

November 2008
Employee Newsletter



Arkansas Department of Correction

Advocate

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ADC dealing with increasing inmate population

A growing number of inmates are being housed in county jails due to a lack of space in Arkansas Department of Correction units. At the end of November, 1,428 inmates were on the county jail backup list — 1,425 males and 3 females. The total inmate population had reached 15,025.

The department's plan to open 448 new beds at the Ouachita River Correctional Unit in 2009 to help accommodate the inmate population has run into a hitch. The proposed budget now under consideration at the state Capitol does not include funding to operate the new beds. But Director Larry Norris is hopeful that the funds will be included in a later draft.

Meanwhile, the legislature's Charitable, Penal and Correctional Institutions Subcommittee has invited a corrections company to do a presentation on privatizing any new state correctional facilities.

However, Director Norris said the state's previous experience with a private Coral Gables, Florida-based firm, Wackenhut Corp., did not have a good outcome.

The company ran the Grimes and McPherson units



Inmate population numbers in 2008

	Total	(includes county jail backup)
June	14,700	1,029
July	14,868	1,159
August	15,061	1,356
September	14,850	1,160
October	14,836	1,240
November	15,025	1,428

in Newport from 1998 to 2001. That year, after the department's concerns about security, maintenance, sanitation issues and other shortcomings were discussed publicly at a Board of Corrections meeting, the company chose not to seek renewal of its contract.

The ADC assumed management of the units in July 2001. A short time later, the United States Department of Justice began an investigation into conditions of confinement at both Newport units. There is little doubt that inmate complaints, which led to

the DOJ investigation, originated while the facilities were privately managed.

The investigation resulted in a three-year agreement between the ADC and the DOJ, which has since expired. In that agreement, the department pledged to continue making improvements at the facilities.

In 2007, all ADC units and programs, including those at Newport, were fully accredited by the American Correctional Association, netting the department the Golden Eagle Award.

Director's Corner



Larry Norris
ADC Director

On a January day in Philadelphia, a woman was gunned down on a city street, brutally murdered before she could testify in court against a career criminal. Investigators say she was the victim of a hit ordered from prison by an inmate with a cell phone. In September, a state senator from Texas received threatening calls from an inmate who knew the names of his children, their ages and where they lived. The inmate called from

Death Row just to prove he could. Investigators believe nine Death Row inmates made 2,800 calls on that phone in just one month. At least four of the inmates are members of prison gangs.

In 2005, a prison dental assistant in Nevada was fired for sneaking a cell phone to an inmate, which he used to plan a successful escape. Here in Arkansas, the recent escape of Charles Wilson from the Cummins Unit was orchestrated with the help of two cell phones most likely smuggled onto the property by a relative. It took more than 11 days of hard searching to apprehend Wilson.

Nearly every day in the Arkansas Department of Correction, an officer finds a cell phone used by an inmate, and on a single day recently, officers found three. They come in the same way other contraband does, either hidden some-

where on the property to be picked up later or toted inside by visitors or employees.

You wouldn't believe how many employees are willing to risk their career, their reputation and their freedom for a little fast money. An employee was recently caught trying to bring in four cell phones. She's unemployed now and facing felony charges. Providing a cell phone to an ADC inmate is a Class B felony, which can carry a 20-year sentence.

Despite the risk, cell phones have become the prize-winning contraband at prisons across the country. That's because inmates can talk on them without worrying about security systems. Since the calls aren't monitored, they are free to talk about whatever they want. To be fair, some may only be trying to skirt the cost of the inmate phone

system. But make no mistake; others using cell phones are up to something far more sinister.

As you read this, there are inmates in ADC's institutions with cell phones and chargers and they are using them every chance they get. Maybe they're planning an escape or an uprising, or running their street gang, or taking care of their drug business, or planning a murder. Of course, we can't know for sure because we can't hear the conversations. Because of the dangers they pose, we must be extra diligent in our searches for cell phones and other contraband. They have absolutely no place in our units. We have found dozens and dozens of phones, but others are still hidden. So we must keep our eyes and ears open, and find them. Because public safety is at stake.

Newport Complex sees completion of several projects in 2008

During this past year, the Newport Complex has seen several projects come to fruition. A 200-inmate capacity cell block, new horticulture facility and a second large recreation yard opened at the Grimes Unit. A new armory opened and the new firing range/Emergency Response Team Training area was completed. The Prison Industry Enhancement Certification Program at the McPherson Unit received national media attention because of its success with Actronix Corp.

The complex underwent successful security audits and American Correctional Association audits. Correctional Medical Services infirmaries at the complex also received great audit reviews.

"The Grimes and McPherson Correctional School Program exceeded its best years for total number of inmate GED graduates and was the leader among the other units," said Newport Complex Warden John Maples.



A new firing range was recently completed at Newport.

The facility saw the best production year for its garden program. Construction also began on the fuel station and a new Newport Complex entrance sign was con-

structed. To deal with staffing challenges, the complex instituted a bonus recruiting incentive for its employees and has had positive results.

ADC employee hosts former astronaut on cross country bike trip

It's not everyday that one gets to hang out with a former NASA astronaut, but Betty Greene recently had the opportunity. Greene, who works as a document examiner at the Administrative Annex East, hosted John Herrington in her home.

Herrington, a former astronaut and Navy test pilot, was on a cross country bike trip to encourage student participation in science, technology, engineering and math. He began Rocketrek, a 4,000-mile journey from Cape Flattery, WA to Cape Canaveral, FL, in mid August. He completed it in mid November.

Explaining why he undertook the mission, Herrington wrote in his blog: "It was for the challenge, to be quite honest, both a physical as well as a mental challenge," he said. "And not just to challenge me, but hopefully to challenge students to accomplish great things in life."

Herrington is the first Native American in space. In 2002, he spent 13 days beyond the Earth's atmosphere on the Endeavor Space Shuttle during a trip to the International Space Station.

Greene met Herrington because he's a neighbor of her daughter, Patty,

Betty Greene, left, a document examiner at the Administrative Annex East, recently hosted former astronaut John Herrington in her home.

Herrington, at right and below, was biking across the country to encourage student participation in science, technology, engineering and math.



who lives in Oklahoma.

Greene describes him as "very down-to-earth and a very, very nice man."

She said she and her husband, Larry, were thrilled that he stopped to

stay in their home on his journey to inspire children to learn and pursue their dreams.

If you'd like more information about Herrington's bike trip, visit www.rocketrek.com.

Armorers meet at Central Office

Lt. Robert Hutcheson, right, Armorer for the Arkansas Department of Correction, met with the armorers assigned to each unit in November to discuss job responsibilities, armories and other issues.



Staff attend 37th Conference for Professional Assistants in LR

Several professional assistants from the Arkansas Department of Correction attended the 37th Annual Conference for Professional Assistants on Nov. 7. Sponsored by the Interdepartmental Relations Committee, the event was held at the Embassy Suites Hotel in Little Rock and drew more than 300 participants.

Connie Johnson of the Department of Health was named the 2008 Professional Assistant of the Year. Last year's winner, Sharon Adams of the Department of Labor, presented a certificate and gifts from IRC to the 2008 winner. Lisa Holt of the Department of Health-Marion County Health Unit and Angela Scaife of the Department of Education tied for second place.

Dorothy Gillam of the Department of Education received the Lifetime Achievement Award. Dr. Ken James, Commissioner of Education, presented the award noting Gillam's 43-plus years of service with the department, her service as longtime IRC chair and her participation in all 37 conferences.

Attorney General Dustin McDaniel served as this year's luncheon speaker. The program included Dr. David Lipschitz who delivered the keynote address. Concurrent speakers were Dr. Beth Higgs, Rev. Mark Evans, and David Rath, of the state Department of Health. (See page 10 for more on Rath's presentation.)

The closing session featured a presentation by Jackie Moore, Personnel Representative with the State Inter-Agency

Training Program. A fashion show followed featuring models showcasing attire from Kohl's Department Store, Sherwood.

The IRC, whose primary purpose is to promote better communication and working relationships among

those in state government, is composed of administrative assistants to state agency directors and constitutional officers. The conference is designed to help state employees enhance their current jobs and future careers.



Ramona Green, left, of Central Office introduced one of the speakers for this year's IRC conference, David Rath of the Arkansas Department of Health. He is a former staff member of the Arkansas Department of Correction.



At right and below: ADC staff members from throughout the agency attended the conference.



ADC's professional assistants learn, network at conference

Professional assistants from units and divisions within the Arkansas Department of Correction once again met in Little Rock for the annual conference sponsored by the Interdepartmental Relations Committee. ADC staff

members joined others from agencies from throughout the state.

The Nov. 7 conference featured various sessions designed to help staff members achieve professional and personal growth. It also provided

a chance for participants to meet and greet and network with their colleagues.

Below are a few pictures of ADC staff members from this year's conference.



IRC 2008

ACJA Mid Winter Conference set for Jan 29 & 30 at ORCU

The Arkansas Criminal Justice Association will be host its 2009 Mid Winter Conference and Training at the Ouachita River Correctional Unit in Malvern Jan. 29 - 30. The training is being submitted for MIPS credit and CLEST certification. The training will benefit all criminal justice professionals at the county, state and federal level.

The conference training will consist of: Employee Grievance-How to Avoid Them; Suicide Prevention, Mo-

tivational Counseling/Performance Evaluation, People: Your Most Important Resource, Ethics in Law Enforcement and Law Enforcement Stress.

The registration fee is \$55, which includes lunch and a continental breakfast and all training related materials. This fee will also cover your attendance to the President's Reception on Jan. 29. For anyone who wants to attend the reception only and not the conference, the fee will be

\$10. If you need overnight accommodations please contact the Comfort Inn at 1-877-424-6423. A block of rooms has been reserved under ACJA and the price is \$70 plus applicable taxes. All attendees are responsible for making their own hotel arrangements.

"Please come out, receive great training, great interaction amongst our peers, and valuable life/work lessons," said ACJA President Candis Wheat. "We would like your support and hope to see you in Malvern."

On tour at Mississippi County Work Release Center

Staff members at the Mississippi County Work Release Center recently took guests on a tour of the facility. The center, which opened in 1975, has an inmate capacity of 121.



Department Briefs

Basic Correctional Officers' Training Class 2008-M began on Sept. 29, 2008, with 41 cadets and 33 graduated on Nov. 14, 2008.

BCOT 2008-N began on Oct. 20, 2008, with 52 cadets 44 graduated on Dec. 5, 2008.

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



Congratulations to Classification Administrator **Roy Agee** who was

recently elected to a 5-year term on the White Hall School Board. Agee had previously served on the board for about a year after he was appointed to fill an unexpired term.



A bake sale and auction held on Nov. 25 to benefit Santa Central raised \$557. The event, which featured such goodies as pound cake and brownies, was held at Central Office and the Administrative Annex East.

The ADC Advocate wants to hear about **what's happening** at your unit or division. Staff members can:

- Notify the Advocate about upcoming events
- Nominate a staff member to be in the Employee Spotlight.
- Nominate someone to be featured as one of ADC's Biggest Losers.
- Suggest a story idea

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

Spotlight on Thanksgiving: food production managers prepare feast

Preparing a feast to feed hundreds is no major feat for food production managers at the Arkansas Department of Correction.

On the eve of Thanksgiving, ADC's chefs and kitchen workers were busy preparing turkey with all the trimmings.

At the Wrightsville Unit, giant vats filled with turkeys were being cooked. The turkeys were later deboned and mixed in with the dressing. The menu created by Food Production Manager II D. Kings included turkey, dressing, giblet gravy, macaroni and cheese, green beans, glazed carrots, rolls, sweet potato pie and cranberry sauce.

The brunch menu included scrambled eggs, hot cakes and syrup, sausage, spiced oatmeal, coffee cake, biscuits, gravy and sliced peaches.

Diana Jones, a Food Production Manager I at Wrightsville

Unit said preparing 45 turkeys and all the other food to feed about 856 inmates is all in a day's work.

"That's what we do," she said.

Over at the Boot Camp, Food Production Manager II J. Fletcher and his workers were preparing for about 450 people. Besides turkey and chicken, Fletcher's menu included a harvest of fresh vegetables including sautéed corn, stewed okra, seasoned greens, pickled beets and seasoned purple hull peas.

The Boot Camp chow hall provides meals for the camp and the Hawkins Center.



Diana Jones, a Food Production Manager I at the Wrightsville Unit, shows off coffee cake that was prepared for Thanksgiving brunch.



Cummins Farm sweet potatoes were used for pies.



Left: one of the large vats used to prepare Thanksgiving turkeys at the Wrightsville Unit.

Food Production Manager II J. Fletcher of the Boot Camp stands next to freshly-baked bread used for toast for Thanksgiving brunch.



"When life gives you a hundred reasons to cry, show life that you have a thousand reasons to smile."

— Duke Ellington, jazz musician

Reminder: turn in your leave slips & time adjustment forms

Be sure to get in all of your documentation for the use of leave time and in instances where you fail to swipe the time clock.

“We want to ensure that we are in compliance with policies and procedures; therefore we are reminding you of your responsibilities regarding attendance and leave,” Human Resources Administrator Kevin Murphy recently said in a memo to staff.

Leave slips should be initiated in advance when you request to use leave time or, in the case of sick leave, immediately after you return to work.

Time adjustment forms must be completed and submitted to your Unit Human Resource Office immediately anytime you are not able to swipe the time clock.

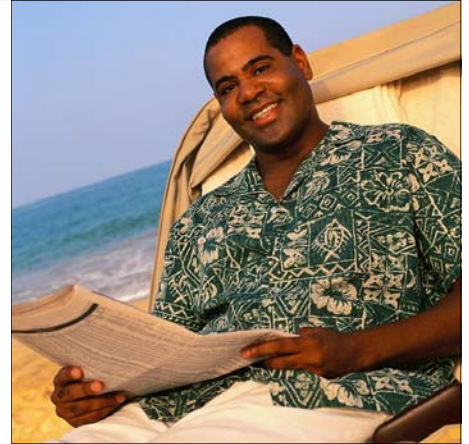
Both the employee and supervisor must sign each leave slip and time adjustment form.

Each two-week pay period must be documented by work hours (your time clock swipes), leave slips, and/or time adjustment forms and will equal the number of hours you are paid for the pay period (typically eighty hours).

Keep in mind that if you have not submitted the appropriate documentation (leave slips/time adjustment forms) you will only be paid for the number of hours documented for the pay period. If the appropriate leave slips and/or time adjustment forms are not submitted to your Unit Human Resource Office, you will not be paid for those hours.

“By following the above procedures we will ensure that we are in compliance with attendance and leave policies,” Murphy said.

If you have any questions, contact your Unit Human Resource Office.



Before you take leave time off for that fabulous vacation, be sure to turn in your leave slip.

AACET distributes \$19,100 to assist ADC staff

The Arkansas Association of Correctional Employee Trust has 1,422 members and has distributed \$19,100 to 48 employees — 25 of them are non-members and 23 are members.

Of the payments made, 36 percent went to medical expenses; 27 percent to employee death; 18 percent to family death; 15 percent to damages to home due to fire or storm and 4 percent went to automobile accidents.

If you are not a member, please consider joining this worthwhile organization. AACET is the non-profit direct support organization for employees of the Arkansas Department of Correction. At times of crisis or tragedy, AACET is ready to provide immediate, meaningful relief.

For more information, please visit www.adcaacet.org

Consider donating unused leave time to Catastrophic Leave Bank

The maximum number of annual leave days that an employee can carry forward as of Dec. 31 of each year is 30 days (240 hours). Also, 120 days (960 hours) of sick leave is the maximum number of days that can be carried forward as of Dec. 31 of each year.

Unfortunately, sometimes work schedules cannot be arranged to allow everyone to utilize all of their available leave. If you find yourself in this situation and you will forfeit annual leave hours or if you are fortunate to be healthy and

will forfeit sick leave hours after Dec. 31, please consider donating the leave you would lose to the ADC Catastrophic Leave Bank Program.

You can donate time by completing a donation application for the Catastrophic Leave Bank Program. The forms are available at your Unit Human Resource Manager's Office or the Central Human Resources Office. These forms must be completed and dated no later than Dec. 29, 2008, and returned to your Unit Human Resource Manager.



Consider donating your unused leave time to help someone who might need it.



Tucker Unit's Fall Festival provides food, family fun

The Tucker Unit held its Fall Festival on Nov. 1 on the grounds of the facility.

Sponsored by the unit's employee association, the event provided fun and entertainment for young and old. There was plenty of food, games and other activities for all to enjoy.



"The most important things in life are your friends, family, health, good humor and a positive attitude towards life. If you have these then you have everything!"

— author unknown, from the story, "How Poor Are We?"

Health Matters

Rath talks nutrition during 2008 Professional Assistants Conference

David Rath, Nutrition Section Chief for the Arkansas Department of Health, gave participants food for thought during the Professional Assistants Conference held in Little Rock on Nov. 7. The event is sponsored annually by the state's Interdepartmental Relations Committee.

Rath, a licensed dietician who is nationally certified in adult weight management, spoke on the topic, "Improving Your Odds for Health." He provided tips and information for conference attendees to take home with them. For example, here are a few strategies to help you avoid portion size pitfalls to better manage your weight:

Go ahead spoil your dinner.

If you feel hungry between meals, eat a healthy snack like a piece of fruit or small salad. It'll help you avoid overeating during your next meal.

Portion control in front of the TV.



David Rath, Nutrition Section Chief for the state Department of Health, was one of the speakers at this year's IRC conference.

When eating or snacking while watching TV, put the amount you plan to eat into a bowl or container instead of eating out of the package. It's easy to overeat when your attention is focused on something else.

Portion control when eating out.

When eating out, taking control of the amount of food that ends up on your plate by splitting an entrée with a friend. Or, ask for a to-go box and wrap up half of your meal as soon as it's brought to your table.

Portion control when eating in.

To minimize the temptation of second and third helpings when eating at home, serve the food on individual

plates, instead of putting the serving dishes on the table. Keeping the excess food out of reach may discourage overeating.

Out of sight, out of mind.

People often eat more when they have easy access to food. Make your home a "portion-friendly zone." Consider replacing the candy dish with a fruit bowl. Store tempting foods like cookies, chips or ice cream out of immediate sight. Instead, move healthier food to the front at eye level. When buying in bulk, store the excess in a place that's not easy to get to such as a high shelf or back of the pantry.

Be aware of large packages.

The larger the package, the more people eat from it without even realizing it. So, divide up the contents of one large package into several smaller containers to avoid overeating. Don't eat straight from the package. Instead serve the food in a small bowl or container.

Orientation session conducted for new CMS staff members

A'Seneque Daniels, right, Regional Infection Control Nurse for Correctional Medical Services, recently spoke to new CMS employees during an orientation session at ADC's Central Office.



Reminder of ADC's inclement weather policies & procedures

Because units are required to be open 24 hours each day and 7 days each week, the Warden/Administrator will develop policies and procedures to cover unit operations during periods of inclement weather.

In the event of early morning severe inclement weather conditions, the Governor's Office will determine whether this inclement weather policy will be placed into effect and will announce its implementation before 6:30 a.m., if possible. The announcement will include affected counties. On days declared to be covered by the inclement weather policy, all non-essential employees should be at their work stations by 10 a.m. and will be given credit for a full day's attendance. Employees arriving after 10 a.m. will be charged the full amount of time involved in the tardiness and employees not coming to work at all will be charged a full day's absence.

When severe inclement weather occurs during office hours, the Warden/Administrator will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave work early, however, should recognize the requirement to maintain designated critical personnel and assure service delivery to the citizens for the full work day.

Employees who were on the job, and who were allowed to leave early, will not be charged leave for that time. Wardens/Administrators shall designate critical personnel who will be required to reach their work stations by the time of regular office opening regardless of weather related conditions to assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions and if need be,



Follow inclement weather policies and procedures when severe weather strikes.

provide alternative methods of getting to work.

The Warden/Administrator is responsible for determining whether

employees are classified as essential or non-essential.

For more information, please review your employee handbook.

Advocate still seeking ADC's Biggest Losers

The ADC Advocate is still looking for ADC's Biggest Losers. Staff members who have lost 30 pounds or more in the past year can be nominated.

We want to know how you did it, why you did it and how you feel as a result. Before and after pictures would be great to feature in the article.

If you would like to nominate yourself or a co-worker to be featured as one of ADC's Biggest Losers, contact the ADC Advocate at Central Office, 870-267-6999 and share your story.

If you're thinking about losing weight, it's best to check with a healthcare professional before undertaking any weight loss program.

Consider the following programs designed to help you reach your health, weight or exercise goals: Corphhealth and the Employees Benefits Division are offering Balance®, a six-

week weight management program, and Nourish®, an eight-week nutrition improvement program. .

All primary health plan members (active employees and non-Medicare retirees) are eligible, if covered by a state or public school employee health plan such as Blue Cross, Health Advantage, NovaSys Health or QualChoice. For more information call toll free 1-866-378-1645 and ask for a health educator. Both programs are covered by your health insurance

The state of Arkansas and Jefferson Regional Medical Center Weight Loss Program have also teamed up to offer a health benefit. The state will cover some costs and program fees but you must pay for the cost of meal replacements. For details, call 870-534-9631.



ADC reaching out to high school students to promote careers

In an effort to encourage young people to pursue careers in corrections and build its ranks, the Arkansas Department of Correction is reaching out to high school students across the state.

High school students will be able to take classes and earn college credit in the areas of law enforcement or corrections in courses offered through area colleges. While students have been able to take law enforcement classes in the past, corrections is a new track that's been added. It's called the Correctional Officer Provisional Certification Program.

"I think it's going to be a valuable source of applicants in the future," said Human Resources Administrator Kevin Murphy, adding that the program should produce a steady stream of potential employees in 3 to 5 years.

"They will be well-versed in what we do," he said, explaining that the program will help give students a look at what working in corrections is like.

ADC's recruiter will serve as a guest speaker at some sites that offer the classes.

Murphy also said the department will likely see less turnover from those who complete the certification program because they will have a better idea of what they're getting into.

Students who participate in the program complete 120 hours of classroom work. They can take either the law enforcement or corrections track. If they meet all other requirements for employment, including successful completion of the training academy, they will start in the department as a Correctional Officer 1st Class.



In its ongoing staff recruitment efforts, the Arkansas Department of Correction is set to air a series of commercials beginning in mid-December on KARK Channel 4.

The dynamic promotion highlights "Today's ADC Team." It features current staff members as well as photos from ADC's past.



Governor's Service Awards and Retirements

October 2008

Retirement:

Lonnie Dicus — Grimes
 Gary Collins — Tucker
 William Terry — Central Office
 Lee Everett — Cummins
 Evelyn Collins — Cummins
 Gleenover Knight Fitzpatrick — Cummins
 Ray Hobbs—Central Office
 Jamie Johnson — Wrightsville
 Linda Hill — Cummins
 Gaylon Lay — Cummins
 Michael Grimes — Industry
 George Brewer — Central Office

10 Years:

Mark Allen — Varner
 Kelly Fowler — Wrightsville
 Rose Jackson — Cummins
 Chad McGowan — North Central
 Christopher Thomas —North Central
 Mark Warner — Ouachita River
 Ricky Webb — Varner Supermax

20 Years:

Michael Bieber — Maximum Security
 Tina Hamilton — Wrightsville
 Dwain Hargrove — Transportation

30 Years

Ronald Ball — Ouachita River
 Van Myers — Farm

Grigsby-Brown honored for 20 years of service



Terri Grigsby-Brown, left, recently received a certificate of recognition for 20 years of service to the state of Arkansas from her supervisor, Inmate Grievance Coordinator Tiffanye Compton. Grigsby-Brown is a grievance officer at Central Office. Congratulations and thanks for your dedication!

ADC Promotions and New Hires — October

Promotions

10/01/08	Marcus Wilkerson	Sergeant – McPherson
10/05/08	Steven Yancey	Sergeant – Boot Camp
10/06/08	Dallas Stewart	Lieutenant – Hawkins
10/09/08	Keniquetrix Strain	Sergeant – Varner Supermax
10/13/08	Cynthia Matheny	Sergeant – Cummins
10/19/08	Christopher West	Sergeant – Tucker
10/19/08	Adam Barnett	Sergeant – Tucker
10/21/08	Michael Parker	Sergeant – Delta
10/22/08	Christian Holthoff	Sergeant – Cummins
10/24/08	Betty Mothershed	Food Production Mgr I – Cummins
10/27/08	Danny Montgomery	Maintenance Tech. – Construction
10/27/08	Kena Washington	Counselor – Tucker
10/27/08	Laura King	Records Supervisor – R.L. Williams
10/27/08	Chris Brandon	Lieutenant – Grimes
10/29/08	Mary Hart	Customer Service Coord. – Industry

New Hires

*9/30/08	Melissa Rathbone	Document Examiner I – Grimes
10/06/08	Steve Orr	Electrician Supervisor – Construction
10/06/08	Deborah Perry	Counselor – Ouachita River
10/16/08	Mary Chase	Document Examiner – McPherson
10/20/08	Debra Garkovich	Sales Representative – Industry
10/20/08	Zachary Scott	Maintenance Supv.– Construction
10/22/08	Marinda Williams	Counselor – SOSRA
10/27/08	Lawrence McCoy	PC Support Specialist – IT
10/27/08	Veronica Jaramillo	Personnel Officer I – HR

*included in October listing



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.

DECEMBER TRAINING SCHEDULE

Date	Title	Time	Length	Location
1	Slips, Trips & Falls	8 a.m.	4 hrs.	HR
2	Administering Discipline	8 a.m.	4 hrs.	TA
2	Performance Evaluation	12:30 p.m.	4 hrs.	TA
3-4	Management Effectiveness	8 a.m.	16 hrs.	TA
3-4	Emergency Preparedness	8 a.m.	16 hrs.	TA
3	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
4	Advanced eOMIS Training - Security	8 a.m.	4 hrs.	HR
4	Cultural Awareness	8 a.m.	4 hrs.	HR
4	Performance Evaluation	12:30 p.m.	4 hrs.	HR
4	Grievance Prevention and Handling	9 a.m.	6 hrs.	LR-InterAgency
4	Interpersonal Communications	9 a.m.	6 hrs.	LR-InterAgency
5	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
5	eOMIS Training—Security	12:30 p.m.	4 hrs.	HR
5	Structured Interviewing	8 a.m.	4 hrs.	HR
8	**Health & Safety Plan for Supervisors	8 a.m.	4 hrs.	HR
8	Interpersonal Communications	8 a.m.	8 hrs.	TA
9	Basic Microsoft Word	8 a.m.	4 hrs.	HR
9	eOMIS Training—Basic	8 a.m.	4 hrs.	HR
10	**Employee Motivation	8 a.m.	4 hrs.	TA
10-12	CPR Instructor	8 a.m.	24 hrs.	TA
11	eOMIS Incident Report Coordinator	8 a.m.	2 hrs.	HR
11	eOMIS Incident Report Coordinator	10:30 a.m.	2 hrs.	HR
11	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
11-12	The Human Element	9 a.m.	14 hrs.	LR-InterAgency
15-16	16 Hour Security for Non Security	8 a.m.	16 hrs.	TA
15-19	MIPS Elite Training for Exceptional Supervisors	8 a.m.	40 hrs.	TA
16	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR
16	Weapons Retention & Inmate Transport	8 a.m.	8 hrs.	TA
17	Basic Microsoft Excel	8 a.m.	4 hrs.	HR
17-18	Introduction to Management	8 a.m.	16 hrs.	TA
18	Self Defense and Staff Survival	8 a.m.	4 hrs.	TA
18-19	The Human Element	9 a.m.	14 hrs.	TA
30	Advanced IPC	8 a.m.	8 hrs.	TA

OPEN ENROLLMENT (Year round Classes)

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

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

"I know the price of success: dedication, hard work, and an unremitting devotion to the things you want to see happen."

— Frank Lloyd Wright, American architect

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 and 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.	TA
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

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****December 2008**

22 Hanukkah

21 Winter begins

24 Christmas Eve

25 Christmas Day

26 State Offices Closed
by Governor's Proclamation

**January 2009**

1 New Year's Day

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

**February 2009**

14 Valentine's Day

16 President's Day &
Daisy Bates Day

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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