



Arkansas Department of Correction

Advocate

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Santa Central success
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Delta, Varner piloting entrance monitoring

The Delta Regional Unit and the Varner Unit are piloting a new biometric entrance monitoring program for the department.

"During the first full week of February, we hope to go live on entrance monitoring with the two pilot sites," said Kathy Gattin, ADC Applications Systems Coordinator. "At that time, Delta and Varner should be operating with a fully functioning entrance monitoring program for inmate visitation."

Staff attended a pre-testing session on Dec. 19.

The initial phase of the project is based on the verification/ID validation of anyone who passes through ADC entrance buildings on a regular basis for inmate visitation. The next group identified through this process will include employees, volunteers, contract staff,

Fred Roesdel, center, a consultant with Marquis Software Development, discusses some of the features of entrance monitoring with Varner Warden Grant Harris and DRU Warden Mark Cashion, standing left to right, and Varner Major Jesse Davis and Deputy Director Larry May, seated left to right.



Deputy Director Larry May, seated, watches as Glenn Fishback, a Marquis Software Development consultant, demonstrates an entrance monitoring device.

Photos by
Joyce
Taylor

and eventually the inmate population.

ADC is a pioneer when it comes to this new technology.

"To ensure that we have a fully functional and successful entrance monitoring program, we must continue to take whatever time is necessary to con-

firm the success of each step as we move forward," Gattin said. "Progress may seem slow at times but it is important to take the time needed because we are launching new technology and we are definitely breaking new ground."



Director's Corner



Larry Norris
ADC Director

He was his parents pride and joy; a baby boy who grew into a good looking young man. For those on the outside looking in, he appeared to have it all. He earned a college degree from a fine school and was blessed with a good head for business. Everybody who knew him swore that he was well on his way to the good life. There was a lot of talk among his family and friends of the huge headlines this golden boy was bound to make someday. They said it jokingly, but truth be told, they were totally serious.

They were also right.

Meanwhile in another part of Arkansas, a baby girl was born into a family with a well-established business. You might even say she was from a family of entrepreneurs. Her mother, father, stepmother, stepfather and brother were all involved to some extent. In her home, higher education wasn't pushed much. Learning by example was much more important and she learned enough to follow in the family's footsteps. What else was she to do? After all, they had been in business for years. Maybe the product would change from time to time, but their line of work always stayed the same. For her, continuing the legacy just seemed like the right thing to do. It wasn't.

When the prediction came true and the golden boy made headlines, no one could believe the story. The paper didn't tell of some grand accomplishment. In-

stead, it outlined horrible, unspeakable crimes and said the police thought he was to blame. As he sat in the county jail waiting for trial, the veneer of perfection began to peel away. Beneath it lay secret addictions that enslaved him. Alcohol, cocaine, marijuana, pills - he had done them all - way too often and way too long. When the judge's gavel fell, all that potential and promise was gone, replaced with 25 years in prison.

When she came to prison, no one was really surprised. In her family's line of work, prison is just considered the price of doing business. That's just the way it is in the meth trade. You sell some, you do some, and eventually you and your habit get caught. In her case, just about the whole family has done some time. In fact, two or three of them were locked up the day she arrived for intake. Thank

goodness someone was still at home to take care of her baby.

These two inmates aren't related and they're not friends. They came from different parts of the state, and they had different backgrounds and different lifestyles. But they both ended up in the same place, wrestling with the same consequences of addiction. Someday both of them will go home. Until then, we have work to do. We must provide the tools and lessons they need to rebuild their lives. Sure, it's a tough assignment. But no one ever said corrections was easy.

If you think about it, though, we already have a head start. Because we know that every inmate is a unique person with a unique story that just needs a better ending. Now all we have to do is help them write it.

Roasting of the Director set for Feb. 7 at Harbor Oaks in Pine Bluff

The Arkansas Association of Correctional Employee Trust is hosting the "Roasting of the Director", Larry Norris, on Feb. 7 at 5:30 p.m. at Harbor Oaks in Pine Bluff.

Come out for an evening of fun, entertainment and dinner. This fundraiser will benefit the newly established AACET.

Ticket prices for the roast vary based on membership:

Non Member: \$10

Bronze Member: \$8

Silver Member: \$6

Gold Member: \$4

To purchase a ticket, please contact Jane Manning at 870-267-6209 or Carla Simmons at 870-267-6988.

If you're not a member of the AACET, consider joining and continue to take care of our officers and staff in times of crisis by making this tax-deductible contribution. As the asso-

ciation's motto states, "When you join, we all win."

Membership is available at three levels: Gold (\$7.50 per pay period); Silver (\$5 per pay period) and Bronze (\$2 per pay period). Those who sign up for a Gold membership will receive a polo shirt. Silver members receive a hat and Bronze members receive an identification holder.

Join AACET by Jan. 31 and receive discount ticket prices for the "Roasting of the Director". To join, complete an Employee Membership form and return by mail to 2403 East Harding Avenue, Pine Bluff, AR 71601. For more information, visit www.ADCAACET.org or call Kevin Murphy at 870-850-8524.

2007 Santa Central assists 30 ADC families thanks to generous staff

The 2007 Santa Central Project helped make the holidays brighter for many ADC families. Because of the outpouring of support from staff members, 30 families with a total of 72 children were assisted this year.

“It was great to see the incredible amount of love and generosity shown to these families,” said Carla Simmons, Volunteer Services Coordinator. “Thanks to everyone who selected an angel from our Angel Tree, gave monetary donations or donated food. 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 your support Santa Central would not be possible.”

Staff members also supported the effort by buying baked goods, pizza and earrings that were sold through fundraisers generating more than \$700.

The purpose of Santa Central is to assist members of the ADC who are experiencing hardships during the holiday season. Santa Central is not a program of the ADC, but is supported by volunteers and agency employees.



Left: Volunteer Services Coordinator Carla Simmons gathers together some of the many gifts collected for Santa Central.



Left: Boxes and boxes of gifts that were bought by staff for ADC families fill a room at Central Office.

Right: Kevin Glover of the Diagnostic Unit delivers freshly-wrapped gifts to be distributed by Santa Central.



Left: Central Office staff member Susan Kleiner shows off some of the earrings she crafted and sold to raise \$170 for Santa Central.



Above: With help from Volunteer Services Coordinator Carla Simmons, right, ADC staff member Cheryl Edwards selects an angel for Administration Annex East staff to adopt.



Above: The Santa Central Angel Tree with the names of dozens of children hangs on the door of the Volunteer Services Coordinator.

Admin. Services hosts holiday luncheon; employee awards

The 2007 Administrative Service Luncheon featured plenty of good food and good company. During the Dec. 14 event, staff members were recognized for years of service and outstanding service in various areas. Administrative Services covers Human Resources, Warehouse Operations, Fiscal Affairs, Accounting Control/Banking, Accounting Operations, Information Systems, Procurement and Planning and Research.

Board of Corrections Chairman Benny Magness served as the speaker for this year's luncheon.

"This is a great organization," he said of the Arkansas Department of Correction. "You're important and what you do is important."

Magness cited the day to day work of the ADC and talked about the role that the entire state played in Hurricane Katrina recovery efforts.

Administrative Services Assistant Director Sheila Sharp read her rendition of 'Twas the Night Before Christmas' followed by the presentation of employee awards and door prizes.



Board of Corrections Chairman Benny Magness was the luncheon speaker.



Administrative Services Assistant Director Sheila Sharp read a humorous holiday poem.

Right: Staff members go through the line during the buffet-style holiday luncheon.



Above: Staff member Cindy Windle collects a poinsettia as a door prize.

Right: Officers from Central Warehouse chat before the luncheon begins.



For more employee awards, see page 5

Below, left to right: Jeanette McCaskill (5-year service award), Purchasing Employee of the Year Robin Oliver and Dick Arnold (5-year service award) with their supervisor Administrative Services Procurement Manager Teresa Funderburg.



Above: Left to right, HR Administrator Kevin Murphy with HR Employee of the Year (Classification & Compensation) Janiene McCormack, HR Employee of the Year (Benefits & Policy) Joanna Johnson, Toni Bradley (20-year service award) and HR Employee of the Year (Employment) Beverly Childress.



Admin. Services staff recognized for service, leadership

Administrative Services staff members were recognized for their leadership and years of services during the Admin. Services holiday luncheon on Dec. 14.

Staff were honored from many areas including accounting control, information technology, training, purchasing, and employment

Congratulations to all of these

stellar staff members.



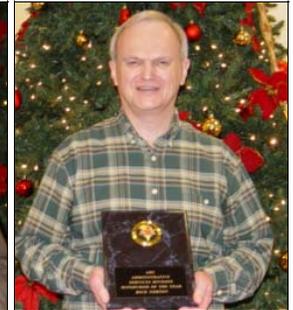
Gail Malone
Trustfund Central Banking Employee of the Year



Jimmy Sherman
HR Employee of the Year — Training



Kevin Murphy, received the 2007 Administrators' Special Recognition Award.



Rick Norton, Supervisor of the Year — Administrative Services.



Left to right: Regina Goldman (10-year service award), Donna Heflin (15-year service award) and Accounting Control Employee of the Year Linda James with their supervisor, Accounting Controller Jeff Jerry.



Above: Bobby G. Smith (5-year service award), left, with supervisor George Brewer.

Supervisor of the Year Pam Wilson, right, with her supervisor, HR Administrator Kevin Murphy.



Information Technology Employee of the Year Lisa Hollowell, left, with her supervisor IT Administrator Rhonda Westerman.



Accounting Operations Employee of the Year Debbie Goolsby, right, with her supervisor Accounting Operations Administrator Ron Manning.



Johnny Baxter (20-year service award), left, and Warehouse Employee of the Year Joyce Brown, right, with their supervisor Warehouse Operations Administrator Kay Skillen.

Pledges to 2007 United Way campaign surpass ADC's \$80,000 goal

The Arkansas Department of Correction surpassed its \$80,000 goal for the 2007 United Way campaign—generating a whopping \$88,710.02 in pledges and donations.

“Certainly, I want to thank all of the employees who participated in the 2007 United Way campaign,” said ADC’s UW Campaign Coordinator Larry May, “Their actions have once again demonstrated that not only individually but the agency as a whole cares about the quality of life of all the families living in the communities around the areas where we work.”

May said the agency went well be-



yond its goal, collecting more than 88,000 which he called “a truly remarkable figure.”

“I want to personally thank each and every one of you for a job well done,” he said.

Last year, ADC units and divisions generated pledges and donations totaling \$78,398.62. Each year, the department sets a goal to generate more dollars to go to programs in the community. Through the United Way fund drive, community-based agencies are able to provide services to youth, senior citizens, individuals and families.

United Way helps provide job training for people with disabilities, meals for homebound senior citizens, crisis counseling, youth development services and more.

Evans, Banks reassigned; Westerman heads ADC IT Division

Effective Jan. 15, Tucker Unit Warden Marvin Evans will be reassigned as warden at the North Central Unit and North Central Unit Warden Jimmy Banks will be reassigned as warden at the Tucker Unit.

“Please join me in congratulating these staff members on their reassignments and support them as they assume their new duties in the ADC,” said ADC Director Larry Norris. “I feel they are an asset to this department.”

The ADC also has a new Information Technology Administrator.

“I am very pleased to announce



Marvin Evans



Jimmy Banks



Rhonda Westerman

that the departure of Roger Patton has given us the opportunity to promote from within resulting in Rhonda Westerman being selected to serve as the ADC IT Administrator,” said Assistant Director for Administrative Services Sheila Sharp.

She said Westerman has assumed a wealth of knowledge and experience while working for ADC over the past seven years, and is known among management as someone they can call on to get things done.

Department Briefs

Basic Correctional Officers' Training Class 2007-O began on Oct. 22, 2007, with 55 cadets and 43 graduated on Dec. 7, 2007. **BCOT Class 2007-P** began on Nov. 12, 2007, with 59 cadets and 30 graduated on Dec. 28, 2007.

Congratulations to all of these new officers and welcome to the

ADC family. Always remember “honor and integrity in public service” when doing your job.



The character trait for the month of January is **availability**. It means being qualified and willing to serve or assist others.

Have you checked out the new **Human Resources information** and forms available online? There's a whole new section on benefits and FAQs (frequently asked questions) that cover areas such as training, employment and payroll. Visit [www.arkansas.gov.doc](http://www.arkansas.gov/doc).

 ★
 ★ **Employee Spotlight: Mary S. Jones** ★
 ★

Mary S. Jones believes that education is important. Her love of learning helped land her a job as the ADC's Vocational Technical Education Coordinator.

Before coming to the department in 1999, Jones had worked for the Pine Bluff School District and for a program funded by the Job Training Partnership Act. She also previously worked as a case worker for the Department of Human Services and as an investigator for SCAN (Suspect Child Abuse and Neglect).

"I've been dealing with children and adults just about all of my life," she said of her career

As the department's Vocational Technical Education Coordinator, one of Jones' main duties is answering inmate requests for



Mary S. Jones
 ADC's Vo-Tech Coordinator

vo-tech training and placing them into the requested program as space is available.

She also conducts orientation for the vo-tech, providing pamphlets, sign-in sheets and videos to the Diagnostic Unit for new commitments entering the prison system.

"This is done to make sure all the inmates receive information regarding vo-

ational technical schools," Jones said.

Based at the Administration Annex East, Jones also works with classification officers to help increase enrollment. Classes are offered at Tucker, Grimes, McPherson and Varner.

Jones said the mission of the Riverside Vocational Technical School program is to "provide vocational technical educational opportunities to all qualified persons incarcerated in the Department of Correction, thus enabling them to enter the world of work with skills necessary to succeed in their chosen professions."

"If we can help them get into some type of program, maybe we can keep them from coming back (to prison)," Jones said, adding that she enjoys her job.

"I feel good at the end of the day," she said. "If I have helped one person—that's a great accomplishment. That's a great feeling."

The University of Arkansas at Pine Bluff graduate says one of her favorite quotes is: "We are what we repeatedly do. Excellence, then, is not an act but a habit."

When she's not working, the Lake Village native enjoys reading, movies, music and shopping. Jones has been married for more than 25 years to a "wonderful man." The couple have three children and one grandson.

Jones is also a godmother to two boys.

"I just love my family," she said. "They mean the world to me."

Recipe Roundup

Sausage Stars



This is a great appetizer.

Ingredients:

- 2 cups (1 pound) cooked crumbled sausage
- 1 1/4 cups grated sharp cheddar cheese
- 1 1/2 cups grated Monterey Jack cheese
- 1 cup prepared Hidden Valley Ranch Original Ranch Salad Dressing Mix
- 1 Cup (2.25 oz.) sliced ripe olives
- 1/2 cup chopped red pepper

- 1 package frozen won ton wrappers (or egg roll wrappers cut into fourths)
- vegetable oil.

Directions

- Preheat oven to 350 degrees.
- Blot sausage dry with paper towels and combine with cheeses salad dressing mix, olives and red pepper.
- Lightly grease a mini or regular muffin tin and press one wrapper in each cup.

- Brush with vegetable oil.
- Bake 5 minutes until golden.
- Remove from tins and place on baking sheet.
- Fill with sausage mixture.
- Bake 5 minutes or until bubbly.
- Makes 4 or 5 dozen.

Submitted by Evelyn Hosman, Central Office

ADC Retirement Association hosts quarterly meeting, dinner

The Arkansas Department of Correction Retirement Association hosted its quarterly meeting/Christmas Dinner on Dec. 6 at the Administration Annex East.

It was a time to enjoy a good meal, reminisce about days past and catch up with what's going on in each others lives.

The quarterly meeting also provided a chance to take care of some association business.

Outgoing president Mary Lou Sampson was presented a plaque of appreciation for her service as president of the organization.

Charles Lanehart received an award of appreciation for his time as first vice

president. Lanehart has moved up to become president of the organization.

Linda Bradley was elected second vice president of the ADCRA and John Edmonson was elected first vice president.

The ADCRA's next quarterly meeting will be held in March.

Any retired employee from the ADC may join the ADCRA as a retiree member. Any current employee who has 25 years of service or is within 3 years of the age for retirement may join. Dues are \$12 per calendar year. To become a member or if you have any questions, contact Kevin Murphy at 870-850-8524.



Chief Deputy Director Ray Hobbs, right, congratulates Charles Lanehart with a certificate for his service as ADCRA first vice president. Lanehart is now president.

Chief Deputy Director Ray Hobbs, right, congratulates outgoing ADCRA President Mary Lou Sampson and presents her with a plaque.



Left: Members of the ADC Retirement Association meet and greet each other before their quarterly meeting gets underway.

Keep electronic files secure; Use Auto System Lock on your PC

When you're away from your computer for a while, always keep the system locked so it can't be accessed. To configure "Auto System Lock" on your PC:

Right-click on any open area of your desktop (not on any program icons).

Click on "Properties" in

the selection menu.

In the Display Properties box, click on the "Screen Saver" tab.

In the "Screen saver" area, click on the drop down menu arrow for the screen saver name selection box. In the drop down list, click on the screen saver that you

want to use. In the "Wait" box, change the setting to a time of 15 minutes or less.

Depending on your operating system, you will also see a small checkbox next to the words "Password Protect" or "On resume password protect". Click on that box so that a

check mark appears indicating that it is turned on. Click on OK. You are done.

Note that anytime you want to quickly lock your computer, press Ctrl Alt Delete on your keyboard. Click on the Lock Computer button.

Ex-employee pleads guilty to theft from employee association

A former ADC employee has pleaded guilty to a Class B felony in a case involving theft from an employee association.

Kathy Gates, whose employment was terminated in 2004, en-

tered a plea of guilty to theft in Jackson County Circuit Court on Dec. 5. Gates was sentenced to 48 months probation and must pay a \$1,000 fine, court costs, and more than \$8,100 in restitution.

Gates had served as treasurer of the employee association while working at the Grimes Unit. She hired in when that facility was operated by the Wackenhut Corp. Gates was terminated on Jan. 31, 2004.

ADC policies: Recommended reading for better job performance

Knowing ADC policy will help you as you do your job within the department. Become familiar with policy and follow it. See how well you do with the following policy quiz:

1. When reporting an incident, the employee shall immediately complete a Form F-_____.

2. It is the policy of this agency to provide an environment where employees can work together comfortably and productively, free from _____. (It is prohibited by state and federal law and will not be tolerated.

3. It is the policy of the ADC that _____ exists regarding the rape of an inmate by staff or other inmates.

4. It shall be the policy of the department to permit only those inmate _____ items that are necessary for institutional life and do not endanger the security or the safety of staff or other inmates.

5. It shall be the policy of the department to have procedures in place that detect and deter the introduction, manufacture, possession, and/or conveyance of _____.

See the quiz answers below.

For more information, check out the ADC Employee Handbook and review the Administrative Regulations online at www.arkansas.gov. Click on Publications on the left side of the Homepage. Next, click on Administrative Regulations. Click on the number or name of the regulation you want to review.

Answers

1. 005 2. sexual harassment
3. "zero-tolerance" 4. property
5. contraband.



Red Ribbon Run scholarship application deadline April 1

It's time again for high school students to consider applying for Red Ribbon Run scholarships. Four \$500 scholarships are available for graduating seniors. These scholarships are intended for employee's children who will be graduating from high school in 2008. Scholarships are also intended for any graduating seniors from high schools located in Jefferson County.

The scholarship application is to be completed in its entirety and returned to the Shirley Lowe at Central Office by April 1, 2008. Scholarship applications will be provided to the following schools: Pine Buff High School, Dollarway High School, Watson Chapel High School, White Hall High School and Alzheimer High School. (Also includes all high schools attended by students of em-

ployees of the Department of Correction).

Scholarship Guidelines:

— Scholarships will be given to a graduating high school senior.

—The recipient must attend an accredited college or university in the Arkansas.

— The recipient must be a citizen of the United States.

— The number of hours a scholarship recipient must carry will be 12 hours or more per semester.

— The Red Ribbon Run Committee or an appointed designee will look at the financial need of each applicant. (Proof of financial need should be given on the application).

— The number of scholarships given this year will be four and the amount will be \$500 per school year. (Only

when monies are available and voted on by the committee shall the number and dollar amount change).

—Scholarship monies will be used for tuition, books, fees or equipment.

— The scholarship check will be made payable to the college or accredited school.

—The applicant must have a 2.0 point grade average to be eligible for a scholarship from the Department of Correction – Red Ribbon Run Committee.

Scholarship applications must be completed in full before the committee will accept them.

If you have any questions, please call Shirley Lowe at 870-267-6215.

Health Matters

Balance your diet: Healthy eating is important at any age

A balanced diet is important for everyone. Eating right and staying healthy affects your entire life. Poor eating habits are directly linked to the burden of chronic disease in Arkansas and increased health risks of Arkansans.

A recent Behavioral Risk Factor Surveillance Survey indicated that:

30 percent of Arkansans age 65 and older are overweight

20 percent are obese

70 percent of Arkansans age 65 and older do not meet the five-a-day recommendations for fruit and vegetable consumption

Leading causes of death



Strive to live a healthy lifestyle — eat a nutritious diet.

in the aging population are:

Heart disease

Cancer

Stroke

Chronic lower respiratory diseases

Diabetes

Your chance of suffering from these diseases can be reduced by living a healthy lifestyle. You can begin by eating a nutritious diet. Not only do you need to eat the right foods, but you must

watch how much you eat especially when eating out.

People always underestimate how much they eat. According to the Arkansas Department of Health, this is what a "real" portion or single serving should be:

Meat, chicken, fish: 3 ounces, or the size of deck of cards, or the palm of a woman's hand.

Pasta (cooked), rice (cooked), oatmeal, potatoes,

cooked vegetables: half a cup, or the size of a tennis ball.

Bagel or muffin: 1 ounce, or the size of a ping pong ball.

Cheese: 1 ounce, or the size of a woman's thumb, or dice stacked together.

Butter, oil, margarine: 1 teaspoon, or the size of a stamp.

Salad dressing: 2 tablespoons, or the size of an ice cube.

Raw vegetables: 1 cup, or the size of a baseball.

Source: <http://www.arkansas.gov/ha/nutrition/>

Want to lose weight in 2008? Make a commitment to physical activity

In the past 30 years, the prevalence of overweight and obesity has increased sharply for both adults and children.

People who are obese are at increased risk for heart disease, high blood pressure, diabetes, arthritis-related disabilities, and some cancers. Sensible eating can help a person lose weight along with exercise.

Regular physical activity reduces people's risk for heart attack, colon cancer, diabetes, and high blood pressure and may reduce their risk for stroke. It also

helps to control weight; contributes to healthy bones, muscles, and joints; reduces falls among older adults; helps to relieve the pain of arthritis; reduces symptoms of anxiety and depression; and is associated with fewer hospitalizations, physician visits, and medications.

Physical activity doesn't have to be strenuous to be beneficial. For example, adults of all ages benefit from moderate-intensity physical activity, such as 30 minutes of brisk walking most days of the week.

Despite the proven bene-



fits of physical activity, more than 50 percent of U.S. adults don't get enough to provide health benefits.

If you're interested in boosting your physical activity level, consider these tips for moderate amounts of exercise:

— Play volleyball for 45-60 minutes.

— Play touch football for 45 minutes.

— Walk 1 3/4 mile for 30 minutes.

— Play basketball (shooting baskets) for 30 minutes.

— Dance for 30 minutes.

—Bicycle 5 miles for 30 minutes.

— Water aerobics for 30 minutes.

— Swim laps for 20 minutes

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Physical assessments put ADC officers' job readiness to the test

To provide security for inmates, employees and others at ADC units, security staff members need to be physically fit and able to perform the job.

Physical assessments began for incumbent ADC security personnel on July 1, 2004. Testing of applicants had begun several years earlier. The assessment is designed specifically for the agency and is based upon the essential physical requirements of correctional officer positions.

Depending on the unit of assignment, the correctional officers being tested must run a designated distance,



drag a 150-pound dummy a specified distance, and sometimes climb stairs carrying a crate and climb ladder rungs like those in a tower.

Physical assessment testing began for incumbent ADC employees in order to

remain consistent with business necessity and determine whether or not an individual constitutes a "direct threat" to the health and safety of others and/or themselves.

Throughout his or her career, a correctional officer must be able to pass the assessment which is given every other year.

Many have reported that preparing for it has led to improvements in their health, including blood pressure control, weight loss and a general overall improvement in fitness.

During 2007, 1,231 incumbent employees took the physical assessment.

"Setting a goal is not the main thing. It is deciding how you will go about achieving it and staying with that plan."

— Tom Landry

Want to lose weight in 2008?

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— Jump rope for 15 minutes.

— Run 1 1/2 miles in 15 minutes.

Common chores can also help increase your level of physical activity. Try:

— Washing and waxing a car for 46-60 minutes.

— Washing windows or floors for 45 to 60 minutes.

— Raking leaves for 30 minutes.

— Gardening for 30-45 minutes.

— Pushing a stroller 1 1/2 miles for 30 minutes.

— Walking 2 miles in 30 minutes

— Stairwalking for 15 minutes.

Your exercise can be done all at one time, or intermittently over the day. Initial activities may be walking or

swimming at a slow pace. You can start out by walking 30 minutes for three days a week and can build to 45 minutes of more intense walking, at least five days a week. With this regimen, you can burn 100 to 200 calories more per day. All adults should set a long-term goal to get in at least 30 minutes or more of moderate-intensity physical activity on most, and preferably all, days of the week. This regimen can be adapted to other forms of physical activity, but walking is good because of its safety and accessibility. Also, try to increase "every day" activity such as taking the stairs instead of the elevator. Reducing sedentary time is a good strategy to

increase activity by undertaking frequent, less strenuous activities. With time, you may be able to engage in more strenuous activities. Competitive sports, such as tennis and volleyball, can provide an

enjoyable form of exercise for many, but care must be taken to avoid injury

Source: Centers for Disease Control & Prevention.

Be one of ADC's Biggest Losers

The ADC Advocate is seeking ADC's Biggest Losers to feature in an upcoming issue of the newsletter.

Staff members who have lost 30 pounds or more within the last year should contact the ADC Advocate at Central Office, 870-267-6990.

Some of our past Big

Winners in weight loss are: Emma Fitzpatrick of the Varner Unit, Steve Jones of the Pine Bluff Unit and Dee Ann McClure of the Northwest Arkansas Work Release Center.

Will you be next? Nominate yourself or a fellow staff member. Those who share their stories may inspire others.



ADC recognized by Spirit of 110 Council for involving volunteers

ADC Director Larry Norris, center, recently accepted a certificate recognizing ADC's inclusion of volunteers from Gov. Mike Beebe, right, and Sherry Davis, Director of the DHS Division of Volunteerism. The Spirit of 110 Council promotes volunteerism in state agencies and annually recognizes those agencies that involve volunteers in state government. The ADC was in the Top Ten agencies.



Governor's Service Awards and Retirements November 2007

Retirement:

M.C. Harris — Diagnostic
Eddie Milburn — Construction
Eddie Jones — Farm Division
Jesse Still — East Arkansas
Barbara Verser — Grimes

10 Years:

James Hipple — Ouachita River
Sandra Bonner — Varner Supermax
Gwendola Goins — Cummins
Thomas Murphy — Varner
Stacy Wade — Delta Regional

20 Years:

Eddie Selvey — North Central
Buford Roberts — Construction
Jackie Davis — Maximum Security
Tina Owens — Farm Division
Terance Cass — JCJ/CF
Willie Harris — Admin. East Annex

Cauley recognized for 30 years of service



Texarkana Regional Correction Center Supervisor Larry Cauley was recently awarded a certificate of recognition for his three decades of service to the state of Arkansas.

What's happening? Share your news & photos

The ADC Advocate wants to hear about what's happening at units and divisions within the Arkansas Department of Correction. Staff members are encouraged to share news and photos of various events and staff accomplishments. You can:

- Notify the Advocate about upcoming events
- Nominate a staff member to

be featured in the Employee Spotlight.

- Nominate someone to be featured as one of ADC's Biggest Losers.
- Suggest a story idea
- Write a letter

For submission guidelines and contact information, please see the back page of this newsletter.

ADC Promotions and New Hires — December

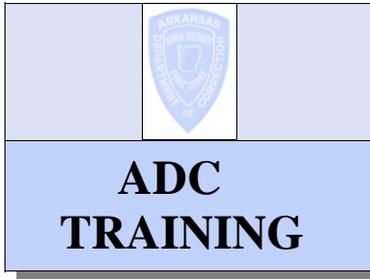
* included in December listing

Promotions

*11/30/07	Angela Bookhard	Training Representative – Training Academy
12/2/07	Martin Pope	Sergeant – McPherson
12/2/07	Terri Brown	Grievance Officer – Central Office
12/3/07	Denise Allen	Sergeant – JCJ/CF
12/4/07	Sheri Burris	Sergeant – North Central
12/4/07	Billy Farris	Sergeant – North Central
12/7/07	Burt Daniels	Lieutenant – Ouachita
12/10/07	Carol Mitchell	Food Production Manager I – Varner
12/10/07	Rhonda Westerman	IT Administrator – Information Systems
12/16/07	Daniel Drennon	Lieutenant – Benton
12/16/07	Raimundo Holloway	Sergeant – Wrightsville
12/16/07	Patrick Walton	Sergeant – East Arkansas
12/16/07	Carolyn Ragland	Sergeant – Wrightsville
12/16/07	Tracie Sanders	Sergeant East – Arkansas
12/17/07	Aaron Rogers	Sergeant – Grimes
12/17/07	Justin Tindall	Lieutenant – Grimes
12/17/07	Gregory Thompson	Sergeant – Diagnostic
12/17/07	Larry Johnson	Captain – Varner
12/17/07	Terry Lain	Lieutenant – Varner
12/18/07	Faron Clemmons	Lieutenant – East Arkansas
12/20/07	Jeanette Townsend	Sergeant – Benton
12/30/07	Jimmie Beggs	Electrician Supervisor – Construction
12/30/07	James Mallard	Lieutenant – East Arkansas

New Hires

12/3/07	Latasha Washington	Counselor – Ouachita-MH
12/3/07	Debra Kidwell	Commissary Supervisor – JCJ/CF
12/3/07	Blaine Williams	Food Production Manager I – North Central
12/3/07	Linda Thomas	Payroll Officer – Human Resources
12/5/07	Belinda Berry	Secretary I – Central Office
12/11/07	John Morgan	Counselor – Ouachita River
12/13/07	Emil Doloroso	Maintenance Supervisor I – Tucker
12/17/07	Nancy Brown	Document Examiner I – Varner
12/17/07	Andrea Carter	Counselor – SOSRA
12/17/07	Kristen Woodbury	Document Examiner I – Varner
12/20/07	Sharon Patton-Venable	Secretary I – Varner
12/27/07	Natasha Martin	Counselor – Varner
12/31/07	Robert Hutcheson	Departmental Armorer – Pine Bluff Complex
12/31/07	Steven Slaughter	Unit Trainer – Cummins



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
3	Cultural Awareness	8 a.m.	4 hrs.	HR
3	Performance Evaluation	12:30 p.m.	4 hrs.	HR
3-4	Introduction to Management	8 a.m.	16 hrs.	TA
4	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
4	Structured Interviewing	8 a.m.	4 hrs.	HR
9	eOMIS Training - Security	8 a.m.	4 hrs.	HR
10	Advanced eOMIS Security	8 a.m.	4 hrs.	HR
10	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
15	Using Microsoft Word	8 a.m.	4 hrs.	HR
17	Identity Theft	8 a.m.	4 hrs.	TA
17	Intro. to Computers/Internet Navigation	8 a.m.	4 hrs.	HR
18	Interpersonal Communications	8 a.m.	8 hrs.	TA
23	Administering Discipline	8 a.m.	4 hrs.	TA
23	Performance Evaluation	12:30 p.m.	4 hrs.	TA
24	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR
24	eOMIS Training - Security	8 a.m.	4 hrs.	HR
24-25	Management Effectiveness	8 a.m.	16 hrs.	TA
29	Inmate Profiles	8 a.m.	4 hrs.	TA
30	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
31	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
TBA	The Human Element	8:30 a.m.	14 hrs.	TA

FEBRUARY TRAINING SCHEDULE

Date	Title	Time	Length	Location
1	Structured Interviewing	8 a.m.	4 hrs.	HR
1	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR
1	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
4-8	MIPS Safety Class	8 a.m.	40 hrs.	TA
5	Administering Discipline	8 a.m.	4 hrs.	TA
5	Performance Evaluation	12:30 p.m.	4 hrs.	TA
5	Grievance Prevention and Handling	9 a.m.	6 hrs.	LR-Inter Agency
6	eOMIS Training - Security	8 a.m.	4 hrs.	HR
6-7	Management Effectiveness	8 a.m.	16 hrs.	TA
7	Advanced eOMIS Training - Security	8 a.m.	4 hrs.	HR
8	Interpersonal Communications	9 a.m.	6 hrs.	LR-Inter Agency
8	Written Business Communication	9 a.m.	6 hrs.	LR-Inter Agency
11-15	Training Design & Development	8 a.m.	40 hrs.	TA
12	Using Microsoft Word	8 a.m.	4 hrs.	HR
13	eOMIS Training - Security	8 a.m.	4 hrs.	HR
13	Dealing with a Multi-Generational Workforce	8 a.m.	8 hrs.	TA
14	Intro. to Computers/Internet Navigation	8 a.m.	4 hrs.	HR
14	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
14-15	The Human Element	9 a.m.	12 hrs.	LR-Inter Agency
19	Stress Management	9 a.m.	6 hrs.	LR-Inter Agency
19	Cultural Awareness	8 a.m.	4 hrs.	HR
19	Performance Evaluation	12:30 p.m.	4 hrs.	HR
19	Interpersonal Communications	8 a.m.	8 hrs.	TA
20	Basic Microsoft Excel	8 a.m.	4 hrs.	HR
20	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
20-21	Introduction to Management	8 a.m.	16 hrs.	TA
21	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
21-22	The Human Element	8:30 a.m.	14 hrs.	TA
25-28	MIPS Character in Corrections	8 a.m.	40 hrs.	TA
25-29	MIPS Health & Wellness Class	8 a.m.	40 hrs.	HR
27-28	Emergency Preparedness Training	8 a.m.	16 hrs.	TA
27	eOMIS Training - Security	8 a.m.	4 hrs.	HR
28	Advanced Interpersonal Communication	8 a.m.	8 hrs.	TA

MARCH TRAINING SCHEDULE

Date	Title	Time	Length	Location
3-4	Management Effectiveness	8 a.m.	16 hrs.	TA
3-4	16-Hour Security for Non Security	8 a.m.	16 hrs.	TA
4	Administering Discipline	8 a.m.	4 hrs.	TA
4	Performance Evaluation	12:30 p.m.	4 hrs.	TA
4	Grievance Prevention and Handling	9 a.m.	6 hrs.	LR
4	Workplace Accountability	8 a.m.	4 hrs.	HR
5	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
6	Advanced eOMIS Training - Security	8 a.m.	4 hrs.	HR
6	Cultural Awareness	8 a.m.	4 hrs.	HR
6	Performance Evaluation	12:30 p.m.	4 hrs.	HR
6-7	The Human Element	8:30 a.m.	14 hrs.	TA
7	Structured Interviewing	8 a.m.	4 hrs.	HR
7	Interpersonal Communications	9 a.m.	6 hrs.	LR-Inter Agency
10-14	Correctional Security for Non Security	8 a.m.	40 hrs.	TA
11	Using Microsoft Word	8:00 a.m.	4 hrs.	HR
12	eOMIS Training - Security	8 a.m.	4 hrs.	HR
13	Intro. to Computers/Internet Navigation	8 a.m.	4 hrs.	HR
13	Basic Microsoft PowerPoint	12:30 p.m.	4 hrs.	HR
13	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
14	Field Training Officer	8 a.m.	6 hrs.	TA
17-21	Firearms Instructor School	8 a.m.	40 hrs.	TA
18	Workplace Accountability	8 a.m.	4 hrs.	HR
19	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
20-21	The Human Element	9 a.m.	12 hrs.	LR-Inter Agency
24-28	MIPS Information Technology Class	8 a.m.	40 hrs.	HR
24-28	Command Officer School	8 a.m.	40 hrs.	TA
25	Time Management	9 a.m.	6 hrs.	LR-Inter Agency
26	eOMIS Training - Security	8 a.m.	4 hrs.	HR
26-27	Introduction to Management	8 a.m.	16 hrs.	TA
27	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
31	Interpersonal Communications	8 a.m.	8 hrs.	TA

APRIL TRAINING SCHEDULE

Date	Title	Time	Length	Location
1	Advanced eOMIS-Security	8 a.m.	4 hrs.	HR
1	Administering Discipline	8 a.m.	4 hrs.	TA
1	Performance Evaluation	12:30 p.m.	4 hrs.	TA
2-3	Management Effectiveness	8 a.m.	16 hrs.	TA
2	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
3	Cultural Awareness	8 a.m.	4 hrs.	HR
3	Performance Evaluation	12:30 p.m.	4 hrs.	TA
4	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
4	Structured Interviewing	8 a.m.	4 hrs.	HR
8	Inmate Profiles	8 a.m.	4 hrs.	TA
9	eOMIS Training - Security	8 a.m.	4 hrs.	HR
9	Using Microsoft Word	8 a.m.	4 hrs.	HR
10	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
10	Managing a Multi-generational Workforce	8 a.m.	8 hrs.	TA
14-15	16-Hour Security for Non Security	8 a.m.	16 hrs.	TA
16	Basic Microsoft Excel	8 a.m.	4 hrs.	HR
16-17	Introduction to Management	8 a.m.	16 hrs.	TA
17	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
18	Identity Theft	8 a.m.	4 hrs.	TA
21-25	MIPS First Responders Class	8 a.m.	40 hrs.	TA
21-25	MIPS Health & Wellness Class	8 a.m.	40 hrs.	HR
24	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR
24	eOMIS Security - Basic	8 a.m.	4 hrs.	HR
25	Interpersonal Communications	8 a.m.	8 hrs.	TA
28	The Phenomenal Woman Seminar	8 a.m.	8 hrs.	HR
28-29	Transition to Supervisor	8 a.m.	16 hrs.	TA

**ADC
CALENDAR****January 2008**

1 New Year's Day

10 ACJA Winter
Conference,
Hot Springs21 Martin Luther King
Jr. Day & Robert E.
Lee's Birthday**February 2008**

14 Valentine's Day

18 Presidents' Day &
Daisy Gatson Bates
Day**March 2008**9 Daylight Saving
Time begins

17 St. Patrick's Day

20 Spring begins

21 Good Friday

23 Easter

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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