

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: Jennifer Hipkins

Jennifer Hipkins began working as a Pretrial Officer for Riverside Criminal Justice Agency on February 1, 2017. Prior to joining the agency, Jennifer worked as a Pretrial and a Probation Officer at Chesterfield Community Corrections for the past 10 years. Before that she worked as a Deputy for Chesterfield County for 7 years. Jennifer graduated from Virginia Commonwealth University, with a Major in Criminal Justice. Her father is a retired Virginia State Trooper after 42 years of service! In her free time, Jennifer enjoys going to Washington Nationals games as she is a die hard Nationals Fan. She is also an avid animal lover; she owns 4 chickens, 2 cats, 2 dogs one of which is a tripod, and a mini pig named Pork Chop. Jennifer brings a laugh and smile to our Agency. Welcome Jennifer!!!



RCJA and RRJ Records Department

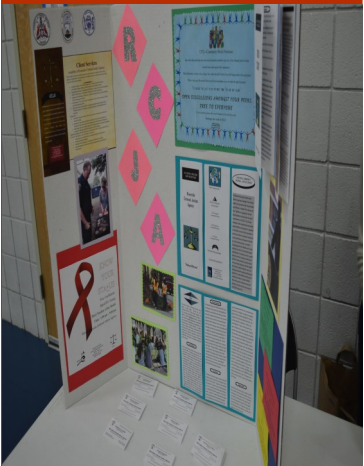
The staff at RCJA relies on Riverside Regional Jail's Records Department staff several times a day everyday to answer many questions. They always are courteous to us no matter how many times we call! On April 24th, our staff



provided their staff with lunch and certificates of our appreciation for their loyal and valuable services they voluntarily provide to us. Thank you all again for dealing with us!



CAREER FAIR

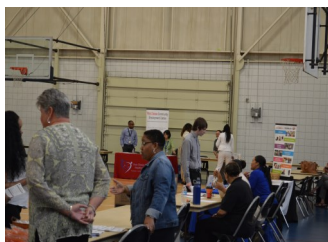


Third Annual Job Fair



There's this look in their eyes. You can see it. You can sense it. You can almost feel it. You bring several hundred job seekers for a Job Fair at the Hopewell Community Center, and there's going to be more than a little trepidation in the room. A few of the career seekers are old hands, but for many, this is the first time they've come face-to-face with potential employers at nearly 30 booths who may be interested in giving them a job or the chance to help others in their community. The companies and agencies understand that some of the job seekers have past situations that could potentially hinder reentering into the workforce and here at RCJA we have understood this hurdle as we have held the Third Annual Job Fair at the Hopewell Community Center. Being that RCJA serves a population that may face challenges reentering the workforce, we felt the need to show the communities that we serve that they are not alone. In the current job market, many people in our local area still toil at finding vocational and educational opportunities as a whole.

With that in mind, just about everybody involved recognizes that intimidating feeling and takes it down a little bit. Which appeared to work, and it's pretty common for candidates to tell organizers how thankful they were for the chance to meet with representatives from agencies such as Goodwill, Food Lion Distribution, Service Center Metals, Allen Corporation, FAREVA, MGC Advanced Polymers, Teleperformance, Walmart Distribution, Southside Programs for Adult Continuing Education, Crater Regional Workforce Development Group, Community College Workforce Alliance, Central Virginia Health Services, Employment Center of CCHDSS, and Hopewell DSS to name a few. The vendors were impressed with the professionalism, resumes, and number of individuals in attendance. They voiced the desire to partner with RCJA again and repeat the event next year.



My favorite part is our clients feeling as if they're gaining a reward from the fair, which is exactly what staff had in mind three years ago when they created the event. It felt amazing to assist in fostering potential opportunities for those in our community. We are looking forward to an even more successful event next year.



Intern Jessica Bethea

Jessica Bethea is a student at John Tyler Community College and has been an intern at RCJA since January 2017. She is currently studying Human Services with a concentration in Criminology and is set to graduate with her associate's degree this May. Ms. Bethea has been a great asset to our agency. She has been a tremendous help in organizing RCJA's 3rd Annual Job Fair that was held on Friday April 28th 2017; she attended the Job Fair even though her internship had already ended! Jessica has conducted office visits, observed drug tests and written court and monthly progress



reports. She always went above and beyond expectations. In her spare time Ms. Bethea enjoys painting and playing video games. Ms. Bethea plans on attending Hampton University to receive her Bachelor's degree in Criminal Justice and start her career as a Probation Officer. Ms. Bethea's favorite part of her internship was the hands-on work she was able to do with clients. She says she has learned so much from being with our agency and has taken a little piece of each Probation and Pretrial Officer with her. We are sure going to miss her contagious smile and wish her the very best in her future endeavors!

Administrative Professional's Day

At RCJA, we are very blessed to have two of the nicest, hardest working ladies we know as part of our administrative staff. Rachel Turner, our Office Manager, and Tracy Adams, our Office Associate II, do so much for the staff here that we don't know how we would function without them! These ladies are always eager to help in any situation and always manage to smile even with the most irate defendant yelling at them. They diffuse so many situations and answer so



many questions before the Probation or Pretrial Officers even know the defendant has called or is in the office. And, after just a visit or two, Rachel and Tracy become our clients favorite staff members. Their job on a daily basis is hectic and frustrating. We want them to know how much they are appreciated all year long! Doughnuts, lunch, and gift cards don't come close to showing our gratitude.

10 Ways to Strengthen Your Team Relationships

1. **Trust yourself, trust your teammates,** and stand by one another when issues or mistakes arise.
2. **Show up, own your work, and do it to the best of your abilities.** This builds trust.
3. **Recognize and respect the efforts and ideas of others.** With this, it is also important to give credit where credit is due. If you wrote an amazing proposal, but your coworker proofread it and fixed errors that ensured your work was taken seriously, share credit with your coworker.
4. **Be able to offer and accept constructive criticism.** Not overtly negative comments, but feedback that enriches the process and helps you improve what you've done in a targeted manner.
5. **Share the goals of the team and work toward them.** If you complete what you need to do, offer to help a colleague with a different task.
6. **Know what you are responsible for accomplishing** and realize what your team mates need to do. This means everyone has clear expectations set and can work toward them independently while collaborating where tasks overlap.
7. **Communicate! Never** presume a team mate understands what you're planning, or the work you've done.
8. **Recognize the skills and talents of your teammates** and use them to further your project.
9. **Support and respect one another,** never undermine with petty jealousy, prejudice, gossip, or begrudgery.
10. **Divide the tasks proportionately among team members.** Understand where there is overlap and plan ahead to work together on those points so they don't become a workplace version of hot potato.

