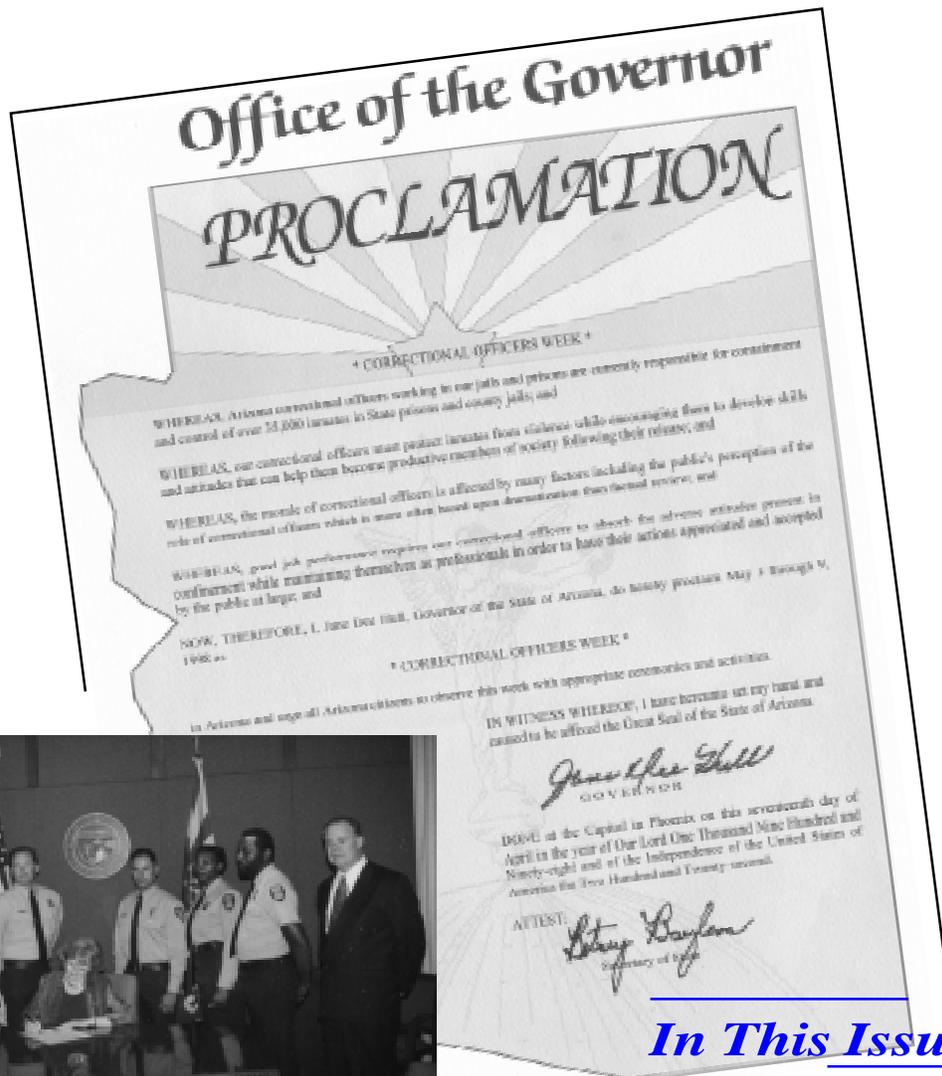




TERRY L. STEWART - DIRECTOR

MAY 1998

A Salute to the Department's Correctional Officers



Governor Hull officially proclaimed the first week of May as Correctional Officers Week throughout Arizona. Correctional Officers Week, which is also observed on a national level represents an opportunity to acknowledge the efforts and professionalism of the men and women who proudly serve in uniform. The officers, who are mentioned on pages four and five, represent a sample of the finest officers statewide working for the Department.

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DIRECTOR'S PERSPECTIVE

by Terry L. Stewart



Arizona State Prison Complexes-Florence, Eyman and Winslow have significant correctional officer vacancies. The Arizona State Prison Complex-Lewis will begin taking inmates in October 1998. To staff ASPC-Lewis and reduce these other vacancies, the Arizona Department of Corrections is asking each employee to rise to the challenge and participate in the agency-wide recruitment drive. Employees are encouraged to refer friends, family members and neighbors to join our work force. Employees with the highest number of recruits will receive certain benefits: a plaque honoring your achievement to be presented at September's Administrators Meeting, lunch or other recognition to be decided by your Warden or Assistant Director, one day of recognition leave and a "Top Recruiter" parking space.

I recognize that the salary for corrections officers is in need of improvement and I am working towards that end. The Legislature considered an initiative to compensate corrections officers at ASPC-Florence and ASPC-Eyman based upon the distance they traveled. However, the initiative did not pass. I believe that the Legislature now recognizes that compensation for corrections officers is a major factor in recruitment and retention. I believe that we need a focused approach during next legislative session to convince them of this fact.

I am therefore considering the alternatives such as hiring a consultant, using employee focus groups and collaborative efforts with local employee groups and professional associations to bring all resources to bear on this critical agency problem. Nevertheless, we must pull together as a team to recruit corrections officers until we can obtain a salary, travel assistance and local housing that will help attract employees. Introduce a friend, family member or neighbor to the ADC team.

"Directions"
is an official publication of the
Arizona Department of Corrections
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Public Affairs Administrator
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Web site:
<http://www.adc.state.az.us:81>

Questions and comments
may be submitted to
"Directions" Editor,
Public Affairs Office,
1601 W. Jefferson
Mail Code 441,
Phoenix, AZ 85007
Phone 542-3133

Printed by
Arizona Correctional Industries



Timber's Incredible Record of Sniffing Out Trouble



Timber, the canine variety of Corrections Officer, and his handler CO II Ed Bonkowski

Timber, who is an Arizona Department of Corrections Service or Narcotic Dog, and his handler CO II **Ed Bonkowski** have a lot to be proud of lately. Timber's impressive drug-sniffing ability has resulted in numerous successful drug confiscations of late.

One notable find occurred when Timber and Officer Bonkowski helped the Department of Public Safety officers in the search of a suspect's vehicle involved in a car accident. During the search, Timber alerted to the presence of marijuana on the suspect and his vehicle. Because of the amount of drugs found on the individual, DPS officers later received a search warrant to conduct a search of the individual's home. The search led to the discovery of a methamphetamine lab, more than 600 pounds of marijuana, and \$39,000 from the sale of drugs.

Other busts scored by Timber lately include:

- February 25** — Timber alerted to the presence of drugs found in an inmate's cell during a prison search.
- February 28** — Timber alerted to drugs found in the vehicles of three different visitors.
- March 6** — Timber alerted on three different visitor's vehicles resulting in the recovery of narcotics.
- April 2** — Timber alerted to drugs found in a visitor's vehicle.
- April 4** — Timber alerted to dugs found in a visitor's vehicle.

Rise to the Challenge. Be a Recruiter!

The Recruitment Unit for Selection and Hiring (RUSH) is kicking off a month-long recruitment drive beginning May 18, through June 19. The opening of ASPC-Lewis and the Dakota Unit at ASPC-Yuma this year offer unprecedented career opportunities at these and other prison locations.

Help is needed to recruit as many people as possible to fill Correctional Officer positions. Studies show that most of the CO positions are filled through employee referrals. By talking with your friends, family members and neighbors about a career in the field of corrections we can begin to fill the statewide vacancies.



Awards will be presented to top recruiters and the prison complex with the highest number of recruits. More details about the drive and the awards will be available soon. There is a referral form located on the back of the newsletter.

Remember that everyone can make a difference in making Recruitment Drive 1998 a success!

IMPROVING HEALTH THROUGH TECHNOLOGY

TELEMEDICINE UPDATE

By Gerard Chamberlin, Health Educator I, Inmate Health Services

How can full service health care be provided to prison inmates in rural areas of the state? Telemedicine is proving to be the answer. Last year, the Arizona Department of Corrections joined the Arizona Telemedicine Program. Inmate Health Services participated in this endeavor to provide quality, cost-effective health care to inmates at ASPC-Yuma. Telemedicine is a means for health care services to be provided to patients who are geographically separated from medical specialists and providers. Patient images are captured using high-tech computer equipment and then transmitted to a physician at a hospital or other health care facility where treatment recommendations are made.

Currently, telemedicine is up and running at ASPC-Yuma. To date, more than 30 inmates have received medical referrals using this technology, reducing costs associated with travel and increasing the standard of health care by decreasing the time it takes for an inmate in a rural area to obtain specialist attention.

Telemedicine will also benefit ADC health staff since the technology can be used to bring continuing education programs on current issues in health and corrections to its staff. Within the next two months, ADC should be able to videoconference with eight other telemedicine sites simultaneously. Currently, the University of Arizona Medical School is developing a continuing education program that ADC can access via telemedicine at ASPC-Yuma and Central Office. This program will allow staff in rural areas to benefit from educational opportunities that are taking place in urban areas without having to leave their facilities.

ADC will continue to analyze the costs and benefits associated with the telemedicine program. If the program continues to prove effective, it may be brought to other ADC facilities.



Jeff Headington, Radiology Technician, working with the Telemedicine equipment at ASPC-Yuma.



Director **Terry Stewart** was recently awarded the Rio Salado College President's Award at the 1998 Commencement ceremony held at the El Zaribah Auditorium in Phoenix. The Director was selected as the recipient of the award for his significant community leadership and for assuming a prominent role in promoting higher education. Presenting the award to Director Stewart was Rio Salado College President Dr. Linda Thor.

An Inmate Program That Can Be Touched

By Correctional Officer III John A. Mohler

ASPC-Douglas has an inmate program that is literally “touchy-feely.” For almost eight years, volunteer inmates at the Mohave Unit have been transcribing children’s books into Braille for the Foundation for Blind Children in Phoenix.

There is only one catch, for a Braille transcription to be submitted to the Foundation it must be produced by a transcriber who has been officially certified by the Library of Congress in Washington, D.C. This process can be lengthy, depending on the individual. Sometimes, it can take up to 18 months, and many correspondence lessons to produce a transcriber who meets the exacting standards of the Library. Once they certify a student as a transcriber, he can study for certification as a proofreader, or continue with the training and become a highly-prized math transcriber.

Thus, the program benefits both inmates by providing a learned skill, and the blind by providing reading material for children. Under the tutelage of an inmate certified by the Library of Congress, other Mohave Unit inmate students are provided instruction at different levels. When inmates have successfully completed their training course and are waiting for their official certification, these senior inmate students may act as mentors to other inmates who are just beginning the course.

Not all the inmates who sign up for

the course complete the 12 lessons required by the Library. If an inmate is certified as a transcriber, and then transferred through the prison classification process to the ASPC-Douglas minimum-security, Gila Unit, he may continue his transcribing

assignments. Once certified, they may be hired and paid as “skilled clerks” under the Department’s Work Incentive Pay Program. With four or five certified transcribers, up to 15 children’s books each year can be forwarded to the Foundation for Blind Children. Books such as *the Hardy Boy* mysteries and educational texts are examples of some of the books transcribed by the inmates.

In addition to transcribing and proofreading Braille, the Mohave Unit offers a repair service for the Perkins Brailers, the machine used in transcribing Braille, which resemble a portable typewriter. The Foundation sends these Brailers to Douglas from countries such as Canada and Central

America. Two full-time inmate machine technicians struggle to keep up with the steady flow of machines waiting for service. While Mohave’s transcribing unit is beginning to rely more on the newer Braille computer software and special Braille

printer, for now the lessons must be banged out on the old Perkins machines.

The Department does not charge the foundation for the Braille transcription or equipment repair services but the inmates tell us they do derive satisfaction from their role in providing a ray of light for blind children.



Inmate students practice transcribing text and repairing a Perkins Braille machine.

activities there. When an inmate is released, he has received training in a potentially highly-paid skill, though many continue to donate their time and talent to those who can read only through their sense of touch.

While they are learning basic skills and earning their certification in Braille transcription, inmates volunteer personal time besides their regular job



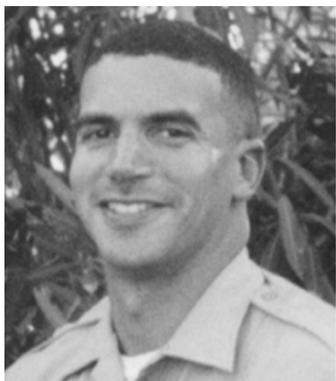
Correctional Officers The Pride of the State



Correctional Officer II **Dixie Johnson** has been assigned to the ASPC-Winslow/Kaibab Unit for more than two years. Officer Johnson was initially assigned to the graveyard shift for nine months, then transferred to Kaibab Unit dayshift. While she was working on dayshift, she had specific duties during the weekend as the Floor Visitation Officer supervising inmates and their visitors.

Last June, Officer Johnson was selected as the lead visitation officer because of her professional demeanor, and skills working with the public. Officer Johnson has received various letters of appreciation from the public indicating her positive approach

including the letter mentioned in the April *Director's Perspective*. Officer Johnson is currently attending Northland Pioneer College with plans to graduate this December with an associate's degree in corrections.



CO II **Luis Aponte Jr.**, of the ASPC-Phoenix/Alhambra/Flamenco Unit is the epitome of what a Correctional Officer should be. No matter what Officer Aponte is involved with then, when requested to take on additional tasks, he never refuses.

Of his many responsibilities, Officer Aponte works as the Complex's armorer and Senior Fire Arms Instructor. He is always being asked to participate in public relations activities, not only because of his expertise, but also because of his impeccable appearance, his skills and abilities to accomplish whatever is required, his extreme professionalism, and his sincere dedication to his supervisors, the complex and the Arizona Department of Corrections.

Correctional Officer II **Annie Andrews** exemplifies the best of correctional officers, by her dedication to the job, her unselfish willingness in accomplishing Departmental goals, and her motivation toward long-term career planning.

Throughout her nine-year career with ADC, she has worked on many assignments in which she has excelled. Officer Andrews believes that diversity is the best way to learn about the Department, and the positions she has worked have included Mail and Property Officer, Visitation Officer, Hospital Security Officer, Unit Security Officer, Unit Maintenance Security Officer, Unit Tool Control

Officer, and Unit Fire/Safety Officer. Her current assignment is at the Santa Rita Unit.



Correctional Officer McKenney has been assigned to her correctional unit for more than two years. After her training and assignment to Cheyenne, she has performed her duties including supervising inmates, acting as a floor officer, conducting property inventories, and supporting inmates for ten months. She has held the Main Unit post in

communications, key and weapons control.

Recently, Officer McKenney transferred to the new position of Correctional Officer. She was selected to fill the new position of Correctional Officer. To prepare for this position, Officer McKenney researched police positions throughout the state. She researched police positions. She developed the "Complex Assignment" position.

This officer seems to have a never-ending list of responsibilities. She always goes the extra mile to attain the Department's goals of what a team player should be. McKenney is a member of the Arizona Department of Corrections.

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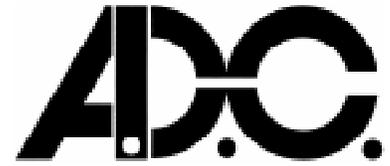
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Officers Who are the Department



Correctional Officer II **Sandy McKenney** began her correctional career in 1996, at the first regional academy held at ASPC-Yuma.

After completing the academy, she was assigned to the Linn Unit, a 928 bed, level three unit. Her duties included, but were not limited to, control room operator, dorm officer, and yard officer. After six months, Officer McKenney was assigned to unit control services with expanded duties of mail/distribution, clothing, and unit contraband control officer for 18 months. She was then assigned to day shift as a Control Officer. Her responsibilities at this position included ingress/egress to the unit,

and to complex security as a Communication Officer. She created a post of complex Accountability Officer. Officer McKenney visited different facilities and spoke with other staff in similar "accountability" Institution Order.

She has a strong drive for perfection and attention to detail. She is committed to the Department's goals and is a shining example of what is certainly an asset to our complex and the

With all the great staff of ASPC-Douglas, Correctional Officer **Edna Beltran** was selected as one of the finest officers. She has shown her dedication to ADC often throughout her more than 10 years with the Department. She has always taken on all projects and assignments with a positive attitude. Recently, as the Mohave accountability officer, she has been tasked with an inordinate amount of effort to facilitate two critical staff safety projects: double bunking to eliminate the unsafe sleeping beds, and the cubicle wall reduction to increase staff visibility and oversight. Moving as many as 100 inmates in any given day has been a daily duty. These tasks are time consuming and Edna Beltran performed them competently and with the aid of other correctional professionals.



Cell Block Six takes great pleasure in recognizing Correctional Officer II **William Langan** as an exemplary employee. Officer Langan is a self-motivated individual who shows exceptional decision-making skills despite the circumstances. He is extremely reliable and prompt and does not hesitate to volunteer for extra duties to meet the needs of his unit.

Officer Langan has become a Certified Instructor for several in-service courses, and was a significant reason the training at Cell Block Six was completed before established deadlines during the last training year. Officer Langan is also a Certified Weapons

Instructor and active member of the Florence Complex Tactical Support Unit Team. He is a conscientious employee who always considers the unit first, and has even volunteered to give up his days off for the benefit of the unit.

Officer Langan is a true professional. He is always tactful and respectful in his dealings with others, whatever their position. We rarely have the opportunity to work with an employee of Officer Langan's caliber, and the Department would be hard-pressed to find a more deserving employee to recognize for their exemplary professionalism and commitment.



Officer **James Wolfe** started his career with the Department of Corrections in 1989. He has been assigned to the Lumley Unit ASPC-Perryville since graduating from the Correctional Officers Training Academy.

His current duty assignment posts him as an unarmed escort to the Arizona Department of Transportation Contract Crew. He is a very mature, dependable officer, who never misses any work and is always willing to stay past his regular scheduled hours to ensure completion of an assignment.

He is a member of the Tactical Support Unit for Perryville and attends all drills and responds to "call-out" quickly and safely. In addition to his correctional duties, he is a former member of Sheriff Joe Arpaio's Mounted Posse.

Officer Wolfe is self-motivated and makes sound security judgements. He provides excellent security enhancement recommendations. He manages the inmate population in a fair and consistent manner. He exemplifies a correctional professional and it is a privilege to have Officer Wolfe on our security team.

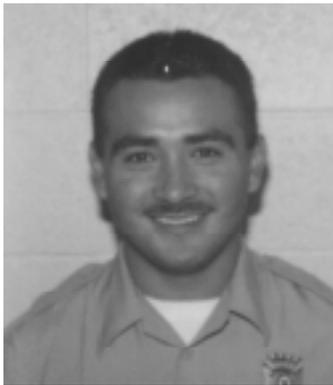
Continued on page 8



Correctional Officer II **Victoria Martinez** is always professional and courteous to any individual who has the privilege to come in contact with her. She is a very dedicated and dependable employee. She takes the initiative to complete tasks required of the complex operations staff without being directed.

Victoria also manages to hold a second job to supplement her income to put a child through college and raise an infant. This has never, in any way, affected her job performance or professionalism. She is always very well groomed upon her arrival to her assigned post. Her attendance is excellent.

Officer Martinez is the ETS operator for the urinalysis test at Eyman Complex. A few months back she detected a malfunction of the machine, With her persistence in dealing with the company in a very professional manner, she managed to save the Department \$11,719.00 in the company providing 24 additional reagent kits at no cost to the Department, I believe Officer Martinez deserves recognition for her outstanding job performance.



Correctional Officer II **Damian Bertoldo** began working for the Department in 1996, after being recommended by now Deputy Warden Scott Yates, and seeing many of his friends succeed in Corrections. He is currently assigned to the ASPC-S Graham Unit day shift. Officer Bertoldo has worked a number of assignments including SSU, Mail and Property, Visitation, and is a proud member of TSU.

Officer Bertoldo says that the wages, benefits and promotional opportunities are what attracted him to the Department. He likes the people and enjoys coming to work each day.

His supervisor Sgt. Killa says CO II Bertoldo is hard working, dependable, bright, and honest. In other words, CO II Bertoldo is what every supervisor wishes an employee was like.

Survey Says

When a sample of 1,002 members of the general public were asked to give a one or two word description of a correctional officer, these were the top five responses, in order of most to least frequent:

- 1. Tough
- 2. Brave
- 3. Underpaid
- 4. Dedicated
- 5. Strong

—Florida Corrections Web Site

First ask yourself:
What is the worst that
can happen?
Then prepare to accept it.
Then proceed to improve
on the worst.

— Dale Carnegie,
author of "How to Win Friends
and influence People."

Central Promotional Register 1998 Announcement Dates

| Class | Announcement Open | Announcement Close | Study Guides | Written Exam | Oral Board Start Date |
|--------------------------------|----------------------|-----------------------|--------------|--------------|-----------------------|
| CO IV (External) | 6/22/98 | 7/03/98 | 7/23/98 | 8/12/98 | 8/24/98 |
| Parole Officer I (External) | 7/20/98 | 7/29/98 | N/A | 9/02/98 | 9/22/98 |
| Correctional Sergeant | 9/16/98 | 9/25/98 | 10/29/98 | 11/17/98 | 11/30/98 |

These dates are tentative and are therefore subject to change at anytime.



Correction

The item published in the April Directions regarding a cut off in VA medical benefits is not accurate. It was based on a misleading message placed on the Internet by a veteran in Minnesota, who did not have his facts straight. Although he subsequently put a retraction on the Internet, it was too late to stop the rumors that spread like wildfire. Not being aware of the retraction or other pertinent facts, the item was placed in Directions in good faith.

After contacting the Veterans Administration (VA) in Washington and in Phoenix, these are the facts:

1. The President has not signed any legislation that threatens veterans medical benefits. There is no such legislation.
2. The VA is encouraging veterans in Arizona to register with the nearest VA hospital to develop a statistical data base that accurately reflects the number of veterans served by the facilities. Since the VA hospitals compete with civilian hospitals for Federal funding for the care of veterans, the number registered helps the VA hospital in their effort to be funded proportionate to the potential population to be served.
3. If you choose to register with the VA hospital, call (602) 277-5551, extension 2755, and ask them to send you a VA Form 1010.



On March 31, William (Bill) Lackey graduated from the Central Arizona Regional Law Officers Training Academy. Bill was the Class leader, received the class physical fitness and marksmanship awards and finished second academically. During the graduation ceremony, Bill was sworn in as Certified Arizona Peace Officer.

Mr. Lackey has served with the Department of Corrections for 17 years. He was initially assigned as a Correctional Officer at Ft. Grant and was, subsequently, transferred to Tucson. At Tucson, Bill worked at Complex Security and was a member of the TSU. In April 1984, Bill entered the investigative field and has served as an Investigator Trainee, as an Intelligence Investigator and as the acting Investigations Manager, Southern Region. For the past seven years Bill has been the Special Investigations Supervisor with the Tucson Criminal Investigations Unit.

Hogan's Open Feeds the Homeless



Carol Hogan greets a visitor to the Easter Open

Since its inception in 1989, the Hogan Easter Open has helped raise money for countless numbers of homeless people. The invitation-only tournament is sponsored by Prison Operations employee **Carol Hogan**, her husband Paul, and scores of family and friends who volunteer each year to put on the neighborhood fund-raiser.

This year, the Easter Open raised enough to fund more than 9,000 St. Vincent De Paul meals. From its early days as a backyard round of golf, the Easter Open has grown to include participation from Carol's entire central Phoenix neighborhood. The unconventional Easter Open is played on nine holes encompassing 17 front yards complete with flags, sand traps, water hazards and even an occasional pink flamingo. In addition to the tournament, the Hogans provide a buffet, live entertainment, an Easter egg hunt and auction. All proceeds go to the St. Vincent De Paul Society.

Training is the Key



New Firearms Training Coordinator

Last November, **Ron Jackson** was appointed to the position of Training Officer and

Firearms Training Coordinator. Ron comes to us with more than 11 years of experience with Arizona Public Service, 12 years with the U.S. Air Force, and nine years with the U.S. Navy.

His educational background includes a B. S. from Southern Illinois University and an M. A. from Webster University.

Some responsibilities of the Firearms Training Coordinator are to oversee the Firearms Training Program, to maintain curriculum design, certify and re-certify Senior Firearms Instructors, provide facilitation during firearms instructor classes, provide complete administration of the program, answer firearms related questions, audit Complex firearms records for completeness, and coordinate training programs for ADC Armorer.

Ron aspires to develop and present valued training for all ADC employees.

New Mandatory Training Classes

The 1998-99 training year will bring six new training classes mandated by the **Director**. They are:

Leadership: You Set the Standard

This two-hour course focuses on the concept of supervisors "setting the standard" for staff. Key topics include role-modeling, mentoring, advising, and correctly identifying and responding to professional and ethical issues, such as inappropriate, unlawful staff inmate contact and sexual harassment.

Corrections: A Day in Our Lives

This Two-hour course uses interactive activities and a dramatic video to present

ideas regarding a standard of professional and ethical behavior expected of ADC employees.

Communicable Disease VI:

This one hour course is required for all employees. It is a review of the diseases an individual could come in contact within a correctional environment and how to prevent spreading them.

Threat Assessment: Personal Protection Inside the Prison

This 2 hour course focuses on mental awareness as it relates to *fundamental correctional practices*. Participants are encouraged to acknowledge that personal safety is an individual responsibility and to learn to assess potential danger.

Supervising the Corrections Professional

This three-hour course focuses on three key topics: team leadership, communication, and PACE. It gives supervisors a chance to learn new skills and practice them in a safe environment with their peers.

Correctional Employee Safety

This course is a two-hour continuation of the one-hour safety modules presented during the 97-98 Training Year. Four modules are available: *Maintaining a Safe Environment*, *Workplace Body Mechanics*, *Personal Protective Equipment*, and *Hazardous Communication*.

CONGRATULATIONS

Congratulations to **Sgt. John Sinz** of ASPC-Winslow for thinking of the name "*Training is the Key*" for our newsletter insert. Thanks to all those who sent in suggestions. We had a difficult time choosing the name.

Training: Making the difference

By *Cleve Blouch*,
Training Bureau Administrator

With the start of a new training year, Staff Development and Training finds itself busy on all fronts. With new training positions at ASPC-Phoenix/Globe and Community Corrections, and tremendous turnover in other quarters, the challenges facing the Bureau are not unlike those facing the Department at large.

Our goal this year is to take full advantage of current technology in making us more efficient in providing training services to each employee in the Department. We are exploring training technologies such as computer-based training, web-based training, distance learning and self-paced training as vehicles by which we can do more with less.

As ASPC-Lewis comes on line and those unique training challenges become paramount, we must develop better ways to deliver needed training to all levels of the Department. In addition, we must continue to emphasize good correctional practices, individual responsibility and accountability and the vital role of supervision and leadership in all training. We should look forward to the new training year with enthusiasm and diligently strive to do better. Training really can make a difference!

OCCUPATIONAL HEALTH NURSES MONTH

by Judy Gallob, Administrator, Occupational Health Unit

What is an Occupational Health Nurse (OHN)? Who is the OHN for my specific job location? Why do we need this medical professional? These are some of the questions employees may ask when they first hear about Occupational Health Nurses. Since May is OHN Month, it is probably a good time to learn a little more about these nurses and their role in the agency.

The OHN at your facility has a variety of challenging responsibilities, but their main priority is ensuring that employees stay healthy in their work environment. Some of their duties include providing Tuberculosis evaluations annually, offering employees Hepatitis B vaccines, assessing, monitoring and counseling staff after bodily fluid exposures, monitoring employees after unprotected TB exposures, working with employees who

need temporary work assignments, and tracking employees on modified duty.

Another important aspect of their job is evaluating all employee's Reports of Injury. Cooperation of all ADC employees is needed to ensure the Department is in compliance with Department Order #519 (Employee Health, Assessment,

Accommodation, Alternate Assignment) and with the Arizona Department of Administration's Risk Management requirements.

Beginning in 1999, ADOA-RM will be imposing deductibles up to \$10,000 per case for those injuries not reported to them within ten days. Everyone should work together to ensure that all procedures are followed within the allowed time frames. Contact your OHN immediately if you become injured on the job. A toll free number will be available soon for reporting injuries.



(top row from left): Dominga Ramirez, Greg Young, Bill Tillman, John Coleman. (bottom row): Renee Whittington, Judy Gallob, Rebecca Janega, Barb Falk, Josie McAfee.

MAY IS NATIONAL HEPATITIS AWARENESS MONTH

by Judy Gallob, Administrator, Occupational Health Unit

The dictionary defines hepatitis as "inflammation of the liver". Even though there are different types of hepatitis--B, C & A--the symptoms are the same for them all: fatigue, fever, yellowing of the skin and/or eyes, weight loss, loss of appetite and/or nausea. Blood tests are available to determine the type of hepatitis a person has contracted; which is the first step towards prevention. Each specific type is passed on in a specific manner (mode of transmission). By educating the infected person in these modes of transmission allows for prevention, and PREVENTION is always the first line of defense!

HEPATITIS B -- this form of hepatitis is transmitted mainly in blood, but also can be contracted through sexual intercourse, specific bodily fluids, and any bodily fluid visibly contaminated with blood. Tears and saliva are not usually identified as fluids that transmit Hepatitis B; unless visibly contaminated with blood, as in a dental setting. By law, all employees who have the potential of exposure to blood in their workplace are offered the Hepatitis B vaccine. In the workplace, you must utilize Personal Protective Equipment (PPE) to include gloves, masks and eye protection when there is any possibility of contact with blood or other bodily fluids. Remember: you cannot contract the disease unless the germs enter your body through cuts, chapped skin,

punctures, eyes, nose and/or mouth. You may be under the impression that if you receive the Hepatitis B vaccine you will no longer be able to donate blood. That is not true. On the other hand, if you have been identified as a carrier of Hepatitis B, you will not be allowed to donate blood.

HEPATITIS C - transmission of this type of hepatitis is through sexual intercourse, transfusions, intranasal cocaine use and/or IV drug use. The test used for Hepatitis C determines the presence of antibodies, but it does not indicate the degree or even if the person is infective. You cannot donate blood if you test positive for Hepatitis C antibodies.

HEPATITIS A - Hepatitis A is passed through eating raw or undercooked shellfish and through feces. Maricopa County has seen an increase in the number of cases of Hepatitis A over the past 2 years. In 1997, 1,477 cases were reported compared with 1,229 in 1996; to date in 1998 there have been 409 cases reported. A Hepatitis A vaccine is available, but the best prevention is avoid eating raw/undercooked fish, and washing your hands before you eat and after going to the bathroom.

You can obtain more information through the Hepatitis Foundation International by calling 1- 800-891-0707 or through their web site at www.HepFI.org.

ARIZONA DEPARTMENT OF CORRECTIONS

OPPORTUNITIES FOR CORRECTIONAL OFFICERS

Contact the following Recruiting Offices concerning Correctional Officer positions:
Recruitment Unit for Selection and Hiring (**RUSH**), 363 N. 1st Avenue, Phoenix, AZ 85003
(602)255-4170 or 1-800-571-RUSH

OR

Satellite Recruitment Centers (SRC's) located at:

- Arizona State Prison Complex - **Douglas, Lt. Robert Langham, (520) 364-7521 Ext. 7718**
 - Arizona State Prison Complex - **Eyman, Lt. Vincent Neil, 1-800-547-2283**
 - Arizona State Prison Complex - **Florence, Lt. Maria Drake, (520) 868-8250**
 - Arizona State Prison Complex - **Safford, Lt. Jim Rothlisberger, (520) 428-4698 Ext. 3010**
 - Arizona State Prison Complex - **Tucson, Lt. Lupe Hackenbracht, (520) 628-6786**
 - Arizona State Prison Complex - **Winslow, Lt. Steve Hadden, (520) 289-9551 Ext. 5552**
 - Arizona State Prison Complex - **Yuma, Lt. Dennis Rose, (520) 627-8871 Ext. 3174**
- At other institutions, contact the Personnel Office.

CORRECTIONAL OFFICER BENEFITS

- ö Entry Salary = \$20,604
- ö Salary after academy graduation = \$21,639
- ö Salary after 18 months = \$23,288
- ö 2.5% Incentive Pay for Florence, Eyman and Winslow
- ö Uniform Allowance = \$60 per month
- ö Hazardous Duty Pay at select units = \$60 per month
- ö Free Vanpool from Pima and Maricopa Counties to Florence/Eyman
- ö 12 Paid Vacation Days per year
- ö 10 Paid Holidays per year
- ö 12 Paid Sick Leave Days per year
- ö 25 Year Retirement Program
- ö Medical and Dental Insurance Plan
- ö Life/Disability Insurance Plan
- ö Deferred Compensation Plan
- ö Credit Union Membership
- ö Tuition Reimbursement Program
- ö 18 college credit hours upon academy graduation
- ö Continuing training and development programs
- ö Promotional opportunities
- ö Immediate Hiring

SELECTION PROCESS

- .. Written Application
- .. Written Examination
- .. Oral Interview
- .. Background Check
- .. Medical/Physical Exam
- .. Psychological Exam
- .. 7-Week Academy

MINIMUM QUALIFICATIONS

- .. High School Diploma or GED
- .. 21 Years of Age
- .. No Felony Conviction
- .. Valid AZ Driver License
- .. Proof of Legal Residency

REFERRAL

Name: _____ **Phone #:** _____

Recruited By: _____ **Last 4 Digits of SS#:** _____

Institution: _____ **Phone #:** _____

Recruiter: Give Completed Referral Sheets to your Personnel Liaison



Correctional Officer II **Sandy McKenney** began her correction career in 1996, at the first regional training academy held at ASPC-Yuma.

After completing the academy, she was assigned to Cheyenne Unit, a 928 bed, level three unit. Her duties included, but were not limited to, control room officer, dorm officer, and yard officer. After six months, Officer McKenney was assigned to unit support services with expanded duties of mail/property, clothing, and unit contraband control officer for ten months. She was then assigned to day shift as the Main Control Officer. Her responsibilities at this post included ingress/egress to the unit,

communications, key and weapons control.

Recently, Officer McKenney transferred to complex security as a Communication Officer. She was selected to fill the newly created post of complex Accountability Officer. To prepare for this position, Officer McKenney visited different facilities throughout the state. She researched policy and spoke with other staff in similar positions. She developed the "Complex Accountability" Institution Order.

This officer seems to have a never-ending drive for perfection and attention to detail. She always goes the extra mile to attain the Department's goals and is a shining example of what a team player should be. McKenney is certainly an asset to our complex and the Arizona Department of Corrections.



Among all the great staff of ASPC-Douglas, Correctional Officer **Edna Beltran** was selected as one of the finest officers. She has shown her commitment to ADC often throughout her more than five years with the Department. She has always taken on special projects and assignments with a positive attitude. Recently, as the Mohave accountability officer, she has been tasked with an inordinate amount of movement to facilitate two critical staff safety issues: double bunking to eliminate the unsafe overcrowding beds, and the cubicle wall reduction to improve staff visibility and oversight. Moving as many as 100 inmates in any given day has been

necessary. This is besides all of her normal daily duties. These tasks are time consuming and detail oriented, however, Officer Beltran performed them competently and professionally. She is one of many outstanding correctional professionals.