

**MONTANA CORRECTIONAL ASSOCIATION  
55<sup>TH</sup> ANNUAL TRAINING CONFERENCE**

**IN CONJUNCTION WITH THE  
WESTERN CORRECTIONAL ASSOCIATION**

# **WESTERN JUSTICE**



**SEPTEMBER 18 – 20, 2007  
HELENA, MONTANA**

**BEST WESTERN  
GREAT NORTHERN TOWN CENTER  
1-800-829-4047  
FOR RESERVATIONS**



**MONTANA CORRECTIONAL ASSOCIATION  
2007– 2008  
OFFICERS ADDRESS AND PHONE NUMBER**

President Deb Willis  
896-5413

Billings Probation & Parole  
PO Box 31518  
Billings, MT 59107

Vice President Jim Oberhofer  
582-2125

Gallatin County Sheriff's Office  
615 South 16th St.  
Bozeman, Montana 59715

President Elect Steve Ette  
556-4524

Probation and Parole  
2273 Boot Hill Road Ct Ste 130  
Bozeman, Montana 59715

Secretary Lisa Hunter  
846-1320ext.2483

Dept of Corrections Training  
600 Conley Lake Road  
Deer Lodge, MT 59722

Treasurer Rae Forseth  
444-9819

Department of Corrections  
1539 Eleventh Avenue  
Helena, MT 59620



**BOARD OF GOVERNOR MEMBERS**

Adult Correctional Administration Representative	Mike Aldrich
Juvenile Correctional Administration Representative	Karen Duncan
Adult Institutions Representative	Dave Garcia
Juvenile Institutions Representative	Carrie Beach
Adult Probation Representative	Landee Holloway
Juvenile Probation Representative	Cliff Arneson
Adult Parole Representative	Julie Thomas
Juvenile Aftercare Representative	Michelle Verbance
Adult Community Programs Representative	Kelly Speer
Juvenile Community Programs Representative	Mickey Roberts
Offender Addiction Treatment Programs Representative	Joelle Johnson
Contract Correctional Programs Representative	Pete Mangum
Adult Detention Representative	Anita Shaw
Juvenile Detention Representative	Armando Orpeza
Education Representative	Cyndi Matthews
Correctional Training Representative	Wayne C. Ternes
Law Enforcement Representative	Jim Oberhofer
Member at Large	Sandy Heaton
Historian	Michelle Steyh

**WESTERN CORRECTIONAL ASSOCIATION**  
**2007- 2008**  
**OFFICERS ADDRESS AND PHONE NUMBERS**



President Carl Fox  
928-445-6844

4913 West Mountain View  
Glendale, AZ 85302

1<sup>st</sup> Vice President Rae Forseth  
406-444-9819

1539 Eleventh Avenue  
Helena, MT 59620

2<sup>nd</sup> Vice President Barbara Miller  
360-586-2731

P.O. Box 41140  
Olympia, WA 98502

Secretary Sarah Carlson  
360-490-5294

P.O. Box 988  
Belfair, WA 98528

Treasurer Karen Jassman  
307-334-3693

P.O. Box 25  
Lusk, WY 82225

HISTORIAN  
PUBLIC RELATIONS  
MEMBERSHIP CHAIR  
ACA REPRESENTATIVE  
APPA REPRESENTATIVE

Connie Harper  
Bill Fitzer  
James Riker  
Virginia Swanson  
Carl Fox

**STATES REPRESENTED**

ALASKA  
ARIZONA  
BRITISH COLUMBIA  
HAWAII  
IDAHO  
MONTANA

NEVADA  
NEW MEXICO  
OREGON  
UTAH  
WASHINGTON  
WYOMING

**REGISTER NOW TO ATTEND  
ACCOMMODATIONS ARE AT**



**BEST WESTERN  
GREAT NORTHERN TOWN CENTER  
835 Great Northern Boulevard  
Helena, Montana 59601  
1-800-829-4047**

A BLOCK OF 75 ROOMS HAVE BEEN RESERVED FOR THIS EVENT FOR ANYONE ATTENDING THE CONFERENCE. Rates are \$86.00 per night plus tax for either a single or double room. Refer to or mention your affiliation with the association to receive the special rates. Reservations need to be made **PRIOR TO AUGUST 24, 2007.**



**HOLIDAY INN HELENA  
DOWNTOWN  
22 North Last Chance Gulch  
Helena, Montana 59601  
406-443-2200**

ADDITIONAL ROOMS HAVE BEEN RESERVED AT THE HOLIDAY INN FOR A DISCOUNTED RATE OF \$64.00 DUE TO THE INCONVIENCE OF TRANSPORTATION TO THE CONFERENCE SITE. . Refer to or mention your affiliation with the association to receive the special rates. Reservations need to be made **PRIOR TO AUGUST 24, 2007.**

**MONTANA CORRECTIONAL ASSOCIATION  
CRITERIA FOR CORRECTIONAL EMPLOYEE AWARD**

To be eligible for any of the above awards, please respond to the following questions in a total of 1,000 words or less. The questions should guide but not limit your response. Do not attach any supplemental material to your responses. Include the text of each question immediately before each response. A question may or may not be applicable to the award category or person. Any person employed in an adult or juvenile criminal justice service that can demonstrate success in operations in one or more of the following areas are eligible:

**Award Categories:**

- Adult Probation and Parole
- Adult Institutions (MSP, MWP, TSCTS, Regional Prisons, and Pre-Release Centers)
- Juvenile Probation Officers
- Juvenile Parole Officers
- Juvenile Institutions
- Administration (Administrative positions - Dept of Corrections, Dept of Justice and Board of Pardons)
- Support Services (Administrative Aides, Secretarial and support staff in any Correctional office)
- Significant Contribution

*(Nominations for Significant Contribution is open to outstanding people working as State and County Law Enforcement Personnel; Detention Officers; Chiefs of Police; County Sheriffs; County Attorneys; District Judges; Justice of the Peace; Department of Fish, Wildlife and Parks and Revenue; Tribal Law Enforcement; United States Law Enforcement Agencies; University Criminal Justice Education Programs and elected representatives and others who have made a significant contribution to the Montana Correctional process and should be considered for nomination)*

1. Indicate length of time (if nominee) is or has been a member of MCA.
2. Indicate the length of employment within the criminal justice system.
3. Describe justification and/or contributions the nominee has made that supports the recommended award.
4. How has this person exemplified the qualities expected in an employee of their profession?
5. How has this person displayed a good attitude towards the public and fellow employees?
6. How has this person presented a good appearance and respect for the position in their daily duties?
7. How has this person been consistent with work ethic and used their time wisely in regards to the profession?
8. How will the person that is selected be someone the Association can hold up to the community as the best of the best for the year?
9. How has this person performed a service above and beyond their normal work duties or performed a special service or community contribution?

**ALL NOMINEES BECOME ELIGIBLE FOR THE  
“CORRECTIONAL EMPLOYEE OF THE YEAR AWARD”**

Information on Award Nominee:

Award this person is nominated for: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Nomination submitted by:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Eligibility

1. With the exception of the MCA Member of the Year Award, recipients of the MCA awards are not required to be a member of MCA.
2. Members and non-members of MCA may submit multiple entries in each award category.
3. Nomination entry form and all supporting materials must be submitted by August 21, 2007.

Award Recognition

1. MCA will contact the person making the nomination if their nominee is a successful award recipient
2. Award recipients will be announced and recognized at MCA's Annual Training Conference.
3. Photographs and summaries of MCA award recipients will be featured and listed on MCA's web site.  
[WWW.MCA-US.COM](http://WWW.MCA-US.COM)

Submit this form along with all supporting documentation by August 21, 2007 to:

MCA Awards Committee  
C/O Department of Corrections,  
1539 Eleventh Avenue, Helena, MT 59620.



**Montana Correctional Association  
CRITERIA FOR  
JOHN PARADIS LIFETIME ACHIEVEMENT AWARD**

The John Paradis Lifetime Achievement Award was established in 2005 in honor of John Paradis, a man who dedicated 31 years of his life to corrections related work. John Paradis bestowed honor, commitment, influence, devotion, and achievement to improve and advance correctional practices in Montana. With this example, the standards for this award are set very high and the award may not be granted every year.

Nominations for the John Paradis Lifetime Achievement Award must include the following information.

**1. Nomination Information:**

- ✧ Brief resume of nominee's employment, volunteer service, board membership, and philosophy,
- ✧ Reason for nomination including nomination requirements.

**2. Written Nomination Requirements:**

Resume of service showing ten years (minimum) service in any combination of State and County Law Enforcement; Detention; Police; Sheriff; County Attorney; District Judge; Justice of the Peace; Department of Fish, Wildlife and Parks; Tribal Law Enforcement; United States Law Enforcement Agencies; University Criminal Justice Education; elected office; and other significant contribution to the Montana Correctional process.

**Include:**

- A. Evidence of innovative approach or,
- B. Involvement with model programs or best practices **or**,
- C. A noteworthy achievement.

**3. Two written affirmations of the nomination from other individuals.**



**Montana Correctional Association  
JOHN PARADIS  
LIFETIME ACHIEVEMENT AWARD**

Nomination Form

Information on Award Nominee:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Agency: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Nomination submitted by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Agency: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Eligibility

1. Recipients of the MCA John Paradis Lifetime Achievement Award are not required to be a member of MCA.
2. Nomination entry form and all supporting materials must be submitted by August 10, 2007.

Award Recognition

1. MCA will contact the person making the nomination if their nominee is a successful award recipient
2. Award recipients will be announced and recognized at MCA's Annual Training Conference.
3. Photographs and summaries of MCA award recipients will be featured and listed on MCA's web site. <http://mca-us.com>.

Submit this form along with all supporting documentation by August 10, 2007 to:

MCA Treasurer Rae Forseth,  
Department of Corrections  
1539 Eleventh Avenue  
Helena, MT 59620.



Please initial on the line by the track training that you would like to attend.  
Training sessions are assigned on a first received, first registered basis.

TRACK 1 _____	TRACK 6 _____
TRACK 2 _____	TRACK 7 _____
TRACK 3 _____	TRACK 8 _____
TRACK 4 _____	TRACK 9 _____
TRACK 5 _____	TRACK 10 _____
TRACK 11 _____	TRACK 12 _____
TRACK 13 _____	TRACK 14 _____
TRACK 15 _____	TRACK 16 _____

**MCA USE ONLY**

**FOR CASHIER'S USE ONLY:**

Registration Fee \$ \_\_\_\_\_  
Membership Dues \$ \_\_\_\_\_  
Renewal      New

**TOTAL AMOUNT RECEIVED** \$ \_\_\_\_\_ **Check #** \_\_\_\_\_

**PLEASE PRINT CLEARLY**

\_\_\_\_\_  
First Name, M.I. Last Name (as you wish it to appear on your badge)

\_\_\_\_\_  
Title (as you wish it to appear on your badge)

\_\_\_\_\_  
Agency/Company (as you wish it to appear on your badge)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Business Phone FAX



## TRAINING INFORMATION

Schedule of Events		
Tuesday, September 18	Wednesday, September 19	Thursday, September 20
<b>1:00 pm – 4:00 pm</b> Registration Trap Shoot Golf Tournament Tour Riverside Tour Meth Center	<b>7:00 am – 7:45 am</b> Breakfast	<b>7:00 am – 7:45 am</b> Breakfast
<b>4:00 pm – 5:00 pm</b> General MCA Member Meeting	<b>8:00 am – 9:00 am</b> Opening Ceremony, Guest Speakers	<b>8:00 am – 11:30 am</b> Training Sessions
<b>6:00 pm</b> Vendor Booth Set-up	<b>9:00 am – 12:30 pm</b> Training Sessions	<b>Track 9</b> Alternative Sentencing Programs
<b>6:30 pm</b> Dinner - BBQ	<b>Track 1</b> Prison Rape Elimination Act	<b>Track 10</b> Coping with Over Crowding in Jails
	<b>Track 2</b> Montana All Threat Intelligence Center	<b>Track 11</b> Secure Learning
	<b>Track 3</b> Mental Health Issues and Juveniles Offenders	OPEN
	<b>Track 4</b> Motivating Generation X and Y employees	<b>Track 12</b> Defensive Driving
	<b>Track 5</b> Defensive Driving	<b>Track 13</b> Transportation Procedures
	<b>Track 6</b> Transportation Procedures	<b>11:30 am – 1:30 pm</b> Lunch - Director Panel
	<b>12:30 pm – 1:30 pm</b> Lunch	<b>1:30 pm – 5:00 pm</b> Training Sessions
	<b>1:30 pm – 5:00 pm</b> Training Sessions	<b>Track 12</b> continued
	<b>Track 3</b> continued	<b>Track 14</b> Prison Rape Elimination Act
	<b>Track 7</b> Alternative Sentencing Programs	<b>Track 15</b> Montana All Threat Intelligence Center
	OPEN	<b>Track 16</b> Motivating Generation X and Y Employees
	<b>Track 8</b> Coping with Over Crowding in Jails	<b>7:00 pm</b> Banquet and Award Ceremony
	<b>6:00 pm</b> Dinner - Gates of the Mountains Float Trip	

*Training sessions are POST certified. Continuing Education Unit (CEUs) credits are available*

**\*\*Training Programs may be substituted due to availability of Instructors or scheduling.\*\***