

AUGUST 2008

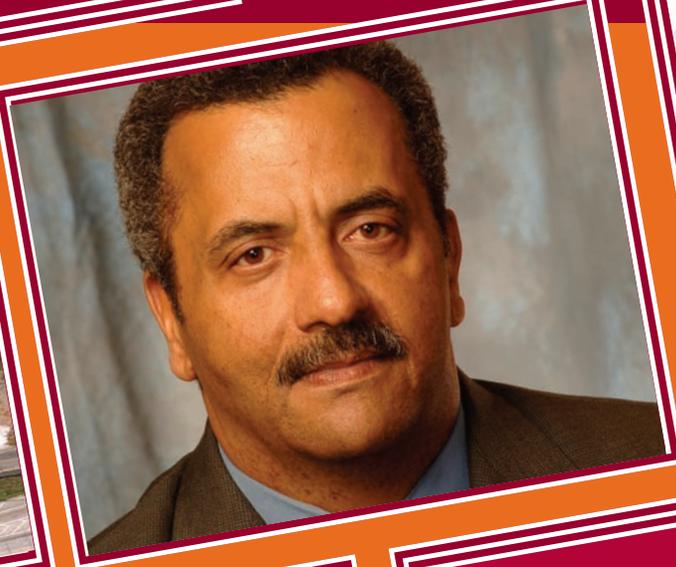
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INSIDE

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*Community
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Inside Corrections is an Oklahoma Department of Corrections 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

Community Corrections
Executives

Ruby Cooper,
Dan Reynolds, and
Mike Carr

INSIDE CORRECTIONS

August 2008 • Volume 20, Issue 7

features

- 6 OSP - 100 Years
- 8 Community Corrections
- 13 CARE Golf Tournament
- 16 Institutions, *Part III*
- 19 Quality Assurance Chat
- 20 J.H. Bowman Youth Retreat Camp
- 28 Special Needs Offenders

departments

- | | |
|----|-----------------------------|
| 4 | Director's Comments |
| 5 | In Other Words |
| 7 | Graduation/New Appointments |
| 41 | Employee Anniversaries |
| 42 | Retirements/Calendar |

OKLAHOMA DEPARTMENT OF CORRECTIONS

MISSION:

TO PROTECT THE PUBLIC, THE EMPLOYEES,
AND THE OFFENDERS

All employees are encouraged to submit articles, letters, comments and ideas for future issues. Copy should be submitted to marcella.reed@doc.state.ok.us by e-mail, on diskette or typewritten and must be received no later than the 10th of the month. Statements contained in articles submitted to Inside Corrections are the personal views of the authors and do not necessarily represent the opinions or policies of the Oklahoma Department of Corrections. All articles are subject to editing, with every effort made to preserve the item's essential meaning.

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Welcome to *Inside Corrections*



There are over 4.2 million adults on probation and another one million on parole in the United States. In calendar year 2000 over 35% of all prison admissions were from parole revocations with another large percentage coming from probation revocations. California revoked over 100,000 probationers last year. All of this points to the criticality of having an evidenced based probation and parole supervision and operations system in place to assist with successful reintegration of parolees and successful supervision of probationers. Absconder rates are down, revocations have been reduced and recidivism remains one of the lowest in the nation due in part to how community supervision has embraced best practices such as needs and risk driven case planning and the subsequent responsivity to offender actions.

Having conducted many ACA audits of probation and parole systems across the country it is my conclusion that having probation and parole combined within one agency such as it is in Oklahoma, has more advantages than a county probation organization or a state system that only supervises parole. Many times you will have

an offender that is both on parole and probation simultaneously or will be on probation in multiple counties and therefore our one file one officer system is not only cost efficient but very effective. With the advent and introduction of evidenced based practices and supervision into our probation and parole operations, Oklahoma is now recognized as a leader in taking research and data and transforming it into best operational practices.

The Community Sentencing Act in Oklahoma was the predecessor for many of the current best practices in community supervision. The funding formulas and outcome based supervision standards that state, private and county operated systems were asked to follow certainly created an environment where stakeholders could challenge traditional thoughts and ways of doing community supervision. It allowed for the review of research that indicated there is no correlation between frequency of offender and officer contacts and reduced risk of re-offending but there is a correlation with the quality of the contact. The act also caused a review of the hierarchy of needs and addressing in priority the most elevated of criminalgenic issues. Without community sentencing most assuredly our net offender facility growth would have been much larger the past eight years.

Out of all this research innovation came drug court, mental health court and specialized caseloads and programs such as the Oklahoma County Diversion Program in District Supervisor Karen White's district. The diversion program has had a measurable impact in reducing revocations and therefore reducing our net growth while at the same time providing for improved public safety.

With the focus on reentry at the national level and over 700,000 offenders per year being released more and more emphasis will be placed on quality evidenced based supervision. I am proud that Oklahoma is seen as the bench mark for current practices and future innovations.

A handwritten signature in black ink that reads "Justin Jones". The signature is written in a cursive, flowing style.

Justin Jones
Director
Oklahoma Department of Corrections

WHAT'S GOING ON...

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contact Debbie Dorris
debbie.dorris@doc.state.ok.us

In Other Words

Supervisor Jones-Cooper,

I am writing to thank you for permitting prisoners at Oklahoma City CCC and Hillside CCC to attend training to be provided by Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) for certification as Peer Recovery Support Specialists.

I believe this is an important moment in interagency collaboration and collaboration with faith-based, community-based partners. These prisoners will have a certification that should be marketable upon release. The training will enable them to give back by helping others while still incarcerated.

I am also most grateful to Ms. Nancy Donaldson of ODMHSAS for permitting attendance by prisoners and for reserving training slots for them as paperwork was completed.

Stan Basler

CRIMINAL JUSTICE AND
MERCY MINISTRIES

Dear Sir,

For the past three years we have had the pleasure of working with members of the Carter County Probation and Parole Office. The relationship and support from that office and all of the officers has been extremely helpful to us in the drug court office.

Many times the clients that enter

drug court are clients of probation and parole. The sharing of information and expertise has increased the professionalism to new heights for both offices as it relates to substance abuse.

If we can achieve that kind of success with limited personnel, I can only imagine how much more effective both offices can be with full time assistance from the probation and parole office with an officer assigned to work with our office on a daily basis.

The 20th District Drug Court Judge - Lee Card, the Drug Court Prosecutor - Tim Burson, and the Board of Directors for the 20th District Drug Court enthusiastically endorse this idea.

Thank you for your consideration to this request.

Garland Morgan

DRUG COURT
COORDINATOR/DIRECTOR
20TH DISTRICT DRUG COURT, INC.

Inside Corrections welcomes the views of readers. Letters are subject to editing and must include name, address, and a daytime phone number. Send letters to Inside Corrections, Attn: Editor, 3400 Martin Luther King Avenue, Oklahoma City, OK 73111, or fax to (405) 425-2502. Address electronic mail to marcella.reed@doc.state.ok.us.

Oklahoma State Penitentiary

- ONE HUNDRED YEARS -



Robert W. Dick
Warden



Prison guards taken at the construction of the Oklahoma State Penitentiary in McAlester. Names of the guards in the picture are not known but they are believed to be some of the first guards at the prison

Prior to, and extending into post statehood, Oklahoma's convicted felons were incarcerated at Lansing, Kansas, under contractual agreement. Oklahoma's first legislative session resulted in authorization for the Board of Prison Control to purchase land at McAlester, Oklahoma, and to begin construction of a

penitentiary using prison labor.

On October 14, 1908, a group of 100 inmates were transferred from Kansas to McAlester to begin construction of a permanent penitentiary. This contingent of inmates were first housed at a federal jail in McAlester until they constructed a stockade cell house to occupy. This structure



Building Oklahoma State Penitentiary in the beginning.



1909 - Oklahoma State Penitentiary



Officers standing guard during the 1973 Oklahoma State Penitentiary riot.



Burning buildings during the 1973 Oklahoma State Penitentiary riot.

was near the entrance of the current rodeo arena and structural remnants can still be observed.

While the birth of the Oklahoma State Penitentiary occurred in 1908, with construction of the temporary quarters, 1909 saw the influx of several hundred more inmates from Kansas and the earnest construction of the actual prison. The wall is 18 to 20 feet high, 18 inches thick, built of concrete, reinforced with steel and sunk 8 feet into the ground. The

original structure, still standing, included 11 guard towers, each three stories high; at some points along the wall, the concrete piles go as deep as 35 feet below the grade to the foundation. More than 6,357 cubic yards of concrete were used and over two million cubic yards of dirt and rock were removed for the wall alone. The cost of the original structure was \$108,644.



Leroy Young
District Supervisor

Leroy Young, has been named the District Supervisor of Oklahoma County Community Corrections North. Mr. Young began working

APPOINTMENT

with the Oklahoma Department of Corrections in 1974 as a Probation and Parole Officer. He was promoted through the ranks to Probation and Parole Team Supervisor, Assistant District Supervisor, District Supervisor, and Deputy Director of Probation and Parole. In 1986, he was Superintendent of the Oklahoma City Community Corrections Center. He served in that capacity until 1991, when he was promoted to Warden of the John Lilley Correctional Center. Mr. Young was promoted to Warden II of the Oklahoma State Reformatory in

1998. In August 2000, he began his Correctional Industries career as a Prison Industries Coordinator.

Mr. Young received his Bachelors of Science Degree with a double major in Sociology and Speech from East Central University in Ada, Oklahoma. He is a member of the American Correctional Association, charter member of the Oklahoma Correctional Association, member of the Southern States Correctional Association, National Association of Blacks in Criminal Justice, and the Correctional Accreditation Managers Association.

Community Corrections

DEPUTY DIRECTOR



Reginald D. Hines received his Bachelor's degree in Corrections from Langston University; after having earned an Associates degree in Sociology from Rose State College.

Mr. Hines began his career with the Oklahoma Department of Corrections at

the Mabel Bassett Correctional Center September 9, 1978; the female maximum security institution as a correctional officer. While at Mabel Bassett Correctional Center he was promoted to Senior Case Manager, Chief of Security and Deputy Warden.

Mr. Hines was appointed Superintendent of the Clara Waters Community Corrections Center in 1990. He was later appointed Deputy Warden at the Lexington Assessment and Reception Center in 1997 and appointed Warden at the Jess Dunn Correctional Center in 1998. He was appointed Warden at Lexington Assessment and Reception Center (LARC) in November 2000.

Mr. Hines was promoted to Assistant Deputy Director of the Division of Community Corrections and served as Interim Deputy Director of Community Corrections; making him responsible for all aspects of adult offender supervision, Interstate Compact, Oklahoma Sentencing Act, and Reintegration Services in October 2005. He was appointed to the position of Deputy Director of Community Correction on June 1, 2006.

Mr. Hines is a member of the American Correctional Association, American Probation and Parole, All of Us or None, Central Oklahoma National Association of Blacks in Criminal Justice, Immediate Past President of the Central Oklahoma Chapter of N.A.B.C.J., American Correctional Association Auditor and recipient of the National of Blacks in Criminal Justice 2000 Jasper Wright award.

ASSISTANT DEPUTY DIRECTOR



Dan Reynolds began his career with the Department of Corrections in October 1980, serving as a case manager at the Joseph Harp Correctional Center. Two years later, he accepted a lateral transfer to work with a deputy director of the Western Division of

Institutions. Ten months later, he accepted a position as a classification auditor and movement coordinator. In May of 1985, he was transferred to the Oklahoma State Penitentiary as an administrative assistant to the warden. In 1987, he was appointed deputy warden at the Howard McLeod Correctional Center. Nine months later, he was appointed warden at the Mack Alford Correctional Center where he was tasked in the demolition and rebuilding of that facility, following a major disturbance. In 1990, OSP warden James Saffle was activated during Desert Storm. Dan served as interim warden for seven months at which time Saffle returned, and Dan returned to MACC. Three months later, Saffle was named regional director and Mr. Reynolds returned to OSP as warden. In November 1994, he was named administrator of Population Management. In 2000, he accepted a position as second in command of the Internal Affairs Unit/Security and Investigations Division.

Mr. Reynolds received his Bachelors Degree in Criminal Justice from Central State University in 1980. In May 2005, he received his Master's Degree in Criminal Justice Administration and Management, graduating with honors from the University of Central Oklahoma. He also received the Bill Parker Outstanding Graduate Student Award for 2005.

Dan has been married almost 20 years and has two children.

History



Oklahoma City Community Corrections Center

Oklahoma City Community Corrections Center was first established in 1971 as the Oklahoma City Community Treatment Center. The center was a converted motel formerly known as the “Thunderbird” motel and the “Thunderbird” was incorporated into the security patch. The old-timers still occasionally refer to the facility as “Thunderbird”, or “T-Bird”.

The Thunderbird Motel was leased by the Department of Corrections in 1970. It originally served as the offices for the agency’s administrative staff and probation/parole officers. In August 1971, the Oklahoma

City Community Treatment Center hired its first Superintendent, Lee C. Johnson. The Oklahoma City CTC was the subject of much controversy in the community. This “plush” motel with a swimming pool caused quite an uproar. As a consequence, the swimming pool was filled in. The Thunderbird Motel was the first correctional property ever purchased by the state of Oklahoma under a lease/purchase agreement. Officers were all of the same rank, called Community Treatment Officers (CTOs). No one officer was designated as the supervisor. No employment counselors, mess stewards, or maintenance supervisors were employed. The CTOs did it all, rotating responsibilities.

This facility remained a male community corrections center until 1999 when it was converted to the minimum unit of the Mabel Bassett Correctional Center and became a female unit. The minimum unit was in existence at this location until 2003 when the entire Mabel Bassett Correctional Center, including this minimum unit, was moved to the McLoud, Oklahoma location. The

center then, once again, became a male facility.



Kate Barnard Community Corrections Center

The Kate Barnard Community Treatment Center was opened in June, 1977. The center is housed in a former motel located in northwest Oklahoma City. The facility is a u-shaped two story building which houses the residents and staff. Food service is located in front of the main building. The maintenance shop and storage area are located behind the main building. The center originally was a community security facility with a statutory maximum capacity of ninety-six (96) first time incarcerated male offenders with sentences of less than five (5) years for non-violent offenses. The average
(cont. on page 10)



Ruby Jones-Cooper, District Supervisor, Oklahoma County Community Corrections/Residential Services, began her Criminal Justice Career in 1978 as a Correctional Security Officer at Joseph Harp Correctional Center in Lexington, Oklahoma. In 1979, she transferred to the Oklahoma City Community Corrections Center. During her career with the Oklahoma Department of Corrections, she has served in the capacity of Correctional Security Officer, Case Manager, Case Manager Supervisor, Program Coordinator, Superintendent, Contract Monitor Specialist, and was promoted to District Supervisor in April, 2004. Ms. Jones-Cooper is a member of the American Correctional Association, National Association of Blacks in Criminal Justice, Oklahoma Correctional Association and the Association of Women Executives in Corrections. Ms. Jones-Cooper received her Bachelor of Arts degree in Sociology from Southwestern Oklahoma State University in 1977.

(cont. from page 9)

sentence was two and one-half years and the average length of stay for the residents was eighty-one days. Those residents who planned to stay in the Oklahoma City metropolitan area were placed on work release status. Work release was the primary program at Kate Barnard CTC. The secondary program was community release, which provided work crews for several community service projects. The residents assigned to community release status were those who would not be staying in the Oklahoma City area within a month of discharge, commutation, parole, or house arrest.

In 1992, the facility converted from a 96 bed male facility to a 162 bed female facility. During a single day, the female inmates at the Clara Waters CTC (then a co-ed facility) were transferred to the KBCTC, and the male inmates at the KBCTC were transferred to the CWCTC.

In 1996, a departmental reorganization occurred under which KBCCC was merged with District VI Community Corrections/Residential Services.



Hillside Community Corrections Center

This facility was established in 2003, occupying the facility structures of what had been the Mabel Bassett Correctional Center (MBCC), subsequent to the MBCC relocating.

Millicent Newton-Embry was the District Supervisor, serving from March 2003, until March 2004. During her

tenure, a Substance Abuse Treatment program was established and the district had a new patch designed. The focus was on the Prisoner Public Works Program. This program allows for residents to work a variety of jobs for municipalities, counties, or other state agencies that benefit public purpose.

In April, 2004, and continuing to the present time, Ruby Jones-Cooper has served as District Supervisor.

FAST FACTS (as of 7/31/08)	
Community Corrections Population	
Community Corrections Centers Total Count	1,179
Work Centers Population Total Count	1,108
Probation Total Count	27,398
Parole Total Count	3,799

SPECIAL NEEDS OFFENDERS

at Kate Barnard Community Corrections Center

by Tim Damron

In recent years long term Mental Health Facilities in the State of Oklahoma have faded away. This is not to say that Oklahomans no longer have the need for treatment, just that long term stays in an institutional setting is no longer available. One exception to this is the

Oklahoma Department of Corrections. Many Oklahomans that would have previously been placed in long term mental health care are now ending up in the criminal court system and ultimately in the care of the Department of Corrections. Community Corrections is not immune to this trend.

At the end of March 2008, KBCCC had a population of 137 females, of these 95 have been classified with some degree of current mental health issues. Approximately 70% of the residents of KBCCC have mental health issues and only 54% are actively seeking help. Unfortunately, 17% refuse

medication even though they have been diagnosed with a medication need. Kate Barnard is predominantly a work release facility. Of the 160 bed capacity, 145 beds are reserved for individuals that will be securing employment within the surrounding community. Many of the

residents have never held employment and those that have previously been employed; have a dismal work history. This poses a great challenge to the Case Management team, not only in classifying the offender and assisting with the acquisition of employment but also maintaining employment once acquired. This latter step greatly increases the demand for time upon the Case Management team. KBCCC does work with several local employers in order to secure employment for everyone assigned to the facility. Sometimes the challenge is great, however; the goal is to integrate the offender into mainstream society and discharge a community partner instead of a potential repeat offender. Some of our most challenging residents have gone on to lower management at the job locations in which we placed them.

KBCCC has on-site co-occurring classes for individuals with programmatic needs as well as 5 different AA and NA groups held at various locations weekly. Education is taught at every level by the Oklahoma City Council on Adult Education. Classes are held on-site twice weekly. Several

residents attend Francis Tuttle Career Tech part time while working full time jobs within the community just the same as a member of the surrounding community would do.

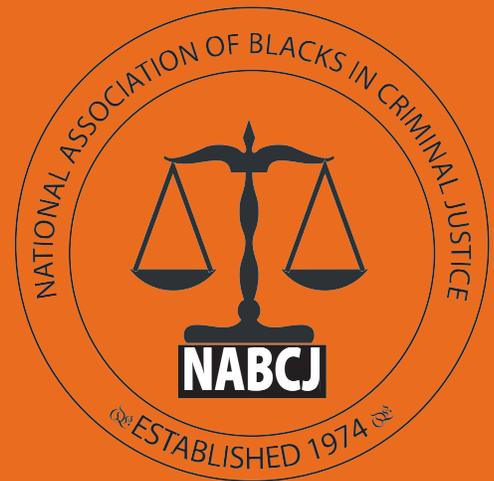
KBCCC does have a room set aside for American with Disabilities Act compliance as well as a Case Manager office on the lower floor for individuals that are not able to navigate the stairs. TTY (Telephone Typewriter or Teletypewriter) is available for the hearing impaired as well as a sound operated light switch for emergency notifications.

KBCCC has also worked with local non-profit organizations (YWCA, MECA House, Redemption Church, Hands-Up Ministries, just to name a few) in an effort to secure other needs for the offenders. YWCA provides a Domestic Violence class on-site for individuals that have lived in poor domestic situations. Many other organizations provide housing for the offender.

Kate Barnard Community Correctional Center is designed to assist individuals to become independent. The facility and programs are designed with integration built in.

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History

Enid Community Corrections Center



The Enid Community Correctional Center, located in Enid, Oklahoma, opened in 1974 as a treatment center. The facility, formerly a motel, consists of four large buildings and two smaller storage/laundry buildings. Three of the buildings face Maine Street and contain inmate housing, staff offices, visiting, and recreation rooms. The fourth building contains the administration offices upstairs and the kitchen/dining areas downstairs.

Center residents participate in community based programs such as General Education Development (GED) at the Carver Services Center,

Alcoholics Anonymous, and Narcotics Anonymous. The center serves as host facility for the Prisoner Public Works Programs operating in 14 northwest counties. ECCC also serves as host facility for the Bridgeway Treatment Center.

Long Distance Dads, a program that works on building relationships between inmates and their children, was added in 2005.

In 1995, ECCC was merged with District V Community Corrections/ Residential Services.

Union City Community Corrections Center



The Union City Community Corrections Center (UCCCC) is the newest addition to the ODOC.

In 2005, the ODOC entered into a lease/purchase agreement with Avalon Correctional Services. Avalon had built the facility in the late 1990's and had operated it as a juvenile corrections center. The facility is located in Union City, Oklahoma. The ODOC purchased the facility in 2006. The facility is a male facility with a capacity of 220. This facility was acquired, staffed, and at maximum capacity in well under six months. It achieved a 100% audit compliance, in all categories, from the American Correctional Association only 18 months after opening. The center has 14 Prisoner Public Works Program contracts with surrounding communities and governmental agencies. The center offers several educational and self betterment programs and also serves as host facility for Drug Recovery Incorporated, a halfway house, and Center Point Incorporated, a treatment facility. The center opened and remains under the purview of Mike Carr, the District Supervisor for the Community Corrections Northwest District.



Mike Carr, District Supervisor, Northwest District Community Corrections, received his Bachelor of Arts degree from Eastern Kentucky University in 1975. He began his career with the Kentucky Department of Corrections in May, 1975 as a correctional officer. He held numerous positions with the Kentucky Department of Corrections and in 1979 he was named Outstanding Employee for the Kentucky Department of Corrections.

In August, 1980 he was hired as a Senior Case Manager with the Oklahoma Department of Corrections at Jess Dunn Correctional Center. In August, 1987 he was promoted to Unit Manager, and in September, 1989 he became Deputy Warden at this facility. On September 14, 1992, he was appointed as Warden at Jess Dunn.

In 1995 he transferred to District I Probation and Parole as Assistant District Supervisor where he completed CLEET certification. In November, 1999 he was appointed District Supervisor of the Northwest District Community Corrections. Mike and his wife Katye have two children, Micheal and Sarah.

C.A.R.E. Golf Tournament

(Caring, Accepting, Responding, Educating)

Coffee Creek Golf Course • Edmond, Oklahoma

June 13, 2008



1. Michael Provencher, GDI, Alice Turner, John Lilley Correctional Center, Patrick Schoenfeldt, Studio Architecture, Charles Brewer, Operational Services, and Eric Franklin, Warden, Oklahoma State Reformatory

2. Jesse Stebens, Larry Stebens, Northwest Electric, Blake Lamle, Roosters Night Club, and Jim Trenton, William Key Correctional Center

3. Kerry Bull, First National Bank, Schuyler Bull, Oklahoma State Reformatory, Richard Henry, Val Verde Dental, and Robert Standridge, LegendCare Pharmacy

4. Back Row: Dianne Pecha, James Crabtree Correctional Center, Deann Faulkner, Lori Smith, Information Technology, Donna Cooper, Information Technology, and Deon Clayton. Front Row: Patty DeBree, Joseph Harp Correctional Center, Carmen Bowlin, Finance and Accounting, Mary Keltch, Finance and Accounting, and Liz Clayton, Administrative Review Authority

5. Phil Thompson, Insitutions, Terry Burns, Tim Grider, Jerry Burns, Jess Dunn Correctional Center



JUST DO IT!!

by John Lipsey, Assistant District Supervisor
Enid Community Corrections Center

This slogan has worked to sell millions of dollars in athletic shoes, clothing and accessories. I was watching the Discovery Channel the other night regarding a very secluded tribe in the Amazon. The Brazilian guide was wearing a Nike shirt and athletic shorts.

The slogan is known world-wide and has been a huge success for the private corporation. However, if you take this popular saying and apply it to the implementation Evidence Based Practices (EBP) you will have a huge failure. Telling someone to “Just Do It” when implementing EBP creates a huge amount of resistance. As a team supervisor, I used this saying one time as a last resort when coaching staff. Once I said it, I knew I had lost the battle.

In order to successfully implement EBP with staff and agency one has to “sell” this practice. This usually means a different approach to each team member. It takes time and constant reinforcement to do so successfully. Oftentimes it is necessary to help them find an intrinsic motivator to help them embrace the practices. Perhaps a family member or loved one that had a substance abuse problem and was not successful under the contact driven policy.

When I came to Enid Community Corrections Center (ECCC) as the new Assistant District Supervisor, I knew the goal was to start implementing EBP. I was expecting a huge amount of resistance from staff, preparing myself for the worse case scenario.

To say the least, I have been pleasantly surprised by staff. I have to say that my predecessor, the infamous Mike Zarella, had done an excellent job preparing his staff for these changes. Instead of resistance I found a program that was already doing many evidence based practices.

The DUI program here at ECCC has been a huge success. The treatment program, headed up by Bill Robinson of Oasis, is full of evidence based practices. Bill, along with ECCC’s Program Director, David Braley, have played key roles in laying the foundation of EBP.

Many staff members, including Chief of Security Abe Presa, Case Manager Supervisor Mitzi Maddox, Case Manager’s Randy Hicks and Darlene Robison, Lieutenants’ Martin

and Marker have participated in this program. In fact, all security has played a major role in the success of EBP at ECCC.

We recently added an affirmation log both in Security and Case Management, for staff to give and document affirmations on the entire population. That log book is reviewed weekly and voted on by a panel to ensure it should be counted as an affirmation. So many affirmations in a 30 day period will result in a reward issued to the inmate. We recently handed out rewards to four of our inmates and they were allowed to choose from coffee mugs, small clamp on reading lights, a water bottle or other small gifts. The panel congratulated them and one particular inmate made a statement revealing change talk by stating “How you finish your last thing, is how you begin your next thing.”

Staff took this idea and really ran with it. The log was implemented on May 21, 2008 and to date (July 15, 2008) there have been over 95 affirmations logged with over 80 of those coming

Evidence Based Practices (EBP), sometimes referred to as “what works,” consists of identifying a desired outcome and quantifying the success of attaining that outcome. In all instances, the utilized means must be measurable and the outcome of the measurement must verify that the desired outcome has been attained and/or that the outcome reflects a more positive result than practices previously, or currently, utilized.

from security staff. These ranged from inmates doing work duties they were not asked to do, to recognizing a positive attitude or disposition. Once a staff member has decided to give an affirmation entry the inmate is informed immediately and initials the entry along with the staff member.

It is important to remember that each individual should be looked at in a different way. Like students, some offenders are working as hard as they can in order to be an average inmate, while others appear to always be in the good graces of staff. This can often be caused by several factors including, but

**REMEMBER
try not to tell
staff...**

not limited to, age and maturity level or how long they have been in the system. So one affirmation listed on an inmate may very well be worth 4 or more on another.

Prior to the log book being implemented there was another log book at control (it remains in place as well). Security would try to address small issues with the population by making an entry of a negative behavior. This would start a paper trail to show how we have tried to work with the inmate. As I reviewed these entries I found few entries made for good behavior, showing the low level of resistance by staff even a year ago.

The ratio of the original log book was a far cry from the 4 affirmations to 1 sanction that we strive for, but it did

show staff was willing to make this change. The ratio of this log book was actually 10 negative to 1 positive.

One inmate in particular had 35 negative entries. I try to use this as a training tool. It shows that what we were doing with this individual was not working to change behavior. This inmate recently received 2 positive entries and one of my lieutenants informed me recently that this inmate was beginning to mentor other inmates on our welding program and encouraging them to think differently about their future upon release.

In addition, I overheard a sergeant elicit change talk on the yard during a walk through. He may not have known he was doing it, but he was actually doing it well. He simply inquired from an

**JUST DO IT *because*
I told you to!**

**JUST DO IT *because*
that is the way we
are going!**

**JUST DO IT *because*
that is what they
want!**

inmate where he thought he would be if he had not become addicted to crack cocaine. I kept walking but the inmate immediately began to respond by making comments such as working and being more involved with his children.

I recently had a learning journey with Assistant Deputy Director Dan

Reynolds. During this process he asked me what my biggest challenge has been to date. I struggled to answer this question simply because I was prepared for so much resistance and received just the opposite.

One can certainly see a difference in the disposition of both the offenders and the staff at ECCC. In my somewhat biased opinion it is “the feel” you should get at a community level.

It should be noted that staff has accomplished this without any risk to security. Statistics at ECCC reveal a “clean yard.” The following statistics are from January 1, 2008 until July 15, 2008:

- 3,249 urinalysis completed with 0 positive results.
- 2,141 breathalyzers with 0 positive results.

So if you're out there and trying to implement EBP at your institution, or on your team, remember the key to success is your staff, and chances are they are already doing something that can be associated with EBP. You may need to help them find a way to document it or recognize it, but it is probably there. I doubt you will be as lucky as I have been with my recent promotion (thank you to all ECCC staff).

**BECAUSE WHAT
YOU ARE GOING
TO GET IS THE
OPPOSITE OF
WHAT YOU NEED
TO ACCOMPLISH.**

Institutions, *Part III*



Jim E. Hamilton Correctional Center
53468 Mineral Springs Road
Hodgen, Oklahoma 74939-3064

History

The area now occupied by Jim E. Hamilton Correctional Center, formerly Ouachita Correctional Center, dates back to 1933 when it served as the home of the Civil Conservation Corps. The facility grounds were later utilized by the U.S. Forestry Department and, in the early 1960s, by the Hodgen Job Corps.

The facility is located in Hodgen, Oklahoma, on the northern edge of the Ouachita National Forest. The town of Poteau is approximately 28 miles to the North.

In 1969, the Federal Government made the decision to demolish the existing campsite, but the plan was delayed when legislation was sponsored by Senator James E. Hamilton to introduce a better plan for the site. Camp

Hodgen, as it was called then, was the first inmate training facility in the U.S. offering vocational-technical training by the State Department of Vo-Tech Education in cooperation with the State Department of Corrections.

The first contingency of inmates arrived at Camp Hodgen in early 1970 with the responsibility to secure and clean all existing buildings for use. The first position of Chief of Security was filled. The cell houses were open bay and were called dormitories.

In 1971, the first inmate Vo-Tech students arrived at the facility. The Vo-Tech program has grown to a total of 11 different skill areas currently available at the facility: industrial electricity, air conditioning and refrigeration, welding, building construction, masonry, building maintenance, industrial maintenance, transmission

repair, front end/suspension and engine performance. Life Skills training and Applied Academic training are also offered. The state department of Career Technology Education provides training opportunities to all eligible inmates at no cost.

The facility operated as a sub-unit of the Oklahoma State Penitentiary at McAlester, Oklahoma, until 1973. At that time it became a separately managed institution known as the Ouachita Correctional Center.

The name ouachita is taken from two Choctaw words, "OWA" and "CHITAW." The meaning of the name is "BIG HUNT."

On December 10, 1998, the Board of Corrections approved the renaming of the Ouachita Correctional Center to the Jim E.. Hamilton Correctional Center, in honor of the State Senator



Bruce Howard, Warden, Jim E. Hamilton Correctional Center, is a 1977 Graduate of Southeastern Oklahoma State University with a Bachelor of Science in Psychology.

Bruce Howard began his career in the Department of Corrections as a Case Manager I at Mack Alford Correctional Center, Stringtown, Oklahoma. During his career while at Mack Alford, he served in the capacity of Senior Case Manager, Records Manager, Procedures Officer, Case Manager Supervisor and then was promoted to Deputy Warden II, April 4, 1989.

Mr. Howard served as Acting Warden at Mack Alford Correctional Center, Howard Mcleod Correctional Center, Jess Dunn Correctional Center and Oklahoma State Reformatory. August 1, 2002, Bruce was promoted to Warden at Jim E. Hamilton Correctional Center.

Warden Howard has 30 years of service with the Department of Corrections. He has two daughters, Mandi Adams, currently working for the Choctaw Nation of Oklahoma and Brooke Howard, who has graduated from Southeastern Oklahoma State University and has acquired a degree in Health and Safety.

Bruce is a member of the American Correctional Association (ACA) and the Oklahoma Correctional Association (OCA). Bruce enjoys hunting and being in the outdoors when he has the opportunity.

Warden Howard states; "Serving the people of the great state of Oklahoma and working with fellow employees in accomplishing the department's mission has given me a great deal of satisfaction."

responsible for its beginning. In 1999, the Department of Vocational and Technical Education became the Department of Career and Technical Education also known as CareerTech.

Programs

New Directions is a seven week, cognitive program to provide instruction and discussion as a primary treatment format to aid in the development of personal and social responsibility. The program is presented in a classroom setting.

Prison Public Work Program (PPWP) JEHCC strives to assist the surrounding area whenever possible. A total of 15 prisoner public work crews provide support to nearby communities. The Department of Transportation and the Tourism & Recreation crews, in emergency situations, as well as through daily support on highway crews, trash pickup and local community crews, along with the Warden's Crew is able to provide valuable services.

2008 Oklahoma Correctional Association Conference



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OKLAHOMA
CORRECTIONAL
ASSOCIATION

*"Here and Now:
Success in Criminal Justice"*

October 8-10, 2008

Biltmore Hotel
401 South Meridian
Oklahoma City, OK

www.myocaonline.org

Operations

Academic Education

from basic literacy, through GED, to college level courses provided by full time, state certified teachers. Approximately 50-75 offenders receive their GED at JEHCC each year. A leisure library provides an extensive collection of books and reference collection to meet the educational and recreational need of the offender population.

The Medical Unit provides clinically appropriate and necessary medical, dental and mental health care for offenders at the facility. Psychological services provide individual and group counseling, crisis intervention, assessment consultation and evaluation as requested by staff. Health care is delivered by 13 full time staff.

Laundry service exchange for clothing and linen is provided five days a week on a regular schedule to all offenders at JEHCC.

Food Service provides balanced nutritional meals to the offender population. Three meals a day are served in a

central dining facility with group dining. The master menu is developed and reviewed annually by a licensed dietician.

Seven staff members are employed within the unit. JEHCC has started a facility garden which provides various vegetables that help reduce food cost. Once planted, our total garden area covers approximately 5.57 acres. The 2007 vegetable production was approximately 40,400 pounds.

Visitation for offenders is encouraged because strong community and family ties increases the likelihood offenders will succeed after release.

Regular visiting is scheduled on Saturdays, Sundays and legal holidays.

Religious Programs provide a schedule of services of various faiths, seven days a week. A faith based program "New Life Behaviors" is provided weekly that stresses family and personal responsibility. A religious library is also provided.



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- Kim Arthurs, Lexington Assessment and Reception

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- Anna Ashley, John Lilley Correctional Center

For more information contact: Jacki Herrel herrell@redlandscce.edu 405-422-1274 or Todd Hobson hobsonpt@redlandscce.edu 405-262-2552 ext. 2411

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Employee Award & Training Ceremony

November 6-7, 2008

Sheraton Reed Center
Midwest City, OK

Quality Assurance Chat

with Debbie Mahaffey, Deputy Director, Treatment and Rehabilitative Services Division

by Debbie Boyer, SPHR
Administrator of Quality Assurance

Q: How have you used Quality Assurance teams, tools, and techniques to empower employees and make improvements in your division?

A: The most impressive part of using process action teams and the tools that go with them is that the whole idea is to understand that there are many perspectives on how to solve a problem. The very act of including others in important decisions is empowering, not only to the members of the team, but also to their colleagues, who can feel that their interests are being represented. I and many of the unit heads and employees in the Division of Treatment and Rehabilitative Services have participated in process action teams and without fail, have come away with a better understanding

of the problem as a whole, and not with the tunnel vision that kept us from moving solutions forward before we engaged the knowledge and beliefs of others.

Q: What were the results of these efforts?

A: Improvements were made in some areas. In others, we didn't always implement what the team recommended, but we sure came away with a better understanding of the current state and what the desired state would be. We learned from others and even met and talked to other employees that we didn't know before. We learned to listen to other points of view and maybe even changed our own point of view after seeing the bigger picture. The point is that this kind of teamwork does a lot more

for an organization than just teaching problem solving. There are many skills that members of the team either learn or get refreshed on.

Q: Would you recommend the use of these teams, tools, and techniques to others?

A: Absolutely!

Q: If so, why?

A: For leaders, there are hardly ever times when pure autocracy works. When we just tell people how things are going to be done, they will likely do them, but the price we pay is poor morale, poor retention rates and eventually an unhealthy organization. These teams are a way to let employees know that the leadership values their skills, knowledge, abilities, and opinions. They foster a learning environment, teach respect

for others, and put real strategy and structure into making changes.

Q: Any other comments?

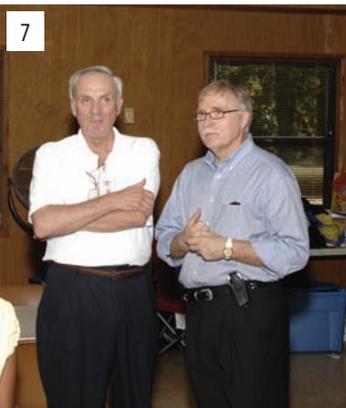
A: Anyone who has not either chartered one of these teams or participated in one, needs to. It is amazing the difference in using these teams as compared to the "we got a problem, let's have a meeting" approach. In the process of truly analyzing an issue or problem, you can really get surprised. Oftentimes, the assumptions we make are simply not evidence based as we found out more times than once. Had we not used the tools and techniques and only had a meeting with our assumptions in place, we would have made some very bad decisions. Good decisions come from a process like this.

Your feedback is very important to us!

Please share your thoughts regarding the Oklahoma Department of Corrections Quality Assurance System by e-mail to improvementatwork@doc.state.ok.us.

J.H. Bowman Youth Retreat Camp

Fountainhead Park • July 21-27, 2008



1. Group shot of retreat participants

2. Earnest Ware, Chair, and Ted Logan, Vice-Chair, Board of Corrections

3. Pam Ramsey, Director's Office.

4. Reginald Hines, Deputy Director, Community Corrections

5. Youth retreat participants

6. Angie Pigeon, Northeast District Community Corrections

7. Stormy Wilson, District Supervisor, Northeast District Community Corrections, and Justin Jones, Director, Oklahoma Department of Corrections

8. Of ender from the Muskogee Community Corrections Center speaks to youth during the retreat

9. Youth retreat participants

Howard McLeod Correctional Center Garden Project

The Howard McLeod Correctional Center (HMCC) facility garden has been expanded to 70 acres for the 2008 growing season and so far the results have been excellent. Production for the 2007 garden was hampered by the record rainfall amounts in Southeastern Oklahoma which severely reduced the yield for several crops. So far the balance

and not enough water has been maintained in 2008. Approximately 103 tons of produce was harvested in 2007 for HMCC and other department facilities with a cost savings of approximately \$98,000.

The garden project provides work for approximately 75 inmates and five correctional officers during the planting and harvesting seasons. The HMCC garden project is coordinated by Correctional

Officer Rick Selby who is responsible for obtaining seeds/seedlings, preparing the fields, determining planting times, caring for the growing plants, and harvesting at the correct time.

The equipment utilized by Officer Selby and the HMCC Garden Crew include two tractors, an irrigation system, and a potato digger that was purchased in 2007 from a

dealer in Iowa. The potato digger enhances production, by speeding up the harvesting time and limiting damage to the potatoes during harvesting.

The current crops that have been planted include corn, tomatoes, potatoes, squash, watermelons, cantaloupes, peppers, and tomatoes. The HMCC Garden Staff is striving to improve their methods in order to increase future yields.

Pictured below are some of the crops currently being produced at the HMCC Garden Project.





John Lilley Correctional Center
P.O. Box 1908
Boley, Oklahoma 74829-1908

History

John Lilley Correctional Center (JLCC) is located on a 256 acre site, one mile east of Boley, Oklahoma, on State Highway 62 in Okfuskee County. Geographically, the facility is located almost in the center of the state, its location being essentially rural, yet it is a relatively short distance between the two largest cities in the state, Oklahoma City and Tulsa; between the Turner Turnpike on the north and Interstate 40 on the south.

JLCC was first built as a tuberculosis sanitarium/hospital for blacks in 1923. In 1925, the facility became the State Training School for Negro Boys and housed black males who had previously been incarcerated at the Boys Training School in McAlester. The institution was integrated in 1965, and the name was changed to Boley State School for Boys.

John H. Lilley, for whom the facility is named, was appointed superintendent of the facility at its inception in

1916. He remained as superintendent until his death in 1933. Mr. Lilley, himself called the “Orphan Boy,” was known to love the kids he served. He died at his residence on the Training School campus as a result of declining health following an auto accident. State Commissioner of Charities and Corrections at that time was Mrs. Mabel Bassett, and she delivered a eulogy at Mr. Lilley’s funeral. Permission was granted by the Governor and the State Board of Public Affairs for Mr. Lilley to be buried upon institutional grounds and a monument presently stands at the entrance of the facility marking John Lilley’s gravesite.

Programs

Phase I Sex Offender Program is 22 weeks in duration and is the educational phase of the program. The program has 20 participants per cycle.

Education consists of 4 areas Literacy, Adult Basic Education, GED and college. Offenders with the assessed

Operations

Visitation

Visitation is held Friday through Sunday. Level 1 offenders visit for 1 hour and their visitor must be at the facility prior to 11:45 a.m. Offenders who are on level 2 due to a misconduct visit on Friday from 9:30 a.m. until 1:00 p.m. Offenders with the last name starting with A through L will visit on Saturday. Offenders with the last name starting with M through Z will visit on Sunday. Level 3 offenders will visit from 9:00 a.m. until 2:30 p.m. and level 4 offenders will visit from 8:00 a.m. until 4:30 p.m.

need for education are screened to determine which area best fits their needs. College courses are offered through Rose State College and the offender can receive an associate degree.



Jane Standifird, Warden, John Lilley Correctional Center, began her career with the Department of Corrections in November, 1984, as Secretary to the Deputy Director of Community Corrections. She promoted to Senior Correctional Training Officer and maintained that position until December, 1988, when she accepted the position of Warden's Administrative Assistant at Eddie Warrior Correctional Center. Ms. Standifird promoted to Unit Manager at Jess Dunn Correctional Center in August, 1991. In August, 2000, she transferred to the Oklahoma State Penitentiary as Deputy Warden and in February, 2007, transferred to Lexington Assessment and Reception Center to further her career as a Deputy Warden. Ms. Standifird obtained a Bachelor of Arts degree in English from the University of Central Oklahoma while employed with the department. She is a member of ACA and OCA.

Career Tech is a 960 hour course of instruction in heating and air conditioning. Offenders with an assessed need or parole stipulation may attend.

JLCC's **substance abuse program** is based on criminal conduct and substance abuse treatment. The treatment program contains a three phase module: challenge to change, commitment to change, and taking ownership of change. The program duration is from six to nine months in length. All treatment is group therapy consisting of ten men in each group. Offenders must have group sessions nine hours per week with 40% to 70% of the week in structured treatment activities. There are from 250 to 300 inmates participating in treatment with 10 therapists. The offenders must complete 250 hours of treatment.

A comprehensive array of **religious services** are provided by volunteers from the community that include but are not limited to Protestant, Catholic, Muslim Jewish, Native American and Wicca services.

Volunteers must pass a thorough background check prior to assuming

their duties.

Medical Services provides chronic care clinic, emergency services when required and general health care needs. Other medical services provided are general dentistry and optometry appointments.

INDUSTRY

OCI chemical/mattress factory employs 43 offenders, who make mattresses, mop heads, and dry and liquid cleaning chemicals.

Agri-Services is a cow/calf operation employing 25 offenders.

A SPECIAL THANKS TO ALL

Donors, Sponsors, Volunteers and Workers who offered their hands and hearts to make the **J.H. BOWMAN YOUTH RETREAT** a success!

Thanks to you and all your help, more than \$10,000 was raised to send 80 kids to camp.



Coordinating Committee: Janice Ware, Pam Ramsey, Dan Reynolds, and Joyce Jackson



Howard McLeod Correctional Center
1970 E. Whippoorwill Lane
Atoka, Oklahoma 74525

History

The Howard McLeod Correctional Center (HMCC) was named after Howard C. McLeod, who started in corrections at the Oklahoma State Reformatory in Granite, Oklahoma. He later served as chief sergeant and assistant deputy at the Oklahoma State Penitentiary from 1940 to 1955. He was appointed warden at the Oklahoma State Penitentiary and served in that capacity from 1955 to 1959. McLeod's concern for meaningful labor for inmates led to the purchase of an "Honor Farm" outside Farris, Oklahoma, in Atoka county. That farm, known as the McLeod Honor Farm, later became the Howard C. McLeod Correctional Center. McLeod died in 1959 at the age of 63.

HMCC is a minimum security institution located approximately 30 miles Southeast of Atoka, Oklahoma. Construction of the institution began in November, 1961, and was completed a year later. The facility was

constructed by inmates from Stringtown Correctional Center (currently Mack Alford Correctional Center), who were supervised by Stringtown Vo-Tech instructors. The center is a 5,000 acre site. HMCC was under the direction of the Oklahoma State Penitentiary until July, 1973.

In 1978, a name change was implemented by the Oklahoma State Legislature, from McLeod Honor Farm to Howard McLeod Correctional Center. The building now known as west dorm was built from Oklahoma State Penitentiary brick and lumber saw milled from trees harvested from state land. HMCC is the only correctional center in Oklahoma that has ever utilized a saw mill to produce lumber. In 1994, while training HMCC's tracking dogs, COIV Bobby Cross found an extremely large bone north of the facility, on state property, that had been uncovered by rain. The bone was sent to the University of Oklahoma and was determined to be a dinosaur bone.

Paleontologists from the university were sent to HMCC and have discovered 14 individual dinosaur skeletons of four different dinosaur species to include Tenontosaurus, Deinonychus, Acrocanthosaurus, and Sauroposeidon which is listed in the Guinness Book of World Records as the tallest land dwelling dinosaur. Also found while digging dinosaur bones was a small mouse sized mammal from the same era that was name Paracimexomys-crossi after COIV Bobby Cross. The skeletons from the mammals and dinosaurs found on HMCC's land are displayed in the Sam Noble Museum of Natural History in Norman.

Programs

The HMCC Career Tech Skills Center gives offenders the opportunity to acquire job skills in the areas of Heavy Equipment Operation, Welding, and Precision Machining Technology. Career Tech also aids released offenders in job placement in order to lessen the



Haskell Higgins, Warden, Howard McLeod Correctional Center, began his career with the Department of Corrections in January, 1989 as a Correctional Officer I. Since that time, he has held the positions of Correctional Officer II, Correctional Counselor, Correctional Case Manager, Warden's Assistant, and Unit Manager. He also served as the Training Administrator at Gene Stipe Correctional Training Academy in Wilburton. He began his tenure as Warden of Howard McLeod Correctional Center on May 1, 2004.

Mr. Higgins completed his Bachelor of Arts Degree in Psychology with a minor in Criminal Justice at Southeastern Oklahoma State University in 1993. He attained a Master of Science Degree in Human Resources Administration at East Central University in 2001.

He is an active member of the Oklahoma Correctional Association and the American Correctional Association. He also served as Coordinator of the Eastern Regional Hostage Negotiation Team for six years.

chance of re-offending.

Various self help programs, including Thinking For A Change and Life Link, are available from the unit staff and the chapel. The facility Psychological Clinician is the provider for a Thinking For A Chance class and also Phase I of the Sex Offender Treatment Program.

INDUSTRY

The Agriculture Services Farm Program staff consists of a Farm Manager IV and four Farm Managers. The staff supervises approximately 47 offenders, which work in the following areas: Livestock, Tractor/Farm Implements, Firewood and Brush Cutting, Utility Farm Crews (fence repair, hay hauling, etc.)

Approximately 1,800 acres of facility property is covered with timber. An ongoing program to selectively cut the timber is in place that will allow more of the land to be grazed by cattle. Approximately 2,927 acres are presently being used as pasture land. Approximately 1,200 native pecan trees are also harvested. Approximately 819 head of cattle are being managed by Agriculture Services

Operations

Religion

The HMCC religious program is supervised by a full time chaplain who strives to accommodate all offenders in the practice of their faith. He is aided by approximately 120 volunteers who serve a valuable function in the delivery of religious services.

The following groups currently have services at HMCC: Christian, Native American, Muslims, Catholics, Jehovah's Witness, Seventh Day Adventist, and Wiccan. The HMCC Chapel also contains a large number of books, audio tapes, and video tapes that cover various religious subjects.

Medical

A health services unit is responsible for providing general medical care and emergency treatment of the offender population. The Health Services Unit at HMCC is comprised of the

following staff members: a Health Services Administrator, a Physician's Assistant, two (2) Registered Nurses, three (3) Licensed Practical Nurses, a Dentist, a Dental Assistant, and a Health Information Technician. A regional physician is available for consultation and visits the facility on a regular basis.

Any condition that cannot be treated at the facility requires that the patient be transported to a local hospital for emergency treatment. Non-emergency treatment is provided by the Lindsay Hospital and the University Hospital in Oklahoma City. Dental care is provided on-site. Psychological services are provided by a Psychological Clinician III who provides individual counseling to approximately 125 offenders each month.

(cont. on page 26)

If you need
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information...

Check the web
page!!!
www.doc.state.ok.us

FIND

- Career
 - under Quick Links
- Photo Gallery
- FAQ
 - click newsroom
- History Book Order Form
 - click newsroom

(cont. from page 25)

Education

The Lakeside School offers learning opportunities for the offender population, regardless of their academic level, at no cost to the offender. The Education Department at Howard McLeod Correctional Center is staffed by three Correctional Teachers and one Correctional Teacher II (Site Administrator). Three hold masters degrees and one holds a bachelors degree. At this time classes ranging from Literacy to GED are offered. Placement is determined by TABE testing new arrivals at LARC or at HMCC to determine grade-level performance. College courses are also available through Rose State College for offenders who qualify.

Laundry

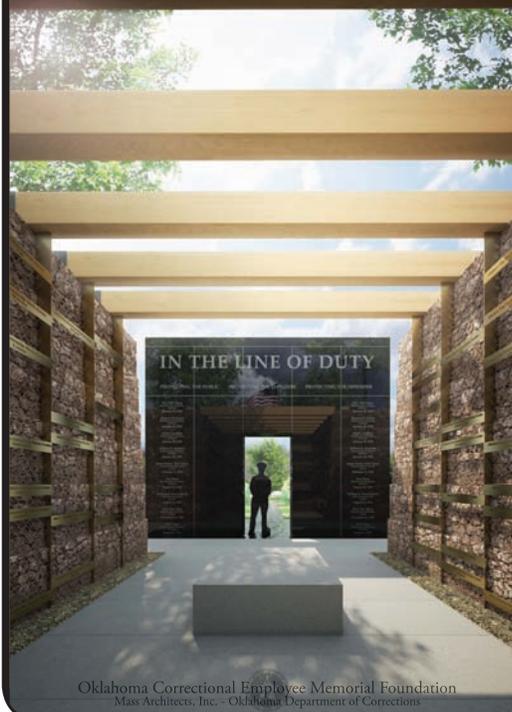
All laundry is done on-site. The laundry is equipped with three

125-pound capacity washers, three 120-pound dryers, and one 170-pound dryer. Offenders may turn in their clothes every day, Monday through Friday. Bed linens are turned in on Wednesday. Blankets are washed once per month, also on Wednesdays.

Food Service

HMCC staff and offenders prepare all meals. The kitchen/dining room was built in 1991 and seats 224. Offenders are allowed 20 minutes per meal. HMCC offender meal costs are approximately 78 cents per offender per meal and food service operates on a 5-week menu cycle. There are currently 4 food service staff members, 1 temporary employee, and 70 offender workers. Medical diets and special diets are also available to the population.

Oklahoma Correctional Employee Memorial



Oklahoma Correctional Employee Memorial Foundation
Mass Architects, Inc. - Oklahoma Department of Corrections

OKLAHOMA CORRECTIONAL EMPLOYEE MEMORIAL FOUNDATION ANNUAL RAFFLE

Reed Center

November 6 - 7, 2008

**COMING SOON
WEBSITE WITH
PICTURES OF ALL
RAFFLE ITEMS!!**

DOC Employees,

As President of the Oklahoma Correctional Employees Memorial Foundation, I am excited to welcome a recently formed association, Oklahoma Corrections Professionals (OCP), designed to meet the growing challenges correctional professionals face each day.

The Oklahoma Corrections Professionals founders recognized the void of our own correctional voice and set forth to establish one for all Oklahoma corrections professionals. They believe that agency issues are also employee issues and are dedicated to prioritizing equality of voices; addressing the smallest and largest issues with the same determined, focused, employee driven voice.

Although Oklahoma Corrections Professionals contributions to the Department, facilities, and its people will be invaluable; the founders realize the utmost importance of working with and supporting other professional organizations that share their same goals and objectives. It is vitally important that all continue to be involved and actively supportive of other organizations i.e., OPEA, ACA, OCA, NABCJ and Southern States.

The Oklahoma Correctional Employees Memorial Foundation is also pleased to announce that OCP is already committed to the success of the Foundation by donating 7 percent of their monthly membership.

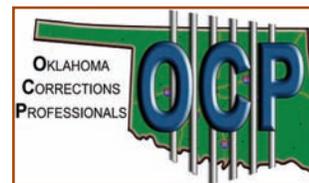
If you would like to support the Foundation, you may do so by joining Oklahoma Corrections Professionals or I cordially invite you to join the Foundation directly; even better, join both.

Ann Tandy
President

Oklahoma Correctional Employee
Memorial Foundation

OCP MEMBERSHIP APPLICATION

P.O. Box 596 • Noble, OK 73068
(405) 831-8662



First Name: _____ MI: _____ Last Name: _____ DOB: _____

Home Address: _____ City: _____ State: OK Zip: _____

Home Phone: _____ Cell Phone: _____ Home e-Mail: _____

Agency: (DOC) (PPB) Work Location: _____ Position: _____

Work Address: _____ City: _____ State: OK Zip: _____

Work Phone: _____ Work e-Mail: _____

Payroll Deduction Authorization: I hereby authorize the State of Oklahoma to deduct from my pay the amount checked below required to purchase dues in Oklahoma Corrections Professionals, subject to my right to revoke this order by written notice to my employer.

DUES OPTIONS

- \$15 Basic Dues (I understand 7% will be donated to the OCEMF.)
- \$15 + \$_____ = \$_____ (members may choose to pay more to help OCP further its mission.)

DUES WILL BE \$5 FOR THE FIRST 6 MONTHS OF PAYROLL DEDUCTION.

BY SIGNING THIS APPLICATION, I AUTHORIZE RELEASE OF MY HOME ADDRESS AND CONTACT INFORMATION TO OCP.

Signature: _____ Last 4 Digits of SS #: _____ Date Submitted: _____

PLEASE RETURN APPLICATION TO OKLAHOMA CORRECTIONS PROFESSIONALS AT THE ADDRESS LISTED ABOVE.



Northeast Oklahoma Correctional Center
P.O. Box 887
Vinita, Oklahoma 74301-0887

History

Northeast Oklahoma Correctional Center (NOCC) is a minimum security facility for adult male inmates. The facility is located on the grounds of the Eastern State Hospital in Vinita, Oklahoma. The relationship between the Department of Corrections and the Department of Mental Health and Substance Abuse Services at Eastern State Hospital began in 1985 with the establishment of the Treatment Alternatives for Drinking Drivers (TADD) program. A trusty unit was established to provide institutional support to the hospital in 1980. In 1987 the Department of Corrections' Agri-Services Unit began leasing the farmland at Eastern State Hospital. After several years of this expanding relationship, the legislature passed laws in 1994 transferring three large buildings at Eastern State Hospital to the Department of Corrections for use as prison bed space. In December, 1994, the first inmates were transferred to the newly established facility. Subsequently, a new 264 bed housing unit, a dining/kitchen facility, Central Control, and the warehouse/maintenance building were constructed. Both renovation and

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Jesse T. Sutter, Jr. began his career in corrections in April 1979 as a Case Manager at Howard McLeod Correctional Center. He promoted to the position of Senior Case Manager in February 1981. In September 1987 when the department extended its pilot program of unit management to all Department of Correction facilities, Jesse promoted to Unit Manager. In July 1989, Jesse promoted to the position of Deputy Warden I at Howard McLeod Correctional Center and in March 1994, he promoted to the Deputy Warden II position at Mack Alford Correctional Center where he served until May 2002. On May 1, 2002 Jesse T. Sutter, Jr. was appointed Warden I at the Northeast Oklahoma Correctional Center. Jesse T. Sutter, Jr. received his Bachelor of Science Degree in Business Administration from Oklahoma State University. His major was accounting with a minor in finance.

Operations

Religious Services - The chaplain and other outside religious organizations provide a variety of religious services at NOCC. Volunteers provide religious programs and various other programs such as: Alcoholic's Anonymous, Institute of Self-Worth and New Life Behavior on a regularly scheduled basis in the chapel.

Health Services provides routine Medical/Dental/ Psychological/ Psychiatric/Optomety services Monday through Friday, excluding weekends and holidays. Our medical department consists of a doctor, two LPN's, two RN's, a full-time psychologist, a part-time psychologist, a dentist, a dental assistant and an online psychiatrist. Optometry appointments are handled by a contract provider therefore only six (6) eye exams can be accommodated each week on Tuesdays.

Education offers Literacy, ABE and GED classes to all inmates based on TABE scores, days remaining and scores from LARC. Inmates scoring below 8th grade level will automatically be put on the NOCC education waiting list. Night classes are available for inmates who meet the criteria and are assessed. Classes are provided for SATP inmates after program hours.

Visitation

General population inmates may visit up to eight hours per week (depending on the inmate's earned credit level), excluding holidays, during the hours 8:30 a.m. – 3:30 p.m. Inmates participating in the SAT Program may receive visits once per week during 30-minute prescheduled appointments. Visitors will be processed to visit until 3:00 p.m. on regularly scheduled visiting days.

construction continue. A portion of the inmate population continues to provide institutional maintenance and support functions for both the Eastern State Hospital and NOCC. Other inmates are involved in Prisoner Public Works (PPW) programs and institutional farming operations.

Programs

NOCC has a Substance Abuse Treatment Program contracted with Bill Willis Community Mental Health Center located in Tahlequah, Oklahoma. The SAT program is a 48-bed, 120-day (at minimum) open-ended intensive outpatient substance abuse and cognitive behavioral treatment program for male inmates at minimum custody level.

INDUSTRY

The Agri-Services department operates on 1700 acres with one coordinator, 3 supervisors and employs 36 inmates on a daily basis. They run a cattle/calf operation with a herd of 210 with a 95% success rate with an average of 625 pound weaning weight. NOCC Agri-Services also provide surplus hay to the eastern part of Oklahoma.



Jackie Brannon Correctional Center
P.O. Box 1999
McAlester, Oklahoma 74502-1999

History

In one sense, Jackie Brannon Correctional Center (JBCC) was the third state correctional center, originally opening in 1927. But it operated as a trusty unit of the Oklahoma State Penitentiary, on OSP grounds, until being officially established as a stand-alone minimum security institution on July 1, 1985. The facility is named in honor of Jackie Brannon, who began his correctional career in 1961 as a correctional officer at OSP. In 1981, he was promoted to Deputy Warden of the

OSP Trusty Unit, in which capacity he served until his death in 1984. It is this same trusty unit, since expanded, that bears his name.

JBCC is located on 1,300 acres in the northwest section of McAlester, Oklahoma. The facility has three housing units that house 737 inmates. The facility sends out Prisoner Public Works Program crews to assist with work in the city, county, and with the Department of Transportation. There is also a six month Substance Abuse Treatment Program for

offenders who meet the enrollment requirements. Burial rites for all indigent Oklahoma offenders are performed at JBCC.

The garage located at the facility provides in-depth vehicle maintenance and services to the following areas: Jackie Brannon Correction Center, Oklahoma State Penitentiary, Southeast District Community Corrections Center, the Oklahoma Correctional Training Academy, Pittsburg County Sheriff's office, and the ODOC office of Institutions and Construction located in McAlester.



Emma Watts, Warden, Jackie Brannon Correctional Center, began her career at the Women's Facility in McAlester in December, 1977. In 1979, she promoted to the rank of Sergeant. In 1982, the female inmates were transferred to Mabel Bassett Correctional Center in Oklahoma City, and Warden Watts was reassigned to the OSP Trusty Facility. In May of 1984, she left the Department of Corrections and returned to college to pursue her education in Criminal Justice. In 1988 Warden Watts returned to the Oklahoma Department of Corrections. She had completed her Associate of Science Degree in Criminal Justice and Law Enforcement and returned to Oklahoma State Penitentiary as a Correctional Officer and in 1989 promoted to Sergeant. In 1991, Warden Watts completed the requirements for her Bachelor of Science degree in Criminal Justice and was promoted to the position of Correctional Case Manager. In 1993, she was promoted to the position of Senior Case Manager. Warden Watts has the distinction of being the first female Unit Manager at Oklahoma State Penitentiary in 1999. In 2002 she was reassigned to H Unit, a High Maximum Security Unit at Oklahoma State Penitentiary. Again, Warden Watts has the distinction of being the first female to serve in that position. Warden Watts then promoted to the position of Deputy Warden at Eddie Warrior Correctional Center in November, 2005, where she remained until her promotion as the first female Warden of Jackie Brannon Correctional Center in July, 2007.

The Substance Abuse Treatment program is an intensive six month cognitive treatment program for offenders who have a documented history of substance abuse problems. Located on the first floor of “C” unit of the Jackie Brannon Correctional Center; the program is six months in duration, with sessions running five (5) days a week, five (5) hours a day. Each six month cycle consists of a maximum of 30 participants. The program has two cycles per year. The program is staffed by both Master’s level psychological counselors and certified treatment counselors from the private sector. During each cycle, participants are exposed to

individual and group counseling sessions covering behavioral modification, effects of chemical abuse, goal setting, and relapse prevention. Referrals to the program are accomplished by case managers at the Lexington Assessment and Reception Center as well as those at individual facilities throughout the state. Priority for placement is given to those who have been court ordered to the program and for those with stipulations imposed by the State Pardon and Parole Board.

Programs

Agri-Services – Averages 100 offender workers who, under the supervision of

staff, milk an average of 180 cows per day; operate a feed mill which produces 6,000 tons of complete horse, swine, dairy, beef and poultry feed per year; and process 60,000 dozen eggs per month. There is also a transportation unit at JBCC which is responsible for transporting hay, feed, livestock, milk, eggs and meat to institutions throughout the state.

Oklahoma Correctional Industry (OCI) – operates a meat processing center at JBCC. This center employs 60 offenders and provides all of the beef, pork and lunchmeat items required by the master menu to feed the state’s

(cont. on page 36)

Operations

Religious services are offered at the JBCC Chapel seven days per week. On Saturdays and Sundays, multiple services are offered. Services are available for the mainstream Christian religions as well as for Muslim, Seventh Day Adventist, Jehovah Witness, House of Yahweh and Native American. The faith-based programs of Quest for Authentic Manhood and Celebrate Recovery are also offered.

JBCC has approximately 160 volunteers entering the facility monthly. These volunteers are involved in education and religious services that are provided to the offender population at the facility. JBCC is the host facility for providing the orientation training to all new volunteers in the Southeastern part of

the state. This training is completed on a quarterly basis.

The Health Care Department at JBCC is a clinic that provides Medical, Mental Health and Dental Care. It is staffed by a full-time Doctor, Psychologist, Dentist, Dental Assistant, RN’s and LPN’s as well as a part-time Psychological Clinician. JBCC conducts a daily triage of “sick call” requests where appointments are scheduled 5 days a week. Medical appointments are usually scheduled within one working day of the offender having placed the request to be seen. Mental Health, Dental and Optometric appointments are scheduled as needed. There is a provider and nurse on call 24 hours a day for emergency or urgent care that

occur after clinic hours and on the weekend. Pill line is conducted twice a day 7 days a week.

The Education Department at JBCC offers classes in literacy, adult basic education, GED and on-site college course work on a part-time basis. If requested, offenders may be allowed to attend the GED program on a full-time basis. The Education Department also offers a Life Skills program to offender’s who are nearing the completion their sentence. This program is designed to assist the offender in their re-entry process and get them familiar with tasks that they will be facing upon their release from incarceration such as filling out job applications, finding housing and opening a checking account.



Bill Johnson Correctional Center
1856 E. Flynn Street
Alva, Oklahoma 73717-3005

History

The Charles E. “Bill” Johnson Correctional Center (BJCC) is the newest of the 17 facilities operated by the Oklahoma Department of Corrections. The facility is designed to house 443 adult male, felon drug offenders, ages 18-40. The minimum-security facility consists of five metal buildings and three portable buildings inside the compound and three buildings, a greenhouse, and a Skills Center outside the perimeter fence. Inside the compound are the administrative offices, medical facilities, a dining hall, the programs building, three portable buildings used for programming, and two-multi-story dormitories. On September 5, 1995, the facility received the first trainees for the Regimented Treatment Program.

Charles E. “Bill” Johnson, for whom the facility is named, was a catalyst in

the pursuit of the correctional center designed to impact drug offenders. When he learned about the possibility of such a program being placed in a community in Oklahoma, Mr. Johnson recruited his friends and business associates to help in the pursuit of making the facility a reality. Unfortunately, Mr. Johnson died on February 18, 1995, at the age of 66, and was unable to see the completion of the facility he had worked so hard and faithfully to bring to his hometown.

The Career Tech Skills Center is utilized to provide programs for inmates in electrical and plumbing professions, which supplies them with a viable employment option as they return to society. Several legislative and agency representatives were in attendance at the dedication on March 2, 2001.

The dedication of the new Multi-purpose building occurred on

November 29, 2001. The new building includes a state of the art laundry as well as providing additional space for programming and recreational activities. BJCC celebrated its 10th anniversary in September, 2005. A formal ceremony was held with Senators; Representatives; Edward Evans, Interim Director, Oklahoma Department of Corrections; Ken Klingler, Deputy Director, West Central Region; Advisory Board members; Core Group; Mrs. Bill Johnson; past employees; and Honor Guard were present. Tours of the facility were offered and a PowerPoint presentation of the past 10 years was shown. The 31 original staff still working with BJCC were honored. Several tables displayed the awards BJCC received over the years along with a tribute to Charles E. “Bill” Johnson, newspaper articles, photo albums, statistics, the ground breaking shovel,



Janice Melton, Warden, Bill Johnson Correctional Center, received a Bachelor of Arts degree in Sociology in 1977 from Oklahoma State University in Stillwater, Oklahoma. She began her career in 1977 with the Oklahoma Department of Corrections as a Probation and Parole Officer. In 1995, Janice Melton was appointed Warden of the Bill Johnson Correctional Center. In her 30 years in corrections, she has held positions of Probation and Parole Officer, Substance Abuse Counselor, Assistant Probation and Parole District Supervisor for Northwest Oklahoma and Assistant Superintendent and Superintendent at the Enid Community Corrections Center. Warden Melton has served as faculty for the National Institute of Corrections since 2002 in the State Leadership for Women and in the Executive Leadership for Women in Corrections programs. Warden Melton is an active member of Oklahoma Correctional Association, the American Correctional Association (ACA), Association of Women Executives in Corrections, the National Association of Wardens and Superintendents (NAAWS) and serves as an ACA accreditation auditor.

and other memorabilia.

A second celebration followed later in the week with a cookout for all staff provided by the Employee Fund Committee which also furnished 10th Anniversary mugs and key chains for all staff.

Janice Melton was appointed as warden prior to the facility opening in 1995, and, as of this writing, remains in that capacity.

Programs

Delayed Sentence Program

Effective August 2004, BJCC established 50 beds for youthful offenders sentenced to the Delayed Incarceration Program. The initial Edward Byrne Memorial Grant which has allowed Bill Johnson Correctional Center to hire two full-time drug and alcohol counselors to provide treatment for delayed incarcerates has since been replaced by the Justice Assistance Grant (JAG). The delayed sentence program is to provide young offenders the tools to lead a successful life in society and to introduce pro-social behaviors and attitudes that may enhance their ability to have positive

(cont. on page 34)

Operations

MEDICAL SERVICES

BJCC is staffed with a medical team consisting of a health services administrator, a full-time physician, two RN's, two LPN's who provide twenty-four hour nursing care to the facility, and a health information technician. A psychological clinician provides mental health services as well as clinical oversight for the cognitive and substance abuse programs. Dental and additional psychiatric and acute care medical services are presently provided for by neighboring correctional facilities.

FOOD SERVICE

An integral part of BJCC's support services is the Food Services Unit. Under the direction of a food service manager II and a staff of four food service personnel, this unit oversees trainees who prepare BJCC's trainee meals. Three meals per day and food for special events are all part of BJCC's Food Service Unit's daily duties. With cooperation from

the U.S. Department of Labor, BJCC food service staff created an apprenticeship program that enables selected trainees who complete the program to earn journeymen's status in the culinary arts.

EDUCATION

All trainees at BJCC who have not completed their secondary education are required to attend education classes. One correctional teacher II, four correctional teachers, and a correctional librarian staff the BJCC education department. Trainees can obtain certification in Literacy and Adult Basic Education as well as earn a General Equivalency Diploma. A CareerTech Center provides selected trainees with job skill training in the electrical and plumbing trades.

RELIGIOUS AND VOLUNTEER PROGRAM

Volunteers are an important part of the RTP and are a valuable resource in providing necessary and

(continued on page 34)

(BJCC cont. from page 33)

relationships in their lives. Trainees are given assessments to determine placement into specific groups. The groups that are facilitated by drug and alcohol counselors are: Cage Your Rage, Life Without a Crutch, Commitment to Change, Thinking for a Change, Moral Reconation Therapy, Straight Ahead, Partners in Parenting, and Re-entry.

Regimented Treatment Program

The mission of the Bill Johnson Correctional Center is to provide custody and control for minimum-security inmates. The primary mission of the facility is to provide a comprehensive regimented substance-abuse treatment program for minimum-security inmates. The primary programmatic mission is to provide education.

Due to the program design as a high structure unit, BJCC was built with medium security standards with double-razor wire fencing and an armed perimeter. The RTP consists of three phases beginning with twelve-weeks of high structure treatment. The following nine to twelve months include participation in Therapeutic Community (TC), cognitive and behavioral training, educational, substance abuse treatment, and re-entry programs in addition to public works projects. Public works projects include Department of Transportation crews and several other city, county, and state projects. Re-Entry/Aftercare is provided for one year to RTP graduates upon discharge or release to a suspended sentence or parole.

Therapeutic Community

The TC is a highly structured program of behavior modification. The trainees of each floor make up a “family” with a hierarchical system. The hierarchy in a TC provides operational structure. This hierarchy is depicted on a structure board. The structure of a TC is similar to that of a small town. The civic type structure improves accountability and more effectively addresses tasks. This combats the offenders typically non-directed, non-goal oriented, manipulative tendencies. The offenders, working under the supervision of staff operate the TC. New offenders assigned to the TC begin at the bottom of the structure board and perform the less desirable jobs. Seniority, individual progress, productivity, and role modeling determine upward mobility. Each level higher in the hierarchy carries greater job responsibility. As trainees promote up the hierarchy, they assume greater responsibility as role models.

Trainees are accountable for monitoring

their behavior as well as the behavior of family members in respect to family, unit, facility, and department rule. Issues of accountability are correlated to issues of a similar nature that could occur outside the facility. There are community meetings twice daily and weekly family focus groups, weekly pre-treatment focus groups and special focus groups as needed. The family imposes learning experiences on members at the special focus group meetings and at other times during the week as situations dictate.

Re-Entry

Trainees nearing the completion of this phase of the program begin attending re-entry programming designed to focus their attention to the demands of re-entering society. Before a program completion is awarded, the trainee must complete an exit interview and have an approved discharge summary/re-entry plan.

(BJCC Operations cont. from page 33)

court ordered services to offenders. Approximately 100 volunteers bring valuable expertise to this facility enabling BJCC to better assist offenders return to a productive, drug-free life.

VISITATION

The Charles E. “Bill” Johnson Correctional Center (BJCC) encourages offenders to make changes in themselves. As these changes are beginning to take place, visiting

begins to support the positive change. Support comes from the family and community through visits. The hours of visitation set at BJCC are from 8:00 a.m. to 4:00 p.m. on Saturday and from 9:00 a.m. to 1:00 p.m. on Sunday. Visiting days are normally Saturday, Sunday and all state recognized holidays. Visiting privileges are based on the trainees earned credit level and positive progression within the RTP.

SPECIAL NEEDS OFFENDERS

at Hillside Community Corrections Center

by John Larsen, Case Manager Supervisor

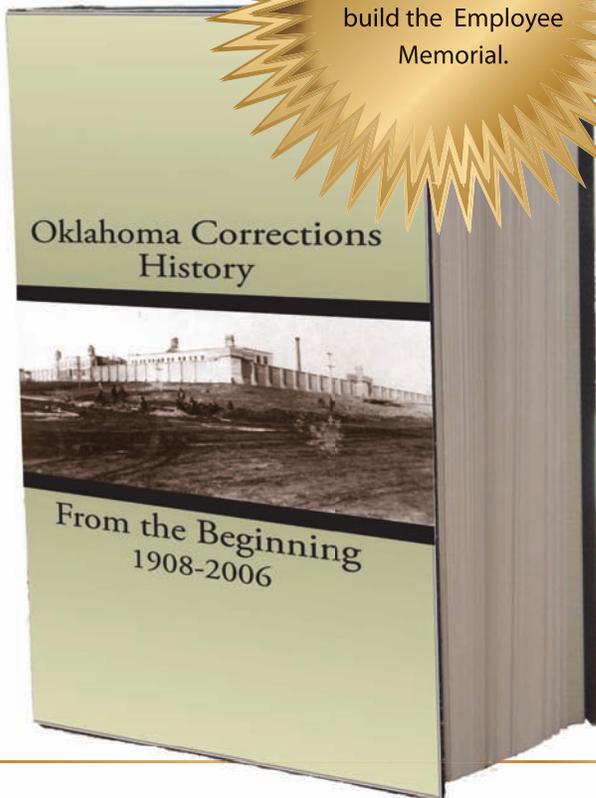
With the continued focus on re-entry, many more offenders are being transitioned to community corrections with health and mental health issues. On March 1, 2008 we had a population of 240 inmates with 134 classified with some degree of current mental health issues. This is approximately 56%. Inmates with mental health issues require more attention by the medical department and their case manager. The case manager works with the inmate concerning their personal hygiene and socialization skills. Several inmates arrived to Hillside Community Corrections Center that have been drawing social security for mental health issues. For inmates that have a co-occurring diagnosis, there are special classes that are offered to address addiction issues; coping skills; anger management; and self esteem. The case managers have been trained by our psychological services medical staff

to recognize unusual behavior and to address it with the inmate immediately and to refer to psychological services for further counseling. The inmate is advised during the orientation process to seek out help from her case manager or our psychologist when she feels overwhelmed. There are many inmates assigned to Hillside Community Corrections Center that are over the age of 50. Generally, individuals that have criminal behavior have not practiced regular good health habits. These inmates require more medical care than the general public. Being a work center, it is difficult to find job assignments for the older inmates because of medical restrictions. Several inmates, because of health issues or age qualifications, have been drawing social security and have no recent work skill. We do assign all inmates, other than those designated by the medical department as medically unassigned, to center jobs.

We transfer inmates to work release centers so they can hopefully find employment, if approved by he medical department. Many inmates have become employed and not filed for social security when they have discharged from the Department of Corrections. We have found that the inmates want to work and feel they are contributing to society. During the month of March 2008, we had four inmates that were 21 years of age or younger. We found these inmates have specific needs for education; impulse control; anger management; and good decision making. The case management team counsels with these inmates when behavior problems arise. Young offenders are assigned to GED, Adult Basic Education, and Literacy classes if they do not have a high school diploma. Impulse control and good decision making is provided through the Thinking for a Change program. Our program director offers an anger management class.

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In compiling **Oklahoma Corrections History**, the Oklahoma Department of Corrections has utilized departmental archives, research previously conducted by students and scholars, and the best recollection of current and past employees. While not necessarily absolute, this history is considered to be generally accurate.

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(JBCC cont. from page 31)
incarcerated population. The
meat processing center also
includes a Meat Cutting
Apprentice program. This
Apprentice program is 3 years

in duration and successful
completion results in the student
being certified by the U.S.
Department of Labor Bureau of
Apprenticeship.

HEALTH and WELLNESS

COPING WITH STRESS

In small doses, stress is a good thing. It can energize and motivate you and perhaps even prevent or delay certain types of damage to your cells. But prolonged or excessive stress – the kind that overwhelms your ability to cope – can take a severe psychological and physical toll. High stress levels have been linked to depression, anxiety, cardiovascular disease, musculoskeletal problems, an impaired immune system and cancer.

IMPROVE YOUR TIME MANAGEMENT SKILLS

Effective time management skills can help you identify goals, set priorities and minimize stress in your life. Use these tips to improve your time management skills and lower your stress level.

- Create realistic expectations and deadlines for yourself, and set regular progress reviews.
- Throw away unimportant papers on your desk.
- Prepare a master list of tasks.
- Use a planner. Store addresses and telephone numbers there.
- For especially important or difficult projects, reserve an interruption-free block of time behind closed doors.

EXTINGUISH JOB BURNOUT

Nowhere is stress more likely than in the workplace. Twenty-five percent of people say that their job is the primary stressor in their lives. And the vast majority of workers believe that on-the-job stress is worse today than it was just 10 years ago.

Job stress can affect your professional and personal relationships, your livelihood, and your health.

Here are strategies you can use:

- **Identify the source of the problems**
- **Develop friendships at work and outside the office.**
- **Take time off.**
- **Set limits.**
- **Choose battles wisely.**
- **Have an outlet.**
- **Seek help.**

By Mayo Clinic

Retirements

SEPTEMBER

James Binns, Medical Admin/Field Services
Kathy Bridges, Northeast District Community Corrections
Robert Clark, Oklahoma State Reformatory
Roberta Davis, Medical/James Crabtree Correctional Center
Peggy Kloehn, Community Sentencing/Offender Info Services
Earl Lawson, Oklahoma State Penitentiary
Toni Martin, Private Prisons/Jails/Safety Admin

OCTOBER

Johnny Antu, Agri-Services
Vickie Bergner, Northwest District Community Corrections
Michael Bilbrey, Mabel Bassett Correctional Center
Pamela Fink, Jackie Brannon Correctional Center
Connie Gaff, James Crabtree Correctional Center
Wilbur Irving, Information Technology
Nina Kerr, Facility Classification
David Kliewer, Training
Jimmie Lewelling, Joseph Harp Correctional Center
Jerry Merrell, Information Technology
Michael Stone, Central District Community Corrections
Robert Zapffe, Departmental Services

NOVEMBER

A.G. Caskey, Lexington A&R Center
Joe Chance, William S. Key Correctional Center
Danny Franklin, Oklahoma State Penitentiary

JANUARY

Robert Greear, Administrative Services
Linda Pendleton, Central District Community Corrections

FEBRUARY

Robert Seaton, Jackie Brannon Correctional Center

(NOTE: It was previously reported that Canita Howerton was retiring in August. Ms. Howerton actually retired in July.)

NEXT ISSUE

Community Corrections, Part II

Community Work Centers

Female Offenders

Calendar

September

- 1 Labor Day
- 9-12 Pardon & Parole Board Mtg.
Hillside CCC
- 12 Board of Corrections
James Crabtree CC
- 24-26 National Association of Blacks
in Criminal Justice Conference
Doubletree Hotel Tulsa Downtown
Tulsa, OK

October

- 7-10 Pardon & Parole Board Mtg.
Hillside CCC
- 8 Board of Corrections
Biltmore Hotel
Oklahoma City, OK
- 8-10 Oklahoma Correctional
Association Conference
Biltmore Hotel
Oklahoma City, OK
- 31 Halloween Day

November

- 4-7 Pardon & Parole Board Mtg.
Hillside CCC
- 6-7 Employee Award
& Training Ceremony
Sheraton Reed Center
Midwest City, OK
- 11 Veterans' Day
- 14 Board of Corrections
Union City CCC
- 27 Thanksgiving Day

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Janitorial Supplies	<i>Buffer Pads & Gloves, Wet Mops, Dust Mops & Frames, Brushes, Brooms & Handles,</i>
Office Furniture	<i>A Full Line of Styles Including Heritage, Eclipse, & Statesman Furniture. Desks, Credenzas, Hutches, L-Shaped Workstations, Computer Workstations, Bookcases, Plant Stands, File Cabinets, Coffee & End Tables, Conference Tables in all Sizes. Custom Modular & Transitions Furniture.</i>
Office Accessories	<i>Marker Boards, Picture Frames, Bulletin Boards, Magazine Rack, Printer Stand, Coat Rack, Podium, Table Top Lectern, Monitor Holder, Footrest, Telephone Stand, Tiered Organizer, Vertical File Organizer, Wrist Rest, Mouse Pad & Hospitality Cart</i>
Print Services	<i>Color Printing, Envelopes, 3-6 Part NCR Forms, Business Cards & Letterhead</i>
Recreational Furniture	<i>Picnic Tables, Park Benches, Bike Racks, Cigarette Snuffers, Litter Receptacles, Wood Slat Tables & Benches, Charcoal Grills, Smoker Grills, Fire Rings, Swings & Gliders</i>
Seating Furniture	<i>Highback & Lowback Task Chairs, Side Chairs, Adjustable Stools, Sofas, Loveseats, Chairs, Stacking Chairs, Folding Chairs, Lounge Furniture, Fiberglass Chairs & Furniture Re-Upholstery</i>
Signs & Decals	<i>Decals, Street Signs, Traffic Signs, Plastic Signs, Plaques, Desk Name Plates & Name Badges</i>
Silk Screening & Embroidery	<i>We sell a complete line of garments including Sport Shirts Shorts, Uniform Shirts, Jerseys, Tank Tops, Ball Caps, etc. for Silk Screening and Embroidery. This service also available on your own items.</i>
Tables	<i>Wooden Tables, Laminate Tables, Computer Tables, Folding Tables, Coffee & End Tables, Conference Tables & Children's Activity Tables</i>
Wood Furniture Renovation	<i>Repair and Refinish all styles of Wooden Furniture, Tables, Chairs, Desks, Bedroom Furniture, etc.</i>
Modular Buildings	<i>Modular construction consisting of several sizes of homes and buildings.</i>



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