

September/October 2008  
Employee Newsletter



Arkansas Department of Correction

# Advocate

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## Bus Barn produces athletic gear, seating & more

While the sprawling building at the Tucker Unit may be called the Bus Barn, inmates are getting experience working on more than just buses. Although the structure was the place where school buses were refurbished years ago, these days its mission covers a lot of ground.

"In this shop, we do metal fabrication, auto body and paint, office seating, upholstery and inmate mattresses and recreation equipment," said Program Manager Gary Collins, explaining that inmates learn valuable skills.

The enterprise is known for its wall padding, pole vault pits, high jump pits and other athletic equipment.

"We take pride in what we do," Collins said, adding that ACI's products can be found throughout the state.

"We do a lot of work for the Arkansas Forestry Commission," he said. "We make the water tanks for rural fire departments."

Several area athletic fields feature ACI wall padding, he said. They include Pine Bluff High School, Central Junior High and Mountainburg High School.



Above: Inmates install wall padding at the Northwest Arkansas Naturals League's baseball field in Springdale.



Above: Arkansas Correctional Industries' Bus Barn Manager Gary Collins shows off one of the heavy duty water tank-equipped trucks the Bus Barn produces for firefighting.

"Last winter, we did the new Northwest Arkansas Naturals League baseball field in Springdale," Collins said. "It's the biggest wall padding job we've done."

ACI has also produced barbecue grills and trash containers for the Department of Parks and Tourism.

See related article on Page 9.

## Director's Corner



**Larry Norris**  
ADC Director

We live in a truly modern world and every day, technology advances even further. Our economy is global. Our vantage point is worldwide. And nothing seems beyond our reach. We watch whole countries with the unblinking eyes of satellites and we can see inside an individual with CAT scans and MRIs. The Internet links us to just

about anyone anywhere at any time.

Most of us have no idea how these things work. I understand the concept of the Internet, magnetic imaging and rockets, but there's no way I could ever build them. But that's the beauty of inventions. We don't have to understand what makes them work; all we have to understand is how to make them work.

It's the same way with cell phones. I firmly grasp the concept of telephone lines, but I don't have the slightest idea about the inner workings of cell phones. But I can operate a cell phone, just like a bunch of other folks can. In fact, about three-quarters of all American families have cell phones. About 12 percent of families don't even bother with having regular land-

lines anymore; they only use cell phones.

Most of those who don't have a cell phone, probably want one. And that includes inmates. Cell phones in the hands of inmates can cause huge problems. They use the phones to make unmonitored calls, which allows the inmate to plan an escape or violence or some other crime in secret. It's already happened right here in the ADC. The inmate who recently escaped from Cummins used a cell phone to carry out his plans. It took eleven days of hard searching to recapture him. This time it was an escape by cell phone. Next time, it could be worse. Someone could get hurt or killed.

Because of the dangers they pose, unauthorized cell phones must not enter our units. That's why it's a class

B felony to provide one to an inmate. We must be extra vigilant in our searches of inmates, their property and housing and work areas. We are finding quite a few phones, but probably not all of them. So please keep your eyes open and your senses sharp at all times. ADC's institutions must be safe places for employees to work and inmates to do their time.

Cell phones jeopardize safety and security. It's that simple. Around here, it doesn't matter whether we understand how cell phones operate. That's the business of engineers. Our business is corrections. And in our line of work, all we really have to understand about cell phones is how they can work against us.

## MCWRC's Lt. Ferrell receives special citation from state reps

On Oct. 20, Lt. Roger Ferrell received another accolade because of his dedication to the Arkansas Department of Correction and to his community. A Regional Maintenance lieutenant at the Mississippi County Work Release Center, Ferrell received a special citation from State Rep. Charolette Wagner in recognition of his being named the 2008 Outstanding State Employee by the Arkansas State Employees Association.

Wagner and State Rep. Tommy Baker made the motion during a session of the House of Representatives directing that the citation be given. A luncheon was held at the MCWRC in Ferrell's honor. Center Supervisor Joe Porchia praised Ferrell's dedication as well as his wisdom.

ASEA District 4 Representative and ADC employee Ramona Green congratulated Ferrell on his achievement and said he was most deserving of the honor.



MCWRC Lt. Roger Ferrell, left, received a citation from the Arkansas House of Representatives in honor of his selection as the State Employee Association's 2008 Outstanding State Employee. State Rep. Charolette Wagner, center, presented the award. MCWRC Supervisor Joe Porchia presided over the proceedings.



## Scholarship, training center at Max Unit honor Sgt. Scott Grimes

Sgt. Scott Grimes gave his life while serving in the line of duty. Now, a scholarship and a training facility have been established at the Maximum Security Unit in Tucker as a memorial to him.



Sgt. Scott Grimes

Sgt. Grimes was working at the unit when he was fatally stabbed by an inmate on Nov. 29, 1995. The 41-year-old father of five was protecting another inmate who was in his custody. On

the eve of the anniversary of his death, the Maximum Security Unit Employee Association has established a scholarship in his honor.

Maximum Security Unit Warden David White said the unit wanted to do something as a memorial to Sgt. Grimes. He said efforts to raise money for the scholarship fund have gone well. Through a variety of fundraisers, organizers have collected more than \$2,000.

"We are doing this in memory of Scott," said Accreditation Manager Eddie Holcomb. "We feel the Max Unit is a safer place to work because of what happened to Scott. We also hope some of these young students will return to us and make a career at the ADC."

Winners of the first \$500 scholarships awarded are: Kenny Ray Marshall Jr., son of MSU Sgt. Barbara Matthews and Etory De'Ray Kearney, daughter of MSU Sgt. Sherley Owny.

"I wish to express my sincere appreciation to Warden David White, Assistant Warden Randall Manus and Accreditation Manager Eddie Holcomb and to all the staff involved in starting the Scott Grimes Scholarship Fund," said Arkansas Correctional Industry Operations Manager Mike Grimes, Scott's big brother. "It is said that a measure of a man's integrity can be found in the lives he touches while on this earth and judging by this honor, Scott must have done a bang up job."



ACI Operations Manager Mike Grimes, left, brother of slain correctional officer Scott Grimes, presents a \$1,170 check to Maximum Security Unit Warden David White. The money, which was generated by fundraisers, will fund the Scott Grimes Scholarship.



Left to right: Mike Grimes, older brother of Scott Grimes, Accreditation Manager Eddie Holcomb, and Warden David White stand in front of the training center at the Maximum Security Unit that has been named in memorial to Scott Grimes.

## PBU casts winning bid in tower auction

The Pine Bluff Unit won a miniature prison tower during an auction to benefit the Scott Grimes Scholarship Fund. Eddie Holcomb, center, of the Maximum Security Unit where the scholarship was established accepts a \$1,500 check from PBU Deputy Warden Stephen Williams, right, and Major Richard Wimberly.



## Waddy wins \$500 gift card



Congratulations to Dorothy Waddy of the Varner Unit — winner of a \$500 Wal-Mart gift card from the Scott Grimes Scholarship Fund Raffle sponsored by Arkansas Correctional Industries. Thanks to all who participated!

## Distinguished Gentlemen Seminar informs, entertains staff

The second annual Distinguished Gentlemen Seminar was held Oct. 17 in Legends Auditorium at the Administrative Annex East. Organized by Ardella Bearden of the Pine Bluff Unit, with help from a committee, this year's event was hosted by Grimes Unit Deputy Warden Todd Ball.

Pine Bluff Mayor Carl Redus spoke about the Character First initiative which has been adopted by the city to build and strengthen character. The Arkansas Department of Correction also utilizes the program.

Kim Luckett, former deputy warden at the Varner Unit did the presentation, "Before They Get Here: Helping Today's Youth," Luckett now works for the Division of Youth Services in the area of residential programming.

"I'm in the business now of saving them from coming to you," he explained to ADC staff.

During a separate presentation, Barbara Akins of the Big Brothers, Big Sisters program encouraged those attending the seminar to consider becoming mentors to youth.

"All we ask is one hour a week—just 60 minutes," she said, adding that mentoring will help children have better lives.

The seminar also featured a presentation by a representative of the Social Security Administration. She said a retirement earnings test calculation and

other information can be found online at <http://www.ssa.gov>.

Two dynamic speakers from last year's inaugural seminar returned this year: Dr. O.T. Gordon, Jr., who talked about colorectal cancer, and Fred Campbell, Assistant Warden at Ouachita River, who did an encore of "A Funny Thing Happened on the Way to Jail." The true

tale of one of his early days in law enforcement had the audience laughing.

Dr. Gordon told the men in the audience that when it comes to getting a colorectal screening, "Discard the idea that we are men and macho and nothing is wrong with us."

For details on Dr. Gordon's presentation, see Page 16.



Clockwise from top: Seminar organizer Ardella Bearden and Grimes Unit Deputy Warden and seminar host Todd Ball with seminar speakers Ouachita River Deputy Warden Fred Campbell; Kim Luckett, a former ADC Deputy Warden who is now Assistant Director for Residential Programming at Youth Services; Pine Bluff Mayor Carl Redus and Barbara Akins of Big Brothers, Big Sisters.



Above: Committee members worked hard to make the second annual Distinguished Gentlemen Seminar a success.



## Staff gather for 2nd annual Distinguished Gentlemen Seminar

Staff members who gathered for the Arkansas Department of Correction's second annual Distinguished Gentlemen Seminar got an opportunity to listen, learn, laugh and network.

The seminar brought together staff members from units

throughout the state as well as a variety of guest speakers.

Seminar attendees were also treated to refreshments and lunch and had the opportunity to win door prizes.

Here are a few photos of the distinguished gentlemen who attended.



DOUG BOON





## 2008 Red Ribbon Run attracts runners, walkers of all ages

Once again Arkansas Department of Correction staff and community residents came out to support the annual Red Ribbon Walk/Run. Held Oct. 18 at the JRMC Wellness Center in Pine Bluff, the 5K event allowed participants to have fun exercising while generating dollars for scholarships.

Before the run began, music was provided by the Cummins Prison Band. Door prizes were given away after the race.

This year, racers got to see their times via a digital read-out above the finish line.

Because of the great participation, the Red Ribbon Run Scholarship Committee will be able to award scholarships to graduating seniors next spring.

Thanks to everyone who took part and see you next year!



Above: Runners sprint towards the finish line during the Red Ribbon Run.

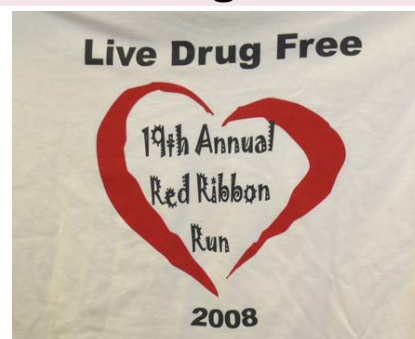


Above: Staff members from the Delta Regional Unit chat and enjoy refreshments before the race begins.



New this year: digital time read-out over the finish

## T-shirt design contest winners



This design, by Arkansas Correctional Industries staff member Debi Reynolds, won first place.



Shawn Brown, a Secretary II of the Varner Unit, registers for the race.

Congratulations to the following ADC staff members on their award-winning designs in the Red Ribbon Run T-Shirt Design Contest:

- |                       |                           |
|-----------------------|---------------------------|
| 1 <sup>st</sup> Place | Debi Reynolds – Industry  |
| 2 <sup>nd</sup> Place | Roy Agee - Classification |
| 3 <sup>rd</sup> Place | Rene Quindo - IT          |

“I wish to thank everyone who submitted a design,” said RRR Committee Member Ramona Green. “We appreciate staff and inmates’ participation in this contest.”



## Picture this: Walk/Run generates money for scholarships

Here's a look at some of the runners and walkers from the 2008 Red Ribbon Walk/Run. The event raises money for scholarships for area high school students.





## Central Office & Admin. East earn 100s during reaccreditation audit

ADC's Central Office and Administrative Annex East each scored 100 percent on mandatory and 100 percent on non-mandatory standards during a re-accreditation audit conducted in September.

American Correctional Association Auditor Gail Zeek of Ogdensburg New York conducted the audit on September 8 and 9. Zeek toured both buildings, spoke with staff and inmates and reviewed files.

She said she was impressed by the professionalism of the staff and by the way inmates said they were being treated.

Congratulations to the staffs at these buildings for a great achievement.



Left: American Correctional Association Auditor Gail Zeek gives her report on Central office and Admin. East.



Right: Staff members from Central Office and Administrative Annex East gathered in the Director's Conference Room to hear the ACA audit results.

### Department Briefs

**Basic Correctional Officers' Training Class 2008-J** began on July 28, 2008, with 63 cadets and 42 graduated on September 12, 2008.

**BCOT 2008-K** began on August 18, 2008, with 71 cadets and 48 graduated on October 3, 2008.

**BCOT 2008-L** began on September 8, 2008, with 61 cadets and 54 graduated on October 24, 2008.

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

Effective Sept. 12, **Raymond Naylor** of the Internal Affairs Division was promoted to the position of

Assistant to the Director for Special Projects in the Director's Office.

Entrance monitoring equipment was installed at the **East Arkansas Regional Unit** in Brickeys in late October. The biometric entry system is currently used to monitor visitors to correctional facilities. EARU, Varner, Delta and Cummins now using the system. Next, the equipment will be installed at the Grimes and McPherson Units in Newport. Eventually, the system will also monitor staff and inmates.

There's a new **information bank** that is supported by United Way of Arkansas called Arkansas 2-1-1. By call-

ing this three digit number, employees can find information on food banks, shelters and rent/utility assistance; crisis intervention services, support groups, counseling, drug & alcohol rehab; support services for children and the elderly and volunteer opportunities and donations.

The character trait for November is **gratefulness** — being warmly or deeply appreciative of kindness or benefits received; thankful.

The character trait for December is **generosity** — having the freedom from meanness or smallness of mind or character.



Per Serving:  
Calories 264  
Carbohydrate 12 g  
Protein 36 g  
Fat 7 g  
Saturated Fat 3 g  
Cholesterol 94 mg  
Sodium 708 mg  
Dietary Fiber 3 g

## PBU staff member creates lapel pins to honor 9/11 victims

Sharron Wood wants people to remember what happened in America on September 11, 2001 — the terrorist attacks that ended the lives of more than 2,900 men, women and children.

This year, to honor some of those who perished, the Pine Bluff Unit staff member created lapel pins that featured ribbons. With each pin, she included a profile of someone who had died in the attacks.

Wood, who created a pictorial memorial to 9/11 last year at the unit, began working on her ribbon project after Sept. 11, 2007.

"I wanted to do one for every victim who lost their life in 2001," she said. "However that is a tall order and due to financing it was impossible to reach my goal. I worked in my spare time and it took me three months to complete the 580 ribbons."

She spent another month gathering information about the people who died in the attacks.

"Since I could not do one for all the victims, I decided this year to do the firemen, police officers, the Pentagon victims and the eight children who are often forgotten," she said.

Wood personalized the ribbons by honoring the individual victims.

"I wanted each person to be represented that day so they would be remembered and their families would be thought about and remembered," she said. "I know it is symbolism but I just wanted them to be honored for their sacrifice and for the forgotten children to be honored as well. I placed the information in the bags



Sharron Wood  
Pine Bluff Unit

about the individuals to give a face with the name and to help people to get to know the heroes of September 11, 2001. The Pentagon, the firemen, the police and port authority were all public servants. They were serving their country and their fellow man."

Wood said she is grateful to the following organizations and people: The Correctional Peace Officer Foundation which donated 150 lapel pins. The Pine Bluff Unit Employee Corporation bought the 300 Flag Lapel pins. The Cop Shop provided the lapel pins at cost. Connie Dean also assisted with the project. Wood's 84-year-old

mother-in-law, Mary Wood, stuffed bags until 1 a.m. and helped her read each name and place the ribbons in the bags.

Wood said she would also like to thank Pine Bluff Complex Warden Rick Toney, Deputy Warden Stephen Williams and Major Richard Wimberly for their support.

The ribbons were worn by staff at Central Office, Pine Bluff Unit, Randall L. Williams, Diagnostic Unit, Tucker Unit, Training Academy, and The Cop Shop as well as CPO Representative Ellis Peoples and family.

"I want to thank each of the recipients of the 9/11 ribbons for taking time to honor our fallen heroes who gave their all," she said.

Next year, Wood said her goal is to honor the victims in the World Trade Center and the victims aboard the four planes.

"If any one has any flag lapel pins they wish to donate to the project, please feel free to send them to the Pine Bluff Unit," she said. "I will also need volunteers to wear the ribbons."



Left: A lapel pin and a profile of Sgt. Major Larry L. Strickland, a victim of the Sept. 11, 2001 terrorist attacks. The pin was among 580 created and distributed by Pine Bluff Unit staff member Sharron Wood.

*"It is not our purpose to become each other; it is to recognize each other, to learn to see the other and honor him for what he is."*

— Herman Hess, novelist and poet



## Varner hosts western-themed employee awards luncheon

The Varner Unit hosted a western-themed employee service awards luncheon on Sept. 17. Décor included hay bales, saddles and cowboy and cowgirl silhouettes. Staff members with 3, 5, 10, 15, 20, 25 and 35 years of service were recognized.

Arkansas Correctional Industries Administrator Jerry Campbell was the guest speaker. He talked about the growth of the Industry Program, including its successful participation in the Prison Industry Enhancement or PIE Program which allows inmates to earn wages - which go to their families, to pay child support, if applicable, and to a crime victims fund.

The luncheon was sponsored by the Varner Unit Employee Corporation.



Left: Varner Unit staff members line up for the employee awards luncheon.



Edwin Brown, right, is congratulated by Director Larry Norris as he collects his award for 3 years of service.



Above: Charles Higgins is congratulated by Chief Deputy Director Ray Hobbs and others as he receives his 3-year service award.

Arkansas Correctional Industries Administrator Jerry Campbell, left, and Varner Unit Warden Grant Harris congratulate Mental Health Counselor Lula Goins after she won a small grill, bottom right, as a door prize. The grill was produced by ACI.



Above: Linda Shepherd, left, and Richard Shepherd show off their awards for 25 years and 35 years of service, respectively.



## Newport Complex honors staff during catered BBQ luncheon

The Newport Complex hosted its annual Employee Recognition luncheon on Sept. 12 in the Grimes Unit Visitation Area.

Lunch was provided by Couch's BBQ of Jonesboro. Staff members who have worked from 3 years up to 25 years were recognized.

Varner Unit Deputy Warden Darryl Golden, formerly of the Grimes Unit, spoke on the importance of teamwork.

"Good Teamwork must have 3 essential elements....," Golden said.

"These elements are conviction, a commitment and communication."

He said a team must have conviction—a fixed or firm belief.

"Without a focused belief of what the goal is there is no direction," Golden said.

Commitment is "a pledge, promise or obligation," he said.

"If the members of the team are

not committed to accomplishing the goal there will be no success," he explained. Golden also said a team must have effective communication. Without it, "confusion will dominate the environment."

Quoting legendary coach Vince Lombardi, he said, "The achievements of an organization are the results of the combined effort of each individual."



Left: Varner Unit Deputy Warden Darryl Golden was guest speaker at the Newport Complex awards luncheon.



Left: Staff members from the Newport Complex gathered for the employee awards luncheon.



Above: Newport Complex Warden John Maples praises staff for their hard work.



Above: Director Larry Norris addresses staff during the awards luncheon.

Correctional Officer I Carolyn Fortune, left, receives her service award from McPherson Unit Deputy Warden Judy Taylor.



Grimes Unit Deputy Warden Todd Ball, right, presents a service award to Jerry Slater.



Cpl. Dwight Griffith, left, accepts his service award from McPherson Unit Deputy Warden Judy Taylor.

Kenneth Turner, left, accepts an award for his years of service from Grimes Unit Deputy Warden Todd Ball.





## EARU hosts Employee Career Service Awards luncheon

The East Arkansas Regional Unit held its annual Employee Career Service Awards luncheon on Oct. 16.

Honored guests were Chief Deputy Director Ray Hobbs, who was also the guest speaker, Deputy Director for Health and Correctional Programs Wendy Kelly and Deputy Director for Operations Larry May.

EARU staff members with 3, 5, 10, and 15 years of service were recognized with certificates. Those with 10 years of more of service received plaques. Employees who are also members of the employee association with 5 or more years of service received a beautifully engraved EARU wood grain pen set.

This year, the employee association also recognized Bosses Day and presented Warden Greg Harmon, Deputy Warden Steve Outlaw, Deputy Warden Aundrea Weekly, Field Major Jeremy Andrews and Building Major Maurice Williams with gift bags.

During the luncheon, guests enjoyed a song by Cpl. Teresa Ray and many cash giveaways.

The menu featured fried fish, chicken strips, fries, cole slaw, hushpuppies, banana pudding and peach cobbler.

The luncheon was sponsored by the EARU Employee Association.

Article submitted by Essie Clay, EARU.



Cpl. Tiantha Johnson, left, collects her award for 3 years of service.



Above: Staff member Williams Gay was recognized for his 15 years of service during the awards luncheon at the EARU.



Above: Sgt. Claudia Harris shows off her plaque for 10 years of service.

## Communication, employee recognition important

Open communication is the best way to promote employee loyalty, according to the Management Action Programs Inc. Quarterly CEO Survey.

Survey respondents listed open communication, employee recognition and involving personnel in decision making as the top three qualities employees value most.

Use these simple, creative ideas for employee recognition:

**Greeting cards.** Leave a greeting card on an employee's desk with a short, handwritten message about

what a great job they've been doing and thanks for a job well done.

**Say "thank you."** Call the employee into your office or stop by their desk and deliver a quick "thank you" for something great they've done recently.

**A small gift card for lunch or coffee.** It doesn't have to be to an expensive restaurant or coffee shop, just a little something that says "thank you." Make sure the card is enough for the employee to treat themselves and a friend.

## Manning retires after more than 3 decades with department

A retirement reception was held in honor of Assistant to the Director Jane Manning on Sept. 20. The event, which drew current and past ADC staff, was held in Legends Auditorium at the Administrative Annex East. It marked the end to a 36-year career.

While guests munched on refreshments and wished Manning well, a slide presentation featuring family and

work photos flashed on a large screen. The slideshow also featured fun facts about what was happening in the world 35 years ago. A photo display featuring the guest of honor over the years also hung from the ceiling.

Manning received tributes, gifts and a plaque commemorating her years of dedicated service. She said she looks forward to spending time with her grandkids.



Left: Director Larry Norris gets the retirement reception underway for Jane Manning, who has served as Assistant to the Director and EEO/Grievance Officer.



Assistant to the Director Jane Manning reacts to a slide presentation during her Sept. 20 retirement reception in Legends Auditorium.

Right: Manning laughs as Norris quips before presenting her with her 36-year service award.



Left: Assistant Warden Jerry Gasaway shares a story about a memorable road trip with Manning.



Above: a photo display showed Manning in her many roles including grandmother and chili cook-off judge.



## Pine Bluff Unit honors Cpl. Carroll as he retires after 34 years

The Pine Bluff Unit and its Employee Association honored Cpl. Curl Carroll on his retirement following 34 years of service to the Arkansas Department of Correction.

To commemorate Carroll's years of service, the Pine Bluff Unit hosted a fish fry on Sept. 25, in the unit gymnasium.

Capt. Kennie Bolden gave the welcome and Cpl. Calvin Darrough sang before the luncheon began. Staff members paid tribute to Carroll's dedication and longevity to the ADC while family members also saluted him. Some staff members who were not able to attend sent emails congratulating Carroll on his retirement. Those emails were read during the luncheon. Sgt. Cathy Frazier did the presentation of gifts.



Above: Major Richard Wimberly, left, gets ready to present Curl Carroll with a special plaque for 34 years of service.



Above: Cpl. Mercurita Gordon was among many staff members who talked about Carroll's character during his retirement luncheon.



Above: Cpl. Curl Carroll listens to tributes during his retirement luncheon at the Pine Bluff Unit.



Above: Sgt. Troy Spears recalls Carroll's positive impact at the unit.

Right: ADC staff members line up to enjoy a catfish luncheon in celebration of Cpl. Carroll's retirement from the Pine Bluff Unit. Several of Carroll's family members also attended the luncheon.



## Health Matters

### CDC Fact Sheet: Six good health habits for preventing seasonal flu

According to the Centers for Disease Control and Prevention, the single best way to prevent seasonal flu is to get vaccinated each year. Good health habits like covering your cough and washing your hands often can help prevent respiratory illnesses like the flu.

Flu antiviral drugs can also be used to treat and prevent the flu. If you want to avoid catching the flu bug, here are six habits to follow this flu season:

#### 1. Avoid close contact.

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

#### 2. Stay home when you are sick.

If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.



Consider taking steps to prevent flu this season. The CDC suggests the flu vaccine, hand washing and other good health habits.

#### 3. Cover your mouth and nose.

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

#### 4. Clean your hands.

Washing your hands often will help protect you from germs.

#### 5. Avoid touching your eyes, nose or mouth.

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

#### 6. Practice other good health habits.

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

### Dr. Gordon urges men, women to get screened for colorectal cancer

Dr. O.T. Gordon, Jr. urged those attending the Oct. 17 Distinguished Gentlemen Seminar to get checked for colorectal cancer.

Gordon, a Pine Bluff gastroenterologist, who first spoke on the topic during last year's seminar, returned for an encore presentation.

Colorectal cancer includes cancer of the rectum and large intestine. Gordon said it is the second leading cause of death in America among men. It can affect both men and women and he urged those in the audience to consider getting checked for colorectal cancer. Fortunately, 9 out of 10 such cancers can be prevented by screenings.



Dr. O.T. Gordon, Jr. talks about colon cancer during ADC's Distinguished Gentlemen Seminar.

Those at increased risk of colorectal cancer include:

- people 50 years old or older
- black people (recommendation is to get a screening at age 45)
- people who have a history of colon cancer or polyps in their family.

(recommendation is to get a screening at age 40)

Polyps are mushroom-like growths that are usually benign, but some may develop into cancer over time.

Gordon said that a procedure called a colonoscopy is an exam of the large colon and part of the small bowel. Patients are asleep during the procedure which uses a small camera on a flexible tube to view the colon and bowel. The screening takes 30 to 45 minutes and requires some pretest preparation (laxatives).



## Advocate seeking ADC's Biggest Losers (Winners) for 2009

At holiday time, it's tempting to load up on all that great food but try not to overdo it. Instead of packing on the pounds, make a commitment to shed some of that extra weight.

The ADC Advocate is looking for ADC's Biggest Losers for 2009. 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 good to feature in the article.

Would you like to nominate yourself or a co-worker to be featured as one of ADC's Biggest Losers in 2009? If you or someone you know has lost 30 pounds or more over the last year, 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.

If you need help reaching your health, weight or exercise goals, consider the following :

Corphealth and the Employees Benefits Division have teamed up to offer 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 any state or public school employee health plan (i.e. Blue Cross, Health Advantage, NovaSys Health or QualChoice).

There is no additional cost beyond monthly health plan premiums. The expense is borne by the health insurance program in an effort to improve the health of its members. For more information, call toll free 1-866-378-1645 and ask for a health educator or visit [www.corphealthcom/arwellness](http://www.corphealthcom/arwellness).

The state of Arkansas and Jefferson Regional Medical Center Weight Loss Program have also teamed up to

offer a health benefit.

The state will pay your medical and program fees to participate in the JRMC Weight Loss Program and six months in the Maintenance Program. However, the participant is responsible for the cost of meal replacements.

One of the requirements is participation in the Corphealth six-week weight control program.

Participants must also get a referral from their doctor. For other program requirements or information about the JRMC program, call 870-534-9631.



Could you be one of ADC's Biggest Losers in 2009? Don't let excessive holiday eating derail your plans.

## Benton staff members participate in AR Health Center parade



Left: Sgt. Jeff Huckaby and Sgt. John Broadway, both of the Benton Unit, participated in the Arkansas Health Center Annual Western Hat Day Parade on Sept. 26.

Below: Sgt. Russell Westbrook of the Benton Unit won a 3rd Place ribbon in the archery competition.



## No state property can be removed without written authority

Deputy Director for Institutional Operations Larry May wants to remind staff that no state property may be removed from an ADC correctional facility without the written permission of the warden.

May spoke on the issue during the Sept. 25 Institutional Staff Meeting held at the Randall L. Williams Correctional Facility.

He displayed signs that will be posted at each unit and encouraged staff to follow proper procedures. This is important in keeping correct inventory and ensuring that items are disposed of properly.

Staff members need to make sure they fill out the proper documentation.

No state property can be removed from a facility without written authority of the warden. A transfer or disposal of equipment form, signed by the warden, must accompany each

piece of property. A copy of this form will be given to the officer in charge. This form will then be returned to the unit warden.

Right: A sign reminds staff about proper removal of state property from an ADC facility.



## MCWRC staff, association donate school supplies to local schools

The Mississippi County Work Release Center recently donated school supplies to area schools. The supplies were donated by individual staff members as well as the MCWRC Employee Association.



Above: MCWRC Supervisor Joe Porchia, left, MCWRC staff member Monica Fines, right, presented school supplies to Tina Gordon, secretary at South Mississippi County Elementary School at Luxora.



Above: MCWRC Center Supervisor Joe Porchia, right, presents school supplies to West Elementary School. The school principal and students gather around to see what goodies are in the box.



## ADC, other agencies recognized for volunteerism in state

The Arkansas Department of Correction, Arkansas Correctional School and Riverside Vo-Tech along with other state organizations were recently recognized for their inclusion of volunteers.

Gov. Mike Beebe and Sherry Davis, Director of the Department of Human Services Division of Volunteerism, presented certificates during a special recognition event hosted by the Spirit of 110 Council at the Governor's Mansion.

The Spirit of 110 Council promotes volunteerism in state agencies and annually recognizes those agencies that involve volunteers in state government.



ADC Library Administrator Dennice Alexander, center, with Sherry Davis, Director of the DHS Division of Volunteerism and Gov. Mike Beebe. Alexander accepted the volunteerism recognition award on behalf of the ADC.

Left to right: Tonya Gates, Counselor at Riverside Vo-Tech's Newport Campus; Dwight Pipes, Asst. Director at Riverside Vo-Tech's Newport Campus; state Volunteerism Director Sherry Davis; Linda Shepherd, Post Secondary Coordinator at Riverside Vo-Tech and Gov. Mike Beebe.



Riverside Vo-Tech Director Joe Kelnhofer, center, with state Volunteerism Director Sherry Davis, and Gov. Mike Beebe. Kelnhofer accepted the volunteerism recognition award on behalf of the Arkansas Correctional School.



Above: The Cummins Prison Band performed during the 2008 Spirit of 110 Council volunteer recognition event held at the Governor's Mansion.

## Brown named outstanding volunteer by local agency

Joyce C. Brown of ADC's Central Warehouse has been named the 2008 Volunteer of the Year as a court-appointed special advocate with Voices for Children in Pine Bluff.

VFC is a non-profit, volunteer-based program of adults who stand as advocates and speak for the children of Jefferson and Lincoln counties who have been removed from their homes because of abuse and/or neglect. Congratulations to Brown for her achievement as an outstanding volunteer!



Joyce C. Brown  
Central Warehouse

## Kleiner recognized for 30 years of service to department

Emergency Services Coordinator John Kleiner, left, recently received a certificate of recognition for 30 years of service to the Arkansas Department of Correction from Director Larry Norris. Kleiner began his career at the Cummins Unit. He left the agency briefly but returned and went to work at the Diagnostic Unit. He later worked at the former Jefferson County Jail/Correctional Facility (now R.L. Williams) and served as a major at the Maximum Security Unit before coming to Central Office.



### Governor's Service Awards and Retirements

August 2008

#### Retirement:

Leroy Burton — East Arkansas  
Clifton Smith III — Cummins  
David Kitchens — R. L. Williams  
\*Kay Skillen — Central Warehouse

#### 10 Years:

Lydia Godfrey — Cummins  
Beverly Jackson — Construction  
Frances Baxley — Benton Unit  
Shirley Simmons — Wrightsville  
Christopher Yancey — North Central

#### 20 Years:

Mary Owens — Admin. East  
Laverne Moton — Cummins  
Allene Anderson — Varner  
Agnes Thomas — Cummins  
Flora Gibson — Warehouse  
Terri Grigsby Brown — Central Office

#### 30 Years

Johnny Ross — Construction Division  
Lisa Hollowell — Admin. East  
Robert Perry — Wrightsville

\*temporary



### Governor's Service Awards and Retirements

September 2008

#### Retirement:

Dian Rhodes — Randall L. Williams  
Jimmy L. Phillips — Cummins  
Harold Whitley — Wrightsville  
James Croy — Maximum Security  
Cheryl Schoen — Texarkana  
Curl Carroll — Pine Bluff Unit  
Kathryn Jane Manning — Central Office

#### 10 Years:

John Aronowitz — Diagnostic  
James Broyles — North Central  
Sharon Draper — Compliance Office  
Betty Sherman — Benton

#### 20 Years:

Terry Childers — Tucker  
Paula Coleman — Tucker  
Saundra Lockett — Randall L. Williams  
Margaret Smith — Admin. East

#### 30 Years

Lein Davis — Diagnostic  
Freddie Walls — Delta Regional Unit

### 10 keys to professional success

1. Set goals
2. Be committed
3. Measure your progress
4. Make others aware of your accomplishments. (Don't exaggerate and exercise tact)
5. Build a personal network
6. Maintain open discussions with superiors
7. Mentor and be mentored
8. Sharpen your skills
9. Maintain a professional image
10. Communicate effectively

Source: [www.bayt.com](http://www.bayt.com)



## ADC Promotions and New Hires — August/September

### Promotions

8/01/08	Bradley King	Sergeant – Cummins
8/04/08	Jessee McCall	Sergeant – Grimes
8/04/08	Mark Smith	Sergeant – Grimes
8/10/08	William Conner	Sergeant – North Central
8/11/08	FaSeeia Preston	Secretary II – SOSRA
8/11/08	Kristen Woodbury	Commissary Supervisor – Ouachita
8/14/08	Diane Craig	Industry Supervisor II – Imaging/Wrightsville
8/15/08	Patrick Sepulvado	Sergeant – Malvern
8/17/08	Joe Page	Captain – Varner
8/18/08	Vickie Verzwylvelt	Counseling Program Leader – McPherson
8/18/08	Tammie Ward	Sergeant – McPherson
8/18/08	Linda Coffman	Personnel Officer II – HR
8/20/08	Cindy Davis	Sergeant – Max Unit
8/24/08	Roger Ayers	Sergeant – McPherson
8/24/08	Gicelia Swopes	Counselor – SOSRA
8/24/08	Danny Doss	Director of Maintenance – Construction
8/25/08	Daniel Shimasaki	Counselor – McPherson
8/25/08	Lisa Free	Program Coordinator – Varner
8/25/08	Tammy Hurst	Grievance Officer – Grimes
9/02/08	Lisa McCallister	Secretary I – Wrightsville
9/02/08	Daryl Gardner	Lieutenant – EARU
9/02/08	Michael Humphrey	Lieutenant – EARU
9/03/08	Tricia Ross	Accreditation Coordinator – Ouachita
9/12/08	Raymond Naylor	Assistant to the Director – Central Office
9/15/08	David Ramsey	Sergeant – EARU
9/15/08	Edward Eaton	Sergeant – EARU
9/15/08	Marcus Sackville	Sergeant – EARU
9/21/08	Reginald Gray	PC Support Specialist – EARU
9/21/08	Gaylen Honea	Sergeant – Maximum Security
9/22/08	Tena Lawrence	Project Coordinator – HR
9/22/08	Radawn Dunmore	Sergeant – Supermax
9/22/08	RegMichael Fugate	Sergeant – Supermax
9/29/08	Porter Jackson	Sr. Programmer/Analyst – IT

### New Hires

8/04/08	Lisa Cash	Counselor – Grimes
8/11/08	Matthew Adair	Document Examiner I – Tucker
8/11/08	Russell Barker	Workplace Safety Coordinator – HR
8/11/08	Dorothy Smith	Program Coordinator – Varner Supermax
8/11/08	Matthew Hudgens	Maintenance Tech – Construction
8/11/08	Linda Snow	Document Examiner I – Maximum
8/11/08	Alicia Davis	Document Examiner I – Grimes
8/12/08	Gary Ralls	Chaplain – Cummins
8/12/08	LaStephanie Scott	PC Support Analyst – IT
8/12/08	Charles Adkins	Chaplain – Varner
8/19/08	Gloria Hawkins	Counselor – EARU
8/18/08	Michele Mazique	Counselor – Ouachita
8/18/08	Steven Barrett	Maintenance Technician – Construction
8/22/08	Sonja Smith	Secretary I – Varner
8/18/08	Lakedia Moody	Document Examiner I – Tucker
8/25/08	Wendy Church	Secretary I – North Central
8/25/08	Alan Rogers	Counselor – McPherson
8/27/08	Francis Spivey	Document Examiner I – Cummins
9/15/08	Felecia Terry	Unit Trainer – Maximum Security
9/15/08	Mae McKinnon	Document Examiner II – Ouachita
9/21/08	Bernardo Corcolis	Payroll Officer – Human Resources
9/29/08	Troy Gray	Industry Supervisor 1 – Wrightsville

## Bees make honey, help crops grow at Newport, North Central

Bees do more than make honey at the Grimes Unit in Newport and at the North Central Unit in Calico Rock. They also help gardens grow. In North Central's case, they're helping the unit's apple orchard get a good start by pollinating it. The recently planted trees bloomed for the first time this year.

Plants like buckwheat and clover yield nectar that helps the bees make honey.

Rows of man-made hives that resemble small white bee condos line areas on the grounds of the respective units.

At the Grimes Unit, the bees thrive on gardens, soybeans and wildflowers. Major James Hill estimates that the bees will produce between 80 to 100 gallons of honey this year.

Right: Bees swarm around one of the hives at the Grimes Unit.



Left: Honey collected in a large vat at the Grimes Unit bee house.



Above: Jars of honey sit on a window sill next to ripening tomatoes at the bee house.



Above: Bee hives line a area on the grounds of the North Central Unit.

Left: Some of the bees enter and leave a hive.



Above: Bees in a honeycomb at the North Central Unit.



## Old State House Museum hosts reception for ADC exhibit

The Old State House Museum hosted a reception on Oct. 9 to recognize the Arkansas Department of Correction for its recent donation of historical artifacts. The items are now part of the Old State House Museum's Permanent Collection.

Many of the items will be part of an exhibit which highlights Arkansas's criminal justice system. The exhibit, *Gavels & Gallows*, is set to open at the Old State House Museum on April 23. Those who attended the Oct. 9 reception got a sneak peak at the upcoming exhibit.

Under an agreement reached earlier this year, the ADC presented the artifacts to the museum, which is

a branch of the Arkansas Department of Heritage.

The department's collection includes historical documents, prison rodeo memorabilia, photos and Old Sparky, the state's first electric chair which was used between 1913 and 1964.

The collection had been at the Arkansas Prison Museum on the grounds of the Tucker Unit. The small museum opened in 1994 and closed in July.

Below: Some of the ADC artifacts that are part of the *Gavels & Gallows* exhibit set to open in April at the Old State House Museum in Little Rock.



Left: Director Larry Norris talks about the importance of preserving ADC's history.



Above: Dr. Mary Parker, vice chair of the Board of Corrections, and ADC Assistant Director for Administrative Services Sheila Sharp were among the reception guests.



Above: Dr. Roland Anderson of Correctional Medical Services looks at one of the old prison registry books that will be on display at the April exhibit.

Left to right: Cummins Unit Warden Gaylon Lay, Delta Regional Unit Warden Mark Cashion and Maximum Security Unit Warden David White attended the reception.



## It's time for Santa Central; CMS staffers can also benefit

Arkansas Department of Correction staff members have met the needs of their co-workers for many years through the Santa Central Project.

"2008 marks the 12<sup>th</sup> year for the Santa Central Project and we want this year to be bigger and better than ever before," said Carla Simmons, ADC Volunteer Services Coordinator. "Without the assistance of ADC employees this project could not be a success each year."

Santa Central will include CMS this year.

"We are very proud of the decision by Management Team to assist CMS families in need this year and for years to come," Simmons said.

The purpose of Santa Central is to assist members of the ADC and CMS 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. Guidelines have been established to ensure equal access and opportunity for those in need to receive benefits from this event.

Organizers have been busy holding Santa Central fundraisers—including a hamburger cookout by staff members Sherry and Mike Adair and a Halloween Snack Sack Sale. They are also ac-

cepting gifts in the form of new clothing, new toys, canned food, and monetary contributions.

"Once all applications have been received (deadline is Nov. 18) we will also have a Santa Central Wish List Tree located in room 706," Simmons said. Please stop by and select a name or family from the tree.



Administrative Services staff members pack hot dog and polish sausage sack lunches that were sold on Oct. 24 to benefit Santa Central.

## Chapel construction well underway at Maximum Security Unit



Above: The 2,400-square-foot chapel is taking shape at the Maximum Security Unit. The building will include two classrooms and a sanctuary with seating for about 50 people. Funds for the project are provided by local churches and organizations.



## ACI's Thomas retires after 35 1/2 years of service to state

Arkansas Correctional Industry Graphic Arts Supervisor Gary Thomas, left, accepts a special plaque that was created to commemorate his 35 1/2 years of service to the state of Arkansas, Thomas received the plaque from ACI Operations Manager Mike Grimes, center, and ACI Administrator Jerry Campbell. Thomas has 22 years and 10 months of service with ACI.



ACI's Gary Thomas holds a basket of goodies and a seat pad with the words "Retired...But not put out to pasture...YET!!" Thomas received the gifts after enjoying a barbecue meal that was attended by ACI and other staff members.



### You could be a STAR after retirement

State Temporaries Active in Retirement or STAR is a special program designed to assist agencies/institutions with their temporary employment needs by using retirees from state government.

Under the direction of the Office of Personnel Management (OPM), the STAR program provides eligible state retirees the opportunity to return to state service in temporary assignments.

When retired ADC staff members come back as temporaries, it's a win-win situation for both sides.

Retirees continue to draw their retirement; they get paid for part-time work; they are eligible for regular state benefits and the agency gets a qualified and experienced worker.

For those returning to the ADC, it gives the agency an experienced person knowledgeable about department procedures and policies and allows that person to remain active and contribute in a work setting. To qualify, the person must have been off work for at least 30 days and they must go through the regular process of applying for the position.

OPM maintains a file of qualified STAR participants for referral to agencies/ institutions requesting a temporary employee.

Each agency/institution utilizing the STAR program pays the temporary employee from extra-help positions or regular salary positions.

STAR employees hired in a regular position may accrue vacation and sick days and may be paid for holidays if they work the last scheduled work day before and at least one hour the first scheduled work day following the holiday.

STAR employees hired in an extra-help position are ineligible for benefits except holiday pay if in pay status on the last scheduled work day and at least one hour on the first scheduled work day after the holiday.

*"If we did the things we are capable of, we would astound ourselves."*

—Thomas Edison, inventor

# Arkansas State Police firing range opens at Wrightsville

The opening of the Arkansas State Police firing range at Wrightsville was held Oct. 8. The range is a cooperative effort between the Arkansas Department of Correction and State Police.

Located on an 8-acre plot on the grounds of the Wrightsville Complex, the range includes a 200-yard rifle/shotgun course and a 32-position handgun course. The site will eventually have a live fire training house and training facility with classrooms and office space.

The range opening/exhibition featured demonstrations, tours of ADC's Hawkins Center for Women, Boot Camp and Arkansas Correctional Industry furniture factory and printing operation as well as several State Police exhibits.



Above: Those who attended the recent opening of the State Police firing range on the grounds of the Wrightsville Complex got the opportunity to fire some weapons at targets.



Left: State Rep. Larry "Buddy" Lovell of Marked Tree was among those who attended the firing range opening.



Above ADC Director Larry Norris welcomed guests to the firing range exhibition.



Above: During the firing range exhibition, Lt. D. Threlkeld, left, and Lt. T. McHan, both of the Ouachita River Unit, showed off some of the canines and horses that are used for tracking.



Left to right: Col. Winford Phillips and Major Kathy Sparks, of the Arkansas State Police, talked about the cooperation between the ASP and the ADC that made the firing range possible.



## ADC set to launch variety of classes in 2009 for supervisors

The Willis H. Sargent Training Academy is rolling out a roster of classes for supervisors within the Arkansas Department of Correction. Staff interested in taking these classes need to get approval of their supervisor and apply through their unit level trainer. Check with the trainer for location of these classes as well.

**Elite Training For Exceptional Supervisors** is a 40-hour MIPS class. For staff member who supervise two or more employees, the class is set for March 16-20, June 8-12 and Sept. 21-25. It's designed for supervisors to develop the skills needed to maintain staff member's self-esteem, drive, methods of leadership, and using self influence to get the most out of your staff and resources. This training will provide au-

thentic situational scenarios to teach and expose these supervisors with the ever changing diameters of the new age workforce.

**Management Level Update for Supervisors** is for staff members who have completed Management Level I and Structured Interviewing and supervise one or more employees. The 4-hour class is scheduled for Dec. 9, Jan. 6, Feb. 10, March 10, April 14, May 5 and June 2.

**Impact of Excellence in Supervision for Lieutenants.** (This class must be part of a lieutenant's 60 hours required annual training). It is designed to provide essential training to lieutenants to better prepare them for leadership in the ever changing mandates of corrections. The 24-hour course will

include proper management of critical and non-critical posts, motivation and retention of officers, unit level investigations, morale, discipline, cultural diversity, and treatment program support.

The class is scheduled to be held Jan. 6-8, Feb. 11-13, April 7-9, July 21-23 and Oct. 13-15.

**The Outstanding Supervision for Sergeants** class is approximately 32 hours of training. It's scheduled for Feb. 3-5, May 19-21, Aug. 11-13 and Nov. 3-5. The course is for sergeants only and covers leadership qualities, managing difficult people, fundamentals of supervision, ethics, professionalism and more.

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## Park official thanks Newport Complex staff, others for help

Jacksonport State Park Superintendent Mark Ballard recently thanked several community leaders and agencies for helping the park recover from record spring flooding this year. Those who assisted included staff from the Arkansas

Department of Correction's Newport Complex.

The Jackson County Historical Society hosted a luncheon to show appreciation. It was held on the grounds of Jacksonport State Park.

After flooding that began in March, repairs had to be made to park facilities and the park was closed for several weeks. The mud was 10 inches deep in some places.



Jackson State Park Superintendent Mark Ballard, left, presents commendations to (left to right) Newport Complex Warden John Maples, Major James Hill, Sgt. Tim Whitaker and Sgt. Tim Tribble for their efforts during the cleanup of the park during the spring floods. Lt. Cameron Wood also received a commendation.

## Physical assessments test readiness of correctional officers



Throughout his or her career with the Arkansas Department of Correction, a correctional officer must be able to pass the physical assessment which is given every other year. Being physically fit and able to perform the job are essential to providing security for inmates and staff at ADC facilities.

Physical assessments began for security personnel within the ADC in 2004. Testing of applicants had begun several years earlier.

The assessment was designed specifically for the agency and is based upon the essential physical requirements of correctional officer positions.

The 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.

During the assessment, participants must perform a number of tasks. 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.

Many staff members have reported that preparing for the physical assessment has led to improvements in their health, including weight loss, blood pressure control, and a general overall improvement in fitness. Be sure that you're ready for your next assessment.

## Bearden wins Harbor Oaks tournament



Deputy Administrator for Medical/Dental Services Brenda Bearden, of

Central Office, won the Harbor Oaks Women's Championship golf tournament. She was then sent to compete in the Arkansas State Golf Association Club Champion Championship Tournament where she represented the Harbor Oaks Golf Club

of Pine Bluff. The ASGA Championship tournament was held at Granada Country Club at Hot Springs Village.

Congratulations!

## ADC staff members place 2nd in Police Olympics bowling tournament



A team largely made up of Arkansas Department of Correction staff won second place in the Police Olympics Fall bowling event in September.

Team members were:

Andi Moore — Central Office  
Lt. Gregg Moore — Diagnostic Unit

John Byus — Central Office  
A.C. Simpson — Drew County Sheriff's Office

A team from Faulkner County won first place while a group from Pulaski County placed third.

Congratulations to these super bowlers!

## PIE program celebrates 1 year at PBU



The Prison Industry Enhancement program celebrated the completion of one year at the Pine Bluff Unit in October. The program allows inmates to work for The Glove Corp. and earn wages they can send to their families. Part of their earnings also go to child support, if applicable, and to a crime victim's fund.



## ADC joins forces with others to enhance VINE, create eSOMA

The Bureau of Justice Assistance awarded the Arkansas Department of Correction, in conjunction with the Department of Community Correction and Arkansas Criminal Information Center, a \$500,000 federal grant to enhance the state's victim notification system.

The creation of an escape notification tool for the community is one of the objectives that has been accomplished, ADC Applications Systems Coordinator Kathy Gattin said recently during a presentation to the Board of Corrections. ADC & DCC also now offer offender photos to VINELink.

In addition, the grant funds will be used to provide community notification on sex offenders within a certain radius of a registered address, to automate the sex offender assessment process with a new module in eOMIS and create an interface to send data to the ACIC sex offender registry.

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) has awarded ADC a \$231,000 cooperative grant with DCC and ACIC.

The objective is to complete the eSOMA (electronic Sex Offender Management) mod-

ule. It will allow law enforcement to register sex offenders electronically and better track their status and address updates. It allows for more timely updating of the sex offender registry to improve the quality of community notifications.

Regional meetings are being held with local law enforcement agencies to unveil the new eOMIS module, detail associated costs and sign up participants for hands-on system training.



Above: ADC's Kathy Gattin presents information about enhancements to the VINE system and the new eSOMA project to Board of Corrections members, left, during their October meeting.

## ACI staff members get lesson on contraband, searches & restraints

During a presentation to Arkansas Correctional Industries staff, Lt. Marylin Roberson, right, of the Hawkins Center for Women demonstrates the proper way to handcuff someone thanks to a volunteer. Roberson also talked about searches, contraband and the use of soft restraints.





### 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.

## OCTOBER TRAINING SCHEDULE

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

## NOVEMBER TRAINING SCHEDULE

Date	Title	Time	Length	Location
3	Health & Safety Plan for Supervisors	8 a.m.	4 hrs.	HR
3	Interpersonal Communications	8 a.m.	8 hrs.	TA
3-4	16 Hour Security for Non Security	8 a.m.	16 hrs.	TA
3-7	MIPS Office Management	8 a.m.	40 hrs.	HR
4	eOMIS Training—Security	8 a.m.	4 hrs.	HR
4	Administering Discipline	8 a.m.	4 hrs.	TA
4	Performance Evaluation	12:30 p.m.	4 hrs.	TA
4	Basic Microsoft Word	8 a.m.	4 hrs.	HR
4	Basic Microsoft Outlook	12:30 p.m.	4 hrs.	HR
5	eOMIS Training-Security	12:30 p.m.	4 hrs.	HR
5	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
5-6	Management Effectiveness	8:30 a.m.	15 hrs.	TA
6	Cultural Awareness	8 a.m.	4 hrs.	HR
6	Performance Evaluation	12:30 p.m.	4 hrs.	HR
7	Self Defense and Staff Survival	8 a.m.	4 hrs.	TA
10	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
12	Structured Interviewing	8 a.m.	4 hrs.	HR
12	eOMIS Incident Report Coordinator	8 a.m.	2 hrs.	HR
12	eOMIS Incident Report Coordinator	10:30 a.m.	2 hrs.	HR
12-13	Introduction to Management	8 a.m.	16 hrs.	TA
13	eOMIS Training—Basic	8 a.m.	4 hrs.	HR
13-14	The Human Element	9 a.m.	14 hrs.	LR-InterAgency
14	Field Training Officer (FTO)	8 a.m.	5 hrs.	TA
15	Slips, Trips and Falls	8 a.m.	4 hrs.	HR
17-21	MIPS Health & Wellness	8 a.m.	40 hrs.	HR
17-21	40 Hour Security for Non Security	8 a.m.	40 hrs.	TA
18	Grievance Prevention and Handling	9 a.m.	6 hrs.	LR-InterAgency
18	Interpersonal Communications	9 a.m.	6 hrs.	LR-InterAgency
18	Basic Microsoft PowerPoint	12:30 p.m.	4 hrs.	HR
20	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
21	Weapons Retention & Inmate Transport	8 a.m.	8 hrs.	TA



**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](http://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.

*"The only place where success comes before work is in the dictionary."*

— Vidal Sassoon, British hairdresser and businessman

**ADC  
CALENDAR****November 2008**

11 Veterans Day

27 Thanksgiving Day

28 State Offices Closed  
by Governor's Proclamation

**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

## 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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