



Advocate

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AACET launched to assist correctional employees

On Sept. 25, members of the Arkansas Department of Correction Management Team were among the first to sign up for a new employee benevolent association. Should a crisis or tragedy strike, the Arkansas Association of Correctional Employees Trust stands ready to provide immediate, meaningful relief.

Director Larry Norris joined other members of the Management Team to sign up as an AACET member and have dues taken out through payroll deduction.

"I'm excited about it," Norris said, adding that he expects to see the association really grow in the future.

It's through the generosity of correctional staff — security and non-security — that the association can help others. AACET will serve as a direct support organization for ADC employees by providing financial assistance to association members, said Human Resources Administrator Kevin Murphy who serves as executive director of the organization.

In times of tragedy such as death, fire, critical ill-



Above: Flanked by HR Administrator Kevin Murphy, left, and Assistant to the Director Jane Manning, right, ADC Director Larry Norris signs up as a member of AACET.

nesses, accidents or other circumstances, AACET will provide support, help and comfort to employees and their families.

"This is one of those situations that's win-win-win," Murphy said.

On Sept. 28, just days after the fund's official launch, AACET issued its first assistance check to the husband of the late Marilyn York, Deputy Warden's Secretary at the Varner Unit. York died in an accident Sept. 26 on her way home from work.

AACET depends on voluntary employee membership dues and funds from various fundraisers. Contributions are tax deductible.

Membership is available at three levels: Gold

(\$7.50 per pay period); Silver (\$5 per pay period) and Bronze (\$2 per pay period). Those who sign up for a Gold membership will receive a polo shirt. Silver members receive a hat and Bronze members receive an ID holder.

AACET will be managed and accounted for with strict scrutiny and transparency.

ADC employees volunteer to serve and election of officers is held annually. Cummins Warden Gaylon Lay has been elected chairman of the board and Joe Porchia has been elected vice chairman. Delegates also serve one or two year terms on the board.

Director's Corner



Larry Norris
ADC Director

There he was: 43 years old and all dressed up for his new job. He was used to wearing a uniform to work, so putting on another one wasn't that big of a deal. Over the years, the color of his uniform had changed from time to time. He had worn lots of different colors – green, white, brown, orange and blue.

But he had never, ever worn this color. It was a funny shade of aqua that was

difficult to describe. Not a typical uniform color, but he didn't care a bit. After all, he still had a job after all these years. Most guys his age didn't. Not in this business. Not in professional football.

When he signed a one-year contract to play for the Carolina Panthers, Vinnie Testaverde became the third oldest quarterback ever to start in an NFL game. Of course he wasn't the Panthers first choice for a starting quarterback, but with Jake Delhomme out for the season and David Carr nursing a sore back, the Panthers were in dire straights. They needed an experienced quarterback and they needed him fast. So, the coaches went shopping, and they came back with Vinnie.

On Wednesday before the game against Arizona, Testaverde practiced for

the first time with his new teammates. He hadn't thrown a football in more than a month. In fact, he hadn't been on a team since the New England Patriots had cut him during pre-season. Heck, just three days earlier, he was at home watching football on television.

When game time arrived Sunday afternoon, he was nervous, but ready to go. Testaverde played well; completing 20 of 33 passes for 206 yards, including a 65-yard touchdown pass to take the lead. The Panthers won, and Vinnie Testaverde became the oldest quarterback ever to win an NFL game. Twenty-one years after being the first-round draft pick of 1987, Testaverde proved he could still get the job done.

If there is a moral to this story, it's that experi-

ence counts. Even though there's a lot to be said for the energy and stamina of youth, there is no substitute for experience. Please remember that the next time a veteran officer or employee offers advice or instruction. Chances are pretty good that they've already faced a similar problem or situation and they know how to handle it properly.

As someone once said, "Trouble brings experience, and experience brings wisdom." We certainly don't want any trouble around here, but we can make good use of lessons from the past. We can listen and learn, because the experiences of yesterday can help us meet the challenges of today. I really do believe that, and I'm not alone. Because now the Carolina Panthers believe it, too.

Remembering 9/11: PBU features memorial to those who perished

Many people vividly remember the images of the terrorist attacks of September 11, 2001. On that day, the nation suffered a great loss.

Like many people, it's a day that Sharron Wood will never forget. Wood, now a program coordinator at the Pine Bluff Unit, was a correctional officer at the Diagnostic Unit at the time. Although it was her day off, she felt compelled to come into work and do something. Along with other staff members she made memorial rib-

bons.

"Ever since then, wherever I am, I've made ribbons," Wood said. This year, however, she decided to erect a memorial to all the men, women and children who perished that day — including firefighters and police.

"It was a terrible blow but we all came together as a nation," she said. "We need to always remember."

The Patriot Day display featured poignant photos and a book filled with thousands of names of those who died on the planes and on the ground.



Above: A memorial, including a book of the names of those who died during terrorist attacks in 2001, was set up at the Pine Bluff Unit on Sept. 11, Patriot's Day.

Get ready for Oct. 27 Red Ribbon Run: Pre-register by Oct. 24



The 18th Annual Red Ribbon Run is set for Oct. 27.

Sponsored by the Arkansas Department of Correction, the 5K run/walk will begin at 8 a.m. at the Jefferson Regional Medical Center's Wellness Center in Pine Bluff.

The pre-registration fee is \$15 (\$20 morning of the race). If you pre-register by 4:30 p.m. Oct. 24, you are guaranteed an official Red Ribbon Run T-shirt.

Staff members are asked to show their support for a drug-free Jefferson County

and have fun too. The run/walk is an event for all ages and will feature door prizes, refreshments and music by the Cummins Prison Band.

Proceeds from the event fund four \$500 scholarships for area high school seniors.

Last year, staff members from throughout the ADC came out to support the Red Ribbon Run. Make sure that your unit is well represented this year.

Awards will be given to the first, second and third place male and female finishers in several divisions.

For more information,



Above: Some past participants in the Red Ribbon Run.

contact Nancy Koonce or Shirley Lowe at Central Office, 870-267-6999. The registration form is available online at www.arkansas.gov/doc.

See you (and your family, friends and co-workers) at the starting line!

Red Ribbon Run T-shirt design contest brings out talented artists

Inmate Robbie Davis of the Ouachita River Unit is the first place winner of the Red Ribbon Run T-shirt Design Contest. The design, which features runners in rays of sunshine encircled by a red ribbon, will be worn by participants in the 18th An-

nual Red Ribbon Run set for Oct. 27 at the Jefferson Regional Medical Center's Wellness Center.

Davis will receive \$55 for creating the top design. Second place winner, Inventory Control Manager Debi Reynolds, will receive \$35

while third place finisher, Classification Administrator Roy Agee, will receive \$20.

This year's contest drew a large number of designs.

"Thank you so much for the 31 entries we had

submitted and we look forward to your designs next year," said Ramona Green, Red Ribbon Run Committee member. "Now get ready to run on Oct. 27. See you there!"



ADCRA getting ready for quarterly meeting/Christmas Dinner

The Arkansas Department of Correction Retirement Association is an organization that enjoys fellowshiping every few months.

The ADCRA has been in existence since October 2003. It meets each quarter at various ADC units, culminating the year with the annual Christmas Dinner at the Administration Annex East building. The association

consists of retiree and affiliate members.

Any retired employee from the ADC may join the ADCRA as a retiree member. With a retiree membership, you may participate in all the activities offered by the ADCRA and have full voting privileges.

Any current ADC employee who has 25 years of service or is within 3 years of the age for retirement may

join the ADCRA as an affiliate member. With an affiliate membership, you may also participate in all the activities offered by the ADCRA other than voting.

The annual membership dues are only \$12 per calendar year.

The next scheduled meeting is the 4th Annual Christmas Dinner on Dec. 6 at the Administration

Annex East building.

The meeting will begin at 4:30 p.m. with dinner to follow. Members are encouraged to bring a side dish for the meal.

To become a member of the ADCRA or if you have any questions, contact Sonia Wallace at 870-850-8995.

I.T. adding techs at units; entrance monitoring ahead for ADC

ADC computer users generally want four things: their PCs working, help with day-to-day problems, their email working and the network working. With only five desktop support positions assisting about 2,500 computer users, the IT staff was being stretched to the limit. That's all starting to change.

Two of the agency's existing techs have moved to units — Kristi Quarles to the Maximum Security Unit and Greg Munson to Grimes. The agency has hired one new tech — Clarence Kellogg at Ouachita — and is in the process of hiring more for a total of five new ones to assist the other units.

This should allow the agency to provide units the support that they need. Lisa Hollowell will supervise and provide training for the seven IT positions that will be

housed at each unit.

Two will be stationed at the Cummins and Varner units also covering the Delta Regional Unit; one at the Wrightsville Complex; one at the Tucker units; one at the Newport Complex also covering North Central; one at Ouachita River also covering Benton; one at the East Arkansas Regional Unit also covering Mississippi County and one will cover Pine Bluff Complex, Construction and Central Office.

This plan should allow IT to complete repairs more timely on computers that have to be brought in and dropped off as well as provide support for any "project" type issues that come up.

Entrance Monitoring

In other technology news, the ADC is introducing a new entrance monitoring



ADC Applications Systems Coordinator Kathy Gattin recently gave a technology update to participants in a Command Officer School class.

system that will integrate with eOMIS.

"We will be rolling this out in phases," said Applications Systems Coordinator Kathy Gattin. "The initial phase is based on the verification/ID validation process upon entry/exit of anyone who passes through our entrance buildings on a regular basis --- inmate visitation is the first group identified for this identification/verification effort."

The process will be tested at Varner and Delta in December, but is ex-

pected to be operational at other units by February 2008.

The next groups identified through this process will include employees, volunteers, contract staff, and eventually the inmate population.

The second phase will track the internal movements of inmates, and all of the above mentioned groups. When fully operational, the system will track movements in, out and throughout the units.

Wrightsville, Benton collect high scores in re-accreditation audits

Congratulations to Warden Kay Howell of the Wrightsville Unit and Warden Sara McQuilliams of the Benton Unit and their staffs on the recent re-accreditation of their units.

The Wrightsville Unit scored 100 percent on mandatory and 99.55 percent on non-mandatory standards. The Benton Unit scored 100 percent on both mandatory standards and non mandatory standards.

"We appreciate all the hard work, which is reflected by their high marks," said Director Larry Norris.

American Correctional Association audit team members were from Ohio and Florida.

Below: Deputy Warden John Craig; Fletcher Morgan of Cocoa, Fla.; Hermina Carbon of Gahanna, Ohio; Warden Kay Howell; Diane Lee of Apollo Beach Fla.; Deputy Warden Randy Watson and Accreditation Manager Darlene Hall at the Wrightsville Unit.



Above: Deputy Warden Robert Clark; Warden Sara McQuilliams; Hermina Carbon of Gahanna, Ohio; Accreditation Manager Carolyn Haller and Diane Lee of Apollo Beach, Fla. at the Benton Unit.



Would I follow me? Think about how you would answer

If you could be on the receiving end of your own leadership style, how would you answer this question:

Would I follow me?

The question was asked of participants in a class offered during the recent Southern States Correctional Conference. The session was presented by staff members of the Ohio Department of Rehabilitation and Correction. The presenters pointed out that people aren't likely to follow someone associated with the following wrong ideas:

I'm in charge here.

Hide the truth.

People love a control freak.

Accentuate the negative.

When in doubt, shout.

I'm always right.

Instead, people are more likely to follow someone who strives to carry out the following effective leadership



Above: staff members of the Ohio Department of Rehabilitation and Correction lead a class where participants asked themselves "Would I follow me?"

behaviors:

Don't dictate; facilitate.

Be honest and ethical.

Let people do their jobs.

Focus on the positive.

Use mistakes as opportunities.

Be inclusive.

When you don't dictate but facilitate, people feel supported and better able to do their jobs.

When leaders are honest and ethical, people trust them. They are encouraged to adhere to high standards themselves.

Letting people do their jobs means allowing people to use their talents more fully. The leader doesn't

have to do everybody's job.

Focus on the positive. People are more responsive to positive reinforcement and are more likely to perform better.

Good leaders see mistakes as opportunities. People can learn to do their jobs better when they consider how they might have handled a negative situation differently. Embarrassing people will always have a negative effect.

Strive to be inclusive. When you include people in decision-making they are more likely to support the decision.

Leading the Way

Part 3

This is part of an ongoing series on leadership.

Guy moves from Willis H. Sargent Training Academy to Benton Unit

Richard Guy, who served as Training Academy administrator for 3 1/2 years, became Work Release Supervisor at the Benton Unit effective Sept. 10.

Training Academy staff held a luncheon for Guy and presented him with a certificate of appreciation. Students in his Office Management class also held a potluck lunch just before he made the move to the Benton Unit.

"Benton staff has been excellent to welcome me as a part of their team" Guy said, adding that while at the academy he enjoyed "having the opportunity to implement new and updated material and delivery systems for the agency."

He said the change was largely logistical and it means he no longer has a long commute (147 miles when he lived in West Memphis and later 99 miles from Hot Springs one way).



Above: Former Training Academy Administrator Richard Guy, right, presents a certificate to Marcus Workman, a student in the Office Management class — the last class Guy taught before starting a new job at the Benton Unit.

Deputy Warden Maggie Capel bids farewell to McPherson Unit, ADC

Deputy Warden Maggie Capel said farewell to the McPherson Unit during a going away reception Sept. 21. Warden John Maples presented her with a plaque commending her 31 years of distinguished service and her assistance with Department of Justice issues, accreditation and the Prison Industry Enhancement program.

Deputy Director Larry May presented Capel with a plaque from the Industry Division for the work she did in establishing the first privately-operated P.I.E. program in the state with inmate workers. The staff presented her with various gifts but the one she was most thrilled with was a framed print of "When Pigs Fly" by Michael Sowa. "When Pigs Fly" was one of her favorite phrases when doing classification. Several out of town guests also attended the event



Below: One cake featured the ADC logo.



Above: Deputy Warden Maggie Capel, far left, with some of the many guests at her going away reception.

which featured colorful Fall decorations and cakes prepared by Classification Officer Jeannie Long. One staff member said Capel is "a great asset and will truly be missed."

Information and photos submitted by Marilyn Davis, McPherson Unit.



Above: Deputy Warden Maggie Capel, right, smiles as Warden John Maples presents her certificate for 31 years of service.

Faust: McPherson's a great place to work with generous staff

When Capt. Nurzuhal Faust of the McPherson Unit received news that her father was in grave condition in her native country of Germany, she was "overcome by sadness and the thought of not being there."

Immediately staff at McPherson comforted her with words of encour-

agement and sympathy. But Faust remained burdened by the thought of not being able to raise the money to go see her father. However, in a just a few days, she was presented a check totaling almost \$2,500 by Deputy Warden Maggie Capel on behalf of the staff.

"I am amazed at the generosity and caring that has been shown by our McPherson staff," Faust said. "What a wonderful group to work with and what a great extended family to be part of. Words can not express my gratitude to these people. May God bless them all."

Department Briefs

Basic Correctional Officers' Training Class 2007-K began on July 30, 2007, with 67 cadets and 52 graduated on Sept. 14, 2007.

Congratulations to all of these new officers and welcome to the ADC family. Always remember "honor and integrity in public service" when doing your job.

Farm Administrator James Bost and some of his staff recently attended the National Association of Institutional Agribusiness' annual conference in Columbus, Ohio.

You can now go online and download a **registration form for**

annual Red Ribbon Run set for Oct. 27 at the JRMC Wellness Center. Visit www.arkansas.gov/doc.

The character trait for October is **thoroughness** — taking pains to do something carefully and completely.

 ★
 ★ **Employee Spotlight: Ron Gana** ★
 ★

Major Ron Gana brings a wealth of experience to the Arkansas Department of Correction.

The Chief of Security at the Delta Regional Unit has served in the military, worked as a reserve officer for the Jefferson County Sheriff's Office and served as a part-time police officer for the city of England.

A native of Chicago, Gana spent 14 years in the U.S. Marine Corps.

"Every day that I spent in the Marine Corps was basically geared toward law enforcement," he said, explaining that he spent time in Special Forces and was a marksmanship instructor for new recruits.

His move to the ADC was a natural progression after his military career, he said.

"I enjoy it," Gana said. "I like the work. I like dealing with people."

His career with the agency began in 1993 at the Maximum Security Unit.



Major Ron Gana
Delta Regional Unit

He also served as an instructor at the Training Academy in such areas as emergency preparedness, marksmanship and defensive tactics.

Gana even worked for a short time at the academy as a Training Supervisor before returning to the Maximum Security Unit as a Captain.

"I enjoy instructing," he said. "Whether I'm at the Training Academy or in the building I'm in right now — I'm training."

Gana is also learning.

He is working on earning his bachelor's degree in Criminal Justice online

through Columbia Southern University.

"I try to learn something new everyday—whether it's job-related or school-related," he said.

Gana is a big proponent of training not only through ADC but from outside organizations. He has earned the right to wear a gold badge on his uniform and the title of correctional peace officer. These specialized police officers have arrest powers.

As Chief of Security at the DRU—which has a capacity of 532 inmates — Gana begins his day handling a variety of paper work including 005s and disciplinary reports. He also does a lot of walking around the unit — looking at sanitation, safety and security issues.

"Everyday is different," he said. "It's not going to be the same thing everyday."

Gana said he has learned during his career with the

ADC that "you've got to lead by example."

"When I started in corrections, I was fortunate to have good mentors — senior officers and sergeants who taught me what was right and what was wrong," he said. "That needs to be more prevalent."

Gana also said he has always trained for his next position.

"That's something that anybody should do," he said.

When he's not working, Gana spends time working towards his degree. The grandfather of five, also enjoys spending time with his wife and his closest in-state granddaughter. Since he's been busy academically, Gana hasn't had much time to pursue other long-time interests including fishing, hunting and shooting competitions but he hopes to get back to them soon.

Recipe Roundup

Peanut Patties



A delicious treat for Halloween or any time of the year.

Ingredients:

- 2 ½ cups raw peanuts
- 1 cup milk
- 1 cup powdered sugar
- 2/3 cup Karo syrup
- 2 ½ cups sugar

- 4 Tbsp. butter
- 1 tsp. vanilla
- Pinch of salt

Directions

Bring peanuts, syrup, sugar and milk to a boil. Boil on low heat for 35 minutes.

Remove from heat.

Add powdered sugar, butter and vanilla.

Stir until thick. Mixture may need to cool a little.

Drop onto wax paper.

Recipe submitted by Debbie Korwes, ORCU.

Distinguished Gentleman Seminar set for Oct. 22 at Admin. East

For years, the Arkansas Department of Correction's Phenomenal Woman Seminar has been a hit among staff members. Now, the

agency is launching a new Distinguished Gentleman Seminar packed with a variety of information.

The training will be held Oct. 22 at the Administration Annex East building. The class will feature discussion of the Character First trait thoroughness. Pine Bluff Police Chief John E. Howell is the speaker for that segment.

The seminar will also feature information on prostate cancer by the Arkansas Prostate Cancer

Foundation. Emma Prater and David Ryles, of the Pine Bluff Complex, will talk about cross gender supervision while Richard Gillespie of Simmons First National Bank is scheduled to do a presentation on financial strategies.

Just like any other training class, staff members must check with their supervisor and unit trainer to sign up to attend.



Increased fire power: New armory; firing range at Grimes Unit

In recent months, the Grimes Unit in Newport has added a new armory and a new firing range.

The climate-controlled armory provides a secure place to store weapons and equipment that may be needed in an emergency.

Erected by combining two trailers together to

make one building, the brick-covered structure stands as a testament to craftsmanship and ingenuity.

A few months ago, a new firing ranges was also completed on the grounds of the Grimes Unit.

The range will allow for

better training opportunities for Newport Complex staff as well as for the staffs of other law enforcement agencies.



Above: A target stands out at the new firing range at the Grimes Unit.



Left: Lt. Tim Loggains stands outside a structure on the firing range used for building entrance training and other scenarios.



Above: Various weapons line a wall of the new armory.

Right: Equipment to be used in an emergency is safely stored in the new armory.



Inmate charged with indecent exposure; Trial set for Oct. 24

An inmate at the Maximum Security Unit pleaded not guilty to nine counts of indecent exposure Sept. 25 in Jefferson County District Court.

Curtis Pittman allegedly exposed himself and made sexually explicit comments to female and male correctional officers between June 17 and Aug. 18. Pittman's trial has been set for Oct. 24.

The legal proceeding marks the first time that an inmate will face indecent exposure charges. ADC officials

say it is a growing concern and the fact that the prosecutor is taking the issue to court will serve as a deterrent to such actions by other inmates.

Inmates currently go through disciplinary hearings within the prison system for rule violations but now face the possibility of having additional time added to their sentences.

The first three indecent exposure charges will be handled as misdemeanors and are punishable by up to one year of incarceration each. The

fourth through sixth charges would be Class D felonies which are punishable by up to six years in prison each. Additional offenses would become Class C felonies which are punishable by between three and 10 years each.

Pittman was convicted of first degree battery and of being a felon in possession of a firearm in Phillips County 2001. He is currently serving a 10-year sentence.

Ouachita River, NCU participate in Southeastern States Field Trials

Teams from the Ouachita River Unit and the North Central Unit recently competed in the Southeastern States Fall Manhunt Field Trials. The event was held Sept. 26-28 in Florida's Blackwater River State Forest.

Lt. Darren Threlkeld and Sgt. Joe Duboise, of the Ouachita River Unit, and K-9s Max and Duke participated in the trials. Threlkeld called the event "a great experience."

"It got us to a different area, different terrain and different types of conditions," he said. "It was a true test for the handlers."

Lt. Steven Lively, Lt. Chad McGowan and Sgt. Kyle Moody, of the North Central Unit, and K-9s Vader and Clea also traveled to Florida for the contest. The trials had been postponed for about three years due to damage caused by Hurricane Katrina.

"It's always a wonderful learning experience," said Lt. Lively, explaining that handlers learn a lot from other handlers during the competition.



Above: Lt. Darren Threlkeld and his K-9 are off on a mock chase during the field trials.



Above: Lt. Darren Threlkeld, left, and Sgt. Joe Duboise and their K-9s had a chance to explore new terrain and conditions when they competed in recent manhunt field trails in Florida.



Below: Sgt. Joe Duboise works one of the dogs from the Ouachita River Unit.

"Doubt yourself and you doubt everything you see. Judge yourself and you see judges everywhere. But if you listen to the sound of your own voice, you can rise above doubt and judgment. And you can see forever."

— Nancy Lopez, professional golfer

Health Matters

It's time to start thinking about flu season & immunizations

Flu immunizations will be available in October and national health officials have predicted this year's supply of influenza vaccine will be the largest ever.

Flu vaccinations are recommended for children from 6 months to 5 years of age; people with chronic medical conditions such as asthma, diabetes, heart disease, and HIV; pregnant women; people age 50 and older; health care professionals; and anyone, such as correctional personnel, who has close contact with high-risk groups.

Hoping to encourage the public to improve the alarmingly low immunization rates of recent years, the Center for Disease Control and Prevention (CDC) has designated the week after Thanksgiving – November 26 to December 2 – as



National Immunization Week. Providers are being encouraged to continue to vaccinate in December and January, extending the normal immunization period for an additional two months.

CDC expects 132 million doses of vaccine to be available this year. Last year about 121 million doses were produced, of which 102.5 million were distributed, leaving at least 18 million doses unused.

In addition to extending the flu immunization period, the U.S. Food and

Drug Administration has approved the use of the nasal influenza vaccine LAIV (FluMist) for healthy children 2 to 4 years old who do not have a history of recurrent wheezing. Previously FluMist was only approved for healthy persons ages 5 to 49 who were not pregnant. This should encourage the vaccination of more pre-school children.

Remember:

— Check with your physician the first of October to schedule your flu immunization or watch for local events sponsoring mass flu vaccinations. The earlier the better. While large supplies will be available at the national level, they may not be ordered in your area to cover an unexpectedly high volume or to provide for late vaccinations.

— While the flu season usually peaks in February, you can get sick in November or December if not vaccinated early.

— Staying home from work when you are sick is not sufficient protection for others. The day before you become sick, when you're still feeling fine, you're already excreting the virus and inoculating your family and your colleagues at work.

More information on FluMist is available at <http://www.fda.gov/bbs/topics/NEWS/2007/NEW01705.html>

Article submitted by Sherrie Williams, HIV/AIDS Educator, Arkansas Department of Correction

Women 40 & older: Consider mammogram for early cancer detection



Getting a high-quality mammogram and having clinical breast exams (an exam done by a health care provider) on a regular basis are the most effective ways to detect breast cancer early. Some cancers cannot be detected by a mammogram, but may be found by breast examination. A screening

mammogram is an x-ray of the breast used to detect breast changes in women who have no signs or symptoms of breast cancer. It usually involves two x-rays of each breast. Mammograms make it possible to detect tumors that cannot be felt. Mammograms can also find microcalcifications (tiny deposits of calcium in the breast) that sometimes indicate the presence of breast

cancer.

The National Cancer Institute recommends that women age 40 and older have mammograms every one to two years.

Women who are at higher than average risk of breast cancer should talk with their health care providers about whether to have mammograms before age 40 and how often to

have them.

The risk of breast cancer increases gradually as a woman gets older. However, the risk of developing breast cancer is not the same for all women.

Age is the most important risk factor for breast cancer. The older a woman is, the greater

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Wrightsville Complex correctional officers help save man's life

Two Wrightsville Complex correctional officers were instrumental in saving a man's life at a North Little Rock restaurant Sept. 26. The elderly man lost consciousness, had no pulse and was not breathing.

"Two of our officers assisted – one had to perform CPR, and revived him before the ambulance got there," said Warden Kay Howell.

Cpl. Jim Leveritt, a Key/Weapons Control Officer at

the Wrightsville Unit and Sgt. Adam Glasgow, of the Hawkins Center, assisted.

Leveritt had received CPR training in February in a class offered by the Arkansas Department of Correction.

The training definitely did the job it was designed to do, he said.

"I was glad to know it actually works. You can get someone turned around with that," said Leveritt who has

been with the department for almost a year.

Glasgow, a six-year ADC veteran, checked for a pulse and called 911 as Leveritt worked to revive the man. Glasgow stood ready to take over if necessary.

Glasgow said Leveritt remained calm throughout the whole ordeal.

"It was automatic," he said. "(Leveritt) just started doing the job."



Cpl. Jim Leveritt



Sgt. Adam Glasgow

Open enrollment extended to early Nov.

It's time to think about Open Enrollment for Health Insurance and Flexible Spending. All paperwork needs to be received by the Insurance Specialist or Unit HR Manager by 4:30 pm, Nov. 5.

Any employee wishing to make additions, deletions or cancel coverage must fill out a Change Form. If you want to enroll in coverage or change coverage plans, you must fill an Enrollment Form. It's important that you fill out the correct form.

Employees may make changes or enroll in health coverage online at www.

arbenefits.org. By using this option you will be able to search for physicians in your plan's network, print benefits confirmation sheets, and complete the health risk assessment all at the same time. If you choose this option, a paper form needs be printed, signed and turned in to the Insurance Specialist or Unit HR Manager by Nov. 5.

Also be aware that Minnesota Life has replaced USAble as the provider of the free life insurance policy for employees. Be sure to submit an updated beneficiary form.

MCWRC donates school supplies



Left to right: MCWRC employees Kim Crocker and Pam Batchelor; Luxora Elementary School first and second graders Jady and Destiny and school secretary Tina Gordon with supplies donated by the center to the school.

Women 40 & older: Consider mammogram

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her chance of developing breast cancer. Current rates suggest that 13.2 percent of women (or one in eight) will be diagnosed with breast cancer at some time in their lives.

Most breast cancers occur in women over the age

of 50. The number of cases is especially high for women over age 60. Although it's uncommon, breast cancer does occur in women under age 40.

Several studies conducted around the world show that breast cancer screening with

mammograms reduces the number of deaths from breast cancer for women ages 40 to 69, especially those over age 50.

Screening mammograms generally cost between \$50 and \$150. Most states have laws requiring

health insurance companies to reimburse all or part of the cost of screening mammograms. Check with your health care provider and insurance company for details.

Source: www.cancer.gov



Cool deal: COEA offered sundaes on Friday & Wednesday

The Central Office Employee Association hosted ice cream socials as fundraisers during September.

For \$1, COEA members (\$3 for non-members) could build their own ice cream sundaes. The foundation was heaping scoops of vanilla ice cream. Toppings included chocolate syrup, caramel, pecans, walnuts, bananas, pineapple, cherries, crumbled cookies and whipped cream.

The first ice cream social was held on

Sept. 21 and was such a hit that the association decided to host another one on Sept. 26. A good time was had (in some cases twice) by all.



Left to right: Central Office staff members Joann West and Patty Clinton with the ice cream sundaes they built.



Above: Central Office Employee Association President Mike Deloney tops off his ice cream creation.



Governor's Service Awards and Retirements

August 2007

Retirements:

A. R. Hollingsworth — Delta
Denise Williams — Cummins
Tommy Curtner — Wrightsville

10 Years:

William Wright — North Central
Terry Copeland — Cummins
Jason Rutherford — Texarkana
Janis Gibson — Maximum Security
Verna Jackson — East Arkansas
Mary Jones — Correctional Industries
Ronald Chism — Wrightsville
Tanza Nelson — Varner
Shirley Lowe — Central Office

20 Years:

Antoinette Bradley — Admin. East
Aundrea Weekly — East Arkansas
Gregory Socia — Cummins
Johnny Baxter — Central Warehouse
Maxcie Foote — Wrightsville

30 Years:

Ray Hobbs — Central Office
Jamie Johnson — Wrightsville
Johnnie Hudson — JCJ/CF
Kay Skillen — Central Warehouse

MCWRC shows appreciation to EARU staff

The Mississippi County Work Release Center recently awarded certificates to Billy Parsons of the East Arkansas Regional Unit for his help in providing maintenance at the MCWRC. The center also presented certificates to EARU's Wanda Metcalf and Sgt. Michael Williams for their help in providing CPR training to MCWRC staff. The EARU staff members were described as "team players and very professional." The center

wanted to show appreciation for a job well done.



MCWRC Supervisor Joe Porchia, right, presents a certificate of appreciation to Billy Parsons, of the EARU.



MCWRC Lt. Gerry Bishop, left, presents a certificate of appreciation to Sgt. Michael Williams of the EARU.



Wanda Metcalf, left, of the EARU receives a certificate of appreciation from Roger Ferrell of the MCWRC.

ADC Promotions and New Hires — September

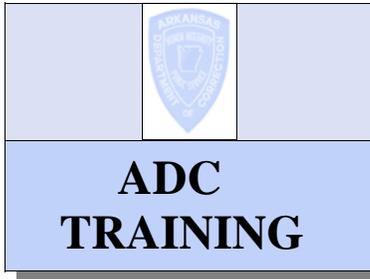
Promotions

9/02/07	Anthony Thrower	Lieutenant – Maximum Security
9/03/07	Sharon Carter	Manager of Mailing Services – Maximum Security
9/05/07	Donna Stout	Employee Grievance Officer – Central Office
9/05/07	Christopher Hyatt	Sergeant – JCJ/CF
9/09/07	Loretha West	Lieutenant – JCJ/CF
9/10/07	Douglas Swiney	Lieutenant – EARU
9/17/07	Gregory Suit	Sergeant – Ouachita
9/23/07	Troy Dixson	Sergeant – NCU
9/24/07	Adam Helm	Sergeant – Ouachita
9/24/07	Danny Blankenship	Director of Maintenance Const. – NCU
9/27/07	Boyd Martin	Lieutenant – McPherson

New Hires

9/04/07	Matthew Roberds	Construction/Maint Supv I – Construction
9/10/07	Anya Walters	Counselor – Mental Health
9/10/07	Debra James	Correctional Counselor – Mental Health
9/10/07	Chanita Hewing	Document Examiner I – Varner Unit
9/10/07	James Schull	Food Production Manager I – Wrightsville Unit
9/10/07	Philip Watson	Food Production Manager I – EARU
9/12/07	Falana Millen	Document Examiner I – Wrightsville
9/14/07	Judia Thomas	Document Examiner I – Varner
9/24/07	Sheila Blankenship	Manager of Mailing Services – North Central Unit
9/24/07	Veatrice McHenry	Accounting Tech I – Inmate Banking
9/24/07	Amanda Beckham	Accounting Tech I – Accounting
9/24/07	Lisa McCallister	Document Examiner I – Wrightsville
9/27/07	Pamela Conner	Document Examiner I – Maximum Security

Congratulations!



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
1	Inmate Grievances	8 a.m.	4 hrs.	HR
4	eOMIS Training - Security	8 a.m.	4 hrs.	HR
3-4	Using Microsoft Word	8:30 a.m.	14 hrs.	LR-CJI
5	Structured Interviewing	8 a.m.	4 hrs.	HR
9	Administering Discipline	8 a.m.	4 hrs.	TA
9	Performance Evaluation	12:30 p.m.	4 hrs.	TA
9	Basic Microsoft Word	8 a.m.	4 hrs.	HR
9	Basic Microsoft PowerPoint	12:30 p.m.	4 hrs.	HR
10	eOMIS Training - Security	8 a.m.	4 hrs.	HR
10	Identity Theft	8 a.m.	4 hrs.	TA
11	Managing a Multigenerational Workforce	8 a.m.	8 hrs.	TA
11	Cultural Awareness	8 a.m.	4 hrs.	HR
11	Performance Evaluation	12:30 p.m.	4 hrs.	HR
11	Advanced eOMIS Security	8 a.m.	4 hrs.	HR
12	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
12	Firearms Instructor Recertification	8 a.m.	8 hrs.	TA
16-17	Introduction to Computers	8:30 a.m.	14 hrs.	LR-CJI
17	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
17	Sexual Harassment/Sexual Misconduct	8 a.m.	4 hrs.	TA
17-18	Emergency Preparedness Training	8 a.m.	16 hrs.	TA
17	Cardiopulmonary Resuscitation (CPR)	8 a.m.	8 hrs.	TA
19	Firearms Instructor Recertification	8 a.m.	8 hrs.	TA
22	Interpersonal Communications	8 a.m.	8 hrs.	TA
22	Distinguished Gentleman Seminar	8 a.m.	8 hrs.	HR
22	Inmate Profiles	8 a.m.	4 hrs.	TA
23	eOMIS Training - Security	8 a.m.	4 hrs.	HR
24-25	Management Effectiveness	8 a.m.	16 hrs.	TA
25	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
25-26	The Human Element	8:30 a.m.	14 hrs.	TA
29-30	Introduction to Management	8 a.m.	16 hrs.	TA
30-31	Using Microsoft PowerPoint	8:30 a.m.	14 hrs.	LR-CJI
31	eOMIS Training - Security	8 a.m.	4 hrs.	HR

OPEN ENROLLMENT (Year round)

- **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.

“The purpose of learning is growth, and our minds, unlike our bodies, can continue growing as long as we live.”

— Mortimer Adler, American philosopher, educator and editor

NOVEMBER TRAINING SCHEDULE

Date	Title	Time	Length	Location
1	Cardiopulmonary Resuscitation (CPR)	8 a.m.	8 hrs.	TA
1-2	Transition to Supervisor	8 a.m.	16 hrs.	TA
1	Cultural Awareness	8 a.m.	4 hrs.	HR
1	Performance Evaluation	12:30 p.m.	4 hrs.	HR
2	Advanced Interpersonal Communication	8 a.m.	8 hrs.	TA
2	Structured Interviewing	8 a.m.	4 hrs.	HR
2	Inmate Grievances	8 a.m.	4 hrs.	HR
5	Basic Microsoft Word	8 a.m.	4 hrs.	HR
5	Basic Microsoft PowerPoint	12:30 p.m.	4 hrs.	HR
5-6	The Human Element	9 a.m.	14 hrs.	TA
6	Basic Microsoft Excel	8 a.m.	4 hrs.	HR
6-7	Using Microsoft Word	8:30 a.m.	14 hrs.	LR-CJI
7	eOMIS Training - Security	8 a.m.	4 hrs.	HR
8	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
9	Sexual Harassment/Sexual Misconduct	8 a.m.	4 hrs.	TA
13	Administering Discipline	8 a.m.	4 hrs.	TA
13	Performance Evaluation	12:30 p.m.	4 hrs.	HR
14	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
14-15	Management Effectiveness	8 a.m.	16 hrs.	TA
15	21 Irrefutable Laws of Leadership	8 a.m.	8 hrs.	TA
16	Interpersonal Communications	8 a.m.	8 hrs.	TA
16	Communications Excellence in Law Enforcement	8:30 a.m.	7 hrs.	Hot Springs, PD
16	Using Microsoft Excel Database Features	8:30 a.m.	3 hrs.	LR-CJI
16	More Using Microsoft Excel Database Features	1 p.m.	3 hrs.	LR-CJI
19-20	Introduction to Management	8 a.m.	16 hrs.	TA
20	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
27	Advanced eOMIS Security	8 a.m.	4 hrs.	HR
27-28	Using Microsoft Excel	8:30 a.m.	14 hrs.	LR-CJI
30	eOMIS Training - Security	8 a.m.	4 hrs.	HR

DECEMBER TRAINING SCHEDULE

Date	Title	Time	Length	Location
4	Administering Discipline	8 a.m.	4 hrs.	TA
4	Performance Evaluation	12:30 p.m.	4 hrs.	TA
4	Sexual Harassment/Sexual Misconduct	8 a.m.	4 hrs.	TA
4-5	Introduction to Computers	8:30 a.m.	14 hrs.	LR-CJI
5	Cultural Awareness	8 a.m.	4 hrs.	HR
5	Performance Evaluation	12:30 p.m.	4 hrs.	HR
5-6	Management Effectiveness	8 a.m.	16 hrs.	TA
6	Field Training Officer	8 a.m.	8 hrs.	TA
6	eOMIS Training - Basic	8 a.m.	4 hrs.	HR
7	Structured Interviewing	8 a.m.	4 hrs.	HR
10	Cardiopulmonary Resuscitation (CPR)	8 a.m.	8 hrs.	TA
12	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
12-13	Using Microsoft Word	8:30 a.m.	14 hrs.	LR-CJI
13	Interpersonal Communications	8 a.m.	8 hrs.	TA
13	eOMIS Training - Security	8 a.m.	4 hrs.	HR
17	Advanced Interpersonal Communications	8 a.m.	8 hrs.	TA
18	Basic Microsoft Word	8 a.m.	4 hrs.	HR
18	Basic Microsoft PowerPoint	12:30 p.m.	4 hrs.	HR
19-20	The Human Element	8:30 a.m.	14 hrs.	TA
19-20	Introduction to Management	8 a.m.	16 hrs.	TA
20	Grievance Prevention and Handling	8 a.m.	5 hrs.	HR
20	Advanced eOMIS Security	8 a.m.	4 hrs.	HR
TBA	Emergency Preparedness Training	8 a.m.	16 hrs.	TA

**ADC
CALENDAR****October 2007**

- 8 Columbus Day
- 16 National Boss Day
- 27 Red Ribbon Run
- 31 Halloween

**November 2007**

- 2 IRC Conference for Professional Assistants, Embassy Suites, LR
- 6 Election Day
- 12 Veteran's Day observed
- 22 Thanksgiving

**December 2007**

- 5 Hanukkah
- 22 Winter begins
- 24-25 Christmas Eve/Day
- 26 Kwanzaa begins

ADC Advocate Employee Newsletter

ADC Mission Statement

- *To provide public service by carrying out the mandates of the courts.*
- *To provide a safe humane environment for staff and inmates.*
- *To provide programs to strengthen the work ethic.*
- *To provide opportunities for spiritual, mental and physical growth.*



The *ADC Advocate* newsletter is published monthly by the Public Information Office for employees of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the development and achievements of this agency.

All employees are encouraged to submit articles, comments, ideas, letters and questions. The deadline for submission is tentatively set for the 15th of each month for inclusion in that month's publication.

Please be aware that all submitted items will be subject to editing. However, every effort will be made to maintain the writer's essential meaning.

In addition, statements contained in the *ADC Advocate* are the personal views of the authors and do not necessarily represent the opinion or policies of the Arkansas Department of Correction.

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