

INSIDE

CORRECTIONS



Training and Staff Development



Oklahoma Correctional Industries

Wishes The

Oklahoma Department of Corrections Family

A Happy Thanksgiving

and

A Very Merry Christmas



Inside Corrections is an Oklahoma Department of Corrections bi-monthly publication distributed to employees, retirees and friends of criminal justice, to enhance communications and provide information on the development and achievements of this agency.

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On the Cover

Correctional Officer
Cadet Graduations

INSIDE CORRECTIONS

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features

- 10 Training and Staff Development
- 16 Upper Management Training
- 18 Employee Rights and Relations Unit
- 20 MBCC Chapel Groundbreaking Ceremony
- 23 SSCA Appreciation Luncheon
- 24 Officer Jeff McCoy Memorial Golf Tournament
- 26 Director Jones' Retirement Party
- 30 Public Information Officer Training
- 31 23rd Annual JHCC Special Olympics Golf Tournament

departments

- 4 Director's Comments
- 5 In Other Words
- 7 Appointments
- 37 Employee Anniversaries
- 40 Calendar
- 42 Retirements

OKLAHOMA DEPARTMENT OF CORRECTIONS

MISSION:

TO PROTECT THE PUBLIC, THE EMPLOYEES,
AND THE OFFENDERS

All readers are encouraged to submit articles, letters, comments and ideas for future issues. Copy should be submitted by e-mail to marcella.reed@doc.state.ok.us or CD. All articles are subject to editing, with every effort made to preserve the integrity of the submission.

This publication is issued by the Oklahoma Department of Corrections as authorized by the Executive Communications Administrator. Starting with the July 2010 issue, this document will no longer be printed, but will be posted to the Oklahoma Department of Corrections website. Due to the cost of printing, this publication will be issued in an electronic format only. Access to copies can be made from the Oklahoma Department of Corrections website (www.ok.gov/doc/).

Welcome to Inside Corrections



In the September issue of “Inside Corrections,” I posed the question, “have our ‘norms’ become more extreme?” In some ways it is clear to me that our society has made changes as to what is accepted as normal. For example, there appears to be increased acceptance for altering one’s appearance with surgical procedures, as well as tattooing and body piercing. Surgery was once a necessary procedure, but plastic surgery is now widely accepted as a means to acquire desired physical appearance, whether only to suit oneself or to gain a business advantage. According to an article in “Medical News Today,” those undergoing plastic surgery has increased 250% in the past two years. Tattooing in the 1950’s was associated with sailors, bikers, and criminals while today it is considered a mainstream activity; ear piercing in the West gained subcultural popularity in the 1970s and, along with other body piercings, spread to the mainstream in the 1990s. Acceptance of tattoo and piercing body art is now associated as a generation statement of norms. According to letsmove.gov., over the past three decades childhood obesity has tripled, with one out of three American children considered overweight or obese. Many states, municipalities and school districts now assume

the role of parents in promoting and providing a healthy life style through enforced rules, such as limiting the size of fountain drinks, sweet intake, and fast or junk food. Many of the same school districts govern the color of clothing, use of school uniforms, type of shoes and logos allowed, and hair styles or colors. The ban of smoking in public areas was instituted to control second-hand smoke, but now, smoking is becoming taboo in personally owned homes and cars. In a certain city, banning the sale of fountain drinks of 32 ounces and above became the rule; but no rule exists to prevent the purchase of two 16 ounce “little Gulps,” which is equal to the banned size. Society appears flexible and accepting to changing norms in the name of good health that were once considered a civil liberty. Should government determine the individual health standards that do not affect the wellbeing of another person?

Before I close this “Insider” discussion, I would like to share a few low profile shifts in our norms. The 2010 Census (Households and Families) enumerated that of the 300.8 million populations there were 116.7 million households for an average of 2.58 people per house hold, down from an average of 2.59 in 2000. While the number of people living in a household is on the decrease, the size of the American home is on the increase. In the 1950’s, the average home was 983 square feet. In 2000, the average home size was 2300 square feet. While being cautious not to offend, shifts in the major religious traditions in the United States have occurred. More than one-quarter of American adults (28%) have left the faith in which they were raised in favor of another religion. The United States is on the verge of becoming a minority Protestant country (Christian). In 2011, the Pew Research Center found that 51 percent of Americans were married, compared to 72 percent in 1960. Teen birth rates are on the rise. Yes, almost everyone has a cell phone, I Pad and a computer; adding those devices to my already over burden pockets, “man bags” are now a necessity.

Turning our pages back, one can easily see that we have become willing to move away from the traditions of the past and accept change. It should come as no surprise that what we value most-- family, belief systems, appearance, etc.--our future will be driven by and judged on a different scale.

WISHING YOU AND YOUR FAMILY A HAPPY AND SAFE HOLIDAY SEASON!

Edward Evans

Edward Evans

Interim Director

Oklahoma Department of Corrections

Director Jones,

Your caring support after the passing of Officer David Van Buskirk P#6482, meant a great deal to both the Las Vegas Metropolitan Police Department and his family. There are simply no words to express our heartfelt thanks for the sympathy you have extended to our agency and Officer Van Buskirk's family during this time of loss.

During this time of sorrow we have learned how much our friends and fellow brethren really mean to us. On behalf of the Las Vegas Metropolitan Police Department, thank you for your kindness and sympathy. It is deeply appreciated.

Sincerely,

DOUGLAS C. GILLESPIE, SHERIFF
LAS VEGAS METROPOLITAN
POLICE DEPARTMENT

Director Jones,

On April 26, 2013, the Polk County Sheriff's Office suffered a great loss when Master Deputy Joseph "Shane" Robbins lost his life, as a result of a traffic accident. While we lost one of our agency's beloved members, his wife and children lost a devoted husband and father.

I appreciate your generosity and display of support during this loss. Through the worst of times, the best of friends come together in comfort and support of one another.

As the members of the Polk County

Sheriff's Office face the future, we will strive to honor Deputy Robbins' legacy through continued dedication and a renewed sense of "Pride in Service" to the people of Polk County, whom we are honored to serve.

Thank you, again, for your show of support.

Sincerely,

GRADY JUDD, SHERIFF
POLK COUNTY SHERIFF'S OFFICE
WINTER HAVEN, FLORIDA

Director Jones,

I want to reach out to you this afternoon to express deep condolences from the Tennessee DOC for the devastation of yesterday's tornado.

Our positive thoughts and prayers are with you all. Let me know if we can do anything from Tennessee. We stand ready to assist.

DERRICK D. SCHOFIELD
COMMISSIONER
TENNESSEE DEPARTMENT OF
CORRECTIONS

Director Jones,

If you guys need anything please let me know -- we stand ready to assist in any way. Please know that our thoughts and prayers are with you.

Sincerely,

JIMMY LEBLANC, SECRETARY
LOUISIANA DEPARTMENT OF
CORRECTIONS

Director Jones,

I watched with great sadness the news reports of the devastating storm that hit your state. Please know that even though we are not of the Oklahoma family, we are of the American family and we grieve along side you as you work to recover from this terrible loss. Please know that as a team we prayed for you this morning, and know that we are standing at the ready should you need anything.

May God bless you and your team as well as your fellow Oklahomans.

BRIAN OWENS, COMMISSIONER
GEORGIA DEPARTMENT OF
CORRECTIONS

Director Jones,

As you might expect, all of us here in Missouri have great empathy for Oklahomans during this terrible tragedy. I hope you and all your staff are safe and have not been harmed. I have requests from our offender organizations to collect money for the victims which I have approved. Also, would be willing to have our Restorative Justice efforts help in making quilts, blankets, toys, etc. as folks deem appropriate.

In any event, having gone through the Joplin tornado on May 22 two years ago we have some knowledge of what you all are experiencing. We wish you the best as the strong Oklahoma spirit takes hold once the grief of loss begins to dissipate and you return to fight

on. Our best wishes as you begin the long recovery process and please let us know if there is anything at all we can help with.

GEORGE A. LOMBARDI
DIRECTOR
MISSOURI DEPARTMENT OF
CORRECTIONS

Warden Martin,

Thank you for your assistance and cooperation to initiate an accountable inmate system for the visitation room recreational supplies.

We visited the correctional facility on Sunday, September 1, and were pleased to find newer playing cards available as we had requested. Having the presorted playing cards readily available allowed us to enjoy more valuable time and conversation with our family member. We sincerely hope the inmates and their families will realize the benefits and appreciate your efforts of others to help establish a positive inmate visitation room recreational supply system.

Again, we thank you for your cooperation and assistance.

Respectfully,

GARY T. MORRIS
& MARY A. MORRIS
STILLWATER, OK

Director Jones,

On behalf of all of us in the FBI, I want to thank you for your messages of condolence regarding the deaths of FBI Special Agents Christopher W. Lorek and Stephen P. Shaw. As we mourn the loss of these two brave and accomplished Special Agents, it means a great deal to know that our sorrow is shared by our colleagues in the law enforcement community.

Your cards will be shared with their families and coworkers, and I know I speak for them as well in thanking you for your thoughtfulness in writing.

Sincerely yours,

ROBERT S. MUELLER, III
DIRECTOR
US DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF
INVESTIGATION

Deputy Warden Sharp,

Just wanted to say we truly appreciated all your efforts in helping and working with us for Ramadan and our 'Eid Feast. I speak for the whole Islamic Community when I say Thank You.

Sincerely,

BRENDEN WILLIAMS

Warden Farris,

It has been a genuine pleasure of mine to get to know Lee Fairchild over the course of the past year while working on the Kirkpatrick Foundation-sponsored documentary, *The Dogs of Lexington*. The Friends for Folks dog training and rescue program at Lexington prison is an inspiration to so many people, and Lee has been an exceptional ambassador, exhibiting that rare and wonderful combination of skill and humility.

Personally, I am so appreciative of the support you have shown Lee as he spreads goodwill with his disc dog exhibitions. The second graders at Wilson Elementary School (*pictured below*) in Oklahoma City were thrilled with his demonstrations and they were very responsive to his tutorial on animal safety. Thank you, and keep up the good work.

Best personal regards,

LOUISA MCCUNE-ELMORE
EXECUTIVE DIRECTOR
KIRKPATRICK FOUNDATION



Inside Corrections welcomes your comments. Letters must include name and contact information. We reserve the right to edit all submissions. Send letters to Inside Corrections, Attn: Editor, 3400 Martin Luther King Avenue, Oklahoma City, OK 73111, or fax to (405) 425-2578. Address electronic mail to marcella.reed@doc.state.ok.us.



DR. DEBBIE BURCHFIELD
Deputy Chief Mental Health Officer
Mental Health Unit

Dr. Burchfield began her career with DOC in August 1983 as a psychological clinician at Jess Dunn Correctional Center. In 1986, she transferred to Lexington Correctional Center as a psychological clinician, and worked on the unit where the Friends For Folks program began. She left the Department in 1994 to complete her doctoral internship, and returned in 1998 to Mabel Bassett Correctional Center as a psychologist. In 2007, Dr. Burchfield assumed the position of Clinical Coordinator for mental health services for female facilities, which included not only MBCC, but also Eddie Warrior CC, Hillside/

Kate Barnard CCC, and Community Corrections, including Oklahoma City CCC, Clara Waters CCC, and Union City CCC.



KATHRYN L. KING
District Supervisor
Tulsa County District CC

Ms. King began her career with the Department of Corrections on September 17, 1984, as a case manager at Lexington Assessment and Reception Center. In July 1985, Ms. King transferred to the Tulsa Community Treatment Center where she was the case manager for the out-count and prisoner public work program offenders. Ms. King moved to District II Probation and Parole as a probation officer in 1988, promoted to team supervisor in 1989, and again promoted to assistant district supervisor of Tulsa District Community Corrections in 2006. Ms. King is a 1980 graduate of

Northeastern State University with a Bachelor of Arts degree in psychology.



JERRY CHRISMAN
Warden
Mack Alford CC

Mr. Chrisman began his career with the Department of Corrections in 1989 as a correctional officer at Oklahoma State Penitentiary (OSP). While at OSP, he served in the role of correctional counselor, lieutenant, captain and unit manager. In 2000, he transferred to Oklahoma State Reformatory as unit manager and in 2001 he promoted to deputy warden at James Crabtree Correctional Center. He served in the capacity of deputy warden in 2005 at Mabel Bassett Correctional Center, in 2006 at Joseph Harp Correctional Center and in 2010 at Mack Alford Correctional Center(MACC).

He has served in the role of interim warden at MACC since September 2012.

Mr. Chrisman received a Bachelor's Degree in 2000 from Southeastern Oklahoma State University in Criminal Justice.



JAMES REED
District Supervisor
Jeffery M. McCoy
Central District CC

Mr. Reed began his career as a correctional officer at LARC in 1998. In August 2000, he was promoted to the position of probation and parole officer with District VI Probation and Parole in Oklahoma City, Oklahoma. Mr. Reed later transferred to the Norman Probation & Parole Office and served as senior probation and parole officer until being promoted to team supervisor in August 2004. On April 18, 2011, he was promoted to deputy warden at the Dick

Appointments

Conner Correctional Center in Hominy, Oklahoma. Mr. Reed later transferred to the Lexington Assessment Reception Center on August 8, 2012, as the deputy warden. He was the assistant district supervisor at Southwest District before being appointed to the current position of district supervisor for the Jeffery M. McCoy Central District. Mr. Reed is a 2000 graduate of the University of Oklahoma with a Bachelor of Arts degree in Sociology/Criminology.

JENNY DILLON

Deputy Warden
Lexington Assessment
and Reception Center

Ms. Dillon's past employment experience with the Oklahoma Department of Corrections included safety manager, administrator of Classification, deputy warden at Joseph Harp Correctional

Center, executive assistant to the associate director and administrative officer in the Private Prison Administration Unit. Ms. Dillon received her Bachelors in Criminal Justice from the University of New Mexico and attended graduate school at the University of Oklahoma.

TOMMY SHARP

Deputy Warden
Mack Alford CC

Mr. Sharp began his career with the Department of Corrections in 1993 as a correctional officer at Mack Alford Correctional Center. While at MACC, he has served in the role of sergeant, correctional counselor, case manager, procedures officer, warden's assistant, and unit manager. Mr. Sharp has also served as interim deputy warden since September of 2012 at Mack Alford Correctional Center. Mr.

Sharp received his Bachelor's Degree in 1995 from Southeastern Oklahoma State University in Criminal Justice.

SHAWN PRICE

Chief of Security
Joseph Harp CC

Mr. Price has a 19 year career at Dick Conner Correctional Facility where he has been awarded a number of honors including the 2003 DOC Supervisor of the Year as well as a Meritorious Service Award in 2006. Mr. Price also has had a 20 year career training K9 narcotics and patrol dogs.

DEBRA ALDRIDGE

Deputy Warden
Howard McLeod CC

Ms. Aldridge has been with the Department of Corrections for 16 years. She has served as a unit secretary, procedures officer and most

recently as unit manager at Oklahoma State Penitentiary.

Ms. Aldridge received her Bachelor's of Art degree with a minor in Criminal Justice from Southeastern Oklahoma State University.

TOM NELSON

Assistant District Supervisor
Tulsa Co. District CC

Mr. Nelson has been selected as Assistant District Supervisor for Tulsa County Community Corrections. Mr. Nelson began his career as a Correctional Case Manager in September 1984, and promoted to Senior Correctional Case Manager in 1988. In 1989, he was promoted to Senior Probation and Parole Officer, and in 1991 to Team Supervisor. He obtained his Bachelor of Arts in Sociology at the University of Kansas in 1984.

CORRECTIONAL OFFICER CADET GRADUATION

August 29, 2013
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Training and Staff Development

by Dr. Don Kiffin

Training/Continuing Education is an essential component in fulfilling the Department of Corrections' mission. Deputy Director Eric Franklin noted *"When Training was added to my Division, I saw it as an opportunity to affect and ensure quality employee development agency wide. I was familiar with the many long-tenured employees in Training. I established our priorities as customer needs, policy compliance, and quality training curriculum. Given the current staffing*

levels and budget constraints, I believe that as a Division an agency cannot compromise our standards for quality and committed employees. I see Employee Development as a vital part of our mission to protect the public, to protect the employee, and to protect the offender."

Accordingly, the first step for Training was to leave the Oklahoma Highway Patrol-Robert R. Lester Training Center and secure a new place to carry out our work. At the beginning of February,

2013, the proverbial "Mayflower Truck" was on the move and completed its journey to a new home with a new name (Oklahoma Correctional Career Development Center-OCCDC) for training, continuing education, and staff development. Over the years, training has been located at many venues and now we have settled in nicely on the fine campus of Redlands Community College (RCC) located in El Reno, Oklahoma. Our partnership with RCC currently

provides us with an 80 bed-housing unit, four classrooms, and offices for staff and administration. Additionally, we have access to a large indoor baseball practice facility which is used for self-defense training. While attending training/continuing education, our cadets and support staff participants have access to all of the amenities (handball courts, indoor swimming, workout machines, etc.) that are made available to Redland's college students.

As with any moving situation, there have been innumerable details, large and small, to attend to: setting up mail, email and phone service; ordering supplies; installing equipment; meeting school administrators and department heads; working out menus and dining schedules as well as housekeeping and laundry services. Accordingly, all of these tasks quickly assisted the Department of Corrections to build a strong, solid, and professional relationship with not

only Redlands but also the El Reno community.

In a recent published news article titled "Redlands Community College Partnership with the Department of Corrections is Proving to be a Success," Jack Bryant, the Acting President of Redlands, stated, "We here at Redlands are so impressed with the professionalism the DOC staff and personnel have brought to our campus. Redlands would love to bring that culture to our students."

Pictured: (left) The 80-bed housing unit, utilized by ODOC employees, sits on the campus of Redland Community College and is walking distance to all facilities; (top right) 19 correctional officer cadets on their graduation day, (bottom left) a bedroom located inside the 80-bed housing unit; and (bottom right) one of the four classrooms utilized by ODOC training staff.

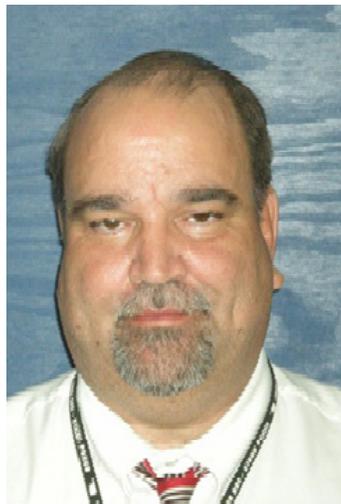




Pictured above: (L-R) Dr. Don Kiffin, Administrator, Oklahoma Correctional Career Development Center (OCCDC), Arlie Schroder, Coordinator of Cooperative and Off-Campus Programs, Redlands Community College, Phil Gilstrap, Training Manager, OCCDC, and Jack Bryant, Acting President, Redlands Community College.



ABIGAIL MCELFRISH
Western Regional
Training Supervisor



DAVID LAYTON
Eastern Regional
Training Supervisor

Of course, Redlands and the Department of Corrections strongly encourage higher and continuing education. As a result, Redlands has made available to many correctional personnel the ability to potentially acquire college credit hours at an incredibly reduced fee. Redlands' Coordinator of Cooperative Alliances, Arlie Schroder, who is pictured second from left, noted in the aforementioned published article. "When the trainees come to our campus, they are exposed to the opportunity to further their education. We have programs in place that can assist the trainees to earn their associate's degree if desired."

The Department of Corrections' staff that offices at RCC are long-time employees Dr. Don Kiffin, Administrator of Training, Phil Gilstrap, Training Manager, Anetta Bullock Executive Assistant, and Teresa Patton, Administrative Specialist. The Eastern Regional Training Supervisor is David Layton who also has many years of correctional experience. A very recent hire, Abigail McElfresh, is the Western Regional Training Supervisor.

Mr. Layton has 29 years of service with the Oklahoma Department of Corrections. During that period, he has worked as a Correctional Officer for 12 years, promoted to the rank of Sergeant, and honored as the Correctional Officer of the year in 1992. Subsequently, he accepted a position in the training unit and has promoted to a CTO IV. Due to the reduction in programmatic and training activities from approximately 2009 through 2012, Mr. Layton continued to perform at a high level not only servicing the training needs at Mack Alford

(continued on page 34)

Howard McLeod Correctional Center's (HMCC) **Training Program**

by Nita Raney

The HMCC training program orientates all newly appointed employees to ensure the employees will have a general knowledge of the operations of HMCC as well as an overview of the Department of Corrections. As the new employees start their venture with HMCC, a tour of the facility is given as well as an introduction to all employees at HMCC.

Cadets are given information about Redlands Community College such as, expectations, behaviors, dorm rules, and information on physical standards to prepare for self defense week. Once the cadets arrive at the academy, they are required

to complete 160 hours of instruction which includes training in standards of conduct/ethics, security, safety, fire, medical, emergency procedures, supervision of offenders, training on sexual abuse and assault and use of force and tactics.

Support staff, on the other hand, attends Phase Two Pre-Service. Information about Redlands Community College is provided that includes expectations, behaviors, dorm rules and campus rules. Pre-Service Phase II for support staff applies what was taught Pre-Service Phase I, which is taught at the facility, in a classroom exercise. Subjects such as Staff/ Offender

*What does
the training
department at
HMCC do?*



HMCC correctional officers participating in self defense training.

What about preparation and attendance for the Cadet Academy?

Relations, Writing Incident Reports, Preventing Sexual Harassment, are just a few examples of what is provided for the new employee. Support staff is also provided knowledge on “what to do in case” an incident happens by our Self Defense Instructors at HMCC.

At the beginning of the year, In-Service training starts at the facility. The annual In-Service training is a yearly requirement. An example of the requirements for the annual In-Service training includes, CPR/First Aid, Emergency Plans, Disciplinary Procedures, Stress Management, Correctional Report Writing, and Prison Rape Elimination Act (PREA). In-Service not only refreshes the memory of staff but it also ensures staff are made aware of cautions or procedures regarding the Correctional Environment. With the change of offender behavior, it is the duty of the training department to ensure security and non-uniformed staff are made aware of the changing behaviors that are entering DOC. All employees are provided the same training, regardless of job title, to ensure everyone has received the same information and/or updates.

It is the responsibility of the training department to ensure all classes being

taught are using the most current lesson plans. Updates on training material are provided throughout the year especially when there is a change to policy and will effect classes such as Disciplinary Procedures or Emergency Plans. At the end of the year, the training department at HMCC reviews all material received and will start the process of compiling the material and set up a class schedule with dates, times and designated instructors for the annual In-Service training requirements.

The HMCC In-Service training program has set a goal to provide the best training possible for the employees. An example of what we do? Correctional Officers are provided extensive training such as Self-Defense. Simple techniques are covered, one on one, until the officers are comfortable with the knowledge of how to use self defense techniques with confidence. Some of the techniques covered include Sankyo, Ikkyo and Kote Gaeshi. Pattern of movements, correct recoveries, ground defenses, blocking techniques are also techniques that are practiced to ensure knowledge of the proper way to use self defense. HMCC currently has 3 certified Self Defense Instructors, who continuously work with both new and seasoned officers. They are dedicated to

all officers at HMCC by ensuring they are comfortable with any technique provided. Our Self Defense Instructors also encourages the new cadets with their preparations for self defense week by providing examples of exactly what self defense will consist of once they start their Academy.

Training within DOC is continuous throughout the year and offers a variety of classes to help the supervisor and employee grow and learn how to adapt to the different learning styles of fellow employees. What kind of training can a supervisor be offered? Some of the supervisory classes include Correctional Leadership Development I, II, and III. There is a wide selection of other classes offered for supervisors that is offered during the spring and fall.

Training within the Department of Corrections provides a wide range of courses that will encourage long term goal setting and enhance knowledge of the Department. The goal of the Department of Corrections is to provide employees with the opportunity of training necessary to develop job related expertise, foster professional growth, and encourage the pursuit of career goals. ■

James Crabtree Correctional Center (JCCC) **Training and Development**

by Andrea Jordan

*Everyone
has
something
to offer,
from the
new hire
to the
seasoned
employee!*

Training and Development

Training and Development (T&D) is a vital part of the Oklahoma Department of Corrections (ODOC). It is the study of how structured experiences help employees gain work-related knowledge, skill, and attitudes throughout their careers. Training in its broadest sense is the provision of information to allow someone to carry out an old task better or to learn to perform a new task. These are ongoing processes that are required to ensure that training benefits emerge. ODOC needs to ensure that their employees continue to learn, so they can keep up with increased job demands, and so ODOC can gain or maintain competitive advantage.

It begins with the “new hire” orientation, and carries on throughout ones whole career. Promotions, career changes, and job performance are all tied in to the training and development of our staff, continuous learning is essential for success. From the time a new hire enters the facility, we begin

with their training. During their first 40 hours of orientation they are taught the basics of the history of ODOC, policies and procedures, introduction to staff, and the layout of the facility. They are started with the tools in their toolboxes to know how ODOC started, where to look for answers, or who the people are that may be related to the questions they may have; and a face to go with it.

During the next six months to a year, everyone invests in the development of these individuals, and training and development is no different. Whether they are becoming an officer and getting sent to the academy, or whether they are becoming non-uniform staff and being sent to Phase II; your T&D officer is continuing to instill the educational aspects needed for proper progressions.

If you are one of those people that rolls their eyes and groans when you hear the words “annual training,” you may be missing out
(continued on page 34)

Upper Management Training

July 1, 2013 • Metro Technology Center • Oklahoma City



1. Tami Grogan, Administrator, Sentence Administration, Mike Carr, Northwest District Supervisor, Johnny Blevins, Chief, Internal Affairs, and Gary Elliott, Legal.

2. Sharon Neumann, Deputy Director, Community Sentencing, Justin Jones, Director, ODOC, Lisa Burlingame, Grants Administrator, and Becky Lawmaster, Administrator, Community Sentencing.

3. Tim Hoch, Gang Enforcement, Oklahoma City Police Department.

4. Jean-Marc Hache, Administrator, Information Technology, Tina Hicks, Chief, Administrative Services, and Greg Thomas, Administrator, Personnel.

5. Ken Skidmore, Human Resources Manager, Personnel.

6. Sharon Harrison, District Supervisor, Kate Barnard CCC, Kimberley Owen, Executive Assistant, Director's Office, and Greg Sawyer, Chief, Business Operations.

7. Pam Humphries, Education

8. Phil Gilstrap, Training Manager, Oklahoma Correctional Career Development Center.

Oklahoma State Penitentiary (OSP) **Training and Development**

by Terry Crenshaw, Warden's Assistant

Oklahoma State Penitentiary has three major areas of concern for training. They are pre-service, orientation, and In-service. Pre-service training teaches the new employee the guidelines for their job as it relates to the Department of Corrections. Orientation training teaches the new employee their job as it relates to the facility for which they work. In-service training is annual training provided for each individual employee that refreshes concepts the employee has previously learned or teaches new techniques as they are developed.

PRE-SERVICE

While most pre-service is completed at the Oklahoma Correctional Career Development Center, eighty hours of support staff training is completed at OSP. Most of this is accomplished through a self-paced program but we also take them on a tour and teach emergency plans in the classroom. Each new support employee must

complete CPR/AED and First Aid training before attending the Oklahoma Correctional Career Development Center.

Correctional Officers receive six weeks of pre-service at the Oklahoma Correctional Career Development Center in El Reno, Oklahoma. They receive specialized instruction in fields such as: Self Defense/Crime Scene/Firearms Simulator/Physical Evaluation and Conditioning/Use of Restraints.

ORIENTATION

New employees receive forty hours of training most of which is self-paced. We have a facility tour and an emergency plans class that is not self-paced. Our Correctional officers also receive OC Spray training and baton training that is classroom based. They receive basic firearms training. This training qualifies each correctional officer to use a semi-automatic pistol, rifle, or shotgun. Orientation

class includes: appropriate conduct with offender, blood borne-airborne pathogens, emergency procedures, employee rights and responsibilities, hostage survival, security procedures (contraband, key, tool and caustic control).

IN-SERVICE

We have a forty hour block of In-service that is classroom and we also have approximately fifteen hours of self-paced training. Included in this training is at least twelve hours of supervisory training. The twelve hours of training is a state law for all supervisors but we ensure that all staff receives this training. In-service training includes the following classroom courses: self defense and riot baton to include OC Spray (Correctional officers only), disciplinary training, suicide prevention, CPR/AED, first aid, emergency plans and safety issues. ■

Employee Rights and Relations Unit

by Elvin Baum, Administrator
Employee Rights and Relations Unit

When I first started working in the area(s) of employee complaints and grievances, it was with the Oklahoma Department of Corrections (ODOC) in the late 1970's early part of the 1980's. I worked with and under the supervision of a gentleman by the name of Gary Gardner who was the Business Manager, Personnel Officer and Affirmative Action Officer, "a three in one" for the ODOC. At that time, we processed quite a number of complaints and grievance issues. Our

office averaged at least two to three interviews a week and sometimes twice within a day concerning staff issues. As stated, Gary Gardner was the Affirmative Action Officer and another staff member by the name of Janet Walker and I were the "Affirmative Action Representatives" and the two of us conducted most of the investigative work and report writing. We all worked under the administrative leadership of Gary Parsons who actually hired me into the Oklahoma Department

of Corrections many years ago.

Many years have gone by since that time and what was once the affirmative action office has become the "Employee Rights and Relations Unit" (ERRU) with more direct focus on staff issues concerning complaints, grievances, informal issues, training, mediation, Q and A from staff members in reference to Equal Employment Opportunity/ Affirmative Action and related issues.

EMPLOYEE RIGHTS AND RELATIONS UNIT STAFF



ELVIN BAUM
Administrator



JOYCE PERRY
Civil Rights Administrator I



KIM MOON
Secretary V

*Together the
unit staff
has over
96 years of
government
experience.*

The ERRU operates by federal and state rules, regulations, policy, procedures and laws, to include federal EEO/Affirmative action laws, the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq., and court cases.

DISCRIMINATION COMPLAINTS INVESTIGATIONS

The employee rights and relations unit investigators are “Certified Investigators” in accordance with 530:10-3-20. Purpose, Section 840 2.1 (F)(1) of Title 74 of the Oklahoma Statutes, which requires persons who investigate complaints of discrimination after December 1, 1995, to be trained according to the requirements of the Administrator unless otherwise provided by state or federal law.

The ERRU responds to the federal Equal Employment Opportunity Commission (EEOC) when employees file a charge of employment discrimination with them. We also prepare annually an EEOC/

(continued on page 35)

EXAMPLES OF THE OKLAHOMA MERIT RULES

Merit Rule 530:10-3-1 Purpose

The purposes of the rules in this Part are to assure equal employment opportunity [74:840 1.6 A (7)]; repeat, as a convenience to the reader, statutory language in Section 840: 2.9 of the Oklahoma Personnel Act; and define sexual harassment as a form of discrimination. The rules in this Part apply to all persons in the state service unless the context clearly indicates otherwise.

530:10-3-2 Discrimination and Other Prohibited Acts

(a) No person in the state service, whether subject to the provisions of the Merit System or in unclassified service, shall be appointed to or demoted or dismissed from any position in the state service, or in any way favored or discriminated against with respect to employment in the state service because of political or religious opinions or affiliations, race, creed, gender, color, [age] [74:954] or national origin or by reason of any handicap [74:954] [74:840 2.9(A)].

530:10-3-3 Sexual Harassment

(a) Sexual harassment is discrimination on the basis of gender (sex) under 530:10-3-2, Discrimination and other prohibited acts. No officer or employee of any agency shall permit or engage in sexual harassment.

(b) Unwelcome sexual advances, requests for sexual favors, and verbal, graphic or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.



Chapel Groundbreaking Ceremony *at Mabel Bassett Correctional Center (MBCC)*

On August 22, 2013, MBCC celebrated a Groundbreaking Ceremony for a new chapel. Special guests were Edward Evans, Interim Director; Ron Sharp, State Senator; Wayne Shaw, State Senator; Dr. R. Joe Wilson, Domestic Project Coordinator; Glenn Short and Todd Cowl, Architects; and Kay Hines, Acting McCloud City Manager. Several MBCC volunteers attended as well.

During the program Warden Rickey Moham welcomed everyone and shared his gratitude to World Mission Builders and all the volunteers for their dedicated work to build a chapel at MBCC, before introducing Interim Director Evans. Mr. Evans expressed his gratitude to Senator Sharp and Senator

Shaw for attending and extended thanks to Dr. Wilson and World Mission Builders for their tireless work and dedication to bring chapels to not only MBCC but several other facilities.

Senator Sharp, Senator Shaw and Dr. Wilson shared words of encouragement and thanks to all of the volunteers for their donations and hard work to allow the building to take place.

Warden Moham then invited everyone to the chapel site for the official groundbreaking. Senator Shaw, Warden Moham, Interim Director Evans, Senator Sharp, and Dr. Wilson (pictured above), along with volunteers and special guests, ceremoniously broke ground. A small reception followed.

CHAPEL GROUNDBREAKING CEREMONY

August 22, 2013 • Mabel Bassett Correctional Center (MBCC)



1. Rickey Moham, Warden, MBCC
2. Wayne Shaw, State Senator, District 3
3. Glenn E. Short, (Architect, Frankfurt-Short-Bruza Associated, P.C.), Chairman of the Board, Prison Chapel, Inc
4. Marsha Travis, volunteer and MBCC Citizen Advisory Board Member, Polly Ward, volunteer, Fae Wilson, (wife of R. Joe Wilson) Secretary, Prison Chapel , Inc., and Donna Heins, Grace Point Church
5. R. Joe Wilson, Prison Chapel, Inc., World Mission Builders
6. Charles Freyder, Chaplain, MBCC, and Ron Sharp, State Senator, District 17
7. Edward Evans, Interim Director, Oklahoma Department of Corrections
8. Kay Hines, Acting City Manager, City of McCloud, and Ron Kenyon, MBCC Citizen Advisory Board Member

NORTHEAST OKLAHOMA CORRECTIONAL CENTER (NOCC)

Takes Part in a Community-Wide Emergency Drill

Northeast Oklahoma Correctional Center participated in the Vinita and Craig County Emergency Management and Local Emergency Planning Committee community-wide table top drill held on June 19, 2013. Those representing NOCC were Warden Rodney Redman, Chief of Security Anthony Clayton, Lieutenant Michael Buchanan (CERT) and Brandi Bynum, Secretary I (CERT). There were about 58 professionals from a variety of area emergency, law enforcement, government and private agencies participating in the drill. The scenario for this drill involved a dump truck colliding with a semi tractor

trailer that is transporting a load of aluminum phosphate at the Vinita downtown intersection during a busy morning. The Vinita authorities would have to suffer power outages, shifts in wind direction, using the mass notification system to give instructions to the public, coordinating dozens of agencies, calling in hazardous material teams and re-directing highway traffic. NOCC's part of the drill was to assist with setting up perimeters and blockades in order to reroute traffic. This summer was the third year that the Local Emergency Planning Committee hosted such a drill.

MENTAL HEALTH UNIT TOUR

July 17, 2013

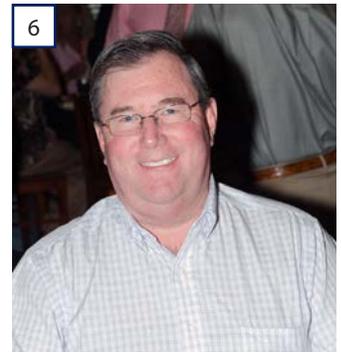
Joseph Harp Correctional Center (JHCC)



Pictured above: (Back row - left to right) Bob Mann, Medical, DOC, Dr. James Keithley, Mental Health Coordinator, JHCC, Eric Franklin, Deputy Director, Employee Development and Offender Services, Steve Buck, Department of Mental Health (DMH), Clint Castleberry, Administrator, Programs, Dr. Don Suttmitter, DOC Medical, and Michael Shelite, Deputy Warden, JHCC. (Front Row - left to right) Jay Hodges, Deputy Warden, JHCC, Carrie Hodges, DMH, Rob Standridge, State Senator, District 15, and Neville Massie, Executive Assistant, Director's Office.

Southern States Correctional Association (SSCA) Appreciation Luncheon

August 23, 2013 • Bricktown Brewery



1. Captain Clay Smith - DCCC, and Pat Sorrels
2. Buddy Honaker, Correctional Health Services Administrator - JHCC, and David Parker, Deputy Director - Institutions Division III
3. Renee Watkins, Deputy Director - Institutions Division II, and Jody Jones, Correctional Health Services Administrator, - DCCC
4. Janna Hill and Kathi Sappington - Field Operations Division
5. Charlotte Shipley and Jimmy Shipley, Deputy Warden - LARC
6. Alex Lunn - Oklahoma Correctional Industries
7. L.D. Ormand, Correctional Case Manager - OSR
8. Chad Dennis, Correctional Security Manager II, and Shery Sullivan, Case Manager - OSR
9. Cameron Rose, Assistant District Supervisor - TCDCC, and Josh Young - Internal Affairs
10. Amanda McCurdy, Programs Coordinator - MBCC



Pictured (L-R): Megan McCoy, Allie McCoy and Genese McCoy with the Jeff McCoy Memorial Golf Tournament sign.



Jeffery M. McCoy

Even before the sun started rising on Friday, September 13, 2013 volunteers were busy setting up for the First Annual Officer Jeff McCoy Memorial Golf Tournament at Earlywine Golf Course in Oklahoma City. Soon, 154 golfers were ready to go and at 8:00 am Jeff's son Alex McCoy hit the first drive to start the tournament.

OFFICER JEFF MCCOY *Memorial Golf Tournament*

The Jeff McCoy Memorial Golf Tournament is his family, friends and co-workers way of honoring Jeff's amazing life. He was very committed to his family, faith, and career; and he knew the value of an education. Jeff would be so proud that money was raised for scholarships for children and grandchildren of the DOC employees. He would especially love that the money was raised through a golf tournament, something Jeff loved and shared with his family and friends.

Because of the hard work of the committee members, volunteers, sponsors, and golfers the tournament

was a huge success raising approximately \$9,000 and provided a wonderful day for everyone. The money will be given in scholarships to children and grandchildren of the Oklahoma Department of Corrections in 2014. Be watching Inside Corrections or you may go to Face Book and like Officer Jeffery McCoy Memorial Page to stay current on scholarship application process, who the scholarship recipients will be and news on next year's golf tournament.

Thank all of you for your support, your kindness and your prayers.



1. Pat McCoy, Alex McCoy, John Seguin, Tony McCoy, and Pat Fletcher.
2. Alex McCoy starting the tournament as he tees off on hole #1.
3. Volunteers from Jeff McCoy Central District Office.
4. L.L. Young and Kent Peck.
5. Kimberly Owen, Nate Brown, and Megan McCoy.
6. Representative Lisa Billy, John McCurdy, Buddy Honaker, and Holly Baker.
7. Robert Shershon, Bracey Dangerfield, Ray Carter, and Jiles Ross.
8. Brenda Hansel, Kristie Phillips, Shawn Witcher, and Lorena Story.

Director Justin Jones' Retirement Party

August 16, 2013

Langston University - OKC Campus • Oklahoma City, OK



1. Peggy Carter-Community Corrections, Marissa Carter and Justin Jones
2. Becky Lawmaster and Lisa Burlingame - Community Sentencing and Mohsen Poure-Evaluation/Analysis
3. Amy Santee-George Kaiser Family Foundation and Ann Domon-Indian Nations Council of Government
4. Sharon Neumann-Community Sentencing, Penny Brooksher-Procedures, and Lesia Miser-Classification/Population
5. Kenny Holloway, Justin Jones, and Cindy Holloway
6. Michael Oakley-General Counsel and Kevin Gross-Chair, Board of Corrections
7. Tina Hicks and Cindy Leonard - Administrative Services
8. Speaker Kris Steel-The Education & Employment Ministry (TEEM)
9. Justin Jones, Anetta Bullock, and Pam Ramsey
10. Barry Switzer, former head football coach for the University of Oklahoma

Director Jones' Retirement Party

August 16, 2013

Langston University - OKC Campus • Oklahoma City, OK

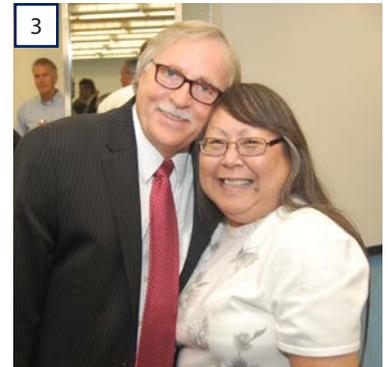


1. Jennifer McAlester and Cindy Wilkett-Community Corrections, and Denise Burgdoff-Director's Office
2. Michael Addison-Warden, JHCC, David Parker-Deputy Director, Division III Institutions, Tracy McCollum-Warden, OSR, Jim Farris-Warden, LARC, Janet Dowling-Warden, JCCC, and Becky Guffy, Division III Institutions
3. Betty Lytle and Linda Evans-DOC retirees
4. Reverend James Greenwood-National Association of Black Veterans (NABVETS), State President, Jerry Butler-NABVETS, and Clint Johnson-NABVETS
5. Reverend Nancy Brock-Prison Missioner and Faith Group Liaison, Episcopal Diocese of Oklahoma, John Easley-Founder and Program Leader, Genesis One, and Kathryn McCollum-EWCC
6. Neville Massie-Director's Office and Jerry Massie-Executive Communications
7. Director Jones and Daniel Vu-Information Technology
8. Eric Franklin-Deputy Director, Employee Development & Offender Services and Shirley Franklin

Director Justin Jones' Retirement Party

August 16, 2013

Langston University - OKC Campus • Oklahoma City, OK



1. Melanie Spector-Mental Health Services and Ann Tandy-Community Corrections
2. Pam Anderson-Sentence Administration, Barbara Wintz-Community Corrections, and Janice Thompson-Closed Records
3. Justin Jones and Lori Evans-Wilson-General Counsel
4. Dan Hix and Arvella Rucks-Community Corrections
5. Aaron Sterba, Alison Sterba, Sharon Neumann, Nora Sterba, Rita McCurtain, Rita Hyde, and Jude Sterba
6. Anetta Bullock-Oklahoma Correctional Career Development Center and Kimberley Owen-Director's Office
7. Kathy Waters-Director of Adult Services, Arizona Supreme Court
8. James Rudek-Community Corrections, Kent Peck-Division II Institutions, William Monday-Warden, WKCC, Michael Wade-Warden, JEHCC, and Rodney Redman-Warden, NOCC
9. Joyce Jackson-Administrator, Executive Communications, Ed Evans-Associate Director, Field Operations, and Pam Ramsey-retired DOC employee
10. David W. Prater-Oklahoma County District Attorney

Director Jones' Retirement Party

August 16, 2013

Langston University - OKC Campus • Oklahoma City, OK

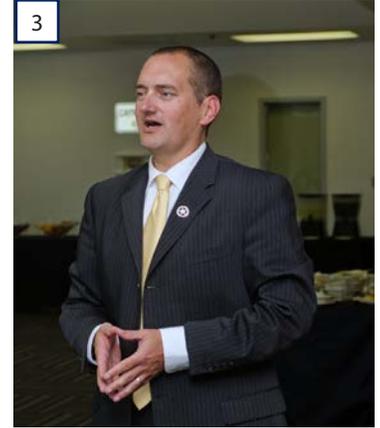


1. Joyce Jackson, Marcella Reed, Justin Jones, Kim Rotelli, and Courtney Freeborn
2. Denise Burgdoff, Justin Jones, Anetta Bullock, and Kimberley Owen
3. Larry Fields, former ODOC Director
4. Josh Young, Carl Wilks, Camille Porter, Denise Burgdoff, Kimberley Owen, and Johnny Blevins
5. Linda Neal-member, Board of Corrections, Robert Rainey, Beverly Young-former BOC members, Warren Young, and David Henneke-former BOC member.
6. John Easley-Founder and Program Leader, Genesis One
7. Donnie Williams-Community Advocate
8. Reginald Hines-Deputy Director, Community Corrections
9. Cheri Fuller-Executive Director, Redeeming the Family, and Dr. Laura Pitman-Deputy Director, Division I Institutions

Public Information Officer (PIO) Training

August 27, 2013

Ted R. Logan Meeting Center • Oklahoma City, OK



1. Amandia Callen and DeAnna Voeks-MBCC
2. Terry Crenshaw and Regina VanBlaricom-OSP
3. Mark Woodward, Oklahoma Bureau of Narcotics and Dangerous Drugs Control, Guest Speaker
4. Adrienne Curl and Denise Gaulden-EWCC

ACA REACCREDITATIONS

ALL PROBATION AND PAROLE DISTRICTS

100% on mandatory standards
100% on non-mandatory standards

OKLAHOMA STATE REFORMATORY

100% on mandatory standards
100% on non-mandatory standards

KATE BARNARD COMMUNITY CORRECTIONS CENTER

100% on mandatory standards
100% on non-mandatory standards

OKLAHOMA STATE PENITENTIARY

100% on mandatory standards
99.5% on non-mandatory standards

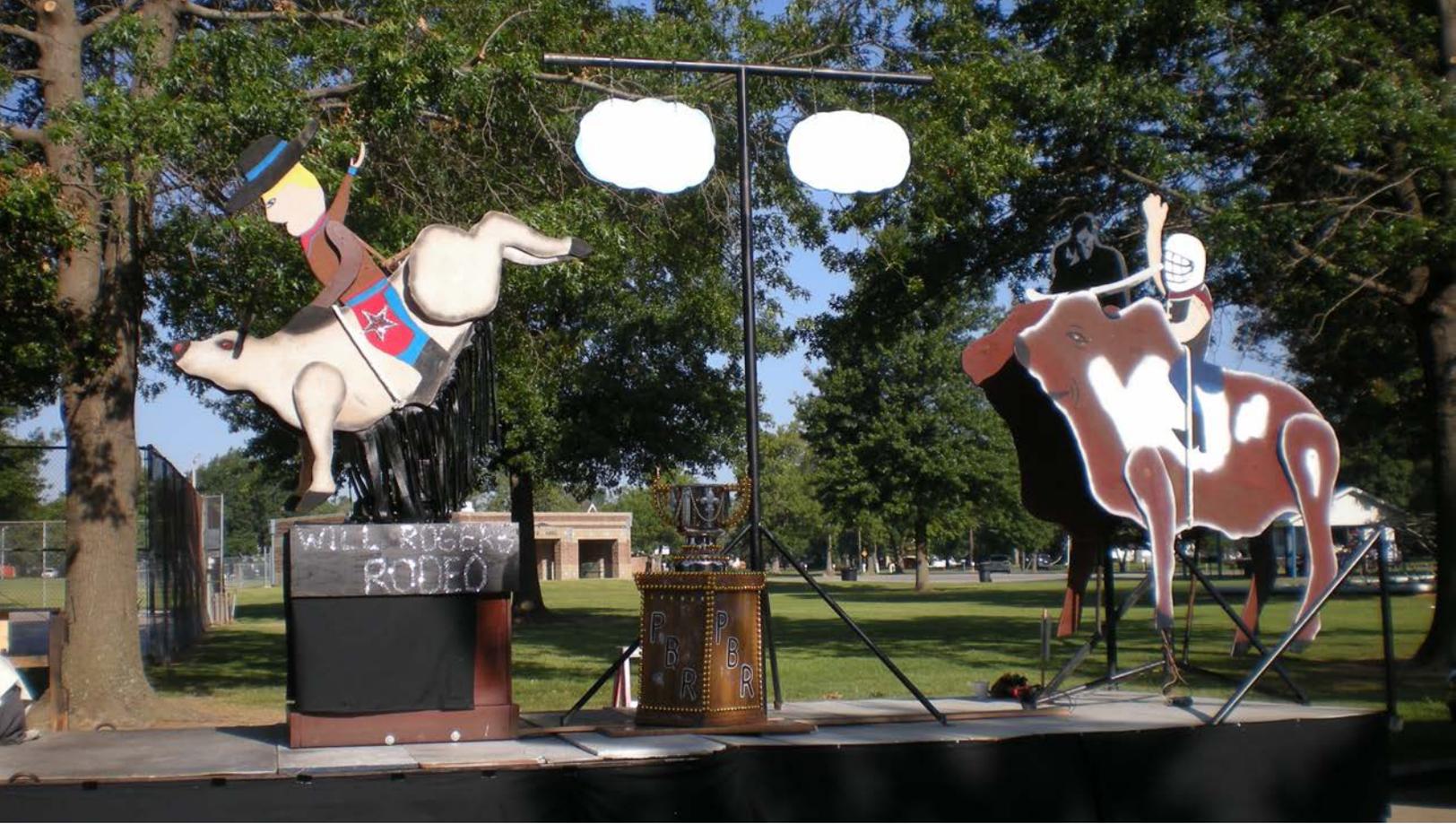
JESS DUNN CORRECTIONAL CENTER

100% on mandatory standards
99.5% on non-mandatory standards

23rd Annual Joseph Harp Correctional Center Special Olympics Golf Tournament

September 27, 2013 • Firelake Golf Course • Shawnee, OK





NORTHEAST OKLAHOMA CORRECTIONAL CENTER

participates in the 77th Annual Will Rogers Memorial Rodeo Parade

by Heather Harrison, NOCC

The theme for this year's parade was "Memories---Past, Present and to be Made." After some brainstorming sessions and planning the float turned out to be a young boy dreaming of becoming a Bull Riding Champion. To display this on the float we had a rocking bull, like a young boy would ride, with a dream cloud over his head which said "When I grow up I wanna be a Bull Rider". Then we moved ahead several years to the same boy, as a teenager, riding a bull in the Vinita Will Rogers Memorial Rodeo and winning the Bull Riding Championship with

a dream cloud over his head that said "Next stop Vegas." We then move ahead 5 more years with the same person winning the National Rodeo Bull Riding Championship Cup with a dream cloud over his head that said "Dreams do come true." The two bulls in the picture were

mechanical bulls that moved up and down and looked like bucking bulls. This entry in the Rodeo Parade won the Sam Seabolt Award which is the grand prize for all floats in the parade. This is the fifth consecutive time NOCC has won the Grand Prize.

Oklahoma Department of Corrections GOES PINK!

by Shona Goodall, Case Manager
Jess Dunn Correctional Center

The Oklahoma Department of Corrections goes “Pink.” Yes, you heard right, pink not blue like Department of Corrections’ traditional color.

On September 28, 2013, staff from Jess Dunn Correctional Center (JDCC) and Eddie Warrior Correctional Center (EWCC) donned black shirts with the departmental badge adorned by a pink ribbon to join hundreds of people at the 2013 Susan G. Komen Race for a Cure in Tulsa. Staff and volunteers braved the rainy weather and took a stand to help those in need. Breast cancer is a disease that affects lives everywhere, no matter the color of our skin, how old we are, or even our gender.

The Susan G. Komen Foundation began with a promise between two sisters. Susan G. Komen battled breast cancer with everything in her. Throughout it all, she could only think of ways to make life better for other women who would go through the same pains. Susan’s sister Nancy G. Brinker promised her that she would do everything in her power to end breast cancer.

Five years ago, Shona Goodall, case manager at JDCC, started a crusade to help raise money for the Susan G.

Komen Foundation and has been doing her part ever since. This year with Christi Hendrex, Training Officer from EWCC as Captain and Shona as Co-Captain, the Oklahoma Department of Corrections had their first official Susan G. Komen Team.

Approximately 15 team members, who all got soaked by the downpour of rain, had a blast coming together for a common goal. Although it was not a large team, they raised \$1,039 to donate to the foundation by selling the team t-shirts.

Christi and Shona would like to thank everyone who joined the team or donated to the Susan G. Komen Foundation for without teamwork it could not have been a success. They hope to make the team bigger and better every year until a cure is found and would like to see everyone next year at the 2014 Susan G. Komen Race for the Cure in Tulsa!

Pictured: (top right, L-R) Greg Breslin, Shona Goodall, Christi Hendrex, Katie Jernigan, and Jason Barnard; (middle right, L-R) Brittanie Bernard, Shona Goodall, Katie Jernigan, and Jason Barnard; and (lower right, L-R) Deborah Hudson, Sharon McCoy, Barbara Johnson, and Holly Ivv.



Together we stand as one to protect all!

(Training/Staff Devel., cont. from page 12)

Correctional Center but also at Howard McLeod, Jackie Brannon, and John Lilley. His efforts were rewarded by being selected as the Training Supervisor for the Western Region of the State of Oklahoma in June, 2012. Due to a shortage of personnel, Mr. Layton accepted the responsibilities of servicing the entire state until a training supervisor was hired to cover the other half of the state. His dedication, team work, commitment, and effort continue to be outstanding.

Ms. McElfresh began her work with the Department of Corrections in June of 2006, and earned a Master's Degree in Counseling Psychology at the University of Oklahoma. She decided to complete her practicum at the Joseph Harp Correctional Center after hearing a psychologist come and speak with her class about correctional psychology. During 2006 and 2007, she worked in the Mental Health and Intermediate Care Housing Units at Joseph Harp Correctional Center (JHCC). After graduation, she desired to continue to work for the Department; however, no

positions were available at the time. As a result, she accepted a position in Tecumseh with the Office of Juvenile Affairs-Central Oklahoma Juvenile Center as a Psychological Clinician. After three years, she returned to JHCC in October of 2010 and worked as a Psychological Clinician in the Mental Health Unit until June of 2013.

After conducting four cadet academies at OCCDC, we still needed to reduce the backlog of cadets awaiting certification and provide training/continuing education for the Department's non-uniformed staff. Facilities experiencing extreme manpower shortages sought immediate relief, and in an effort to address this need, we leased additional classroom space which allowed us to recently complete an additional two academies inside of a seven-week period. Each academy was six weeks long. The first of the staggered double academies started on July 22, 2013 and ended August 30, 2013 and the second started July 29, 2013 and ended September 5, 2013. Another staggered double academy just commenced which

will tremendously aid in reducing or eliminating the backlog.

At present, we have hosted several Phase II classes, Justice Reinvestment Initiative (JRI), Correctional Leadership Development (CLD) I and II, Thinking for a Change, Basic Instructor Development, Advanced Instructor Development, Cadet Graduations, Upper Management, and Honor Guard. In October of 2013, we will be hosting Probation and Parole Specific Training, and we are in the process of adding a computer lab to our repertoire in order to provide Case Manager Specific Training and other training/continuing education classes as well.

In closing, the Oklahoma Department of Corrections and Redlands Community College are excited about the partnership, and we thank the staff on both ends for their assistance and support. Indeed, the future looks bright for the growth of the Department of Corrections' training and continuing education programs on the Redlands Campus. ■

(JCCC Training, continued from page 15)

on career advancements. One of the questions from the interview panel could be something you had been taught in your annual training. You may also be asked to go to specialized training courses for leadership as you progress throughout your career. These Correctional Leadership Development courses should not be taken lightly. It is your peers that are

recommending you. They may feel that you are progressing properly and have a positive attitude to continue up the ranks. Your wardens are communicating with the T&D officer to get you into these courses when they become available.

So, any training is good, any training is positive, and any training is career advancement. Training in its broadest

sense is the provision of information to allow someone to carry out an old task better or to learn to perform a new task. To advance one's own career takes several different peoples directives. There should be a common verbiage that states, "everyone has something to offer, from the new hire to the seasoned employee" and it is up to us to learn from everyone and everything. ■

(Employee Rights/Relations, cont. from page 19)

Affirmative Action report as required by the EEOC and other federal agencies, as requested; mainly for federal funding received by the ODOC in the form of grants.

The ERRU office is located at the ODOC administration building where staff members are provided a setting and the opportunity to visit and discuss their issue of concern, in confidentiality, and a chance to have uninterrupted business conversation. The ERRU serves all staff members

within the ODOC.

The ODOC has made many changes over the years in the mentioned areas since the late 1970's early 1980's; however, this is now 2013 and our organization and staff now face a different and new time period, and the business world, as well as the business of criminal justice has changed. The ERRU looks forward to continuing our services to the staff members of the ODOC and the great state of Oklahoma. ■

THE EMPLOYEE RIGHTS AND RELATIONS UNIT INVESTIGATES:

Discrimination complaints, personnel practices and procedures, alternative dispute resolution, and diversity/multi-cultural issues;

Issues concerning workplace violence, hostile work environment/bullying; and,

Issues concerning workplace diversity participation.

Oklahoma Department of Corrections policies and procedures, which address, in part, discrimination, diversity, and equal employment opportunity. Staff may find these helpful when in need of information and/or guidance regarding these issues:

OP-110110

Enrollment Procedures
for New Employees

OP-110205

Employee Grievance
Resolution Procedures

OP-110215

Rules Concerning the Individual
Conduct of Employees

OP-110235

Hiring and
Promotional Procedures

OP-110236

Oklahoma Department of Corrections
Recruitment Program

OP-110410

Affirmative Action Committees (*currently
in revision process to change name of policy to
Equal Employment Opportunity Committees*)

ALZHEIMER'S SYMPTOMS

Here are some of the early signs of Alzheimer's disease. You should speak to your doctor if you are concerned about these things, as they could also be signs of other health issues.

MEMORY LOSS THAT AFFECTS JOB SKILLS. *It is normal to occasionally forget an assignment or a colleague's phone number, but it is not normal to frequently forget such things or to become so confused that you are unable to concentrate and cannot perform your job functions.*

DISORIENTATION TO TIME AND PLACE. *It is normal to sometimes lose track of time or to become lost, but a person with Alzheimer's can forget what year it is and can become lost on familiar streets and not be able to find their way home.*

LOSS OF GOOD JUDGEMENT *may also be a warning sign of Alzheimer's disease. This could take the form of wearing inappropriate clothing (e.g. pajamas worn outside in winter) or suddenly giving away large amounts of money.*

PROBLEMS WITH ABSTRACT THINKING. *It is normal to make a mistake balancing a checkbook, but people with Alzheimer's disease may forget the meaning of numbers or what to do with them.*

RAPID MOOD SWINGS *such as unexplained anger or going from apparent calm to sudden crying can be warning signs of Alzheimer's disease.*

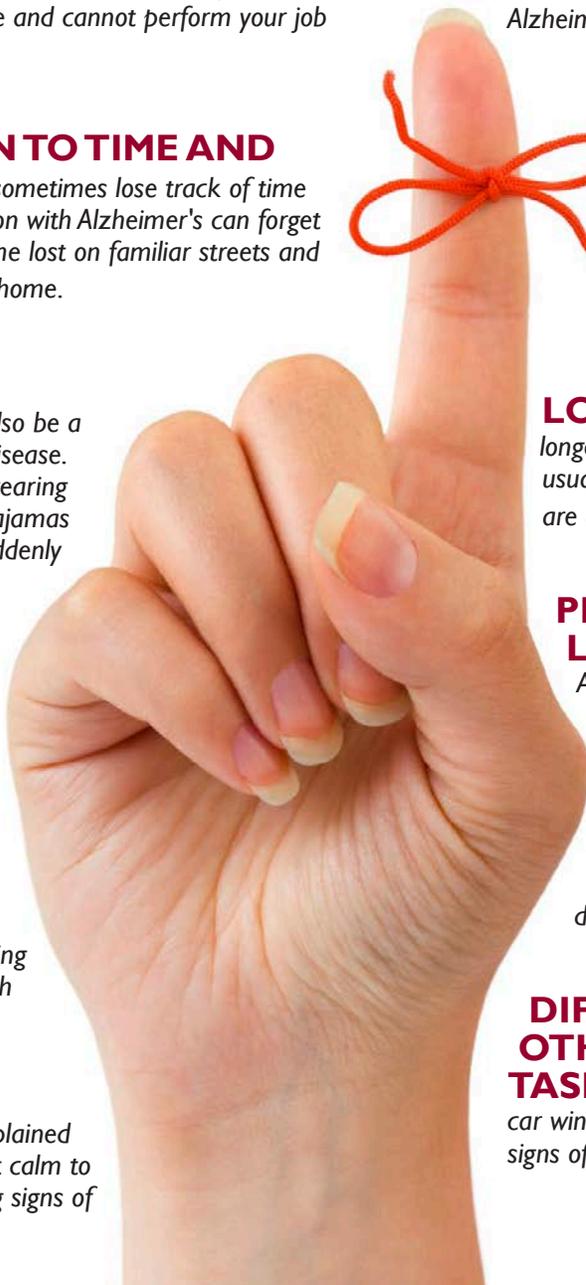
MISPLACING THINGS. *It is normal to misplace things occasionally, but putting things in unusual places, like an iron in the refrigerator or a watch in the sugar bowl are warning signs of Alzheimer's disease.*

PERSONALITY CHANGES. *As people age, their personalities may also gradually change, but for a person with Alzheimer's disease the changes in personality are often sudden and dramatic.*

LOSS OF INITIATIVE, *sleeping longer than usual, and loss of interest in the usual activities can be signs of depression, but are also warning signs of Alzheimer's disease.*

PROBLEMS USING LANGUAGE *may be a sign of Alzheimer's disease. Although it is normal to forget words, people with Alzheimer's disease may become hard to understand and may substitute unusual words or phrases for forgotten ones. A person with Alzheimer's disease may appear to have become less fluent and may also have difficulty writing coherently.*

DIFFICULTY PERFORMING OTHERWISE FAMILIAR TASKS, *such as preparing a meal, opening a car window or using a household appliance can be signs of Alzheimer's disease.*



WILLIAM S. KEY CORRECTIONAL CENTER

Raises Money for Mooseheart Donations

by Linda Eike, Warden's Assistant



William Monday (left), warden at William S. Key Correctional Center, and Shane Wiggins (middle), manager of Woodward Pizza Hut, presented a check for \$2,340.39 to Mickey Thomas (right), Governor of Woodward Moose Lodge #452. The money was raised by the offenders who were given the opportunity to purchase pizza from Pizza Hut adding a two dollar donation per pizza to be given to a local charity.

The donated funds will be forwarded to Moose Charities and will fulfill a \$25,000 pledge made by the Woodward Moose Lodge to sponsor a classroom for the \$10 million renovation project at Mooseheart Child City & School. Mooseheart is a community and school for children and

teens in need, located on a 1,000 acre campus, 38 miles West of Chicago, Illinois. Mooseheart's mission is about second chances and brighter futures for the children who live there.

Most of The Child City's population is made up of "at risk" youth who have been presented with a fresh start by the members of the Moose fraternity and provided with complete home care, education, training, and social skills to realize their full potential and flourish into successful citizens of society.

Although the Woodward Moose Lodge has met their \$25,000 goal for this project, they will continue to raise funds for Mooseheart as well as many other local charities.

November/December - Anniversaries

Patricia Johnson Phil Gilstrap	38 Years	JLCC Training	Donna Boone	Private Prisons	Rita Cooksey Barbara Townsend	JLCC Class/Programs
Paul Preston, Jr.	36 Years	Legal	Amelia Casebolt Lesia Miser Carmen Bell-Bowlin	33 Years DCCC Class/Programs Contracts & Acquisitions	Emma Watts Michael Crabtree	31 Years JBCC Inst Division II
Ramona Hollier	35 Years	Private Prisons	Shirlee Deaton Karen Lindsey Angela Pigeon Barbara Stoker	32 Years MACC JBCC N.E. Dist CC Central Dist CC	Sharon Clement Dale Cantrell Ervin Johnson Larry Woodworth	30 Years HMCC OSP JHCC Tulsa Co Dis CC
Larry Marshall Elizabeth Janway	34 Years	Private Prisons Ment Hlth/Admin				

November/December - Anniversaries

	29 Years						
Cheryl Sexton		JBCC	Ricardo Solis	OSR	Rebecca Densmore	Finance/Acctng	
Stephen Kiss		Enid CCC	Sharon Warrior	EWCC	Mary Rolison	Ment Hlth/JHCC	
Bobby Tharpe		OSP	James Skelton	S.E. Dist CC	Brian Davis	Ardmore CWC	
			Laura Monkres	Central Dist CC	Joseph McDougal	LARC	
			Jimmy Brown	OCI Mfg/JHCC	Eddie Webb	NOCC	
	28 Years		Donna Bowers	JCCC	Louis Harrison	Med Adm/NOCC	
Leatha Brannon		Education/JBCC	Gary Anderson	Kate Barnard CCC	Melanie Brenton	NOCC	
Susan Walker		Tulsa Co Dis CC	Arlene Branch	N.W. Dist CC	Greta Hawthorne	Tulsa Co Dis CC	
Randell Coats		OSR	Johnnie Brown	Ardmore CWC	Anthony Rowell	S.E. Dist CC	
					Robert Womack	Transport/JBCC	
	27 Years			22 Years	Leda Reese	OSR	
Cathy Sasnett		JDCC	Alden Jones		Winfred Fulbright	JDCC	
Linden Nagel		OSR	Joyce Jackson-Coleman	NOCC	Eddie Williams	Comm Corr	
Alfonso Thornton		JDCC	Priscilla Toyer	Communications	Chad Brown	OSP	
Chris Frech		N.W. Dist CC	Sherri Rivas	Comm Corr	Larry Long	OSP	
Robert Ridgway		OCI Mfg/MACC	Joyce Perry	S.W. Dist CC	Louis Vieux	OSP	
			Tim Peters	Director's Ofc	David Curry	JCCC	
	26 Years		Tyce Barlow	Personnel	Lesley Hunt	HMCC	
Suzie Salinas		JCCC	Bert Cooley, Jr.	OSP	Kameron Harvanek	JLCC	
Charles Berreth		Finance/Acctng	Jeffrey McAbee	OSP	Randall Burke	NOCC	
John Slater		Education/OSR	Sharon Watson	OSP	Mark Christian	NOCC	
Brenda Yandell		JEHCC	Gerald Goddard	JBCC	Jovena Jones	Med Adm/DCCC	
Teresa McCoin		N.E. Dist CC	Judy Goddard	JBCC			
Harold Peck		Inst Division II	Janet Cave	DCCC			
Nellie Williams		Tulsa Co Dis CC	Kristin Tims	C Waters CCC	Collin Nelson	HMCC	
			Laura Newsom	Kate Barnard CCC	Karylen Hickerson	Central Dist CC	
	25 Years				Johnny Woody	Facility Class	
Gary Williams		JBCC	Norma Tilley	21 Years	Robin Thomas	Medical/JHCC	
Mikolyn Franks		LARC	Beatrice Sands		Ronald Wiser	Finance/Acctng	
Terry Fry		Agri Svcs/JDCC	Timothy Jackson	DCCC	Vickie Caesar	HMCC	
Velma Adams		Medical/MBCC	William Francis	S.W. Dist CC	Derek Cave	HMCC	
Vera Roberts		OSP	Dewey Holdeman	JCCC	Arvin McGowin	JDCC	
Jimmy Shipley		LARC	Catherine Scaling	LARC	Stephanie VanHooser	Medical/WKCC	
Melvin Gaines		Central Dist CC	Brenda Hummel	Agri Svcs/WKCC	Joe Hankins	S.E. Dist CC	
Rhonda Langley		Legal	Samuel Spradling	N.W. Dist CC	Karen Bowling	N.W. Dist CWC Support	
Tina Petete		Sentence Admin		HMCC	Lynn Pierce	MACC	
Willie Pardue		Inst Division III		EWCC	John Cartwright	DCCC	
Cindy Voss		OCI Mfg/MBCC			William Randall IV	DCCC	
Randal Meeks		Transport/LARC	Larry Donathan	20 Years	Jeff Scribner	BJCC	
Richard Donley		JCCC	Harley Johnson		Kevin Newton	Altus CWC	
James Hardy		JCCC	Dewayne Lewis	JEHCC	Bryan Bell	Training	
Michael Dunlap		JHCC	Robin Steelman	JEHCC	Renaee Stewart	BJCC	
George Courson		BJCC	Anna Waggoner	JEHCC	Frank Dedmon	OSP	
Donald Frech		Agri Svcs/JCCC	Gayle Storie	WKCC			
			Deborah Grayson	Tulsa Co Dis CC			
			John Latimer	Ment Hlth/JDCC			
	24 Years		Melody Bryant	HMCC	Laura Gorman	Tulsa Co Dis CC	
Joe McDonald		Medical/Admin	Leon Hawkins	OSP	John Williams	BJCC	
Chiquita Overstreet		JHCC	Steven Ellis	Programs	Joseph Farrell	JLCC	
Carl Brown		DCCC	Marchaela Thomason	Training	Michael Minnick	Transport/LARC	
David Mitchell		Mangum CWC		OSP	Eric Schultz	Transport/JLCC	
					Heather Carlson	Tulsa Co Dis CC	
	23 Years			19 Years	Dianna Collins	DCCC	
Larry Sunderland		WKCC	David Ashpaugh		Larry Easley	Frederick CWC	
Jane Ensley		Lawton CCC	Kimberly Bruce	LARC	Michael Roberts	JCCC	
Janet Bolton		Trtmt/Rehab Svcs	Dennis Seevers	EWCC	Valerie Menifee	C Waters CCC	
				BJCC			

CALENDAR

DECEMBER

- 2-6 Pardon and Parole Board Meeting
Hillside CCC
- 21 Winter Begins
- 25 Christmas Day
- 26 Kwanzaa Begins
- 31 New Year's Eve

JANUARY

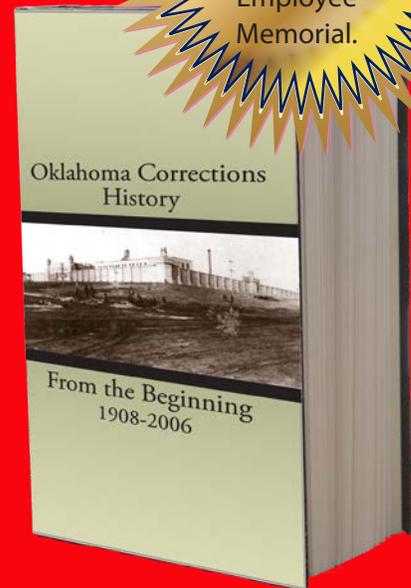
- 1 New Years Day
- 9 Board of Corrections Meeting
Oklahoma State Reformatory
- 13-17 Pardon and Parole Board Meeting
Hillside CCC
- 20 Martin Luther King Jr. Day

FEBRUARY

- 2 Groundhog Day
- 6 Board of Corrections Meeting
John Lilley Correctional Center
- 10-14 Pardon and Parole Board Meeting
Hillside CCC
- 12 Lincoln's Birthday
- 14 Valentine's Day
- 17 Washington's Birthday (*observed*)

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WILLIAM S. KEY CORRECTIONAL CENTER

The William S. Key Correctional Center was formally opened on December 6, 1988, as a minimum security institution at Fort Supply, Oklahoma, and named after the late General William Key. General Key served as warden of Oklahoma State Penitentiary on two different occasions. He was president of the U.S. Wardens Association and also served as chairman of the Oklahoma Pardon and Parole Board from 1928 to 1932. Key was best known for his military activities, serving as commander of the 45th Division in 1940, commanding general of the U.S. Forces in Iceland from June, 1943, until December, 1944, and commanding general of the U.S. Forces in Hungary from January, 1945, to August, 1946.

On October 10, 1988, Sue Frank was appointed warden of the yet-to-be established minimum security facility at Fort Supply, Oklahoma, William S. Key Correctional Center, officially opened December 6, 1988. Ms. Frank was instrumental in the establishment of the Historic Foundation, dedicated to restoring and interpreting the history of the Camp Supply era, a former military site, which was an Army supply base in the late 1800s. The facility shares its grounds of some 3,552 acres with the Oklahoma Department of Mental Health and Substance Abuse Services, the Department of Career and Technology Education and the Oklahoma Historical Society.

The Oklahoma Historical Society occupies areas on the east side of the facility. Many of the historical buildings are under the control and supervision of the historical site manager. The Guardhouse, Officer's Quarters, Ordinance Sergeant's Quarters, Horse and Mule Barn, and the Stockade are some of the historical sites open for the public to visit. General maintenance and restoration is continuously underway to preserve the historical aspects of these sites. Each year in September a celebration known as "Cavalry Days" is hosted by the Oklahoma Historical Society and William S. Key Correctional Center. The public is invited to come and observe the activities that were commonplace when Fort Supply was operating in the 1860s.

HAPPY HOLIDAYS

Christmas



Hanukkah



RETIREMENTS

NOVEMBER

Marvin Beck
Darrell Coston
Fannie Glover

Russell Golden
Billy Hartley
Larry Jiles

Russell Jones
Cynthia Newton
Marvin Sockey

DECEMBER

Debra Bonenfant
Kathryn Boyd
Stefan Brown
William Coleman
Anita Fry

Michael Gillion
Judith Jones
John McMillin
Steve Moles
Henry Perrin

Perry Rawlins
Connie Riley
Marvin Vaughn
Linda Watson
Evonna Young

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Reentry: Corrections in Reverse
Case Management

Oklahoma Department of Corrections

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