



# Mentoring Program

*For Local Probation and  
Pretrial Directors*



# Mentoring Program

In 2002, the Department of Criminal Justice Services (DCJS), in collaboration with the Virginia Community Criminal Justice Association (VCCJA), developed and established the Mentoring Program to provide a mechanism for new agency directors coming to the local community corrections system to get the information necessary for agency operation and to develop a network of technical assistance resources.

In the Mentoring Program, each region will have a number of existing directors trained to act as a mentor to ensure that all new directors have access to pertinent information, in a consistent and accurate manner, for agency operations.

In order to accomplish this goal, DCJS and VCCJA developed a one-day intensive Mentoring Training for current agency directors in good standing so that they may become mentors.

The purpose of the mentoring training is to review specific information directors already know and provide the tools necessary to deliver this critical information in a consistent manner throughout the state to new directors and their own senior staff.



# Mentor Training Agenda

## *Topics Covered:*

- ◆ Pretrial and Community Corrections Case Management System (PTCC)
- ◆ Virginia Pretrial Risk Assessment Instrument (VPRAI)
- ◆ Reporting Requirements
- ◆ Directors Manual and Updates
- ◆ Staff Morale
- ◆ Training Requirements
- ◆ Community Criminal Justice Boards (CCJB)
- ◆ Local County/City Policy Issues
- ◆ Budgets
- ◆ Working Relationships
- ◆ Transfer Cases
- ◆ Local Services
- ◆ Evidence Based Practices (EBP)

# Mentor Responsibilities

## *Mentors agree to:*

- ◆ be available to new directors for at least six months and for one grant submission cycle
- ◆ meet with the new director face-to-face at least once
- ◆ stress the importance of keeping the Directors Manual up-to-date
- ◆ complete the check list of topic items with the new director and ensure it is forwarded to DCJS
- ◆ encourage new directors to visit other agencies
- ◆ be available for questions on an ad hoc basis and generally be available to assist the new director in any way necessary

For a current list of mentors in each region and for upcoming dates for this training, please go to either link below:



[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)



Virginia Community Criminal Justice Association

[www.vccja.org](http://www.vccja.org)



## Program Trainers

Paula Harpster

Glen Peterson

Freda Holiday

Deanna Perez

Sandra Langford

Carol-Lee Raimo

Vivian Moore

Ken Rose



## Resources

- ◆ Directors Manual
- ◆ CCRE Manual
- ◆ NCIC Manual
- ◆ VCIN Manual
- ◆ Local Standard Operating Procedures
- ◆ PTCC Manual
- ◆ VPRAI Manual
- ◆ Magistrates Manual
- ◆ VCCJA Legislative Proposal(s)
- ◆ Tools of the Trade (EBP information)

***More information:***

For more information, please contact Paula Harpster at [paula.harpster@dcjs.virginia.gov](mailto:paula.harpster@dcjs.virginia.gov) or visit the DCJS website at [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

**CCCA/PSA Trained Mentor Listing by Region  
February 2006**

<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Pretrial</b>
<b><i>Eastern</i></b>			
Tracey Jenkins	<a href="mailto:tjenkins@hampton.gov">tjenkins@hampton.gov</a>	(757) 726-5414	Yes
David Holland	<a href="mailto:hollandd@southsideccjb.com">hollandd@southsideccjb.com</a>	(434) 348-1035	Yes
David Taylor	<a href="mailto:dptaylor@city.suffolk.va.us">dptaylor@city.suffolk.va.us</a>	(757) 923-2080	No
Lloyd Young	<a href="mailto:lyoung@vaasap.org">lyoung@vaasap.org</a>	(757) 552-1800 x301	No
Amanda Wimberley	<a href="mailto:wimberleya@portsmouthva.gov">wimberleya@portsmouthva.gov</a>	(757) 393-5237	Yes
<b><i>Central</i></b>			
Bettina Coghill	<a href="mailto:bhundley@princegeorgeva.org">bhundley@princegeorgeva.org</a>	(804) 733-2760	Yes
Freda Holliday	<a href="mailto:fhf@co.halifax.va.us">fhf@co.halifax.va.us</a>	(434) 476-1183	Yes
Sandra Langford	<a href="mailto:pcsmeck@kerrlake.com">pcsmeck@kerrlake.com</a>	(434) 738-6191 x4333	Yes
Renee Maxey	<a href="mailto:maxeypcs@moonstar.com">maxeypcs@moonstar.com</a>	(434) 392-8161	No
Vivian Moore	<a href="mailto:vmoores@nrrj.state.va.us">vmoores@nrrj.state.va.us</a>	(804) 333-6005	No
Glen Peterson	<a href="mailto:petersong@chesterfield.gov">petersong@chesterfield.gov</a>	(804) 706-1270	Yes
Maranda Tyler	<a href="mailto:mrt Tyler@co.hanover.va.us">mrt Tyler@co.hanover.va.us</a>	(804) 365-6873	Yes
<b><i>Western</i></b>			
Peggy Cooper	<a href="mailto:pcooper@nrccpts.org">pcooper@nrccpts.org</a>	(540) 994-5061	Yes
Leonard Farmer	<a href="mailto:swvacc2003@hotmail.com">swvacc2003@hotmail.com</a>	(276) 889-5862	No
Cynthia Plummer	<a href="mailto:cplummer@lynchburgva.gov">cplummer@lynchburgva.gov</a>	(434) 455-3750	Yes
<b><i>Northern</i></b>			
Steve Austin	<a href="mailto:saustin@rrj.state.va.us">saustin@rrj.state.va.us</a>	(540) 288-5218	Yes
Priscilla Davis	<a href="mailto:priscilla.davis@fairfaxcounty.gov">priscilla.davis@fairfaxcounty.gov</a>	(703) 246-4025	Yes
Andrew Lawson	<a href="mailto:alawson@culpepercounty.gov">alawson@culpepercounty.gov</a>	(540) 727-3450	No
Tom Pavelko	<a href="mailto:tom.pavelko@fauquiercounty.gov">tom.pavelko@fauquiercounty.gov</a>	(540) 349-3138	Yes