 hrs.	TA
21-22	Introduction to Management	8 a.m.	16 hrs.	TA
26-30	MIPS Workplace Safety	8 a.m.	40 hrs.	TA
26-30	40-Hour Security for NonSecurity	8 a.m.	40 hrs.	TA
28	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR

*Mandatory for Unit Trainers

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.

"Our ability to achieve success depends on the strength of our wings gained through knowledge and experience. The greater our knowledge and experience, the higher we can fly."

— Catherine Pulsifer, one of the authors of *A Simple Life*

FEBRUARY TRAINING SCHEDULE

Date	Title	Time	Length	Location
2	Identity theft	8 a.m.	4 hrs.	TA
2	Physical Fitness	8 a.m.	4 hrs.	TA
2-6	MIPS Fire & Safety Certification	8 a.m.	40 hrs.	TA
3	Interpersonal Communications	8 a.m.	8 hrs.	TA
3-5	Outstanding Supervision for Sergeants	8 a.m.	24 hrs.	TA
4	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
4-5	Management Effectiveness	8 a.m.	16 hrs.	TA
5	Cultural Awareness	8 a.m.	4 hrs.	HR
5	Performance Evaluation	12:30 p.m.	4 hrs.	HR
6	Structured Interviewing	8 a.m.	4 hrs.	HR
9	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
10	Administering Discipline	8 a.m.	4 hrs.	TA
10	Performance Evaluation	12:30 p.m.	4 hrs.	TA
10	eOMIS Training—Basic	8 a.m.	4 hrs.	HR
10	Advanced OMIS Training - Security	12:30 p.m.	4 hrs.	HR
10	***Management Level Update for Supervisors	8 a.m.	4 hrs.	HR
11-13	Impact of Excellence in Supervision	8 a.m.	24 hrs.	TA
11	Basic Microsoft Word	8 a.m.	4 hrs.	HR
12	eOMIS Incident Report Coordinator	8 a.m.	2 hrs.	HR
12	eOMIS Training-Security	11 a.m.	4 hrs.	HR
17	Slips, Trips & Falls	8 a.m.	4 hrs.	HR
17	Instructor Firearms Orientation	8 a.m.	8 hrs.	TA
18-19	Introduction to Management	8 a.m.	16 hrs.	TA
23-24	16 Hour Non Security Training	8 a.m.	16 hrs.	TA
23-27	MIPS Mental Health II	8 a.m.	40 hrs.	TA
24	**Employee Motivation	8 a.m.	4 hrs.	TA
25	**Health & Safety Plan Training for Supervisors	8 a.m.	4 hrs.	HR
26	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR
26	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
26-27	The Human Element	8 a.m.	14 hrs.	TA

Employee Motivation, other new classes offered in 2009

As you plan your training for 2009, be sure to check the schedules for these new classes:

Employee Motivation – 10 Tips to Boost Job Performance is designed to help the participant identify ways in which they can improve job performance by understanding the importance of having employees who are motivated to work with them. Also, how to increase performance by harnessing the power of motivation and provide information and guidance on how to implement motivational techniques.

Physical Fitness is offered to provide an understanding of Physical Fitness and its abilities to enhance work, training, and other activities. Components of physical fitness and the importance of physical exercise will be discussed. There will be two hours of classroom time and two hours of physical training. (Bring P.T. clothes).

MIPS Course Elite Training for Exceptional Supervisors (approx. 40 hours) is geared toward developing newer supervisors and managers in ADC to become better leaders through identifying quality traits, leadership dynamics, tips to motivate employees, information on how to get more done, etc.

Certification Courses

Impact of Excellence in Supervision was developed with the Shift Supervisor (Lt.) in mind. The course covers leadership traits, leadership dynamics, supervision, and more.

Outstanding Supervision for Sergeants was developed to assist the new Correctional Sergeant develop leadership and communication skills. The course focuses on supervision, with modules on performance problems, managing the organizational culture, and handling difficult people.

**ADC
CALENDAR****January 2009**

1 New Year's Day

19 Birthdays of Martin Luther King, Jr. and Robert E. Lee observed

29 - 30 Arkansas Criminal Justice Association Mid-Winter Conference, Ouachita River Unit, Malvern

**February 2009**

14 Valentine's Day

16 President's Day & Daisy Bates Day

**March 2009**

8 Daylight Saving Time begins

17 St. Patrick's Day

20 Spring begins

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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