

Mission Statement

The Agency provides education, training, and treatment designed to encourage positive changes and meet the rehabilitative needs of offenders. We are committed to enhancing public safety through the utilization of evidence-based practices to reduce the rate of recidivism while promoting efficiency and economy in the delivery of correctional services. We are dedicated to improving quality of life and public safety by being professional and non-judgmental with respect to individual needs; being proactive through accountability, empathy and encouragement to support offenders; and creating awareness to empower individuals to make positive changes resulting in an alternative lifestyle to live productively and lawfully.

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Spotlight: Angel Walston

Angel Walston began working as a Pretrial Officer for Riverside Criminal Justice Agency on December 1, 2017. Prior to joining the agency, Angel worked as a Probation Officer at District 39 Probation & Parole. She attended James Madison University and majored in Justice Studies. She graduated with a Bachelor's of Arts in 2010.



Angel resides in Henrico County with her 3 dogs. When not working, she enjoys writing, graphic design, and cooking. Angel published a book in March 2017. The book is titled "Changed Heart". She also has a YouTube channel to encourage and empower women. Angel is a joy to be around. We are so excited to have her aboard!

Spotlight: Shannon Perkinson

Shannon Perkinson began working as a Pretrial Officer for Riverside Criminal Justice Agency on December 1, 2017. Prior to joining the agency, Shannon worked as a Probation Officer at Districts 2 and 27 Probation & Parole. She attended Saint Leo University and majored in Criminal Justice and minored in Sociology. She graduated with her Bachelor's



in 2009 and her Masters of Business Administration in 2012. Shannon resides in Colonial Heights with her husband and two children. Shannon keeps busy when she is not at work by being a Girl Scout Troop Co-Leader, an Assistant Cub Scout Den Leader, and she is also a member of the Matoaca Women's Club. Shannon is always bright and perky! We are excited to have Shannon aboard!



Seventh Annual RCCJB Breakfast & Fourth Annual CIT Awards

Riverside Community Criminal Justice Board hosted their Seventh Annual Recognition Breakfast and Fourth Annual CIT (Crisis Intervention Training) Awards on November 17, 2017 at the Beacon Theatre in Hopewell. The event was well attended again this year, and those nominated were all recognized. Awards were given in four categories; First Responder of the Year, CIT Intervention of the Year, CIT Advocate of the Year, and CIT Dispatcher of the Year. Nominations were accepted from the months of September through October in 2017. Awards were presented to the following:

- ◆ Sergeant Ronald L. Sims from the Fort Lee Police Department received the First Responder of the Year Award.
- ◆ Officer Angie Bach from the Hopewell Police Department received the CIT Intervention of the Year Award.
- ◆ Deputy Kevin Hines of the Greenville County Sheriff's Office received the CIT Advocate of the Year Award.
- ◆ Dispatcher Erika Edwards from the Prince George Police Department received the CIT Dispatcher of the Year Award.

CONGRATULATIONS TO ALL OF THE AWARD WINNERS!



1st Annual RCJA Staff Awards

Also on November 17, 2017, at the Seventh Annual Riverside Community Criminal Justice Board Recognition Breakfast, the First Annual RCJA Staff Awards were given. Two awards were presented this day. Vernon



Phelps was awarded the “Calm in the Eye of the Storm” award. This is for employee that shows resilience when things are hectic; positively influence others to build consensus in group, departmental or organizational settings; and manages and/or champions change effectively through formal or informal leadership. This person helps others develop by investing time and effort in coaching and/or mentoring; develops trust and credibility through open, respectful communication and demonstrating accountability; and provides a sense of purpose, vision and mission for their co-workers and/or staff.

Bettina Coghill was awarded the “Exemplary Employee of the Year” award. This award

goes to the employee that demonstrates innovation and proactive leadership utilizing highly effective practices to inspire and lead others to contribute constructively to the mission; proactively identifies and resolves challenges that interfere with department/divisional/unit activities to further the mission; develops and

utilizes strong, constructive and productive relationships that enable the goals to be met in support of the mission; and improves department/division/unit morale through actions not related to job expectations. This person supports practices, procedures and policies; brings about significant positive change in support of the mission; and eliminates obstacles to achieving the mission; and demonstrates extraordinary service to the community by supporting the communities of Prince George, Hopewell, and Surry in ways that exceed expectations that result in unexpected positive outcomes that support the mission.

Congratulations to Bettina and Vern!



CORRECTION CONNECTION

Essential Office Etiquette Tips

- 1. Respect another's need to work.** Just because others are sitting nearby doesn't mean they are available for conversation at all times. Respect one another's privacy. Act as if there is a door between you and if they appear to be busy, ask if they have a moment to talk.
- 2. Share the credit.** Not acknowledging a colleague's work can ruin your reputation. You won't come across as a team player, [but instead] you may come across as a self-indulgent individual, who cares only about his or her promotion.
- 3. Office attire should stay on the conservative side.** It's best to be traditional. Still, not all offices are the same so think about "who" you're meeting with and then plan your wardrobe accordingly.
- 4. Be on time.** Being punctual says a lot about your personal values. When you're constantly late, you are basically giving a silent message that you don't care.
- 5. Keep** noise and distractions to a minimum. Noisy conversations (either between workers or on the telephone) or habits such as tapping on the desk, fidgeting or getting up and down often can create an annoying distraction to those trying to concentrate. If you want to listen to music, podcasts or videos, use headphones or ear buds.
- 6. Be tidy.** Your boss shouldn't have to tell you this. Keep your office and desk clean. Also, if you have food in the refrigerator that you don't take home, it should get thrown out.
- 8. Respect** another's space. Just because another's workspace is within reach of your desk doesn't make it common domain. Treat each person's space as if it was a private office.
- 9. Don't** come to work sick. Stay home if you are sick. It's good hygiene to cover your mouth when you cough, keep hand sanitizer on hand, don't leave used tissues around, and wipe down the desk, computer keyboard and phone from time to time to help prevent germs from spreading.
- 10. Be** considerate. Respect is key when working in an open-office environment. Act respectful and expect others to act in the same way. Set rules of conduct and reiterate boundaries when they are crossed. It's best to address problems and concerns directly and diplomatically before they escalate.
- 11. Be** tolerant. The open-office environment brings together myriad personalities, with different styles. Be tolerant of these differences and find ways to adapt. Everyone is not going to agree with you one hundred percent of the time. Keep an open mind, listen with the intent to learn and focus on the positive aspects of your job.
- 12. Think** like a team. In order to maintain a cohesive team, do not spread gossip, cause another to feel like an outcast, or grumble about petty things. Hold regular meetings to set goals, share ideas and talk about concerns.

