

The Chronicle

MAY/JUNE 2002

NEWSLETTER OF THE
MARICOPA COUNTY ADULT PROBATION DEPARTMENT

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1st Day of Summer
June 21

The Chronicle

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Chiefly Speaking Ethics and Integrity



Every month I meet with the leadership of the Arizona Probation Officer's Association to discuss issues that are of interest to their membership. In our last meeting President Wayne Scamuffa asked if I kept the *Ethical Codebook* for the department in my desk drawer and if I would share that information with staff.

Although rhetorical in nature, the question revealed an important aspect of organizational ethics. There is not one individual in the department who is solely responsible for defining the ethical standards of our organization. Yes, as the Chief, I can identify documents such as the *Judicial Code of Conduct* and the *Chief Probation Officer's Code of Ethics* and then give my interpretation of those principles. But each and every member of this organization, regardless of their position, shares the responsibility for making this department ethical.

(Continued on page 2)

Setting a Standard for Officer Safety and Public Safety

Recently, Chief Broderick had the pleasure to hand out commendation letters to IPS and Standard officers working out of the WRDC office. The officers were recognized for their actions in two searches.

On March 18, 2002, **Timothy Schouten**, **Helen Sleseman**, **Kirk Margosian**, **Seteara Haddock** (supervisor) from Field Unit 34, and former probation officer **Cherre Hooper** searched the home of a couple who were on probation for child abuse. The assigned officer, Timothy Schouten, had noticed in a recent home visit that the wife was behaving very nervously. Based on information and other observations, a decision was made to search the home. Two Phoenix police officers assisted probation staff by detaining the probationers and keeping watch over the couple's five children who were present at the scene. MCAPD officers confiscated more than 80 weapons at the probationers' home including 3 high powered rifles, 1 shotgun, 52 knives (of the martial arts variety), and 2 swords.



Weapons confiscated during a search conducted by MCAPD staff.

(Continued on page 4)

Chiefly...

(Continued from page 1)

We are a large organization with hundreds, perhaps thousands, of instances where we have done incredibly good things for this community. Yet, it only takes one or two incidents of indiscretion or poor judgment to bring our well-earned position of trust into question. Boundary violations are errors in judgment that can severely damage the agency's reputation and cause internal harm. These boundary violations can include behaviors such as inappropriate relationships with probationers, sexual harassment in the workplace, dissemination of information without authority or approval and breaches in confidentiality.

In the book "You Want Me To Do WHAT?," Nan DeMars talks about 15 myths of office ethics. Myth number 9 is "I can't change this place." I firmly believe we all possess the ability to collectively make positive changes in the workplace. Taking the initiative to begin conversations around ethical challenges and agreeing ahead of time on appropriate solutions are effective tools in creating a more ethical environment. Without these conversations, boundary violations are more likely to continue, with the entire department suffering the consequences.

As the Chief, I have made a commitment to keep this topic a priority and to remind our managers to continue their efforts to make ethical discussions routine in our agency. But we all have a responsibility to address boundary violations before they occur and the best way to do that is by creating an ethical office. One of the outcomes of the last Managers' Forum was a commitment to discuss ethical issues and the Code of Ethics at division and unit meetings. By now, most of you have already had some conversations on this subject. Since we are equally responsible for the ethics of our agency, you don't need to wait for someone else to start the discussion about ethics, take the initiative and start the discussion yourself. ☞

Keys to an Ethical Office

1. See things as they are, not as you want them to be.
2. Lead by setting an example of good ethical conduct and good, ethical problem-solving skills.
3. Never give the impression that you don't care that improper actions are taking place.
4. Commit to being involved in the process.
5. Anticipate ethical conflicts.
6. Communicate well.
7. Establish the language of ethics with those in your office.
8. Expect different people to have different standards.
9. Remember that people are normally not as ethical as they think they are.
10. Define ethical expectations early in the relationship.
11. Support your boss's efforts to uphold high standards for ethical conduct, communicate about ethics, and solve ethical dilemmas.
12. Be patient with each other.
13. Be consistent. Be predictable.
14. Pay attention to details.
15. Nurture the communication process with your boss.
16. Ask lots of questions.
17. Be organized. Stay focused.
18. Learn to dodge the ethical traps of overthinking and cynicism.
19. Remember that virtue is its own reward.
20. Protect your key assets.
21. Speak up whenever you feel more unethical behaviors are slipping in, or when you sense your collective ethics are getting sloppy, or when you think convenience is becoming more important than character.
22. Challenge yourself. Keep learning.

Reprinted with permission from Nan DeMars, author of You Want Me To Do WHAT?

Did You Know?

Over 900,000 community service hours were completed by Standard and IPS probationers during fiscal year 2001.

National Crime Victims' Rights Week



“**B**ringing Honor To Victims” was this year’s theme for National Crime Victims’ Rights Week, held April 21 – April 27, 2002. Posters and pamphlets in area offices helped inform MCAPD staff of this week honoring victims. MCAPD, along with various other criminal justice, non profit, and private agencies participated in the annual Victims’ Rally that was sponsored by the Maricopa County Attorney’s Office.

The rally was held on Sunday, April 22 at Steele Indian School Park. Information booths were available to the public, and were sponsored by the various agencies who provide assistance to crime victims. Special guest appearances were made by U.S. Representative John Shadegg and the parents of Shannon Smith. Music, kids’ activities and Phoenix Fire Department events made the rally enjoyable for attendees of all ages. Parents of Murdered Children (POMC) closed the event by hosting the annual Candlelight Vigil. ☞

by Maria Amaya, Victim Advocate

Victim Assistance Appreciation Award

During National Crime Victims’ Rights Week, the Victim Services Unit recognized **MCAPD Probation Officer Frank Shepherd and Surveillance Officer Adam Silberman** for the outstanding services they provide to crime victims. Officers Shepherd and Silberman received their awards from Chief Broderick at the annual Visions of Excellence Awards ceremony. These officers were recognized for the care and concern they showed for a 9 year old girl who was victimized. Officers Shepherd and Silberman of the offense and creatively used a teddy bear to help the the child understand the complexities of the court process ity and extra efforts were recognized and appreciated by



assisted the victim in coping with the trauma child communicate her feelings. They helped and offender's incarceration. Their sensitiv- the victim's mother.

Special recognition also goes to the following em- sure that victims rights are protected, that they are receiv- they deserve.

ployees who have dedicated their time to en- ing the resources needed, and the respect



(L-R) Probation Officer Frank Shepherd and Surveillance Officer Adam Silberman

Nominations included:

- Matthew Ade** for working with victims of domestic violence in crisis situations;
- Fred Wilhalme** for being instrumental in securing funds from a City of Phoenix Block Watch Grant to implement a *Barrios Unidos Home Security Program* for elderly potential victims;
- Mike Miller** for providing outstanding service to victims of neighborhood harassment. ☞

by Maria Amaya, Victim Advocate

...Officer Safety and Public Safety

(Continued from page 1)

MCAPD officers removed additional weapons from the community in another search. On April 5, 2002, **Robert DeMers**, Supervisor IPS 4; **Ernie Marable**, IPS 4; **Darrin Smith**, IPS 4; **Liz Lester**, IPS 4; **Christina Rodriguez**, IPS 10; **Brian Armbruster**, Unit 38, and **Timothy Schouten**, Field Unit 34 searched the home of an IPS probationer. Supervisor DeMers had received information that the probationer was harboring a runaway juvenile and may have been conducting illegal enterprises out of his residence. It was determined the information was reliable and a decision was made to search the probationer's home. MCAPD staff met up with Phoenix police officers at the probationer's residence and secured the area. During the search, Brian and Timothy thought they heard someone hiding in the attic and they called in the police officers for back up. The police officers drew their weapons, found the probationer in the attic and took him into custody. The probationer had at his side a loaded AR 15 rifle and a sawed-off shotgun. MCAPD officers thoroughly searched the residence and found additional rifles, shotguns, handguns, ammunition, numerous knives, a crossbow, spear gun, and literature on explosives.

In both incidents the probationers were arrested without anyone being harmed and the arrests may have prevented future violence. When acknowledging the probation officers for their achievement, Chief Broderick noted that the key factors for success were:

- Swift and decisive leadership
- Observant field contacts by the assigned officer
- Procedures followed
- Use of training and concern for officer safety
- Teamwork, experience and professionalism

Chief Broderick also stated that both incidents provide models for doing things right in high-risk situations. ❧

by Robert Cherkos

Visions of Excellence



(L-R) Supervisor Paula McKenzie, Probation Officer Omar Rodriguez and Chief Barbara Broderick

The Seventh Annual Visions of Excellence Awards were held on April 25, 2002. The presentation and breakfast were held at the Board of Supervisors' Auditorium. This is a celebration of the department's achievements. Once again, the audience was not disappointed. Although only one person out of each category is selected by their peers to receive an award, you feel a certain pride when listening to the accolades. You realize that no one person can make this department, it takes all of us. The orations were not only heartfelt, but entertaining as well. Who knew the department had so many repressed comedians? From the "Of the Year" honorees, Probation Officer Supervisor Saul Schoon, Probation Officer Omar Rodriguez, and Support Staff Supervisor Dawn Holmes will be our agency's representatives under consideration for the State's Visions of Excellence of the Year Awards. ❧

by Marialice Haney, Visions of Excellence Co-Chair

Did You Know?

The areas of highest employee satisfaction at Adult Probation are:

- The type of work we do
- Co-workers and immediate supervisors
- Flexibility
- Autonomous decision-making

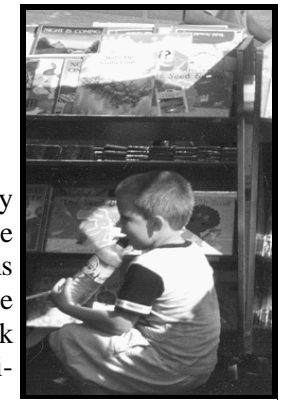
The Marketing Committee... Who? What? Why?

When thinking of the Marketing Committee, as I am sure you all often do, you probably think about the books. However, in reality, the books are only a small part of the puzzle that is the Marketing Committee. Yes, the Marketing Committee solicits book donations, runs an annual children's book drive, and then gives away the books at various locations around the Valley. And yes we do this in an attempt to promote literacy in our neighborhoods, but our book give-aways are more than that. We also give away the books in an effort to generate an audience for information we distribute to gain public support for probation.

Times like these - with looming budget concerns - indicate just how important it is to inform the public of our function and of the tremendous contribution we make to public safety and quality of life. Without public support, we cannot garner legislative support.

So...how do we do this? The Marketing Committee is proposing that we go beyond the large-scale events of the past and begin a "grass-roots" effort to promote our department in neighborhoods, through neighborhood associations, block watches, fight backs, business associations, etc. By educating the public through our association with organizations such as these, we have the potential to generate mass public support. The Marketing Committee hopes you will all join us in these efforts. As Margaret Mead said, *"Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has."*

For more information contact any Committee member: Annette Fields, Stacey Montonaro, Deneen Martinez, John Black, Debra Bevins, Lolita Rathburn, Melinda White, Seteara Haddock, Katie Tomaiko, Jodi Rudd, Elizabeth Kizer, Bryan Ricard, Paul McCurtain, John Cleland, Krista Martin, Omar Rodriguez, Fayth Addington, Kim Gionta, Laurie Flood, Mike Goss, Greg Miller, and Marilynn Windust. ☞



A boy thinks about a book at a book give-away sponsored by MCAPD.

by Marilynn Windust

Marketing Probation... To Probation

Currently, the department has been facing a great deal of change that has led to a degree of uncertainty for many officers. There are, however, many officers that have devoted their careers to probation and have been with the department for many years. What has made this department a good place to work over the years?

As expressed in the mission statement of the department, we are here to offer intervention services and opportunities for pro-social change to offenders. For some officers, the challenge of motivating probationers to make changes in their lives, combined with the knowledge that we can serve as conduits of change, leads to both personal fulfillment and job satisfaction. Many officers have also expressed that the department has allowed them to serve as that conduit of change by being tolerant of various viewpoints and supervision strategies. It seems that officers who have stayed



Claudia Hoban in 1982 when she first started with MCAPD.

with this department did so because they have been able to work autonomously, express their ideas in their work and feel that the department values their unique opinions.

Another rare quality of the department is the opportunity for personal growth. In a career spanning 20 years, one officer, **Claudia Hoban**, has worked in 15 different positions. In learning the distinct set of skills required for each assignment, she felt constantly challenged and engaged. We do not work in a profession that is by nature monotonous. The variety of available assignments can both diversify and enhance one's professional development. It is obvious that probation officers have a unique career that offers flexibility and opportunity. The job also gives us rare insight into the various social and individual problems that exist in our communities. It is refreshing to know that officers that have served this department for many years still find personal fulfillment in serving the community through their work. ☞

by Elizabeth Kizer, APO

Marketing Ourselves... To Others

Probation officers may benefit from attending or participating in community neighborhood associations. Many neighborhoods have associations that welcome the presence of the probation department in their meetings since crime is usually a hot topic. Our presence also helps the probation department's image as community members become aware that probation officers care about the communities they serve.

Crime is a common topic at association meetings and community residents are always trying to figure out ways to make their neighborhoods less prone to crime. Probation officers can help by talking with residents and discussing crime prevention techniques and other crime-related issues. This involvement can benefit the community and is usually appreciated by the residents.

There are also personal benefits to becoming involved in neighborhood associations. Many of the people who are involved in these associations are very civic-minded and wonderful people to get to know. Getting involved allows officers to meet the people they serve, which most officers do not get to do during day-to-day probation work. This aspect adds another dimension to your job and makes it more meaningful and enjoyable.

Many officers supervise a large area that contain a number of neighborhoods. Becoming involved in all of the neighborhood associations may not be possible. Instead, officers may decide to become involved in one or two neighborhood associations where many probationers they supervise live. I think officers that become involved in some way with a neighborhood association will benefit personally from the experience. ☞

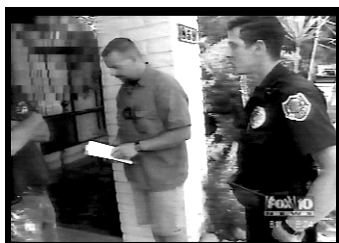
by Omar Rodriquez, APO



Sprucing up the Coronado Office

Operation Lockup—Warrant Reduction

In March 2002, the Warrants Unit teamed up with deputies from the Sheriff's Office and the U.S. Marshals Service in an operation designed to reduce the number of unserved warrants throughout Maricopa County. Warrant Unit officers were assigned to a team of Sheriff's deputies or U.S. Marshals working within their geographical areas. During the three-week operation, 237 probationers were arrested -- an increase of 65% over the normal Warrants Unit monthly arrest numbers. Of the probationers arrested, two were wanted as homicide suspects; six were arrested after they tried to flee officers; and five were removed from places of concealment. An additional homicide suspect was located, and shot and killed in a gun battle with Sheriff's deputies. Also as a result of this warrant reduction effort, one gun was seized and six methamphetamine labs were found and shut down. No probation staff or other agency personnel were injured during the operation.



Photos from a FOX News 10 segment show POs Lance Nickell and Boyd Frick strategizing their next arrest.

An additional benefit from Operation Lockup was the inclusion of a reporting unit from local TV Channel 10, which rode along and filmed the workings of our arrest team. The final product was a three-minute segment shown locally on May 5, 2002 showing the arrest of several fugitives. Many more community members now know that probation officers are not just social workers and that we work hard to protect the community as well as help probationers. ☞

by Richard Rodgers, Warrants

Cleaning Up!

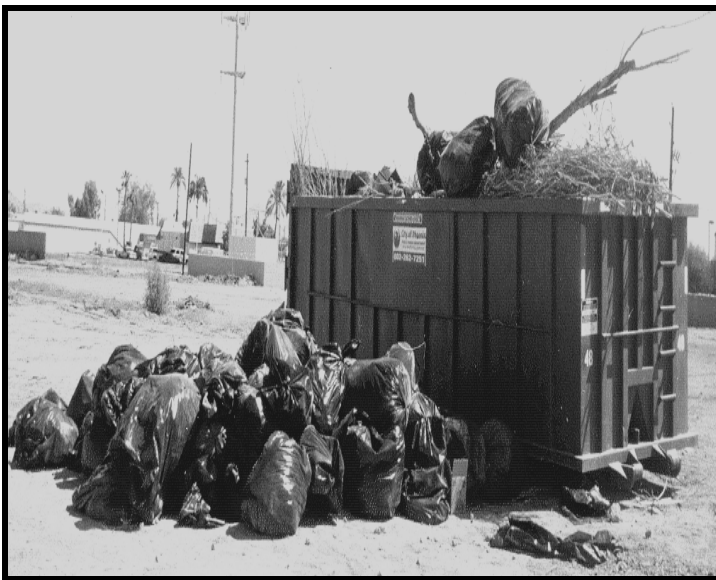
On April 20th, yet another successful neighborhood clean-up was conducted. The clean-up was sponsored by the South Mountain Village Clean and Beautiful Organization, in conjunction with the following organizations/associations:

- Probation Department
- Environmental Justice Committee,
- South Mountain Village Planning Committee
- Bethesda Community Church
- South Mountain Chamber of Commerce, IronCo,
- City of Phoenix Neighborhood Services and Police Departments
- Griggs Paint and Silkscreen Co.,
- Victory Outreach
- Catholic Renewal Center
- Safeway Store #1591
- Western Farms Market Place
- City of Phoenix Parks & Recreation
- Community of South Mountain Village

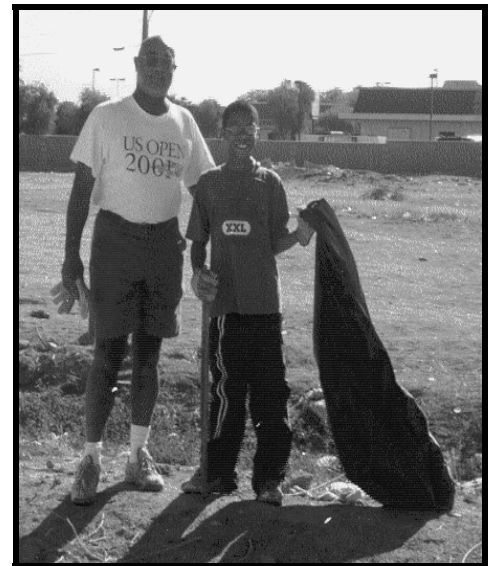
Over 200 volunteers participated, including **50 probationers, 4 Probation Officers, 2 Surveillance Officers, and 1 PO Supervisor.** The clean up was a huge success, as was best evidenced by the **4 FULL DUMPSTERS!**

The South Mountain Village Community thanks the Maricopa County Adult Probation Department for continuing to support community efforts. Efforts such as this clean up improve the quality of life in neighborhoods! ☞

by Staff Writer



One of the 4 full dumpsters of trash collected in the clean up.



SO Norm Schuster and his son D.J. pause for a picture during the clean up.

Did You Know?

Over 25,000 Standard and Intensive probationers were being actively supervised at the end of April 2002.

Over 60% of Intensive and Standard probationers successfully completed probation out of the total terminations for April 2002.

Drug Wars

A long time ago, in a galaxy far, far away.... well, okay, it was in Miami, Florida....but it was 13 years ago when the first drug court was formed and the war on drugs continued. Three years later, Maricopa County followed suit and started what became the 5th drug court in the country. Today, there are over 1200 drug courts nation-wide.

Since their inception, drug courts have been recognized by presidents and other officials throughout the nation as an effective means to deal with substance abuse issues. According to President Bush, "Nationwide, over 57,000 offenders have completed a drug court and their recidivism rate is much lower than that of comparable offenders." With \$50 million in funding tagged for drug courts last November, presidential support for

Despite the many challenges we have faced over the years, *Maricopa County's* drug courts continue to thrive and grow. Since our drug courts have continued to find innovative ways to respond to challenges and changes. In May of 2000, in response to Prop 200 restrictions for imposed Track 2 Drug Court, we implemented Track 2 Drug Court, which offers enhanced rewards as a way to motivate offenders as a way to motivate offenders in need of alcohol abuse counseling, we started what be-



Drug Court Unit

came one of only 2 DUI courts in the country.

Governor Jane Dee Hull on April 23, 2002, declared May to be "Drug Court Month." In her proclamation, she commented on how dedicated professionals, probation officers included, have had a profound impact on the quality of life in our communities through their work in drug courts.

On May 31, 2002, *Maricopa County Drug Court* hosted a ceremony commemorating Drug Court Month in the Board of Supervisors Auditorium. Featured guests were Arizona Supreme Court Justice Charles Jones and Federal Court Judge Susan Bolton, who was our first *Drug Court* Judge. There was also a graduation ceremony for offenders who have successfully completed Drug Court this month. ☞

by John Wertsching, Drug Court Supervisor

Diamondbacks Host Transferred Youths

On Monday evening, May 6, the Diamondbacks baseball organization hosted 25 of our transferred youth probationers at the Bank One Ball Park. The youths were treated to a Diamondback victory over the Pittsburgh Pirates that evening. They also had the opportunity to watch the game in the comfort of one of the party suites - the one in center field above the swimming pool.

The Diamondbacks treated the youths as part of their community involvement and investment in our community's youth. Several MCAPD staff also attended with their young probationers. Annette Bissonnette, Ed Smith, Dan Zorich, Joan Batchelor, Pat Ward, Joe Munley, and Wendy May all enjoyed the game. The evening was arranged by Wendy May.

This was a great opportunity for the probationers to experience not only the excitement of a major league ballgame in person, but also a positive, pro-social event with their supervising probation and surveillance officers. Kudos to the officers that were involved! ☞

by Ken Groom, IPS West Division Director



News from WRC's Intensive Probation

With the department's current movement to supervise community service projects internally, Western Regional Center's IPS has stepped forward.

WRC IPS consists of four units, covering the entire West Side of Maricopa County. Supervisors of these units include Preston Dobbins (Unit 14), Kelly Kerr (Unit 8), Bob Demers (Unit 4), and Greg Miller (Unit 10).

These units have recently either adopted a community-based project or created their own project. One project, created by Units 4 and 14, is providing car washes for state vehicles at WRC on the third Sunday of every month. The first car wash, conducted in April, provided community service hours to approximately ten probationers and washed six state vehicles. Unit 8 has recently undertaken "Adopt a Mile," and once they receive their assigned mile, will be providing clean up along a one-mile stretch of road. Unit 10 will be adopting the Starlight Park project. This project, SPARC, located in Maryvale and established by the local neighborhood association, provides clean up within the local neighborhood park.

The efforts of WRC IPS units, in adopting, creating, or supervising projects, will help ensure the availability of community service projects and hours for probationers while providing needed services to the community. ☞

by Greg Miller, IPS Supervisor

CWS Statewide Conference

In April, MCAPD community work service staff hosted a *Community Work Service Statewide Network Conference*. These conferences are held twice a year at different counties throughout the State. The conferences provide an opportunity for Network members to discuss, brainstorm, educate, and share ideas.

Chief Broderick was a special guest speaker, along with Program Services Manager Jeanie Lynch from AOC. The Chief stated she was proud of all the community service work that is being done statewide and mentioned that Maricopa County probationers completed 900,000 work hours last year. She mentioned several alternatives that officers could consider, such as affording probationers the opportunity to pay a fine in lieu of their community work hours (using minimum wage as the equivalent for every work order hour ordered). Her message was that we have to be smarter about how to do what we do.

Jeanie Lynch spoke about court-ordered volunteer insurance, which covers probationers while they are completing community service hours. Jeanie explained that probationers are covered while traveling to and from the work site and while participating in work projects. Jeanie distributed a "Volunteer Registration Form" and stated that probationers will be required to have this form filled out and in their file. For further information, contact Colleen Evans at (602) 619-2140.

Probation officers in other counties shared information on projects that have been completed in their areas. Most of the other counties do not have an actual Community Work Service Program. PO's are required to supervise, track hours, record hours, and make work assignment placements for their own probationers. Maricopa County staff distributed community service informational packets to assist other counties with their programs.

The next conference is scheduled for September. More details will be sent out in August. ☞

by Colleen Evans, Community Work Service Program Supervisor



Conference attendees pose for a group photo.



CWS Staff Member Judy Fuller displays a quilt made as part of the Community Service "Sewing Project."

Not Just Another Day at the Office

I'm lying on the ground with my face firmly embedded in a rubber mat. I just landed there as a result of Chris Cafaro of our Domestic Violence Unit, having successfully executed a front cast take down. Chris is now dragging me across the mat and bending my arm in ways I never thought possible. As I cringe in pain, I think to myself, "Why did I volunteer to attend Defensive Tactics Training?" Chris applies a sufficient amount of torque on my arm and shoulder joint so that I finally slap the mat with my free hand to let him know that I will comply with his verbal directives. This technique is affectionately known as "pain management." Chris finally releases his control hold and helps me up while asking if I am OK. Several minutes later, Chris finds himself on the mat with me bending his arm like a pretzel until he indicates compliance with my directives. We have another seven hours of literally "hitting the mat" during Defensive Tactics Training at the Regional Law Enforcement Academy. This is definitely not just another day at the office!

Now I'm back at my office, reflecting on my experiences in the sixty-four hour program of the Defensive Tactics Training Program. I completed this program with Ken Groom, the committed staff and managers of our Warrants and Domestic Violence Units, as well as staff from Juvenile Probation. The training covered the following topics (among others):

The Psychology of Survival
Body Mechanics
Force Delivery and Defense Techniques
Ground Defense and Survival
Control Holds and Pressure Points



Edged and Impact Weapon Defense
Close Quarter Ballistic Defense
Handcuffing and Searching
Use of Pepper Spray (Yes, I got sprayed in the face.)

I completed this training in order to provide management level feedback to our Executive Team and the Administrative Office of the Courts as we move forward with providing our staff with enhanced safety training. During June, another group of Adult Probation staff will attend the training in order to become certified Defensive Tactics Trainers. They will then provide our staff with certain components of the training as specified by our Executive Team and the Administrative Office of the Courts.

P.S. Yes, Chris. My shoulder is almost back to pain-free working order. Thanks for not breaking my arm! ☺
by Doug Pilcher, Northern Field Division Director

Managing for Results: "THE END IS NEAR"



No, it's not the end of MFR nor the apocalypse -- although some may think so -- it is the end of the fiscal year. That means it is time to look back and see how we did as a department. In order to answer questions such as how much?... how many?... what percentage?...and so on, it means gathering statistics. Some data will be automated but unfortunately, some will not. That means it's random sample time. For standard field, there will be about 450 cases selected and for IPS, about 150 cases will be selected for the sample.

The results of the study will help complete report cards to our customers such as the Administrative Office of the Courts (AOC) and the County's Office of Management and Budget (OMB). They basically want to know if we are achieving our goals and spending the taxpayer's money wisely. After all, this is the essence of Managing for Results. But, we also want to know how we can improve upon the services we deliver and if there are unmet needs that can be addressed. That is why we will be looking at employment, treatment and education in addition to payment of restitution and probation services fees and completion of community service hours.

On average, officers will only have 0-3 cases selected for the study. For those who have large caseloads, the number may be larger. In either case, staff from Planning and Research and "volunteers" assigned to help in this project will be available to lend assistance. If you want to know more, contact Robert Cherkos at 602-506-7390. ☺
by Robert Cherkos, Strategic Planning Coordinator

Thanks to Our Writers

Next Deadline: July 10, 2002

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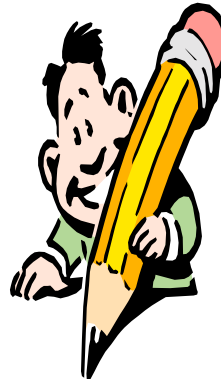
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Your Stories Wanted!

Interested in submitting articles, announcements or success stories to *The Chronicle*? E-mail submissions to Merci at

mehernan@apd.maricopa.gov



Success Stories Welcome!

As of June 1, 2002, the editorial policy of the Chronicle is as follows:

1. All articles and pictures submitted for publication in the Chronicle are subject to acceptance and editing.
2. If an article receives significant edits, changes, additions, or deletions it will be returned to the writer for review before publication.
3. Good quality photos focusing upon the subject of the article may be submitted. All people in photos must be identified.
4. All non-employees in pictures must have a signed "Publications-Consent for Release of Information" on file. A copy can be obtained from Merci Hernandez.
5. All probationers identified in articles must have a signed "Publications-Consent for Release of Information" on file. A copy can be obtained from Merci Hernandez.
6. Articles submitted for the Chronicle may be reproduced in other publications.