



Indiana
CORRECTIONAL ASSOCIATION

INDIANA CORRECTIONAL ASSOCIATION

THE COMMENT

2008 WINTER EDITION



**ICA in Partnership with International Association of Re-entry
75th Annual Fall Conference Merrillville IN.
Sharing Knowledge - Transforming lives
2008 ICA BOARD OF DIRECTORS**

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ICA	indianacorrectionalassociation.org	

P.O. Box 44012
Indianapolis, IN 46244-0012

ICA BULLETIN Winter 2008

Renew or update MEMBERSHIP information at ACA.org

GREETINGS FROM

ICA PRESIDENT

KELLIE BITTORF



Greetings fellow ICA members and friends:

As President of the Indiana Correctional Association, it is an honor and privilege to be writing this letter. Eric Hoch led us through a productive year in 2007 and I am eager to continue this momentum as we move forward. The Indiana Correctional Association's existence depends on the hard work and dedication of its members. This was clearly evident at the 2007 ICA annual conference. Eric Hoch, Bill Glick, Todd Williams, Tina Mitchell, Anita Holland and all of the other folks who organized the 2007 annual conference are noticeably devoted to meeting the mission and goals of ICA. The talent of Jon Cruz (photographer), Ed Lampa (AV Guy) and Eric Comeno (Disc Jockey) further illustrates the success of dedication and teamwork.

Of course, we could not have a conference without the attendance and support of ICA members and corporate sponsors. We appreciate the feedback of attendees. This information assists us in accomplishing our goal of providing an excellent professional learning and networking experience.

As Bob Hughes mentioned at the annual business meeting, the strategic planning committee has been tackling some challenging objectives and goals. This committee has worked on the revision of the ICA Constitution and By-laws. This thought-provoking project is in progress to ensure that we are meeting the changing needs of our organization. Part of our plan is to present the revised by-laws at the district spring conferences and vote for approval at the 2008 annual conference.

The strategic plan also states ICA will continue to focus on providing quality educational opportunities in a cost effective manner. I am excited to share with you that ICA will be collaborating with the International Association of Re-entry (IAR) during the 2008 annual conference. This partnership will promote innovative learning opportunities that may not have otherwise been available. In addition to offering full day pre-conference trainings, we plan to include topics regarding health care, education and county jail issues.

It is also anticipated that the partnership with IAR, expansion of breakout session topics and pre-conference trainings will increase conference attendance and promote our goal of providing opportunities for professionals in all disciplines of corrections. ICA continues to seek student chapters in effort to engage future criminal justice professionals and increase membership.

ICA plans to improve communication with members through the increased use of electronic media. In the near future, you will be able to access our publications through the ICA website. We are also working on establishing e-mail groups and a professional chat board.

The 75th annual ICA conference will be held October 7 – 10, 2008 in Merrillville. As noted above, we are already in the process of organizing this conference. The 2008 conference planners look forward to providing members with opportunities to engage in quality professional development and networking. ICA's 75th anniversary will not go unnoticed and plans for celebration are under way.

In closing, it was a pleasure to see many of you at the 2007 annual conference. I especially enjoyed meeting new members and first time attendees. Make sure you visit the ICA website periodically to keep informed on the progress of our strategic plan and upcoming events. I look forward to seeing you this spring.

Warmest Regards,

Kellie J. Bittorf

Kellie J. Bittorf, ICA President

FROM THE EXECUTIVE DIRECTOR: Executive Intelligence: What All Great Leaders Have

According to Justin Menkes, managing director of the Executive Intelligence Group, “smarts” not charisma, are what you need as a leader to get the job done, get along with others, and get over yourself! (*Associations Now*, American Society of Association Executive, September 2007)

Menkes suggests from his research that organizational success depends significantly on the skills of leadership and how they deal with tasks, people and themselves.

Regarding tasks, great leaders:

- Appropriately define a problem and differentiate essential objectives from less relevant concerns.
- Anticipate likely obstacles to achieving objectives and identify sensible means to circumvent them.
- Critically examine the accuracy of the underlying assumptions being relied on.
- Articulate the strengths and weaknesses of the suggestions or arguments posed by others.
- Recognize what is known about an issue, what more needs to be known, and how best to obtain the relevant and accurate information needed.
- Use multiple perspectives to identify likely unintended consequences of various action plans.

Regarding people, great leaders:

- Recognize the conclusions that can and cannot be drawn from a particular exchange.
- Recognize the likely underlying agendas and motivations of individuals and groups that are involved in a situation.
- Anticipate the likely emotional reactions of individuals to actions or communications.
- Accurately identify the core issues and perspectives that are central to a conflict.
- Appropriately consider the probable effects and likely unintended consequences that may result in taking a particular course of action.
- Recognize and balance the different needs of all relevant stakeholders.

Regarding themselves, great leaders:

- Pursue and encourage feedback that may reveal an error in judgment and then make appropriate adjustments.
- Demonstrate an ability to recognize their own personal biases or limitations in perspective and use this understanding to improve their own thinking and plans for action.
- Recognize when serious flaws in their own ideas or actions require swift public acknowledgment of the mistake and a dramatic change in direction.
- Appropriately articulate the essential flaws in the arguments of others and reiterate the strengths of their own position.
- Recognize when it is appropriate to resist the objections of others and remain committed to a sound course of action.

Menkes concludes that great leaders are not magicians. But thanks to their executive intelligence, they think differently and that’s what matters to success in our organization.

What can we learn from this to improve our own leadership skills and executive intelligence?

Steve Ingram, CAE



AWARDS

The Indiana Correctional Association presents a number of awards to both individuals and programs to promote and reward excellence and service. A listing of the various awards follows:

PROGRAM

Warren W. Martin Award (Juvenile Facility/Court/Agency) Program of the Year
Indiana Correctional Program of the Year (Facility/Program/Agency Adult Program)

INDIVIDUAL

Distinguished Service Award
Presidential Citation
Honorary Member
Merit Award (Presented by each District)

OCCUPATIONAL AWARDS

Probation Officer of the Year
Counselor of the Year
Correctional Educator of the Year
Correctional Manager of the Year
Correctional Officer of the Year: "Front Line" Award
Support Services Staff of the Year
Community Corrections Line Staff of the Year
Parole Officer of the Year
Judge of the Year
Volunteer of the Year

With the exception of District Merit Awards, all awards are presented at the annual conference. An awards committee consisting of 5-7 members from various occupation categories and appointed by the President has the responsibility for promotion and administration of ICA Awards, Any member of ICA may nominate any other member for an award (Judge and Volunteer do not need to be an ICA member). Nomination forms and deadlines for nomination can be found in the ICA COMMENT.

DISTINGUISHED SERVICE AWARD

Created in 1966, the Distinguished Service Award is the highest individual award bestowed by the ICA. It is presented during the Annual Conference Banquet. Nominations are to be submitted by

August 15th on the nomination form established for that purpose. Nominees are to sign the nomination form attesting to the facts contained therein and agreeing to be present at the conference banquet.

The awards Committee Chairperson, acting as a non-voting chair, shall direct a closed meeting of the Executive Board in making the election of the DSA.

Guidelines for submitting names of nominees are:

No nominee shall be considered unless he/she has been a member of ICA for more than five years and is in good standing at the time of nomination.

1. He/she shall have made an outstanding contribution to the field of criminal justice and corrections
2. He/she shall have participated in some capacity in the association's endeavors while having a positive effect on the status and effectiveness of ICA.

WARREN W. MARTIN AWARD

Judge Warren W. Martin presided in the Clark County Superior Court Number One from 1967 until his death in 1973. He was widely known for his innovative and progressive programs to reach troubled youth. The award was created as a memorial to Judge Martin and is the highest award given by the Indiana correctional Association to an Indiana Court having juvenile jurisdiction. The award is only presented when very specific criteria are met and the President's appointed committee recommends the court after an on-site investigation and evaluation. If more than three courts are nominated, the Board of Directors shall select three finalists to be visited and considered for the award.

Guidelines for submitting nominations are:

1. An Indiana court that has juvenile jurisdiction and serves the majority (over 50%) of juveniles in that county or a facility/agency that serves juveniles from an Indiana Court.
2. One of the staff (i.e., presiding judge and probation officers or corrections staff) must be an ICA member in good standing and probation officers must be state certified.
3. The Program nominated must have three letters of support from three different disciplines (i.e. social services, police, churches, and school personnel).
4. The Program/Court/Agency must have demonstrated one or more effective diversionary programs which enhance the well being of the juveniles the court serves.
5. Facility/Agency/Probation Department records must reflect the quality of the department (i.e. up-to-date, neat, orderly) upon examination.
6. Volunteerism and/or other creative community resources that enhance the department's effectiveness will be considered
7. The attitude and appearance of officers and support staff will be considered.
8. The degree to which department programs enhance the total family will be considered.
9. Feedback from local agencies that network with the nominated Court/Agency/Facility will be considered and any other considerations deemed fair and necessary by the committee.

THE INDIANA CORRECTIONAL PROGRAM OF THE YEAR

This award is created to recognize an outstanding correctional program, facility, agency, or institution (adult program) within Indiana. A recipient has demonstrated high quality services to client with effective results in rehabilitating offenders/clients/inmates, by improving their self-worth, their

community integration and/or their economic status. Services of the recipient program are delivered in a manner that shows respect for human dignity while, at the same time protecting public safety and improving the quality of life in Indiana.

The method of investigation, evaluation, and selection shall be the same as that used in the Warren Martin Award. If more than three nominations are received for this award, the board of directors shall select three finalists to be visited.

Guidelines for submitting nominations are:

1. The program must be primarily involved in the provision of services to individuals in the correctional system.
2. The program has increased the productive integration of clients into the mainstream of community life and/or has demonstrated an effective program of crime prevention or control.
3. The program has demonstrated its' ability to enhance the self worth of clients and/or to improve their economic status.
4. The program must be recommended by three ICA members either in separate letters or in one letter signed by three members.

PRESIDENTIAL CITATIONS AND HONORARY MEMBER AWARD

At the end of his/her administrative year, an ICA President is authorized to bestow up to three president Citation on board members who have, in the President's judgment, assisted the most in furthering the goals of the Indiana Correctional Association during the year. These may consist of framed certificates, plaques, or other forms determined by the President and approved by the Board.

As a means of recognizing the contributions to the field of criminal justice made by non-ICA members (such as conference keynote speakers), the organization may, with consent of the full Board, bestow Honorary Awards when deemed appropriate. Any member may make suggestions for such memberships to the Board. Honorary Memberships may take the form of framed certificates or other forms approved by the Board. Such awards do not grant the recipient voting rights or any other rights of membership.

PROBATION OFFICER OF THE YEAR

The award recognizes a probation officer that works with adults or juveniles and has demonstrated a high degree of dedication and professionalism on the job, utilizing and developing community contacts and resources, making appropriate referrals and working with felons and/or misdemeanants and their families to reduce criminal, violent, or anti-social activity and promote responsible behavior. Considerations in judging the recipient will be: (1) Degree to which he/she has taken advantage of opportunities to better themselves and develop their professional skills through continuing education and/or involvement in professional organizations such as ICA. (2) Degree to which he/she has demonstrated involvement in community improvement projects, programs, and organizations outside the scope of their job.

(3) Degree to which he/she has demonstrated a commitment to innovative approaches and programs including alternatives to traditional incarceration where possible. (4) Degree to which he/she has demonstrated an ability to work with fellow professionals both within and outside their department.

(5) Whether nominee has passed the required state test to be certified as a probation officer. (Nominees for this award shall be line probation officers (adult or juvenile) or chief probation officers who are responsible for supervising two line officers or less, while dealing directly with his/her own caseload 85% of the time. If administrative obligations require more than 15% of the CPO's time, he/she should be nominated under the category of Correctional Manager.)

COUNSELOR OF THE YEAR AWARD

This award is designed to acknowledge the outstanding achievements and dedication of a counselor (i.e., substance abuse, life skills, mental health, casework counselor, etc.) from a public or private correctional center, facility, institution, or program who works directly in contact with offenders/clients/inmates and performs their duties in a consistently professional manner. Considerations in judging the recipient of this award: (1) The degree to which the candidate is effective in supervising and working with offenders, obtaining desired results, and overcoming such negative influences as lack of motivation on the part of the offender. (2) Degree to which the recipient has demonstrated the ability and sound judgment to counsel when appropriate and discipline when necessary. (3) Degree to which the individual has shown alertness and the ability to act quickly and effectively in an emergency. (4) Degree to which nominee projects a positive attitude and the ability to work effectively with peers and superiors.

CORRECTIONAL EDUCATOR OF THE YEAR

This award recognizes excellence in correctional education by those who labor to provide high quality instructions for incarcerated offenders (adult/juvenile) and/or correctional professionals or students (i.e., professors, trainers, etc.). Consideration in judging the recipient will be: (1) Degree to which nominee has shown excellence in innovation in teaching methods. (2) Degree to which he/she has demonstrated involvement in community improvement projects, programs and organizations outside the classroom. (3) Degree to which he/she has shown an ability to work with fellow professionals for the benefit of student and/or community. (4) Degree to which he/she has shown a commitment to education as a key to a better tomorrow.

CORRECTIONAL MANAGER OF THE YEAR

This award recognizes a manager, supervisor, director, or Chief Probation Officer for excellence in program, agency, department, or unit management and personnel management (adult/juvenile facility or agency or department). Considerations in judging the recipient will be: (1) Degree of involvement with a variety of administrative duties involving a high degree of discretion in interpretation, application, and execution of policies and programs. (2) Degree to which nominee is involved in the review of organizational structure and functions and assists with implementation of changes to promote efficiency and effectiveness. (3) Degree to which nominee has exercised good judgment and creativity in the adaptation of administrative goals and procedures in handling new or unusual situations involving multiple and complex variables. (4) Degree to which nominee projects a positive attitude and the ability to work with superiors and subordinates alike.

CORRECTIONAL OFFICER OF THE YEAR “FRONT LINE” AWARD

This award recognizes an employee in a juvenile/adult public or private correctional center (jail/prison/detention center), facility, institution, or program (work release officer) who works directly in contact with offenders for custody/supervision purposes and performs duties in a consistently professional manner. Considerations in judging the recipient of this award are: (1) Degree to which he/she is effective in supervising and/or working with offenders, obtaining desired results and overcoming such factors as lack of motivation on the part of the offender. (2) Degree to which he/she had demonstrated the ability and sound judgment to counsel when appropriate and discipline when necessary. (3) Degree to which recipient has shown alertness and the ability to act quickly and effectively in an emergency.

(4) Degree to which nominee projects a positive attitude and the ability to work effectively with supervisors and peers.

COMMUNITY CORRECTIONS LINE STAFF OF THE YEAR

This award honors the community corrections professional who works in community corrections (home detention, day reporting, or other community correction programming “line staff”) (work release line staff are to be nominated in “correctional officer” category) promoting public safety and providing care and services to those awaiting adjudication or serving sentences. Considerations in judging the recipient of this award: (1) Degree to which he/she has demonstrated a commitment to the highest ideals of professional conduct and service. (2) Degree to which he/she demonstrated a commitment to the highest ideals of community corrections. (3) Degree to which he/she has shown sound judgment and the ability to work well when adverse or emergency situations exists. (4) Degree to which he/she projects a positive attitude and the ability to work effectively with supervisor, peers, and their assigned caseload. .

JUDGE OF THE YEAR

The purpose of this award is to recognize an Indiana Judge who has demonstrated a high degree of dedication and professionalism and leadership in the administration and development of efficient and effective court services. Consideration in judging the recipient of this award: (1) Degree to which he/she has placed the development and operation of professional court services above political affiliation.

(2) Involvement of nominee in community improvement projects, programs, and organizations outside the scope of duties as a judge. (3) Degree to which nominee has demonstrated a commitment to innovative approaches and programs including alternatives to traditional incarceration where possible and appropriate. (4) Degree to which he/she has demonstrated an ability to work with fellow professionals both within and outside his/her department. (5) Commitment of the nominee to operating court service programs under prevailing guidelines and standards of professional practice. (A letter of endorsement from the local bar association should also be included with any nomination for this award.)

The nominated Judge does not have to be an ICA member.

SUPPORT SERVICES STAFF OF THE YEAR

The purpose of this award is to recognize the invaluable contribution of those who take on the responsibility of providing services that are necessary to completion of the correctional mission. Secretaries, maintenance staff, food service, payroll personnel, and others who do not provide direct client services, but work diligently to provide support and assistance to those who do, are honored by this award. All direct services staff realizes that professional support staff is vital to public service and the delivery of services in field of criminal justice. Considerations in judging the recipient of this award are: (1) Degree to which he/she has demonstrated professionalism and commitment in his/her work. (2) Degree to which he/she has a positive attitude and demonstrates the ability to work effectively with supervisors, peers, and subordinates. (3) Other relevant information supports the worthiness of the nominee for recognition.

PAROLE OFFICER OF THE YEAR

The purpose of this award is to recognize a parole officer (juvenile/adult) who has demonstrated dedication and professionalism on the job, utilizing and developing community contacts and resources, making appropriate referrals and working with felons and/or misdemeanants and their families to reduce criminal, violent, or anti-social activity and promote responsible behavior. The professional parole officer is ever mindful of his/her responsibilities to assist offenders, consider public safety factors, and conduct thorough investigations of the Parole Board. Considerations in judging the recipient of this award: (1) Degree to which nominee has taken advantage of opportunities to better him/herself and develop professional skills through continuing education and/or involvement in professional organizations such as ICA. (2) Involvement of Nominee in community improvement projects, programs and organizations outside the scope of the job. (3) Degree to which he/she has demonstrated a commitment of service and professional conduct. (4) Degree to which he/she has demonstrated the ability to work with professionals both within and outside their department.

VOLUNTEER OF THE YEAR AWARD

This award is in recognition of those individuals who have given of themselves through their efforts to volunteer their time, energies, and talents without consideration for compensation of their activity. This category is open to any person who has offered assistance to any public or private center, facility, institution, agency, or program in the field of criminal justice. The criteria for judging the recipient of this award are: (1) Degree to which their service has benefitted the field of criminal justice. (2) Degree to which an individual has displayed a commitment to the highest ideals of professionalism and service. (3) Degree to which the person has projected a positive attitude and the ability to work effectively with the individuals who work in the field of criminal justice, or who are receiving services from some branch of the criminal justice system. The Volunteer nominated does not have to be an ICA member.

DISTRICTS OF ICA

Crawford
Gibson
Lawrence
Perry
Spencer

Bartholomew
Dearborn
Franklin
Jefferson
Ohio
Switzerland

Delaware
Hancock
Marion
Shelby

Boone
Fountain
Montgomery
Parke

Benton
Fulton
LaPorte
Porter
St. Joseph

Adams
DeKalb
Howard
Kosciusko
Noble
Wells

SOUTHWEST

Daviess
Greene
Martin
Pike
Sullivan
Vanderburgh

SOUTHEAST

Brown
Decatur
Harrison
Jennings
Ripley
Washington

EAST CENTRAL

Fayette
Henry
Randolph
Tipton
Wayne

WEST CENTRAL

Clay
Hendricks
Morgan
Putnam
Vigo

NORTHWEST

Carroll
Jasper
Marshall
Pulaski
Tippecanoe
White

NORTHEAST

Allen
Elkhart
Huntington
LaGrange
Steuben
Whitley

Dubois
Knox
Orange
Posey
Warrick

Clark
Floyd
Jackson
Johnson
Scott

Hamilton
Madison
Rush
Union

Clinton
Monroe
Owen
Vermillion

Cass
Lake
Newton
Starke
Warren

Blackford
Grant
Jay
Miami
Wabash

PAST PRESIDENTS OF ICA

1946 W. G. Gooley	1947 Gordon Weist	1948 Walter H. Nagel
1949 Charles H. Boswell	1950 H. E. Halberstadt	1951 Louis Segety
1952 Louis Segety	1953 Louis Segety	1954 Anthony Kuharich
1955 Anthony Kuharich	1956 George Fleming	1957 George Fleming
1958 George Fleming	1959 George Denton	1960 Andrew Hiduke
1961 Marjorie Barker	1962 Paul Hoge	1963 John E. Halter
1964 Elvera Riggs	1965 Richard Martin	1966 David Metzger
1967 Dean Duvall	1968 Robert Heyne	1969 Virginia Abel
1970 James Harlow	1971 C. B. "Tiny" Barthold	1972 Donald E. Phillips
1973 Ruth Pappert	1974 Ed Cohn	1975 Don A. McGuire
1976 Sigmund J. Golonka	1977 Dorothy Van Brunt	1978 Lionel "Lee" Neiman
1979 Marcia Kessler	1980 Dave Kemp	1981 Linda Cress
1982 James Hmurovich	1983 Sigmund J. Golonka	1984 Molly Sharp
1985 Bonnie Mooney	1986 Bill Barber	1987 Bob Cadwallader
1988 Neil T. Hannon	1989 Teresa Jarrell	1990 Ronald J. Leffler
1991 J. Steven Smith	1992 Stan Veit	1993 Steve Harner
1994 Stephen A. Jarrell	1995 David Nickerson	1996 Carole A. Kinder
1997 Mary Lou Ritter	1998 Dottie Stanfill	1999 Jack Hendrix
2000 Evelyn Ridley-Turner	2001 Warren Waymire	2002 Rondle Anderson
2003 John Mulroony	2004 Ron Dougherty/Michael T. Scott	2005 Michael T. Scott
2006 Robert A. Peck, II	2007 Eric Hoch	2008 Kellie Bittorf

DISTINGUISHED SERVICE AWARD RECIPIENTS

1966 Mildred R. Harvey	1967 C.B. "Tiny" Barthold	1968 James E. McCart
1969 Judge Warren W. Martin	1970 Marjorie Barker	1971 Charles J. Holmes
1972 Daniel E. Cranmer	1973 Ernest J. Dalton	1974 Lionel J "Lee" Neiman
1975 Lewis Jones	1976 Robert Heyne	1977 Virginia Abel
1978 Elvera Riggs	1979 Al Bennett	1980 Andrew Hiduke
1981 Sigmund J. Golonka	1982 Vaughn Overstreet	1983 Ruth Pappert
1984 Dorothy Van Brunt	1985 C.B. "Tiny" Barthold	1986 Lionel J. "Lee" Neiman
1987 Kenneth E. Watson	1988 Virgil Seay	1989 Neil T. Hannon
1990 Dave Kemp	1991 Bob Cadwallader	1992 Teresa A. Jarrell
1993 Bonnie Mooney-Pawlitz	1994 Laura J. Blaney	1995 H. Christian DeBruyn
1996 Linda Cress	1997 Dr. J. Stephen Smith	1998 Edward L. Cohn
1999 Mary Lou Ritter	2000 Bob Ohlemiller	2001 Clarence Trigg
2002 Dana Blank	2003 Jack Harlow	2004 John Mulroony
2005 Rondle Anderson	2006 Dana Blank	2007 Mary Leffler

2008 Indiana Correctional Association Occupational Awards Nomination Form

Categories (Check one):

- | | |
|---|---|
| <input type="checkbox"/> Program of the Year | <input type="checkbox"/> Judge of the Year |
| <input type="checkbox"/> Probation Officer of the Year | <input type="checkbox"/> Volunteer of the Year |
| <input type="checkbox"/> Counselor of the Year | <input type="checkbox"/> Parole Officer of the Year |
| <input type="checkbox"/> Support Services Staff of the Year | <input type="checkbox"/> Warren W. Martin Award
(juvenile program) |
| <input type="checkbox"/> Correctional Educator of the Year | |
| <input type="checkbox"/> Correctional Manager of the Year | |
| <input type="checkbox"/> Community Corrections Line Staff of the Year | |
| <input type="checkbox"/> Correctional Officer of the Year | <input type="checkbox"/> Distinguished Service Award |

NOTE: Nominations must be an ICA member in good standing at the time of nomination and must have worked in the occupational category for at least nine months prior to the nomination. Volunteer and Judge does not have to be an ICA member. Any individual awards can be in the area of juvenile or adult.

Nominee's Full

Name _____

Title/Position _____ Length of time in
position _____

Address of Nominee _____

City _____

State _____ Zip _____

Nominee's outstanding achievements and contributions to his/her profession. Office agency, institution, or occupational category

Biographical information

Comments

(May attach other pages)

Nominator _____ Title/Position _____

Address of Nominator

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Work Relationship to Nominee

Signature of Nominator _____

*** DEADLINE for RECEIPT of NOMINATION is AUGUST 15, 2008 ***
***** Attach at least three (3) letters of support for the nomination. Mail this form and attachments to: Jack Hendrix (telephone 812-398-5050) Wabash Valley Correctional Facility P.O. Box 500 Carlisle, IN 47838**

**ICA Board of Directors
2008 Nomination Form**

NAME OF NOMINEE _____

Phone _____

Address _____

Nominator _____

Phone _____

Nominee's
Address _____

Nominee's
Employer _____

POSITION FOR WHICH THE NOMINEE IS RUNNING (VACANCIES—2008 SLATE)

OFFICERS

___ Vice President/President Elect

___ Secretary

___ Treasurer

DISTRICT DIRECTORS

___ Northeast District Director

___ Northwest District Director

___ East Central District Director

___ West Central District Director

___ Southeast District Director

___ Southwest District Director

AT-LARGE MEMBERSHIP

___ Education

___ Membership

___ Juvenile Services

___ Parole

Membership (number of years in ICA) _____

Education and Special

Training _____

Professional Organizations to which the nominee is a
member _____

Position Statement (way in which nominee would contribute toward goals and mission of the ICA
membership and/or Board of
Directors) _____

A photo must be submitted with the nomination form by June 25, 2008 to:

Eric Hoch, Attn: Nominations

1202 N. Pennsylvania St.

Indianapolis, IN 46202

Telephone: 317-266-9564 or 888-358-9117

fax: 317-266-9613

High Impact HR (Human Resources) with Little Money

Good HR Can be done on a tight budget

Submitted by Karen Hurst

Good HR is not about paying the top dollar and offering the greatest benefit packages (although that would be wonderful). It is more about the relationships we create and the way we treat people.

“One study found that 50 percent of work satisfaction is determined

By the relationship a worker has with his or her immediate boss.”

Source: Love’Em or Lose’Em

It Starts with Great Leadership:

1. Let your employees know that they are important members of the team.
2. Be sure that your employees know your vision for their role, the department and the organization. Help them to see where they fit in.
3. Remind employees that their hard work makes a difference to the success of the organization.
4. Be competent. It’s easier to follow someone who knows what they’re doing.
5. Role model exceptional behavior.
6. Be honest even if you have to deliver a difficult message. Do what you say. Trust is critical.
7. Give your employees opportunities to do meaningful work.
8. Know your employees. Match the job tasks to the skills and capabilities of the employee.
9. Be inspirational.

Ideas:

Partnerships

1. Trade services with another HR professional
2. Rather than attend a training program, spend a day with a seasoned HR professional to observe personally another HR Department’s set-up.
3. Start a “Best Practices Lunch Bunch” with other HR professionals and ask participants to share at monthly meetings best practices which are occurring in their organization.

Extra Benefits

1. Offer discounts for employees to theme parks, travel agencies, and wholesale clubs.
2. Sponsor a week at a fitness club for free to employees to try and generate interest in physical exercise. Look into voluntary benefit programs.

Training:

1. Clips from movies
2. PBS/Dateline/60 Minutes shows
3. Public library
4. Workforce Development office

5. EAP Provider (training is oftentimes a part of the contract)
 - Training regarding Drug Free Workplace compliance
 - Training regarding drug and alcohol abuse
 - How to deal with depression
 - Training regarding stress management

Communication the Key to All Things Good:

1. Look for opportunities to praise your employees. Catch them doing something right!
2. Make your work environment a place where no one has to struggle to be heard.
3. Do not interrupt when someone is speaking to you.
4. When giving direction, do it positively. There is a difference between being helpful and being critical.
5. Be an active listener.
6. Ask employees how you are doing. Really listen to their answers.
7. Implement a suggestion program.
8. Inform employees about what is going on in the organization. Have an “organization update” agenda item at your staff meetings.
9. Be creative in how you communicate.

It’s About Making Work Fun Again:

1. Take your work seriously, but don’t take yourself too seriously.
2. Go on group outings – fun lunches.
3. Celebrate birthdays, anniversaries, and promotions.
4. Hand out thank you notes.
5. Celebrate a completed job or project.
6. Bring in a grill and have a cookout.

It has to do with Recognizing and Appreciating Others:

1. Smile.
2. Bring in food.
3. Send a note of appreciation to employee upon completion of a special project.
4. Host a breakfast each month for employees having a birthday that month.
5. Pick a different time each day / week to recognize employee achievements.
6. Make rounds – visit other co-workers in different locations of the organization.

Websites That Can Help:

Anywho.com Diversityinc.com SHRM.org Salary.com

Askemployees.com HRnext.com Surveyanywhere.com Workforce.com

SCHOLARSHIP WINNERS 2007

ICA awarded six scholarships in 2007. The scholarship checks were presented at the 74th Annual Conference Awards Dinner at the Indianapolis Marriott East in October.

It is notable that our recipients are from four different ICA districts: Northwest, East Central, West Central, and Southwest. Their areas of employment and their school majors, locations, and degree tracts exemplify the diversity of membership in the Indiana Correctional Association.

Sunny Akomo Akhiabe is a Youth Service Instructor at Camp Summit Boot Camp. He attends Purdue University North Central, majoring in Business Administration. Sunny wrote in his essay that attending school is one of the best decisions he has made. His goal is to enhance his skills in order to do more of that which is expected of him in the workplace.

Nicole Doctor is Program Director/Re-Entry Monitor at Westville Correctional Facility. She attends Indiana University Northwest, majoring in Public Affairs. Nicole states that she has worked in corrections for over 9 years in varying capacities. Her goal is to provide greater assistance to staff, offenders, and communities.

Carrie Lambert-Fort is Release Coordinator at Wabash Valley Correctional Facility. She attends IVY Tech Community College in Terre Haute as a Criminal Justice freshman. Carrie has worked for the In Dept of Correction for 10 years and her goal is to use her degree for career advancement within the department. Currently, she is also a member of the SITCON team and a First Aid CPR instructor.

Tina Mitchell is Day Reporting Supervisor at HOCCS Correctional Consultants and Services. She attends IVY Tech State College, majoring in nursing and minoring in psychology. Tina has 16 years experience in the correctional field and is furthering her education to work as a nurse in a correctional facility. Tina reports in her essay that correctional healthcare is one of the fastest growing areas of the healthcare industry.

Sheryl Savage is a Substance Abuse Counselor at HOCCS attending the IN Institution of Technology in Indianapolis. She majors in criminal justice, recently received an associate's degree and is continuing on for a bachelor's degree. Sheryl attends school full-time and works full-time! Sheryl believes that leadership training is a good investment for all of us because leadership skills inspire and motivate staff and offenders.

Adrienne Winks is a Clerical Assistant in Owen County Community Corrections. She attends Indiana State University, majoring in criminology. Adrienne combines campus courses with on-line courses to maximize her time. She emphasized that intervention helps assess risks and needs that, in turn, allow staff to provide programs and services that help offenders change their lives.

These ICA members' years of employment in the correction/criminal justice field range from 3 years to 16 years. All attend school while working, caring for their families, and being active, responsible citizens in their communities. Congratulations to each scholarship winner!

Indiana Correctional Association Occupational Award Winners 2007

Program of the Year	Theodora House Volunteers of America of Indiana
Judge of the Year	Honorable David Shaheed, Judge Marion Superior Criminal Court
Probation Officer of the Year	Reed Whitesel Madison County Adult Probation
Volunteer of the Year	Joan Wischmeyer Marion County Adult Probation
Counselor of the Year	Tina Keelor-Watts Indiana State Prison
Parole Officer/Services of the Year	Amanda Hall Indiana Department of Corrections
Support Services Staff of the Year	Christie Scott Indiana State Prison
Correctional Educator of the Year	Majorie Wagner Branchville Correctional Facility
Correctional Manager of the Year	Marion Thatcher Indiana State Prison
Community Corrections Line Staff of the Year (vacant)	
Correctional Officer of the Year	Chris Tatum Indiana State Prison
Distinguished Service Award	Mary Leffler Volunteers of America of Indiana
Warren W. Martin Award	(vacant)
Presidential Citations1. Life Member -	Sandra Sharp, 2. Anita Holland, 3. H.O.C.C.S. Staff William R. Matthews

ICA Legislative Standing Committee 2007 Report: submitted by Mike Scott, Chair

During the 2007 session of Indiana's General Assembly approximately 1,420 pieces of legislation were introduced, of which 108 were corrections related. Of these 108, eight (8) total actually were signed into law and those are summarized below.

HB1654 Sexual Misconduct with an inmate: Increases the penalties for sexual misconduct from a D to a C Felony. Staff sexual misconduct with someone incarcerated as a juvenile will be charges as B Felony.

HB1437 Forensic Diversion and Criminal Gangs: Clarifies forensic diversion program applies to adults with a mental illness, an addictive disorder or both a mental illness or an addictive disorder. Criminal Gangs section institutes a gang crime witness protection program administered by CJI.

SB 45 Criminal Procedure: Considers firefighters, EMS and first responders, and probation departments as correctional officers for the limited purposes of being assaulted by bodily fluids. Court will issue a reason for the sentenced selected. Court does not have to the advisory sentence in imposing consecutive sentences that do not arise out of an episode of criminal conduct.

HB1386 Sex Offenders and Criminal Procedure: Reestablishes Sex Offender Registry as Sex and Violent Offender Registry, expands registering offenses to include murder, voluntary manslaughter and other sex offenses. Gives requirements for being on registry, authorizes DOC to determine when an out of state sex offender should register. Sex Offender cannot live within 1000 feet of school property. IDOC may require sex and violent offenders to wear electric monitoring devices. Adds attempted murder to the crimes not eligible for juvenile court jurisdiction. Person convicted of child molesting as a Class A must spend a minimum of 30 years. Court may suspend any excess after 30 years.

HB1382 Juvenile Delinquency and Criminal Law Information: Requires a student's parent to be notified if that student is interrogated on school property by a law enforcement officer. Allows a juvenile court to release records without a court order. Defines IDOC's role in maintaining incarcerated offenders' records and the conditions that must be met in order to release those records. Maintains that a law enforcement agency may not disclose info that is confidential under state or federal law

HB1338 Mental Health and Health Records: Provides offender mental health records to service providers. Offender does not need to consent to the release of mental health records by a psychiatrist if the release is for the safety of other offenders, the safety of the offender him/herself, etc. Defines IDOC's role in maintaining incarcerated offenders' records and the conditions that must be met in order to release those records

HB1128 Community Corrections Advisory Boards: Legislation changes the requirements for Community Corrections Advisory Boards to meet to conduct business. It no longer requires a traditional quorum of the 19 Community Corrections Advisory Board members to conduct business. (i.e. 10 members present to conduct business). Legislation allows for a board to conduct business with less than a majority, but at least 6 members present.



I C A



SCHOLARSHIPS

Each year, the Indiana Correctional Association awards up to six \$500 scholarships to members who are employed in the field of corrections or are receiving an education in the criminal/juvenile justice fields. The following criteria must be met and included with the application at the time of submission.

1. A person must be a member of the Indiana Correctional Association for a minimum of one year.
2. If employed, employment must be in the corrections, criminal/juvenile justice, or related fields.
3. Students must be majoring in an area that may enhance their career in the field of corrections.
4. Attach a copy of your current college transcript.
5. Attach a letter from the Office of School Registrar concerning enrollment verification and cost per credit hour.
6. Include a 500-word essay expressing why you should receive the scholarship and your philosophy on corrections in Indiana.

Priority will be given to distribute the scholarship awards to at least one person per ICA district. Scholarships will be awarded August 31, 2008, and the recipients will be recognized at the Annual Fall Conference.

Application deadline is August 1, 2008.

The registration form for the scholarships is on the next page.

Carlene Stringer, attn: ICA Scholarship Chair
Plainfield Correctional Facility

Plainfield, IN 46168

317-839-2513

ICA SCHOLARSHIP APPLICATION



www.indianacorrectionalassociation.org

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE (INCLUDING AREA CODE) _____

WORK PHONE (INCLUDING AREA CODE) _____

EMPLOYER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

POSITION _____ LENGTH OF EMPLOYMENT _____

HOURS PER WEEK _____ ICA/ACA MEMBERSHIP NUMBER _____

NUMBER OF YEARS IN ICA _____ SCHOOL _____

STATUS: ___ FRESHMAN ___ SOPHMORE ___ JUNIOR ___ SENIOR ___ GRADUATE

MAJOR _____ MINOR _____

FINANCES

Tuition

Books

Grants

Other Scholarships/Awards

Applicant/Spouse's Income

AMOUNT

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

I hereby state my membership in the Indiana Correctional Association is current, and all information contained in this application is accurate to the best of my knowledge.

Applicant's Signature

Date

Carlene Stringer, attn: ICA Scholarship Chair
Plainfield Correctional Facility

Plainfield, IN 46168

317-839-2513

**Deadline for
submission of
application is
August 1, 2008**

Strategic Planning for 2007-2008

By Bob Hughes

This year's ICA Strategic Planning Committee met several times with the goal of preparing a more simplified strategic plan for 2007-2008. The group attempted to propose a plan with fewer objectives and action items that can be completed within the planning timeframe.

Members of the committee were:

- Kellie Bittorf
- Eric Hoch
- Bob Hughes, Chair
- Steve Ingram
- Mary Leffler
- Tony Peck
- Michelle Ryder
-

Goals and objectives are centered on three keys issues for the Association. These are membership, education/conferences, and governance/administration. The final plan as approved at the annual business meeting is below.

In addition to updating the plan for 2008-2009, the committee will be working on revisions to the ICA by-laws. The latter task will be a joint effort with the Constitution/By-Laws and Resolutions Committee.

***** WEB SITES *****

American Correctional Association
American Probation and Parole Association
Indiana Addictions Issues Coalition
Meth Resource Center
Government Meth Resources
Access Indiana
Indiana Criminal Justice Institute
Indiana Judicial Center
Probation Officers Professional Association of Indiana
Indiana Association of Community Corrections Act Counties
Indiana Mental Health Association
Indiana Sheriffs Association
Indiana State Bar Association
Bureau of Justice Assistance
National Major Gang Task Force
National Juvenile Detention Association
National Partnership for Juvenile Services
National Institute of Corrections
National Institute on Drug Abuse
National Council on Crime and Delinquency
International Community Corrections Association

Indiana Correctional Association
Treasurer's Report by Sandra Sharp
January 22, 2008

ICA Checking	\$ 2,136.82
ICA Fall Conference	\$ 4,641.03
ICA Savings	\$ 25,446.05
WTF	<u>\$ 2,434.35</u>
TOTAL	\$ 34,658.25

ICA CHECKING

12/17/07	CK4477 ACA Convention Dept	\$250.00	Scott Grubbs ACA 08 Reg.
12/20/07	Deposit ACA Aug 07	\$663.52	
12/20/07	Deposit ACA Sept 07	\$603.51	
12/20/07	Deposit ACA Oct 07	\$337.78	
12/27/07	CK4478 Sightline Solutions	\$833.00	Jan 08 Mgnt fee
1/2/08	CK4479 Kellie Bittorf	\$1864.80	Lodging of ACA Kellie B & Scott Grubbs
1/12/08	CK4480 ACA	\$1775.00	Life Members
1/12/08	CK4481 Telspan	\$103.42	Inv 154166

ICA FALL CONFERENCE

12/14/07	Deposit	\$750.00	Registration
12/26/07	CK1266 Marriott Hotel	\$853.16	
1/2/08	Deposit	\$875.00	Registration
1/3/07	CK1267 ACA Membership	\$840.00	
1/8/08	Deposit	\$500.00	Registration
1/17/08	Deposit	\$500.00	Registration

ICA Savings

1/11/08	Interest	\$53.01	
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Probation Summary for 2007

With the rise in crime the need for probation services proves to be increasing. Definitions of probation services may include supervision, Presentence Investigations, pretrial services, drug testing, intake services, substance abuse evaluations, and processing new arrestees. These are some of the probation services handled in Marion County. In addition, Indiana law mandates convicted felons submit a DNA sample. Marion County collects approximately 430 DNA samples a month. In addition to a downtown office, the adult division of Marion County Probation has three satellite offices. Marion County Juvenile Services has probation officers with their offices in the local schools.

During the 1980's with hopes of securing legislative help probation officers in Indiana formed POPAI-Probation Officers Professional Association of Indiana. Numerous probation officers belong to APPA-American Probation and Parole Officers Association.



FROM THE ARCHIVES

BY JACK HARLOW

Bonding was the theme of the 2007 conference. President Eric Hoch spent a great deal of time and energy tracking life members and past presidents to get them involved in the conference and to give the new generation an opportunity to interact with their heritage. In working registration and moving about the conference I could feel the energy generated by the interaction. The Past Presidents and Life Members Breakfast was a walk down memory lane. Past Presidents Dean Duvall (1967). Dave Kemp(1980), Molly Sharp (1984), Bonny

Mooney (1985), Bob Cadwallader (1987), Ron Leffler (1990), Stan Veit (1992), Dottie Stanfill (1996), Warren Waymire(2001), Rondle Andersen (2001), John Mulroony (2003), Ron Dougherty (2004), Mike Scott (2005), Tony Peck(2006,) and Eric Hoch (2007) were in attendance. Many others who have attended were not able to. Many Life Members were present. Bob Heyne (1968) was to have been honored as a fifty year member but was unable to attend. Dean Duvall will be so honored next year.

Boonie Mooney was Dottie Stanfill's mentor. I had lunch with these ladies and enjoyed their reflecting on the positive effect their relationship had on their careers.

Fifty years of ICA were represented at the conference. The positive impact of bonding was evident. We need to consider having a reception where old and new members can interact.

Each year new professionals from the various criminal justice and related agencies join ICA. They are referred by colleagues who are members and convey to them the importance of belonging to a professional organization. As a service to new members the Archives Committee has again submitted the article that first appeared in the 2001 edition of The ICA Journal giving the history of the association and seal.

Submitted by:

Karen Hurst – ICA Board of Directors, Juvenile Services

Thank you to Christine Blessinger, Pendleton Juvenile Correctional Facility

Indiana Department of Correction

Future Soldier Program

Echo 15

Pendleton Juvenile Correctional Facility has developed a pilot program called the Future Soldier Program. This program was recently implemented in October 2007. The purpose of this unit is to identify offenders from our population who meet military enlistment criteria, develop and prepare them as legitimate military recruits and finally arrange for their re-entry placement into one of the military branches whenever possible. The offenders selected for this program will have volunteered for the program, submitted an application, have reached the age of sixteen, and completed a formal interview process. Participation in this program in no way assures acceptance into the military, however we will assist in the waiver process with the offenders if needed.

The facility selection board will screen the offenders based on several key areas. The first area will be their current medical status. It will be the responsibility of the staff to ensure every member is physically and mentally capable of completing the program. This program will also consider each offender's ability to possibly enter into a branch of the Armed Forces upon completion of all of their treatment here at PNJCF.

The Second area will include any and all criminal charges the offenders might have against them, as well as their conduct while under the care of the DOC. The criminal charges will be taken into consideration for the purpose of possible military acceptance upon release.

Another important area will be the offender's education level. A goal of the unit will be to support and motivate unit members into obtaining their GED or high school diploma, as well as passing the Armed Forces Vocational Aptitude Battery test (ASVAB). As a result of this, the selection board will be required to rank the offender's ability to accomplish this goal.

Along with the goals for this unit, there will be a list of objectives that will also have to be met in order for unit members to complete a successful program. This list of objectives is as follows:

- Develop good citizenship and patriotism
- Develop self-reliance, leadership, and responsiveness to constituted authority.
- Improve the ability to communicate well; both orally and written.
- Develop an appreciation of the importance of physical fitness.
- Increase respect for the role of the US Armed Forces in support of national objectives
- Develop a basic knowledge of military skills

The treatment program will be developed upon intake consistent with all other offenders. The Future Soldiers will complete all necessary groups as established by their growth plan. The treatment program will consist of Anger Replacement Therapy, Staying Sharp, and Thinking for a Change and Employability during the weekdays. On the weekends, the offenders will participate in activities and groups that focus on military education and special events.