

November 2007
Employee Newsletter



Advocate

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State buying former Jefferson County Jail

The state has agreed to purchase the former Jefferson County Jail (JCJ) adjacent to a correctional facility operated by the Arkansas Department of Correction in Pine Bluff. The 106-bed jail, which opened in 1991, is being purchased for \$3 million.

The Board of Corrections approved a lease-purchase agreement with the county during its Nov. 30 meeting in Benton.

Under the agreement, the state will pay the county \$600,000 a year for five years for the jail and 10 acres of land.

Combined with the adjacent 430-bed ADC correctional unit, the agency now has a 536-bed facility on the site.

The ADC has staffed and operated the jail for more than 10 years under an agreement with the county. However, the county opened the new 304-bed W.C. "Dub" Brassel Adult Detention Center in March 2006 and didn't need to keep the old jail operating.

The jail has 58 single-man cells and 12 four-man cells. The single-man cells



Above: The state is purchasing the 106-bed former Jefferson County Jail under a five-year agreement.

can be used to house maximum and medium security inmates.

ADC officials said that acquiring the jail was a

good move for the state because it has helped ease some of the backlog of state prisoners in county jails.

PB Complex getting new gatehouse



Left: The Pine Bluff Complex is getting a new gatehouse at its entrance. New visitor restrooms have also been added at the park across from the former jail.

Director's Corner



Larry Norris
ADC Director

The Christmas commercials have been airing for weeks. In fact, by the middle of November, red suited Santas, big-eared elves and red-nosed reindeer were all over the tube, hawking the “gotta have” gifts of the 2007 holiday season.

One of the funnier ads this season is for a cellular phone company. It features three teenaged girls; two of them are ecstatic because they received high tech phones for

Christmas. The third is just devastated because all she got was a living, breathing pony. It's very clear that she didn't want a pony, especially this rotten, hateful pony, which spends the entire commercial chomping on a doghouse in the backyard. The spot ends with one of the girls asking if the pony bites. A response isn't really necessary; because you can tell just by looking that the little joker will rip your hand off.

When I saw this commercial I knew right away that the young lady didn't have a good Christmas, which got me to thinking about the definition of a “good” Christmas and how it changes over the years. When you're a kid, Christmas is good if Santa brings everything on your six-page list. It's good if the adults roughhouse with you, and the other kids

gawk at your new toys. It's good if you get to eat three kinds of pie and nobody fusses. And it's darn near perfect if you can avoid kisses from the relatives and your ten o'clock bedtime.

For an adult, it's totally different. It's not what we get that counts; it's what we give. To us, Christmas is “good” if we can be with the people we care about. It's good if the kids and grandkids are happy, the spouse is smiling and we're all together, sharing a holiday meal, some moth-eaten old stories and a few precious moments of our lives. And to those who aren't as fortunate, who might not have a family or a holiday table, we extend a helping hand. Not because we want a write-off on next year's tax return, but because we truly believe that we are our

brother's keeper.

Perhaps no one is in a better position to understand this than we are. Because we are the men and women of corrections, and for everything else we are, we are also the caretakers of a flock of people who have lost their way. So we must never forget that every single person in prison is loved. No matter what they did, or how many times they broke the law or how badly they might behave, they are still loved and missed by someone. And somewhere, Christmas isn't “good” because they're not home. Maybe the rest of the world won't understand what I'm saying. But I know you will. Because you know the meaning of Christmas isn't found under the tree; it's found in the heart.

Got extra leave time? Consider donating to catastrophic leave bank

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

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

hours or if you are fortunate to be healthy and will forfeit sick leave hours after Dec. 31, please consider donating the leave you would lose to the ADC Catastrophic Leave Bank Program.

You can do so by completing a Donor Application Form for the Catastrophic Leave Bank Program. The forms are also available at your Unit Human Resource Manager's Office or the Central Human Resources Office. These forms must

be completed and dated no later than Dec. 28, 2007, and returned to your Unit

Human Resource Manager. Thank you in advance.



By donating to the catastrophic leave bank program, you may help someone through a difficult time.

Boot Camp offers some first-timers chance to turn lives around

The Arkansas Department of Correction's Boot Camp Program is 105 days of highly-regimented and tightly-structured incarceration. It's designed to help participants build personal responsibility, confidence, self-respect and respect for others.

The voluntary program is for nonviolent felony offenders who are being incarcerated for the first time.

The military-style boot camp is built on foundation of discipline, academic education

and substance abuse training.

During a recent graduation, Assistant Warden John Craig said the goal is to "prepare them to go out in the world and become productive citizens."

The program offers men and women a chance to get a better life, he said.

Craig told the graduates to "get out there and be that mother, father, brother, sister or friend that you're supposed to be."



Above: Participants who successfully completed the Boot Camp program recently attended a graduation ceremony.



Above: Teacher Rob Nankervis, right, congratulates one of the Boot Camp graduates along with Assistant Warden John Craig, left, and Sgt. Laurel Hooks.

Below: No longer wearing their olive green uniforms, graduates walk out the Boot Camp gate to head home.



Above: Assistant Warden John Craig addresses offenders and their families during a recent Boot Camp graduation.

Employees give support; United Way pledges top \$70,000 in Dec.

It's hard to beat ADC staff members when it comes to giving. This year is no exception. Employee pledges to the United Way totaled \$60,807.59 by Nov. 16 and grew to \$70,084.71 by Dec. 6.

This year's campaign goal for the ADC is \$80,000

Everyone is urged to work together and give their support before the campaign wraps up Dec. 15.

Last year, units and divisions across the ADC generated pledges totaling \$78,398.62.

The United Way fund drive is a way for individuals to support their commu-

nities and it's also an opportunity for the ADC to give back to those communities.

Thanks to all who have given to this year's United Way campaign. Your dollars help provide services in the community for youth, senior citizens, individuals and families.



Honoring staff: Tucker Unit hosts Employee Awards Dinner

The Tucker Unit held its Employee Awards Dinner on Nov. 6. Deputy Director Larry May served as the guest speaker.

Staff members dined on a specially prepared meal and many received awards for years of service. Field Lt. Jackie Williams was honored with a cake upon his retirement after 32 years of service with the state. Congratulations to all of the honorees.



Above: Tucker Unit staff members gather for their Employee Awards Dinner.

Photos by Tammy Robertson



Above: Deputy Director Larry May, right, awards a certificate of service to Capt. Michael Adair.



Above: Field Lt. Jackie Williams, center, is congratulated by Tucker Unit Warden Marvin Evans, left, and Deputy Director Larry May upon his retirement after 32 years with the state.



Above: Deputy Director Larry May, right, awards a certificate of service to Annie Thompson, Fire and Safety Officer.

IRC hosted annual conference for professional assistants in LR

The Interdepartmental Relations Committee held its 36th Annual Conference for Professional Assistants on Nov. 2 in Little Rock.

The theme was "All About You – Energy, Balance and Focus." It was designed for administrative assistants, clerical personnel, and others. At right, several ADC staff members gathered for a group photo during the conference.



Harris says 'farewell to all'; retires after 35 years with state

M.C. Harris, a correctional counselor, has retired after 35 years with the state. In his farewell message, he wrote:

"Thank you all for the support, trust, guidance and encouragement you have provided to me during my career...My time here has been rewarding and will be memorable for years to come. I will miss everyone in every department area within ADC. It is retirement time and I must say farewell to all....with Love."

In the invitation to Harris' retirement reception held Nov. 15 at the Diagnostic Unit, Varner Unit Deputy Warden Darryl Golden said:

"Under his leadership, he has mentored three Deputy Wardens, one U.S. Marshall, one U.S. Probation Officer and a host of other significant professionals... I hope that

everyone who knows this good man and great employee will stop by to thank him for his service to our great state and wish him well in his retirement."

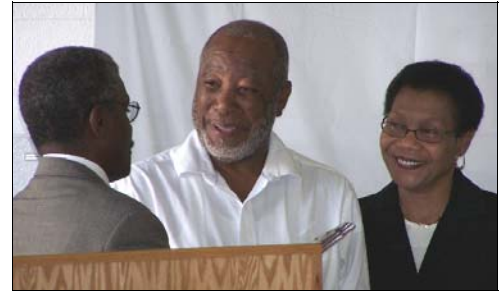
That's exactly what many did—often reminiscing about Harris and the impact that he had on their lives.

Harris also received several special gifts.

Photos by Joyce Taylor



Above: Varner Deputy Ward Darryl Golden, left, and Cummins Deputy Warden Danny Burl were among those who paid tribute to Harris upon his retirement.



Above: Chief Deputy Director Ray Hobbs, left, presents M.C. Harris, center, with a service plaque as Harris' wife looks on.



Above: Some of the many staff at Harris' retirement reception.

Patton says farewell to I.T. Division, ADC during Nov. 16 reception

After 5 1/2 years with the ADC, Information Systems Administrator Roger Patton has moved to another state agency.

A farewell reception was held in Patton's honor on Nov. 16 at the ADC Central Office.

Assistant Director of Administrative Services Sheila Sharp noted the progress that the I.T. Division has made under Patton's

guidance including implementation of the video conferencing systems, the addition of the electronic medical records systems to eO-MIS, installation of time clocks and the Jantek Time Accounting system, expansion of the infrastructure at the units and the establishment of a MIPS (formerly CLIP) certification course for computers.



Left: Information Systems Administrator Roger Patton chats with staff members during a Nov. 16 reception at Central Office.



Photos by Joyce Taylor

Left: Assistant Director of Administrative Services Sheila Sharp, front row-third from left, and I.T. staff members gathered for a group picture during Patton's going-away reception.

ACJA winter conference set for Jan. 10 in Hot Springs

The Arkansas Criminal Justice Association will sponsor its winter conference on Jan. 10, 2008.

The conference will be held at the Clarion Hotel in Hot Springs.

Training topics are:

—Anybody, Nobody, Everybody Accountable in the Workplace

—Terrorism (How it Affects Law Enforcement/Corrections)

—Women in Corrections

The training counts towards MIPS training for security, non-security, and all law enforcement personnel. Anyone who attends the

conference will be awarded seven hours of training.

Door prizes will be given out after each training session and you must be present to win.

The conference registration fee is \$35 and covers lunch.

For anyone wishing to stay overnight, the cost of a single or double hotel room is \$79.95 plus applicable taxes. The attendee must make hotel arrangements.

Hospitality will be provided during the evening of the conference and will include games, door prizes, snacks, and beverages.

If you would like to attend, please

register and forward a travel request form to your warden/supervisor.

“You are a valuable asset to our organization and we hope to see you there,” said Joe Porchia, Mississippi County Work Release Supervisor and Arkansas Criminal Justice Association President.

All ACJA Winter Conference paperwork (travel request and registration form) needs to go to your warden/supervisors first.

“Please come out, receive great training, great interaction amongst our peers, and valuable life/work lessons,” Porchia said.

Staff can find new HR information, resources on website

The next time you visit the Arkansas Department of Correction website, check out the many enhancements that have been made to the Human Resources section.

Information has been added about Employee Benefits and more.

Frequently Asked Questions have been added for Employment, Payroll, Benefits and Training. If you have questions about any of those areas, chances are, the answers are in the FAQs.

In the Training area, you’ll find e-learning instructions and other good resources.

The Links page has also been expanded. Visit www.arkansas.gov/doc

to check out all of the improvements.

Whaley reassigned as deputy warden at Varner Supermax effective Dec. 17



Whaley

Effective Dec. 17, John Whaley, Deputy Warden at the Delta Regional Unit, has been reassigned as the Deputy Warden at the Varner SuperMax.

“Please join me in congratulating Deputy Warden Whaley on his reassignment, and support him as he

assumes his new duties with the ADC,” Director Larry Norris said in a memo to staff. “I feel he is an asset to this department.”

Whaley began his ADC career at the Cummins Unit in 1982 as a Correctional Officer I. He has also served as a Deputy Warden at Wrightsville.

Department Briefs

Basic Correctional Officers’ Training Class 2007-N began on Oct. 1, 2007, with 44 cadets and 29 graduated on Nov. 16, 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.

Classification Administrator **Roy Agee** has been appointed to serve out a term on the White Hall School Board. He is scheduled to serve in the position until September 2008.

Please remember that ADC policy requires all employees to wear and

display their **employee identification card** while at an Arkansas Department of Correction facility and while on duty.

The character trait for December is **thriftiness** — using money and other resources carefully and not wastefully.

 ★
 ★ **Employee Spotlight: Jim Wright** ★
 ★

Jim Wright's interest in food service was sparked while he was attending college. He worked at the Conway Country Club as a bartender/cook/pro shop clerk.

"Working at the country club during school got me interested in the food service part," he said. "It was exciting, fast paced and never boring."

Wright's career in food service now spans 20 years starting with Red Lobster. He came to the ADC four years ago from the Burger King Corp.

A Food Production Manager II at the Ouachita River Unit, Wright is in charge of making sure that about 1,000 people get fed 3 times a day.

"My day usually con-



Jim Wright
 Food Production Manager II

sists of making sure the menus are being followed for that day, making sure that the supervisors are aware of what has to be done, attending meetings, helping out during chow times and trying to keep a step ahead of the inmates," Wright said.

For Thanksgiving, the unit's kitchen crew prepared a feast of turkey, dressing, carrots, green beans, gravy, cranberry sauce and carrot

cake with cream cheese icing. They prepared 64 turkeys, 32 pans of dressing and 42 pans of carrot cake. (See related story on page 8)

Wright, who has been married for 30 years to his wife Carolyn, does most of the cooking at home. The couple have a daughter, Jeri.

"I am the primary cook at home mainly because my wife puts in long hours at her job and I do what I can to help."

He said the person who really got him interested in cooking was Eula Taylor, the head cook at the country club where he worked while attending college.

"She knew everything about cooking and wasn't afraid to tell you," Wright

said.

The foods he likes to prepare most are smoked meats mainly because he likes to eat smoked meat.

Besides his family, there are definitely two things that Wright is proud of—his birthplace and the unit where he works.

"I was born in Paris, Arkansas in the beautiful northwestern part of the state in the shades and glades of Magazine Mountain," he said.

Of his unit, Wright said, "We have a great place to work at the Ouachita River Unit."

When he's not working, the Sheridan resident enjoys fly fishing, hunting game birds and gardening.

Recipe Roundup

Corn Chowder



Yield: 4 servings
 Serving Size: 1 cup
 Each serving provides:
 Calories: 186
 Total fat: 5 g
 Saturated fat: 1 g
 Cholesterol: 5 mg
 Sodium: 205 mg

Ingredients:

- 1 Tbsp vegetable oil
- 2 Tbsp finely diced celery
- 2 Tbsp finely diced onion
- 2 Tbsp finely diced green pepper
- 1 package frozen whole kernel corn (10 oz)
- 1 cup peeled, diced, 1/2-inch raw potatoes
- 2 Tbsp chopped fresh parsley
- 1 cup water
- 1/4 tsp salt

- to taste black pepper
- 1/4 tsp paprika
- 2 Tbsp flour
- 2 cups low-fat (1%) or skim milk

Directions

- Heat oil in medium saucepan.
- Add celery, onion, and green pepper and sauté for 2 minutes.
- Add corn, potatoes, water, salt, pepper, and paprika.

Bring to a boil; reduce heat to medium; and cook, covered, about 10 minutes or until potatoes are tender.

Place 1/2 cup milk in a jar with tight fitting lid. Add flour and shake vigorously.

Add gradually to cooked vegetables and add remaining milk.

Cook, stirring constantly, until mixture comes to a boil and thickens. Serve garnished with chopped fresh parsley.

Source: www.nhlbi.nih.gov

Thanksgiving dinner preparation no small feat at ADC units

Cooking up all that turkey, dressing and other Thanksgiving goodies isn't easy—especially if you have a big family. Imagine what it's like cooking for hundreds of inmates. That's a task that Food Production Managers throughout the ADC undertake each year.

At Ouachita River Correctional Unit, for example, FPM Jim Wright and his staff prepared a meal of roast turkey, cornbread dressing, candied carrots, green beans, giblet gravy, cranberry sauce and carrot cake with cream cheese icing.

"We prepared 64 turkeys, 32 pans of dressing and 42 pans of carrot cake," Wright said. "We started cooking on Monday and cooked right up to serving time on Thursday."

Wright said the team effort

included four of his supervisors—Troy Hughes, Jason Kuhn, Elaine Langley and John Gilbert — along with all of the inmates that work in the kitchen.

"It takes everyone from the Kitchen Captain down to the pot washers to make a meal of this size happen," he said.



Left: Food Production Manager Jim Wright checks on one of the 64 turkeys prepared for the Ouachita River unit's Thanksgiving feast.

Photos by Mandee Harper



Above: Turkey meat is stripped from the bird and made ready to serve.



Above: cornbread is prepared to make 32 pans of dressing.

Speaker uses humor to urge serious work on time management

During the recent "Time Management and Organizational Skills for Busy Professionals" class, presenter Cheryl Schmidt used humor to deliver some helpful tips.

Schmidt, of National Seminars Group, presented the class in Little Rock for the Arkansas State Employees Association.

Staff from various state agencies learned how to better manage their time and be more effective.

Schmidt covered everything from how to get the office gossip out of your cubicle to delegating and pri-

oritizing tasks.

"This is a process," Schmidt said. "This is not something that is done overnight."

She suggested starting with two items you want to take action on and practice them for three weeks. Then, try two more and practice them for three weeks.

For example, one action item may be developing a list and prioritizing the tasks on that list.

Overall, strive to plan. "Planning is what you can do today to prevent problems tomorrow,"

Schmidt said.

She suggested several books to help you maintain balance in your life including "The Seven Habits of Highly Effective People"

by Stephen Covey, "The Purpose Driven Life" by Max Lucado and "Simple Abundance" by Sara Banbreathnach.



Left: During a presentation laced with humor and common sense techniques, Cheryl Schmidt of National Seminars Group encourages class participants from various state agencies to get organized and manage their time better.

Littering is against the law: Violators face fines up to \$1,000

You're on your way to a unit in a state vehicle. You toss a candy bar wrapper out of the window. No big deal, right?

Wrong.

Doing this kind of thing can cost ADC employees up to \$1,000 and makes the ADC look bad. This type of action is a reflection on the entire department.

Littering is against the law. A driver who litters could face a fine of up to \$1,000 per offense.

According to the Governor's Council on Litter Law Enforcement, litter is a costly problem. Cleaning litter from Arkansas' roadsides, parks, lakes and streams costs taxpayers million of dollars

each year. Cigarette butts are litter and are not readily biodegradable.

There are many things you can do to combat the growing litter problem, but the easiest way to help is to set a good example for others by not littering.

Here are some ways you can make a difference:

— Teach young people not to lit-

ter.

— Cover truck beds when transporting trash or other loose items.

— Carry and use a litterbag in your vehicle.

Help keep Arkansas clean and green. To find out more about Arkansas' anti-litter programs, call Keep Arkansas Beautiful at 1-888-742-8701.



Put litter where it belongs — in trash cans and not on Arkansas' roadways.

Clark wins gold medal during U.S. Open Racquetball Championships

Kerry Clark, a correctional counselor, earned a gold medal during the 2007 Choice Hotels U.S. Open Racquetball Championships. The event was held Nov. 14-18 in Memphis.

Clark won a gold medal in the MD — Men's Singles - D Division. He played five matches in five days to win. The Woodlawn resident has been playing racquetball off and on for about 20 years. He was the Arkansas State Champion in the Men's D in 2006.

Clark was introduced to the sport in the military during the 1980s. He has been playing competitively for six years.

Racquetball has several levels starting at Novice, then D, C, B, A, Open and Professional. Clark now plays at C level at a state and national competitions. He said his goal is to win the state championship in C this year and move up to the B level.

Clark is the husband of Ruth Clark of Central Office. Please congratulate him on his achievement.



Kerry Clark, racquetball gold medal winner

Losing weight? Advocate seeking ADC's Biggest Losers for 2008



During the holidays, it's often tough to keep the weight off when you're faced with all of those mouthwatering entrees and tempting desserts. But, make it your mission to do it now and in the future.

The ADC Advocate is once again

looking for ADC's Biggest Losers.

Staff members who have lost 30 pounds or more within the last year or so should contact the ADC Advocate at Central Office, (870) 267-6999 to be featured in an upcoming issue.

Be prepared to tell your story. It may inspire others.

How did you lose the weight? Why did you lose it? How has it made a difference in your life?

Feel free to nominate a staff member for this recognition because ADC's Biggest Losers are all Big Winners in making an effort to improve their lives.

Health Matters

Stretched to the limit? Try these tips for reducing, controlling stress

Successfully handling stress takes determination, persistence and time. Some of the following tips may help immediately, but if your stress is chronic, it may require more attention and/or lifestyle changes.

Be realistic. If you feel overwhelmed by some activities (yours and/or your family's), learn to say no. Eliminate an activity that is not absolutely necessary. You may be taking on more responsibility than you can or should handle.

Shed the "superman/superwoman" urge. No one is perfect, so don't expect perfection from yourself or others. Ask yourself, "What really needs to be done?" How much can I do? Is the deadline realistic? What adjustments can I make?" Ask for help if you need it.

Meditate. Just ten to twenty minutes of quiet reflection may bring relief from chronic stress as well as increase your tolerance



Regular exercise, hobbies and taking care of one task at a time are some of the ways you can deal with stress in your life.

to it. Listen to music, relax and try to think of pleasant things or nothing.

Visualize. Imagine how you can manage a stressful situation more successfully. Many people feel visual rehearsals boost self-confidence and enable them to take a more positive approach to a difficult task.

Take one thing at a time. To cope with the feeling of being overwhelmed, undertake one task at a time. Once you accomplish that task, choose the next one. The positive feeling of "checking off" tasks is very satisfying and will motivate you to keep going.

Exercise. Regular exercise is a popular way to relieve stress. Twenty to

thirty minutes of physical activity benefits both the body and the mind.

Hobbies. Take a break from your worries by doing something you enjoy. Whether it's gardening or painting, schedule time to indulge your interest.

Healthy lifestyle. Good nutrition makes a difference. Limit intake of caffeine and alcohol (alcohol actually disturbs regular sleep patterns), get adequate rest, exercise, and balance work and play.

Share your feelings. A conversation with a friend lets you know that you are not the only one having a bad day. Stay in touch with friends and family. Let them provide love, support

and guidance. Don't try to cope alone.

Give in occasionally. **Be flexible!** If you find you're meeting constant opposition in either your personal or professional life, rethink your position or strategy. Arguing only intensifies stressful feelings. If you are right, stand your ground, but do so calmly and rationally. Allow for other's opinions and be prepared to compromise.

Go easy with criticism. You may expect too much of yourself and others. Try not to feel frustrated, let down or disappointed when another person does not measure up. Remember, everyone is unique, and has his or her own virtues, shortcomings, and right to develop as an individual.

Source: <http://www.nmha.org>

Mental health clinicians may qualify for repayment of student loans

The Arkansas Department of Correction Mental Health Programs have been designated as Health Professional Shortage Areas by the Health Resources and Services Administration

(HRSA). The National Health Service Corps (NHSC) Loan Repayment Program (LRP) assists in the recruitment of health care professionals committed to serving the needs of underserved popula-

tions. This federal program makes contract awards to mental health clinicians who agree to serve full time at ADC designated Health Professional Shortage Areas

(HPSAs). In return for this service, NHSC LRP participants receive money to repay qualifying educational loans that are still owed.

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Electronic Monitoring Resource Center – a free service of NLECTC

The National Law Enforcement and Corrections Technology Center (NLECTC) is a component of the National Institute of Justice's (NIJ's) Office of Science and Technology. NLECTC serves as an "honest broker" offering support, research findings, and technological expertise to help state and local law enforcement and corrections personnel perform their duties more safely and efficiently.

One of the recent initiatives launched by NLECTC is the Electronic Monitoring Resource Center (EMRC). EMRC was created in response to a need for access to a central source of quality, authoritative data and technical assistance related to establishing, operating and evaluating electronic monitoring programs.

EMRC is a web-based, searchable database that con-

tains documents in the following subject areas:

- **Technology** - which includes information on both existing and emerging technologies.

- **Legislation** – which includes proposed and enacted laws from various States on issues related to electronic supervision.

- **Procurement** – which contains examples of requests for proposals, requests for information, invitations to bid, notice of awards and contracts.

- **Program Administration** - which contains examples of forms, policies, procedures, eligibility criteria, offender contracts, response protocols, and workload standards.

- **Legal issues** – which includes documents related to

liability issues, admissibility of electronic supervision data in court, and so on.

- **Reports and Research** – which includes published research, studies, surveys, legislative reports, and other documents of interest.

The other main feature of EMRC is a discussion forum that allows electronic monitoring program managers, administrators, and line staff to easily communicate about issues in areas such as procurement, workload, and response protocols.

This resource will allow practitioners to expand their small networks and begin to share information with their colleagues across the country. Access to the site is limited to active, public sector criminal justice professionals. Indi-

viduals who would like to participate must first request access and provide contact information before they receive a username and password. To see what type of information is available within EMRC and to request access, please visit <https://emresourcecenter.nlectc.du.edu>.

In addition to this online resource, NLECTC also has staff with considerable expertise in offender monitoring available to provide technical assistance to agencies in need. This service, as well as access to EMRC is offered free of charge to criminal justice agencies.

For more information about NLECTC and the services that it provides please contact Joe Russo at 800-416-8086 or jrusso@du.edu

Mental health clinicians

For the first two years of service, the NHSC LRP loan repayment is \$25,000 for each year, based on the participant's outstanding balance of qualifying educational loans. If the total amount of the participant's qualifying educational loans is less than \$50,000, the NHSC LRP will pay the outstanding balance of the qualifying educational loans. Following the first two years, one-year repayment amendments are awarded for a maximum of \$35,000 per



Through a federal program, mental health professionals may qualify for repayment of educational loans.

year.

All loan repayments paid to the participant must

be used by the participant to repay the approved qualifying educational loans during their contract period. The loan repayments are exempt from gross income and employment taxes. These funds are not included as wages when determining benefits under the Social Security Act.

Individuals eligible for the National Health Service Corps Loan Repayment Program include li-

censed clinical and counseling psychologists, clinical social workers, psychiatric nurse specialists, and licensed professional counselors.

HSRA Shortage Designation information is available at <http://www.hsra.gov> and <http://nhsc.bhpr.hsra.gov>.

For more information or an application, call HPSA at 1-888-275-4772.

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MCWRC association donates to women's shelter; Osceola centers

Left: The Mississippi County Work Release Center Employee Association recently donated some needed supplies to The Haven, a shelter for battered women, to assist the women in getting back on their feet. Pictured left to right: Sgt. Kim Sigman; Jamie Jordan, Day Advocate at The Haven; Pam Batchelor, of the MCWRC; and Brandy Winkles, office manager at The Haven. Carol Fox, Director at The Haven, is shown in front holding a box filled with some of the donations.



Governor's Service Awards and Retirements

October 2007

Retirement:

Robert Boyd — Ouachita River
Earlean McDonald — Varner

10 Years:

Cleo Brinkley — Construction
Terry Murphy — Construction
Shamon Tyler — Delta Regional
Thomas Garland — Maximum Security
Lester Seales — Maximum Security
Melonie Henson — Texarkana Regional
Tanya Collins — JCJ/CF
Brenda Vinyard — Benton

20 Years:

Moses Jackson III — East Arkansas
Robert Lunsford — Farm
James Manes — Construction
Stanley Hendon Jr. — Industry
Miriam Lester — Pine Bluff
James Crumpton — East Arkansas

30 Years:

Gregory Harmon — East Arkansas



Left: MCWRC Employee Association members recently collected and donated items to the River Manor retirement community in Osceola. The items will be used as bingo gifts. Pictured left to right: Food Production Manager Theo Brown and Marie Kirk, River Manor Bingo coordinator. A similar donation of bingo gifts was made to the Osceola Healthcare nursing home.

Representing Tucker Unit at Red Ribbon Run



Staff members left to right, Cheryl Reed, Debora Thomas, Paula Coleman and Santrice Shavers represented the Tucker Unit during the 2007 Red Ribbon Run.

ADC Promotions and New Hires — November

Promotions

11/5/07	Mark Warner	Major – Ouachita
11/5/07	Sonia Wallace	Workplace Safety Coordinator – HR
11/5/07	Shawn Powell	Secretary II – Varner
11/5/07	Bobby Parson	Maintenance Tech – Construction
11/7/07	Brian Perkins	Sergeant – Tucker
11/11/07	Keith Leopard	Sergeant – Pine Bluff
11/11/07	Troy Spears	Sergeant – Pine Bluff
11/11/07	An’Jalena Walker	Sergeant – JCJ/CF
11/12/07	Andrea Sanders	Sergeant – Varner SuperMax
11/12/07	Deborah Masters	Lieutenant – McPherson
11/12/07	Sean Phillips	Sergeant – Transportation
11/13/07	Jimmy Sherman	Training Academy Supervisor – Training Academy
11/13/07	Robin Oliver	Buyer III – Purchasing
11/19/07	Charles Stewart	Captain – MCWRC
11/26/07	Cameron Jones	Sergeant – Ouachita
11/27/07	Tanya Collins	Grievance Officer – JCJ/CF

New Hires

11/5/07	Janette McCarty	Document Examiner I – Const-EARU
11/13/07	Kenneth Schmidt	Correction Program Coordinator – Benton
11/13/07	Larenda Ottinger	Business Manager – Benton
11/19/07	Gregory Patrick	Social Worker II – Diagnostic
11/19/07	Jennifer Spurlock	Legal Secretary – Central Office
11/19/07	Deidre Harris	Document Examiner I – Tucker
11/21/07	Brenda Parker	Data Entry Specialist – Pine Bluff
11/26/07	Brandi Morris	Personnel Officer I – Varner

ADC staff members can play important role in recruiting efforts

Finding and retaining great staff is key for any organization’s success. Arthur Johnson, the ADC recruiter, works diligently to find dozens of prospective candidates for vacancies around the agency which employs about 4,000 security and non-security personnel. He schedules and attends job fairs, posts job information and presents information to prospective job applicants.

It’s not secret, however, that existing staff can also play a major role in helping to find job candidates.

Here’s how:

Be sure to tell friends, family and associates about job openings at the ADC.

Refer people to the agency’s website so that they can view the list of

job openings and learn more about the agency. The address is www.arkansas.gov/doc.

Job listings are also posted by Human Resources at the Administrative Annex East, 2403 E. Harding Ave. in Pine Bluff.

Refer job seekers to the Human Resources Department’s toll-free number, 1-888-8ADCJOBS, if they have specific questions

about a position or job requirements.

If you learn of an event where the ADC recruiter might want to set up an information booth or be part of a job fair, let him know.

When you’re on the job or out in public, represent the agency well so that others will want to become a part of the organization.



In-Service Training Protocol

The Training Academy wishes to welcome staff to In-Service Training. The academy strives to promote a professional environment during your learning experience.

Listed below is appropriate attire for In-Service class participation.

Shirt—button up or pull over (please, nothing derogatory, offensive or inappropriate for professional correctional staff, no T-shirts, no sports team shirts).

Shirt and Tie

Slacks—NO DENIM, no holes or frayed edges.

Dress/Pantsuit—(please, nothing see through, sleeveless or low cut. Length should be professional and appropriate for professional correctional staff)

Shoes—(no flip flops, sandals, tennis shoes or house slippers).

Uniforms—must meet Department guidelines

Headgear—allowed only outside of building (no derogatory or offensive wording, symbols, etc.).

Sweats/Shorts/Sport Warm-ups—will be considered appropriate only in classes containing physical activities – not during normal In-Service classes.

Smoking is not allowed on Academy property.

Please observe break times and lunch periods.

Cell phones or pagers need to be on vibrate or silent while in the classroom.

Students arriving more than 15 minutes late for the starting time of a class, or more than 15 minutes late from a break/lunch will be dismissed from the class.

DECEMBER TRAINING SCHEDULE

Date	Title	Time	Length	Location
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

JANUARY TRAINING SCHEDULE

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

"When you were born, you were crying and everyone around you was smiling. Live your life so that, when you die, you're the one who is smiling and everyone around you is crying."

—Anonymous

FEBRUARY TRAINING SCHEDULE

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

OPEN ENROLLMENT (Year round Classes)

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

“Learning is an active process. We learn by doing. Only knowledge that is used sticks in your mind.”

—Dale Carnegie, writer, lecturer and self-improvement guru

**ADC
CALENDAR**



December 2007

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



January 2008

- 1 New Year’s Day
- 10 ACJA Winter
Conference,
Hot Springs
- 21 Martin Luther King
Jr. Day & Robert E.
Lee’s Birthday



February 2008

- 14 Valentine’s Day
- 18 Presidents’ Day &
Daisy Gatson Bates
Day

ADC Advocate Employee Newsletter

ADC Mission Statement

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



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

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

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

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

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Visit ADC on the Web:

www.arkansas.gov/doc

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