

March 2008
Employee Newsletter



Arkansas Department of Correction

Advocate

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SSMFT Awards
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IFI prepares female inmates for life after prison

The InnerChange Freedom Initiative program encourages inmates to use the time they're serving to really turn their lives around. The program is available at the Tucker Unit for men and at the J. Aaron Hawkins Sr., Center for Women at Wrightsville.

Established by Prison Fellowship, IFI is a faith-based program that includes academic and life-skills classes, small-group discussions, leadership training, prison jobs and personal study.

"Our ultimate goal is to reduce recidivism," said Assistant Program Manager Patricia Shade, who works at the Hawkins Center. "Through our six core values—responsibility, integrity, productivity, affirmation, restoration and community — we want to bring about an innerchange."

Funding for the voluntary program comes from private donations.

IFI participants receive 18 months of pre-release programming and 12 months of reentry programming and mentoring after their release.

The goal is to help the former inmates get settled



Left: An IFI program participant learns computer skills which will hopefully help her find work upon release.



Above: A sign identifies the IFI barracks at the Hawkins Center at Wrightsville.

in a job, in the community, and in a supportive church or fellowship.

To participate in the program, inmates must meet several criteria including: have at least 18 months to serve and have a minimum/medium security classification.

The IFI program, which is active in prisons in five states, initially began as an outreach for male inmates. Missouri and Arkansas were the first states to initiate a program for women.

Shade calls IFI a well-rounded program.

"We try to touch every aspect of life that these women will deal with once they are released," she said. "We want to prepare them to be better citizens. When they came in to prison they were the problem and we hope when they're released, they are the solution."

Shade said the program at Hawkins in-

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Director's Corner



Larry Norris
ADC Director

Okay, I'll admit it. The office staff finally wore me down. All the pressure, sideways glances, rolling of the eyes and under-the-breath comments just loud enough for me to hear finally got to me. So I flat out buckled, and I looked at their booklets with the fancy pictures and little bits of material stapled to the pages. And now a big, big change is coming. I'm getting a new chair for my desk.

I know it has been ordered, but I have no idea when it's supposed to arrive. The delay is a good thing. It's best to ease into things like this. You know, just take a few apples out of the cart every day; don't turn the whole thing over all at once.

That gives you more time to get used to the idea. Some things a guy can handle in one fell swoop. But big things like this really need some time to sink in.

You see, that chair has been "my spot" for 25 years. For quarter of a century, Larry Norris and the big clunky, brown vinyl chair have been a team. Our roles are clear-cut. I sit down, and it holds me up. Not a complicated relationship, for sure, but an important one. It started way back in 1983, when the Maximum Security Unit opened with me in the warden's chair, which just happened to be a big clunky, brown vinyl chair. Back then it was brand new, with shiny brass tacks on the arms and wheels that could roll around the desk in a split second.

When I moved to the Central Office five years later, the chair came too. And in 1993, when I became director, I wheeled the chair into our new office. It's here now, in 2008, still fully aware of how our team works. Deep down inside, though, I know the staff is right. The chair has

changed. Time with me has taken an obvious toll. The chair sags. It leans to the right quite a bit, and if you don't know how it likes to be sat in, it will pitch you backwards on the floor. No advance warning, just a quick buck and you're down.

I know the time has come to part ways but that doesn't make it any easier. We have been through a lot together, that chair and I. We have seen the agency more than double in size, while becoming better trained, better equipped and highly professional. We have faced escapes, disturbances, employee issues, inmate concerns and heart breaking losses of life. Along the way, we have gained national accreditation and

much more respect for who we are and what we do.

And from this chair, from my spot, I have made some good decisions and some that didn't pan out all that well. But I am proud of the work we've done, the people we've served with, and the agency every one of us has helped build. But the clock is ticking, and change is on order from the factory. The human half of the team may not be ready to be put out to pasture, but I think the upholstered half is. But don't worry about me; I'll be fine. I just need some time to think, behind my desk, in my big clunky, brown vinyl chair.



For quarter of a century, Larry Norris and this big clunky, brown vinyl chair have been a team.

IFI prepares female inmates

cludes a Feminine Edification segment which not only focuses on women's minds and hearts but their bodies and self esteem. It includes aerobics and covers women's health issues.

"Volunteers have come in

to deal with nutrition, skin care and fashion to help build up their self-esteem," Shade said.

One inmate said she likes the IFI program's structure and positive atmosphere.

"It builds character and

moral structure," she said. "It teaches you how to live."

Another inmate, who expects to be released in June, said she's learned a lot about the core values.

"To me, what's important

is not coming back to prison," she said. "The aftercare is going to be awesome. A lot of women need that to succeed."

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Going for gold: staff members become correctional peace officers

Fifteen staff members of the Arkansas Department of Correction recently completed Special Certified Police Officer Training to become correctional peace officers for the department.

The following staff members will wear a special gold badge which identifies them as correctional peace officers:

- Jim Brooks, Northwest Arkansas
- Chris Coody, Central Office
- Richard Wimberly, Pine Bluff Unit
- Michael Deloney, Central Office
- Ruth Clark, Central Office
- Cindy Courington, Central Office
- John Lowe, Diagnostic Unit
- Gary Musselwhite, JCJ/CF
- Tommy Hubanks, Construction
- Jesse Davis, Boot Camp
- Margaret Rogers, Central Office
- Randy Watson, Wrightsville
- Tommy James, Maximum Security

Robert Clark, Benton Unit
Judy Taylor, Grimes

These staff members work in various divisions of the department, including Internal Affairs. To earn their gold badges, they each completed 120 hours of training which covered such topics as constitutional law, building search/area searches, crime scene/chain of evidence, defensive tactics, hand cuffing techniques and firearms qualification.

Correctional peace officers have the authority to perform the same duties that law enforcement officers perform in the community.

“It gives them police authority at their facility,” said Lt. Gary Dennis, Law Enforcement Coordinator for the department. “They can make arrests and conduct formal police-type investigations.”

Among the minimum standards

for becoming a correctional peace officer:

- Be a United States citizen
- Be fingerprinted and undergo a criminal record check.
- Be free of a felony record
- Be a high school graduate or have a GED
- Pass a physical examination
- Be determined competent after evaluation by an individual licensed to practice psychiatry or psychology.

Special Certified Police Officer Training is usually available to those with rank of lieutenant and above with the approval of the unit warden or division administrator.

The ADC currently has 120 correctional peace officers. To maintain their certification, the officers must qualify on handguns annually.

Right: Lt. Gary Dennis outlines some information for staff members attending training to become correctional peace officers.



Left: Class members listen to Lt. Gary Dennis during the final week of the 120-hour course.

ADC wins several top awards during manhunt field trials

Teams from the Arkansas Department of Correction collected some top awards in the Southern States Manhunt Field Trials at Camp Robinson March 10-14.

The North Central Unit walked off with the 1st Place award in the Single Leash Division.

The Tucker/Maximum Security Unit earned First Place in

the Multiple Leash Division and 4th Place in the Pack Dog Division.

The Cummins Unit took 1st Place in the Pack Dog Division; the East Arkansas Regional Unit won 2nd Place and the Ouachita River Unit earned 3rd Place in the Multiple Leash Division.

Congratulations to all of these outstanding handlers and canines.



Sgt. James Owens of the Cummins Unit accepts the 1st Place award in the Pack Dog Division on behalf of his team.



Maximum Security Unit Warden/SSMFT Board Member David White, left, presented 2nd Place awards in the staff shooting competition to Sgt. Juan Burns, center, and Sgt. Nick Reed.



Lt. Steven Lively and Capt. Chad McGowan of the North Central Unit with their 1st Place award in the Single Leash competition.



First Place winners in the Multiple Leash division, Sgt. Chris Johnson and Sgt. Terry Childers of the Tucker/Maximum Security Unit accept the 4th Place award in the Pack Dog competition from SSMFT Board Member/Internal Affairs Administrator James "Hoot" Gibson.



EARU Major Jeremy Andrews, left, and Lt. J. Mallard with their 2nd Place award in the Pack Dog competition.

Congratulations to all the winning teams!
Thanks to everyone who participated.

SSMFT competition puts canines & handlers to the test

Each year, the Southern States Manhunt Field Trials allows staff members from various agencies — including game and fish, police and corrections — to net-

work and test the skills of their K-9 teams.

Next year will mark the 10th annual SSMFT and you can bet the competition will be fierce.



Sgt. J. Duboise and Sgt. H. Dickson of the Ouachita River Unit with their 3rd Place award in the Multiple Leash competition.



The 3rd Place award in the Pack Dog Division went to Lt. D. Threlkeld and Lt. T. McHan of the Ouachita River Unit.



Above: Lt. Troy Moore and an ADC K-9 participate in the narcotics detection portion of the field trials.

Left: Sgt. Matt Bennett works with one of the departments K-9s to sniff out drugs during the competition.



SSMFT Board members and staff work hard to organize the dog trials each year.

DeGostin retires from role as department's legal counsel

After seven years of helping to fight legal battles for the Department of Correction, Legal Counsel Rob DeGostin has retired.

Before becoming the agency's staff attorney, DeGostin served as compliance attorney.

During his retirement luncheon on March 17, ADC institutional staff members presented him with gifts and shared stories of his time with ADC. DeGostin also received a special proclamation. The luncheon featured an elaborately-decorated chocolate-covered cake with the message "Happy Retirement Rob. Indulge yourself!"



Left: ADC Legal Counsel Rob DeGostin is congratulated by Director Larry Norris, right, upon his retirement.



Above: DeGostin, left, checks out a decorative throw that was among the many gifts he received (including the hat he's wearing). Center Supervisor Joe Porchia, right, presented the throw on behalf of the Mississippi County Work Release Center.



The cake's retirement message: Indulge yourself.

Gana promoted to AW at Delta Unit



Effective March 11, Ronald Gana was promoted to Assistant Warden at the Delta Regional Unit. He previously served as Chief of Security at the unit.

"Please join me in congratulating Mr. Gana on his promotion, and support him as he assumes his new duties in the ADC," said Director Larry Norris. "I feel he is an asset to this Department."

Gana began his ADC career in 1993 at the Maximum Security Unit.

Retirement Association members meet



The Arkansas Department of Correction Retirement Association recently met at the Varner Unit. The group meets quarterly and is open to ADC retirees and those who have 25 years in with the ADC or are within three years of retiring.

Department Briefs

Basic Correctional Officers' Training Class 2008-A began on Feb. 21, 2008, with 35 cadets and 24 graduated on March 7, 2008.

BCOT 2008-B began on Feb. 11, 2008 with 60 cadets and 34 graduated on March 24, 2008.

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

On April 29, the name of the **Jefferson County Jail/Correctional Facility** will change to the Randall L. Williams Correctional Facility in honor of Judge Williams, a long-serving dcircuit judge in Jefferson County and a former chairman of the Board of Corrections. The name was chosen by current board members in recognition of the judge's outstanding

service to the state and the ADC.



The character trait for April is **persuasiveness**. It means having the power to induce the taking of a course of action or the embracing of a point of view by means of argument or entreaty.

Chaplaincy conference covers stress, team building & more

The American Correctional Chaplains Association held its South Central Region Annual Conference in Baton Rouge, LA March 5 through March 7.

After reviewing evaluations from previous ACCA meetings, Chaplain Eddie Sensat, Regional Manager, saw a need for “Shifting Gears in Ministry.” It was evident that tanks were on empty or running real low; stress levels were higher than ever before and burnout for a lot of prison chaplains was evident throughout the region.

The is how the 2008 ACCA/SC Conference got its name: “Shifting Gears In Chaplaincy, When Your Tank’s On Empty!”

Each state in the region — Louisiana, Arkansas, Oklahoma, Mississippi, Texas and New Mexico — had representatives present for this year’s conference.

Chaplain Sensat welcomed conference participants and led a “Team Building/Ice Breaker” session.

The second session began with a supper at Mike Anderson’s Side Porch with speaker Warden Burl Cain from Louisiana State Penitentiary at Angola. Warden Cain showed a presentation of Angola’s religious programs and spoke of the importance of chaplains and their roles in the prison system.

On March 6, Barb Cerniauskas, a lifestyle counselor from the Pennington Biomedical Research Center, spoke on nutrition and stress relief, while Blue Cliff Massage College demonstrated stress relieving techniques. Chaplain Kenneth Dewitt spoke on the “Refreshing Power of a Creative Purpose”, Chaplain Bob Holyfield did a presentation titled “Moses was a Basket Case, Finding Humor in the Workplace”. The morning was completed with an “Interfaith Relationship” (working together as a team) session where participants dis-



Chaplain Eddie Sensat conducts a session during the American Correctional Chaplains Association South Central Region Annual Conference held recently in Baton Rouge, LA.

cussed issues they deal with in a prison setting.

The final day of the conference featured an inspiring challenge from Chaplain Albert McKinney, followed by Chaplain Leo Brown of Oklahoma presenting “Keeping Our Light Burning, So We Can Be a Light in a Dark Place”. Chaplain Sensat led a session on “The Loaded Goat” (stress).

During the business meeting, Chaplain Sensat was honored upon his retirement as regional manager with a specially-designed plaque. Chaplain Leo Brown of Oklahoma was elected to fill the position. Having served her term limit as secretary, Joann West was replaced by Chaplain Scott Long, of Arkansas. Chaplain Norman McFall, who has served the last two years as treasurer, was replaced by Chaplain James Remer of Oklahoma.

The 2009 ACCA session is scheduled to be held in Oklahoma City.

Article & pictures submitted by Joann West, ADC Chaplaincy Services.



Chaplain Vernell Bell of Oklahoma, left, and ACCA Officer Peggy Wood show off their beads from the Cajun bash dinner held during the conference.



ADC Chaplain Charles Freyder takes a break in the conference hospitality room while visiting with other chaplains.



Welcoming guests at the registration table L to R: ADC Chaplain Norman McFall – Treasurer; Peggy Wood – Assistant Regional Manager – Mississippi; ADC’s Joann West – Secretary; Judy Collins – Liaison – Baton Rouge.

Campbell honored during national training conference in NM

Arkansas Correctional Industries Administrator Jerry Campbell has been awarded the 2008 Rodli Award at the National Correctional Industry Association training conference held in Albuquerque, New Mexico. Campbell received the award during the NCIA banquet on March 11.

The Rodli Award is presented each year to an outstanding correctional industry administrator. Campbell began his career with the ADC in 1972 at the Cummins Unit. He has served as a personnel and training officer and as a warden and has been the full-time ad-

ministrator of the industry program since 1985.

Established in 1978, the Rodli award pays tribute to Gib and Bob Rodli who worked tirelessly to assist the National Correctional Industries Association for many years.

"I feel humbled given the people who have won this award prior to me," Campbell said, adding that he appreciates the support and the involvement in the association that Director Larry Norris and Deputy Director of Institutional Operations Larry May have shown over the years.



Jerry Campbell
ACI Administrator

AR Police Olympics gets underway with fishing tournament April 29

It's time for the Arkansas Police Olympics. Competitors need to register for the events they want to participate in.

The bass fishing tournament will be held on April 29. Softball will get underway June 4 and golf tees off on June 6.

This year's 4-person team bowling will be held June 5 at the Conway Family Bowling Center. The tournament will be at 6:45 p.m.

The shooting event will be held June 7. Archery and basketball are set for June 8. Please pre-register so or-

ganizers will know how many people to expect at the events. To register, visit: www.arkansaspoliceolympics.org.

The objective of the Arkansas Police Olympics is to encourage and promote a closer bond among law enforcement officers of all types throughout the state through athletic competition and fellowship. The hope is to promote a high standard of physical and mental well-being among these officers while providing a positive image of law enforcement to the citizens of Arkansas.

All participants must be full-time, part-time or retired law enforcement

officers, correctional officers, commissioned auxiliary law enforcement officers or military police. The event is also open to full-time, part-time or volunteer fire department personnel.



ACA MLK Jr. Scholarship application deadline set for June 1

Each year, the American Correctional Association awards the Martin Luther King Jr. Scholarship to a minority nominee who has demonstrated a need and a willingness to continue an educational mission toward a college education or graduate degree related to a career in criminal justice. The funds are sent to the recipient's financial assistance department at the college or university in which he or she is enrolled and can be used for tuition, books or other

expenses related to their education.

Nominees need not be ACA members; however, nomination packages must include proof of acceptance by or current attendance at an undergraduate or graduate program of a four-year college. Nominations must also provide proof of or an affirmative statement of financial need and proof of academic achievement and demonstrate commitment to the principles of Dr. King. Nominees must submit a 250-word essay

on their reflections on the ideals and philosophies of Dr. King, and how they have attempted to emulate these qualities in their lives. All nominations must be received at ACA's headquarters by June 1, 2008.

For an application and more information about this award and other ACA awards, including eligibility and criteria requirements, visit the ACA website: www.aca.org/pastpresentfuture/awards.asp

Health Matters

Avoid allergens to reap the rewards of gardening

The beauty of budding plants and bouquet of aromas are sources of satisfaction for many gardeners. For allergy sufferers, though, gardening can be as much a chore as pursuit of passion.

Pollen from trees, shrubs and grasses can cause an onslaught of allergy symptoms, including sneezing, itchy eyes, congestion and in some cases, an asthma attack.

But sensitive people can take steps to minimize their risk of exposure to bothersome allergens, according to the American Academy of Allergy, Asthma & Immunology (AAAAI).

“Gardening outside during times of high pollen counts puts patients at risk



for severe allergic symptoms,” said Dr. Warren Filley, an allergist/immunologist and a long-time horticulturalist who suffers from allergies. “Avoidance measures, as well as the use of medications and allergy immunotherapy, can make the difference between having fun in the garden and being miserable.”

An allergist/immunologist can help determine what plant species

are causing an allergic reaction and advise on the best times of day or season to work in the garden. For example, pollen levels are typically lower on rainy, cloudy and windless days. Immunotherapy (allergy shots), medications and other treatments can also help reduce symptoms.

People with allergies can also trim irritation by carefully choosing the plants they include in their landscaping or garden.

Certain flowers, trees and grasses are less likely to produce bothersome pollen and will still add color and variety to the garden.

These include cacti, cherry, dahlia, daisy, geranium, iris, magnolia, rose,

snapdragon and tulip.

In general, highly-allergenic plants to avoid include: ash, cedar, cottonwood, oak, maple, pine and saltgrass.

The best way to determine which plants will trigger reactions is through skin testing at an allergist/immunologist's office.

Whenever working around plants likely to cause an allergic reaction, avoid touching your eyes or face. Consider wearing a mask to reduce the amount of pollen spores that you breathe in. Wear gloves and long sleeves and pants to minimize skin contact with allergens.



Tackling triglycerides: 8 ways to solve a big fat problem

When it comes to heart health, the largest and most common form of fat in food and the bloodstream—triglycerides—has taken a back seat to “bad” LDL cholesterol and “good” HDL cholesterol in the public's awareness. That's changing as researchers get a grip on how triglycerides influence the risk of heart disease, according to a recent issue of the *Harvard Heart Letter*. Triglycerides are in the danger zone when they slide above 200 milli-

grams per deciliter of blood. To keep triglycerides in check, lifestyle changes are usually the best place to start.

These eight steps can lead to impressive reductions in triglycerides:

Beware of bad fats. Cut back on saturated fat (found in red meat and full-fat dairy foods) and trans fat (in some fried and commercially prepared foods).

Go for good carbs. Eat whole grains and cut back on sugary drinks and foods.

Check your alcohol.

Moderate drinking is good for the heart, unless you are a “responder” in whom alcohol dramatically boosts triglycerides. To determine if you're a responder, avoid alcohol for three weeks and have your triglycerides tested.

Go fish. Omega-3 fats in some fish lower triglycerides. Have fish twice a week.

Aim for a healthy weight. If you are overweight, aim to lose at least 5 percent to 10 percent of

your weight to lower triglycerides.

Get moving. Exercise lowers triglycerides and boosts HDL.

Stop smoking. Smoking isn't good for triglyceride levels (or anything else).

Get help from a medication. Check with your doctor. Niacin, fibrates, fish oil, and cholesterol-lowering statins have all been shown to lower triglycerides.

Dr. Simon retires as department's psychologist supervisor

Co-workers and friends gathered on March 31 to eat catfish and wish Dr. George Simon best wishes in retirement.

Simon, the department's psychologist supervisor, began working as a consultant for the ADC in 1989. He came on as a full-time employee in 1999.

Simon has worked to develop the Reduction of Sexual Victimization Program into a therapeutic community and helped develop the Sexual Offender Risk Assessment Program.

"My time with the ADC has been wonderful. I value the time, the people I've worked with and the opportunity," he said. "I can't think of a more dedicated group of folks."

The author of the book, "In Sheep's Clothing" about manipulative people, said retirement will give him time to work on another book about disturbances of character.



Left: Dr. George Simon shows off a clock he received as a retirement gift.



Right: the retirement cake sports a rocking chair.



Above: Mental Health Services Administrator Bob Parker, right, wishes Dr. Simon well during his retirement.



Above: Dr. Simon, left, chats with colleague Jon Mourrot during his retirement luncheon.

Snow blankets state in March but doesn't last long in S. Arkansas



Above: A view of snow falling March 4 at ADC's Central Office. It was gone by the end of the day.

Right: A view of snow coming down at Central Office on March 7. The snow, which caused some problems for motorists, lingered until the next day.



Right: A magnolia tree is powdered with snow in the Central Office parking lot on March 4.



Right: a globe in a Central Office courtyard is covered with snow on March 7.





Looking for answers to benefits questions? Review the FAQs

When can I sign up for health benefits?

- When you become employed, in which you have a 30 day window.
- During open enrollment, which is during the month of October each year.
- Within 30 days of a qualifying family status change.

When can I cancel my insurance?

- Pre-tax health benefits may be cancelled during open enrollment or upon a qualifying family status change within 30 days of the qualifying family status change.
- Non pre-tax policies may be cancelled during any part of the year by using a Cancellation of Miscellaneous Deduction form.

What is my APERS contribution rate? If you are a contributory member, 5 percent of your earnings are deducted pre-tax. If you are a non-contributory member, nothing is deducted.

What is the difference between a pre-tax deduction and a post-tax deduction? A pre-tax deduction is deducted from your pay check before taxes and social security deductions are calculated. A post-tax deduction is deducted after taxes and social security deductions have been calculated.

How do I find out when my PE date is? If you were hired October 2, 2006 or after, your PE date will be your hire date. If you were hired October 1, 2006 or prior your PE date will depend on your MIPS status with the exception of those in a promotional job series. Check with your HR Manager to find out which status you fall under.

For answers to more frequently asked questions, visit www.arkansas.gov. Click on Benefits.



Governor's Service Awards and Retirements February 2008

Retirement:

Larry Claibourne — Cummins
Paul Hayes — Boot Camp
Roy Slaughter — Ouachita River

10 Years:

Ardella Bearden — Admin. East
Floristine Brooks — Admin. East
Ricky Williams — Construction
Laura Cook — Cummins
Alma Coppedge — Cummins
Martin Padilla — East Arkansas
Tyrone Washington — East Arkansas
Lloyd Hill — Farm
Latashia Meadows — JCJ/CF
Kristi Quarles — Maximum Security
Jimmie Murray — Transportation
Samuel Hankins — Tucker
Audrey Young — Varner
Gary Cox — Wrightsville

20 Years:

Alfred Polk — Diagnostic Unit
Terrie Banister — Tucker

APERS timeline for retiring from the state

If you are planning to retire from your state job soon, consider the timeline prepared by the Arkansas Public Employees Retirement System. Twelve months before you retire, attend an APERS retirement seminar.

- If you have not investigated the possibility of purchasing prior service, contact APERS about this option.
- Consider how emergency expenses will be handled. Make an effort to eliminate any debt, and pay off obligations for large purchases.
- Contact your medical insurance provider to verify your post-retirement eligibility and rates.
- Evaluate your life insurance needs and contact your life insurance provider for information regarding eligibility rates.

Write or make an appointment to see a retirement counselor for an estimate of your potential monthly retirement annuity.

- Study the benefit option plans available from APERS. You may select Straight Life, Option A60, Option A120, Option B50, or Option B75.
- Consider status of taxation after retirement.

Six to nine months before your retire:

- Request an Application for Retirement Annuity form from APERS. Call 501-682-7830 or 1-800-682-7377 outside Pulaski County, or write to APERS.
- Do a post-retirement budget to determine if your standard of living can be maintained.

For the complete APERS retirement timeline, visit:

http://www.apers.org/retirement_p1.html



ADC Promotions and New Hires — March

Promotions

3/03/08	Anthony Hearyman	Administrative Review Officer – McPherson
3/03/08	Eddie Bradley	Sergeant – Grimes
3/05/08	Donnell Armstrong	Sergeant – Tucker
3/07/08	Evelyn Haynie	Lieutenant – Ouachita River
3/09/08	Latrina Rayford	Sergeant – Pine Bluff
3/09/08	Joanna Singleton	Sergeant – Diagnostic
3/09/08	Glenn Keenan	Sergeant – North Central
3/09/08	Malcolm Crompton	Sergeant – Varner
3/10/08	Emil Doloroso	Engineer II – Construction
3/10/08	Matthew Lee	Lieutenant – McPherson
3/10/08	Mertha Hewing	Sergeant – Varner Supermax
3/11/08	Ronald Gana	Assistant Warden – Delta
3/16/08	Bobby Kent	Sergeant – Varner
3/16/08	Carol Yelland	Accounting Technician – Accounting
3/17/08	Lisa Robinson	Program Coordinator – Varner
3/17/08	Stanley Smith	Lieutenant – Delta
3/23/08	Jared Byers	Lieutenant – Varner
3/24/08	Deidre Harris	Document Examiner II – Tucker
3/31/08	Danny Crook	Captain – Varner
3/31/08	Charles Higgins	Substance Abuse Program Leader – Varner
3/31/08	Joe Reed	Sergeant – Ouachita River
3/30/08	Richard Munson	Lieutenant – North Central

New Hires

3/05/08	Michael Rankin	Maintenance Tech. – Construction
3/10/08	Rosalyn Wilson	Counselor – Ouachita River
3/10/08	Jerry Barbaree	Maintenance Supervisor I – Human Resources
3/10/08	Barbara Williams	Grievance Officer – Diagnostic
3/10/08	Cairl Ballard	Secretary I – Varner
3/11/08	Nilah McLean	Maintenance Supervisor I – Construction
3/17/08	Linda Samples	Commissary Supervisor – Ouachita River
3/24/08	Karen Astin	Secretary I – Grimes (M/H)
3/24/08	Jazmine Beatty	Document Examiner I – Tucker
3/24/08	Lillian Thompson	Personnel Officer I – Human Resources



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.

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
16-17	Introduction to Management	8 a.m.	16 hrs.	TA
17-18	The Human Element	9 a.m.	12 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
24	Workplace Accountability	12:30 p.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
29	Inmate Grievances	8 a.m.	4 hrs.	HR
30	Basic Microsoft Excel	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.

“As simple as it sounds, we all must try to be the best person we can: by making the best choices, by making the most of the talents we’ve been given.”

— Mary Lou Retton, American gymnast

MAY TRAINING SCHEDULE

Date	Title	Time	Length	Location
1	Cultural Awareness	8 a.m.	4 hrs.	HR
1	Performance Evaluation	12:30 p.m.	4 hrs.	HR
1	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
1	Advanced eOMIS -- Security	8 a.m.	4 hrs.	HR
1	Grievance Prevention and Handling	9 a.m.	6 hrs.	LR
2	Structured Interviewing	8 a.m.	4 hrs.	HR
5	Inmate Grievances	8 a.m.	4 hrs.	HR
6	Interpersonal Communications	8 a.m.	8 hrs.	TA
6	Interpersonal Communications	9 a.m.	8 hrs.	LR-InterAgency
6	Administering Discipline	8 a.m.	4 hrs.	TA
6	Performance Evaluation	12:30 p.m.	4 hrs.	TA
7-8	Management Effectiveness	8 a.m.	16 hrs.	TA
8-9	The Human Element	8:30 a.m.	14 hrs.	LR-InterAgency
8	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
9	Intro. to Computers & Internet Navigation	8 a.m.	4 hrs.	HR
9	Basic Microsoft Outlook	12:30 p.m.	4 hrs.	HR
12-16	MIPS Workplace Safety	8 a.m.	40 hrs.	HR
12-13	16 Hour Security for Non Security	8 a.m.	16 hrs.	TA
14-15	Introduction to Management	8 a.m.	16 hrs.	TA
14	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
15	eOMIS Training - Security	8 a.m.	4 hrs.	HR
16	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
19-23	Correctional Security for Non Security	8 a.m.	40 hrs.	TA
19-23	MIPS information Technology Training	8 a.m.	40 hrs.	HR
19-23	Basic Horsemanship Class June 2-6 (two-week course)	8 a.m.	80 hrs.	Wrightsville
20	Inmate Profiles	8 a.m.	4 hrs.	TA
22	eOMIS Training - Security	8 a.m.	4 hrs.	HR
22-23	The Human Element	9 a.m.	14 hrs.	TA
29	eOMIS Training - Security	8 a.m.	4 hrs.	HR
29	Using Microsoft Word	8 a.m.	4 hrs.	HR
29	Basic Microsoft PowerPoint	12:30 p.m.	4 hrs.	HR
TBA	Basic Microsoft Excel	8 a.m.	4 hrs.	HR

Training class focuses on inmate transport



Above: Lt. Gary Hill, far right, recently taught an Inmate Transportation Training class to several ADC security personnel.

"Learning is a treasure that will follow its owner everywhere."
— Chinese Proverb

**ADC
CALENDAR**



April 2008

23 Administrative Professionals Day



May 2008

11 Mother's Day

19 Ball & Chain Tournament

26 Memorial Day

28-30 ACJA Summer Conference, Hot Springs



June 2008

14 Flag Day

15 Father's Day

21 Summer 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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