

Topeka Juvenile Correctional Facility

FY 98 Annual Report

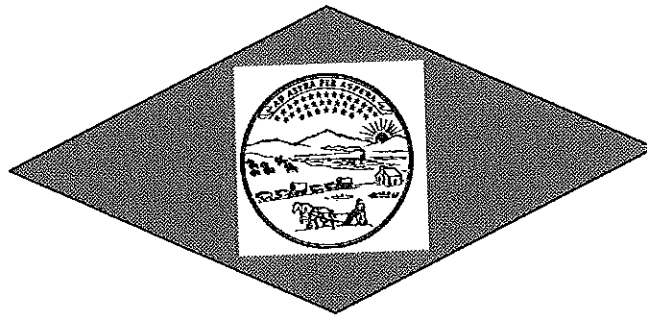
James P. Trast, Superintendent



Accredited by the
American Correctional Association

Topeka Juvenile Correctional Facility

FY 1998 Annual Report



Juvenile Justice Authority
Albert Murray, Commissioner

James P. Trast, Superintendent

Topeka Juvenile Correctional Facility

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INTRODUCTION

Fiscal Year 1998 has been an eventful year at the Topeka Juvenile Correctional Facility highlighted by becoming part of the Juvenile Justice Authority. During the year major remodeling of many of the living units was accomplished, policy and procedural changes were made in support of the Juvenile Justice Reform Act, and we experienced a very high admission rate.

One living unit was closed for the year to provide housing for other units as they were remodeled. New doors, electronic locks, and general hardening of the rooms have enhanced both the safety and the security of the individual living units. General hardening of some of the units is being delayed because of the capacity needs of the facility. We will continue to approach this general hardening in ways that do not totally close the units while they are being worked on.

We continue to review and revise policy and practices as we implement our parts of the Juvenile Justice Reform Act. We are working to develop industries and work programs in anticipation of older offenders and offenders with longer lengths of stay. These programs are intended to supplement the school program. Other initiatives have included preparation for offenders with new legal status of Extended Jurisdiction Juvenile and juveniles committed to the Secretary of Corrections. Methods to identify and track these offenders have been developed. New issues will be addressed as the process advances.

Admissions were at an all time high of 463. This represents 105 more than the previous year. This admission rate and the attempt to maintain population at or near facility capacity drives down the average length of stay and impacts recidivism in a negative way. The demand on staff at all levels is increased when this happens both because of the workload and the sense of doing little good because of the short lengths of stay. Staff has responded and has met these demands.

We continue to work to deliver services to the citizens of Kansas in a way that reflects the public will. Great changes have been made over the past few years to respond to the Juvenile Justice Reform Act. Our role has changed significantly. Our people have responded to the changes in a positive way and have built a good correctional system based on public safety, offender accountability, and programming that enables offenders to return to their communities better able to be productive citizens.

This report is intended to provide information about the operation of Topeka Juvenile Correctional Facility during Fiscal Year 1998. We look forward to future years and the challenges they present. The Superintendent welcomes questions and comments.

James P. Trast
Superintendent

Operations & Security

- Youth Services Division
- Security Division
- Physical Training



Department of Operations & Security

The Operations and Security Department is comprised of Youth Services, Physical Training and Security Divisions. The 120 staff assigned to the Youth Services Division are responsible for the 24 hours a day management of care, custody and control of juvenile offenders committed to Topeka Juvenile Correctional Facility (TJCF). Youth Services remains the largest division on campus. The Security Division consists of 10 full time security officers with responsibilities of maintaining internal and external perimeter security of the facility, controlling traffic in and out of the facility, process visitation and responding to emergency situations. The Physical Training (PT) Division consists of 8 full time employees conducting daily physical training exercises with the juvenile offenders and conducts other safety/security functions.

Major Events: In November of 1997, the facility hired a new Director of Operations and Security. He previously worked as the Director of Youth Services before receiving the promotion. In January of 1998, a new DYS was hired to fill the vacancy created by the Director of Operations. A long term state employee and Living Unit Director was selected as the replacement. The PT Division received a facelift with the selection of the new PT Director in January of 1998. His previous employment was in the Security Division.

The Director of Operations and Security is the new American Correctional Association (ACA) Accreditation Manger for the facility. The year was full of learning the new processes, familiarity of standards, creating ACA files and attending the Correctional Accreditation Managers Association (CAMA) in April of 1998. TJCF continues to operate as a fully accredited institution.

Another major event for the department is the verbal agreement between Kansas Juvenile Justice Authority (TJCF) and Kansas Department of Corrections (TCF). A written contract, Letter of Understanding, outlines the need for manpower, supplies and location site in case of emergency situations that may occur at either facility. This is a major accomplishment to establish an inter-agency contractual agreement.

Youth Services Division

As in the past, maintaining basic staffing levels to insure adequate coverage in the residential living units continues to be a major concern and emphasis throughout FY 98 for the Youth Services Division.

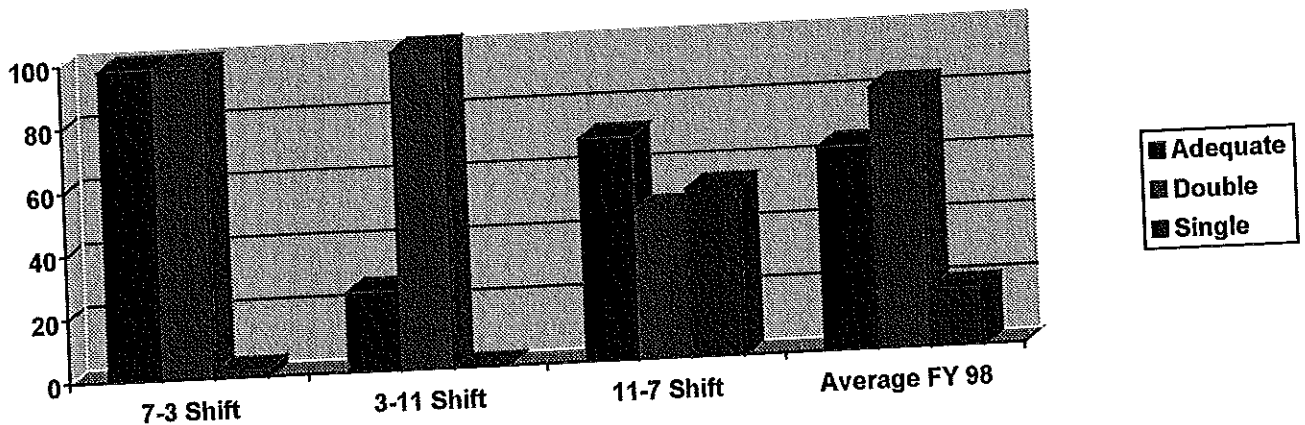
Staffing: The turnover rate within the division appears to be grossly elevated but in reality continues just above the national average. The number of days a vacant position remains unfilled (open) has decreased due to new personnel practices, which is an enormous accomplishment for the division.

Unfortunately, the new practice worked so efficiently, a hiring freeze was incorporated during the first part of FY 98 to compensate for overspending. A comprehensive master schedule was created in FY 97 to provide a centralized mechanism for the entire facility to use and to assist in the prevalent staffing/coverage issues. Staffing standards to maintain adequate coverage in the open and closed units are as follows:

	7-3 shift	3-11 shift	11-7 shift
Open Living Units	2 per shift	3 per shift	1 per shift
Closed Living Units	2 per shift	3 per shift	1 per shift

Statistics were maintained to assess the level of conformance for both the adequate coverage as well as double coverage standards and resulting single coverage. In FY 98 the percent of conformance with standards are as follows:

	7-3 shift	3-11 shift	11-7 shift	Average for FY 98
Adequate Coverage	98%	25%	70%	64%
Double Coverage	98%	100%	47%	82%
Single Coverage	2%	0%	53%	18%



Adequate coverage in FY 97 was at 63% compared to 64% in FY 98, double coverage continued to increase from 75% in FY 97 to 82% in FY 98 and single coverage reduced from 25% in FY 97 to 18% in FY 98.

Goal: To create a mechanism that will alleviate inefficiencies with the current staffing coverage, patterns and scheduling issues. The post concept has been adopted and this facility will continue to identify posts, create post orders, devise centralized scheduling, implement shift managers for all three shifts,

and rearrange workdays to accommodate the post concept. A dramatic change in the way we do business.

Renovation: Osage living unit was closed last fiscal year to accommodate the facility in reconstruction of existing buildings, reinforcing windows, construction of cement beds in living quarters, securing metal furnishings (desks, tables, chairs) to walls, installation of electronic locking systems and video surveillance equipment. Several enhancement features have been completed and Osage living unit will re-open in FY 99.

Training: The facility continues to improve the way training services are provided. The new "Essential Training" concept was adopted and implemented to provide newly hired employees 40 hours of training before they enter the living units. Basic training will follow with the same core group of employees after work assignments have been established. We will continue to monitor the progress of this new training.

Security Division

The primary goal for the Security Division is to ensure public safety and well being of all staff, juvenile offenders and visitors who enter the facility. Security Officers (SO) check identification of all persons entering the facility and authorization of juvenile offenders released from our custody. Other security functions include building checks, internal and external perimeter security checks, processing of visitation, vehicle checks entering and exiting the facility, monitoring of radio communication and equipment, and responding to emergency situations. Security Officers continue to support and enforce all security programs and procedures.

Programs: The Security Division continues to improve on existing programs as well as look at other programming that would enhance the security/safety of all. Several new programs were implemented during the fiscal year. All TJCF personnel and contract employees are required to wear a TJCF identification badge before entering the facility and must be visible for other employees to view while inside the perimeter. The ID badge enables people to visualize current TJCF employees versus visitors to the campus. Also, all visitors, ten years of age or above must produce identification before entering the facility.

A walk-through metal detector is located in the security building and is now operable on a full-time basis. All persons entering the facility must proceed through the metal detector for processing.

A new sign in after normal work hours procedure was establish to better monitor personnel on campus in case of an emergency situation. The procedure requires staff to sign in and out with authorization from their supervisor to be on grounds after their normal work hours.

The TJCF motor pool continues to improve with upgrades in vehicles on line, increased number of caged vehicles that are road worthy and removal of older vehicles. A twelve passenger, caged van and Crown Victoria were among the vehicles that were added to the pool.

The Security Division continues to be involved in the compliance of ACA standards, visitor control, radio communication and equipment services, and other major enhancements at the facility.

Goal: To support established security measures, implementation of new security programs, empowering current employees with security recommendations that continually improve existing processes and enhance all safety/security issues or programs. Other considered programs include revision to visitation policies and procedures, visitation center for all visitors, increased juvenile offender population concerns, reduction of contraband in the facility, searching all hand carried items by employees as they enter and exit the facility, and other recommendations from the KQM Board safety/security team.

Physical Training

The Physical Training (PT) Unit is a multi-faceted unit with functions ranging from public safety to transporting offenders to medical appointments in the community. Other functions include conducting urine analysis (UA), regular or random testing, perimeter security, post assignments, conducting early morning physical training activities, offender and living unit searches, force cell extractions and responder team assistance. This diversified unit has been utilized to provide living units/security building coverage and many other duties when needed.

Program: Physical training for juvenile offenders at the facility is the main function of this division. Early morning exercises and calisthenics provide vigorous workouts, enhance physical and mental awareness/stability and provide the structure and discipline needed in juvenile offenders daily routine. The mentorship program was established in Kiowa Special Living Unit for the mentally ill offenders to enhance their physical training development. This specialized group of juvenile offenders require a more nurturing program approach separate from the general offender population.

The PT Division, in consultation with Youth Services and Health Services, conduct the majority of off campus transports to medical appointments, community placements or aftercare programs in the state.

Regular and random Drug/UA testing has increased during the fiscal year. The division completed approximately two hundred and seventy UA tests with one positive analysis. The testing results are forwarded to the Drug and Alcohol Division, Health Services and other relevant division or departments.

Revised vision, expectations and position assignments have been established and implemented within the division.

Training: The division continues to complete all required training programs offered at the facility. One staff member has been appointed to the gang management unit is a certified EMT-1 and conducts training sessions with the staff development group.

Goal: To continue to improve the existing programs, increase random/regular UA testing, increase perimeter security checks, improve mentoring programs in Kiowa unit, increase actual physical training days and meet annual training requirements.

Below is a summary of activities performed by the PT unit during FY 98.

Task	Number Completed
Physical Training Days	129
Offender Searches	2415
Building/Area Searches	110
Transports	142
Escorts	348
UA Testing	270
Process/Admissions	280

Correctional Programs

- **Activity Therapy**
- **Chaplaincy Services**
- **Substance Abuse Division**
- **Health Services**
- **Offender Industries**
- **Social Work Division**
- **Psychology Division**



Correctional Programs Department

The Correctional Programs Department is responsible for the ancillary services focused on the long-term public safety part of the TJCF mission. It is this department's job to provide the offender the opportunity to take advantage of programs designed to teach life coping skills that will enable the offender to make better choices about his behavior in the future. It is the offender's responsibility to participate in these programs and choose to apply these new life skills upon his release from incarceration. All programs are provided within the priority of maintaining safety and security of the community, staff and offender.

Major Events: During this past year we have completed the implementation of a revised Behavior Management System. The primary purposes of this new system were to make it easier for staff to administer the system in a consistent/predictable manner and to bring the facility into line with its new mission as a criminal justice, correctional agency. The behavioral violations are now, for instance, consistent with the Kansas Criminal Code including person felony, person misdemeanor, non-person felony and non-person misdemeanor violations as well as TJCF rule violations. This new system is up and running as expected. Staff consistency of application is the remaining challenge.

The Special Behavior Unit (Kiowa) Program has undergone moderate program changes. This is a very high stress unit with staff burnout and turnover. This unit has and is undergoing major physical plant modification to harden the facility.

A correctional program department plan to overhaul the way in which staff resources were being utilized was placed on hold so we could first deal with the system wide issue of post orders. Once this is complete, we will re-initiate planning to move all program staff out of the living units as case managers and into specialized clinical program service roles. All daily living unit procedures and case management functions are anticipated to become exclusively operations staff responsibility.

Correctional Program Department Areas: The Correctional Program Department is made up of seven divisions offering a variety of correctional programs to the offenders. Staff from these seven divisions provide both unique and coordinated services.

Activity Therapy is responsible for:

1. Introduction to Aggression Replacement Training offered to all new commitments.
2. Life Time Leisure Skills Development.
3. Recreational Sports Skill Development.
4. Canteen Services.

Chaplaincy Services is responsible for:

1. Religious Worship Services (all faiths).
2. Religious Education Classes (all faiths).
3. Coordination of Volunteer Services.
4. Facility contacts with local area clergy organizations.
5. Religious needs evaluations on new offender commitments.

Substance Abuse Division is responsible for:

1. Substance Abuse Evaluations.
2. Substance Abuse Education Classes.
3. Coordination of private contractor substance abuse counseling services.
4. AA/NA Relapse Prevention Groups.

Health Services is responsible for:

1. Coordination of private contractor medical, dental, psychiatric, pharmacy and eye doctor services.
2. Providing nursing services to the living units.
3. DNA test sampling under the Kansas Sex Offender Law.
4. New commitment physical screening.
5. Medications Monitoring.

Offender Industries is responsible for:

1. Sheep blanket production project.
2. Wood products production project.
3. Winter wood kindling production project.
4. Horticulture vegetable production project.

Social Service Division is responsible for:

1. Evaluations on new offender commitments.
2. Open unit case management.
3. Family counseling.
4. Release planning.
5. Young Dads group.
6. Offender Crisis Counseling.
7. Providing sex offender counselors.
8. Assisting with Aggression Replacement Training groups.
9. Parent Exit Program Services Survey.
10. Selected TJCF Staff Training Topics.

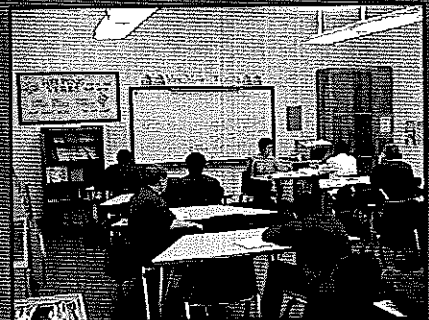
Psychology Service Division is responsible for:

1. Evaluations of new offender commitments.
2. Suicide risk management.
3. Closed Unit case management.
4. Offender crisis counseling.
5. Offender Stress Management Groups.
6. Assisting with Aggression Replacement Training groups.
7. Providing sex offender counselors.
8. Post Traumatic Stress Disorder counseling.
9. Offender Exit Program Services Survey.
10. Correctional Institution Environmental Survey.
11. Conflict Resolution Groups.
12. Coordination of Individual/Group Psychotherapy through Menninger.
13. Selected TJCF Staff Training Topics.

Summary: This has been a very busy year during which we have had a change of supervisor in the Psychology Division. Most of the time consuming work load for the correctional program department centers around the admission evaluation, program planning and release planning functions. With new commitments of offenders running at all time record rates, the Correctional Program Department staff have been pressed to keep up with normal business. The administrative paper work associated with the "case management" of these functions has influenced our ability to provide programming.

Lawrence Gardner High School

- **School Program**
- **Work Study Program**



Lawrence Gardner High School

Lawrence Gardner High School had twenty-two juvenile offenders complete requirements for a high school diploma in FY' 98. One hundred and ten J.O.'s successfully completed GED requirements. Certificates of completion are awarded in both academic and vocational classes, but only vocational certificates are monitored. During FY' 98 seven hundred and sixty-six vocational certificates were awarded.

Lawrence Gardner High School received word from the Kansas State Board of Education in July of 1997 that our Continuous Improvement Grant Application had been approved for the coming school year. We wrote the grant in conjunction with three other Greenbush programs to help cover the costs of conducting the conference "Teaching Prosocial Behavior to Antisocial Youth" with Dr. Arnold P. Goldstein, Ph.D. Dr. Goldstein, a professor at Syracuse University in New York, is the author of several books and the creator of "Aggressive Replacement Training". In March of 1998, two hundred fifty-nine participants from a three-state area attended the conference including all LGHS staff and several staff members from the Topeka, Larned, Beloit and Atchison Correctional Facilities. Other participants represented schools from across the state, mental health workers as well as representatives from SRS and private enterprise.

On October 30, 1997 representatives from LGHS met with officials from the Kansas State Department of Education's Technical Education Team to discuss the possibility of adding an accredited post secondary vocational technical program to the continuum of services provided through our school. Technical education grant requirements were also discussed. On June 6th LGHS officially started the Account Clerk Program in conjunction with Kaw Area Vocational Technical School. Seven students are enrolled in the two courses offered this session. The two courses are entitled "Key Boarding" and "Business English".

FY' 98 was the first full year of college courses offered on campus through Highland Junior College. To date, eight different courses have been offered to both J.O's and staff.

LGHS officials learned in October that the grant application completed in conjunction with the Topeka Arts Council had been funded for \$10,000. The application process involved designing a project that addressed one of many focus areas for the Safe and Drug Free Schools and Communities Grant. The LGHS grant addressed the area of recreational, cultural, and artistic programs that encourage drug and violence free lifestyles. LGHS started the art project made possible through the Safe and Drug Free Schools Grant in January. The project was a cooperative effort sponsored by LGHS and the Topeka Arts

Council and funded through the Kansas Attorney General's Office. The project provided funding for visiting artists from the surrounding area to work with some of our classes. Another part of the project provided for two hours of art class to be offered to students for credit. One of the major goals for the project was to provide students with educational, artistic and cultural experiences to promote a drug and violence free lifestyle. On a related note, LGHS learned in December that the Christmas tree we co-sponsored with the Topeka Arts Council had won the Mayor's Award for Best Tree in the annual Festival of Trees Celebration. The tree was purchased by a local business for a price of one thousand dollars. The thousand-dollar amount was the largest bid received for the entire festival.

WORK STUDY REPORT Fiscal Year 1998

One hundred and forty-nine students were enrolled in the Work Study Program during the 1998 fiscal year.

Occupations:

Students gained work experience in the following areas: groundskeeping, horticulture, industries program, wood technology, auto mechanics, facility maintenance, print shop, commissary, library, vocational classrooms, and physical education classes.

Compensation Earned:

JTPA	\$ 18,760
STATE	<u>29,570</u>
TOTAL	\$ 48,330

Elective High School Credit:

Students enrolled in the Work Study Program earn elective high school credit. Students can earn a maximum of 1 credit for 120 hours of work.

Benefits:

In addition to gaining work skills and work experience, students that successfully complete the Work Study Program will receive a letter of recommendation, resume, and referral to their local JTPA Office for additional job placement/job training assistance. Students may also acquire job leads through using the Internet to access the Kansas Department of Human Resources Job Board and the National Monster Job Board.

Human Resources

- **Personnel Division**
- **EEO**
- **Training**



Personnel Department

The Personnel Department at the Topeka Juvenile Correctional Facility (TJCF) is dedicated and committed to providing leadership, guidance and the work environment needed for a fair, cooperative, progressive human resources program that complies with all state and federal laws impacting employment. The result is a diverse, effective and productive workforce dedicated to fulfilling the mission of the Topeka Juvenile Correctional Facility. Services are provided and support given to benefit the employees, supervisors, managers and the administration of the Topeka Juvenile Correctional Facility.

Major Events: There were several major events that occurred during the fiscal year. The move from being under the jurisdiction of the Kansas Department of Social and Rehabilitation Services (SRS) to being under the Kansas Juvenile Justice Authority (JJA) occurred officially on July 1, 1997. However, a great deal of planning was needed to make the move. A human resources director for JJA was not hired until September 1998. TJCF's Personnel Director provided a great deal of consultation with the personnel director's of the other three state facilities.

Another major event was an agency initiated hiring freeze effective mid-January, 1998 through the end of March, 1998. When first hired, the Personnel Director made changes in the hiring process and was able to fill positions faster than had been planned for in the budget. This meant that salary and wage dollars were being consumed faster than expected. Projections in January indicated that there would be a shortfall in the salary and wage budget and so a hiring freeze was implemented. It took several months for the Personnel Department to recover from the effects of the freeze. So many positions were held open for so long that there was a great deal of activity and work to fill them all.

Personnel Administration: The Personnel Department administers all aspects of personnel transactions at TJCF. It assures compliance with Kansas statutes, administrative regulations, directives from the Commissioner of JJA, and directives from the Director of Personnel Services, Department of Administration. Staff in the Personnel Department work actively to maintain the integrity and validity of personnel decisions. These decisions are made in areas that include: recruitment, hiring, payroll, compensation, classification actions, hours of work, compensatory time, leave, employee issues, performance evaluations, grievances, appeals, disciplinary actions, and the administration of comprehensive employee benefits programs including the retirement system. The Personnel Department maintains all TJCF employees' Official Files.

Policy Development and Review: The Personnel Department is active in reviewing all TJCF policies. The Personnel Director initiates, develops and/or updates personnel policies as needed and to maintain ACT accreditation. The Personnel Director provides guidance and interpretation of personnel policies to other departments and employees. These policies include not only TJCF personnel policies but also include state and federal laws, regulations and policies. The Personnel Director ensures that all personnel policies are followed in concert with each other.

Training: The Personnel Department provides ongoing consultation and/or training on a wide variety of issues including: benefits, political activity, security clearances, workers' compensation, unemployment compensation, new employee orientation, performance reviews, supervisory training, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Fair Labor Standards Act (FLSA), corrective actions, interviewing, hiring and other subjects as requested.

Recruitment and Selection: The Personnel Department coordinates and monitors the recruitment, screening and selection process to assure compliance with federal and state regulations including EEO/AA requirements and to enhance the diversity of employees at TJCF. The department strives to assure that all employees and applicants are afforded fair and equal opportunities to succeed and advance in their employment at TJCF.

The recruitment and selection process was profoundly impacted by the closure of the Topeka State Hospital (TSH) and Winfield State Hospital (WSH). Under state law, laid off employees of TSH and WSH were granted a Right of First Refusal (ROFR). ROFR will continue to impact hiring throughout the next two fiscal years.

Turnover in youth services staff continues to be high and is a major challenge for the agency to manage. TJCF competes with other correctional agencies in the Topeka job market (Forbes Attention Facility, Shawnee County Juvenile Detention Center, Shawnee County Adult Detention Center, Topeka Correctional Facility) for qualified staff.

Starting wage at TJCF is lower than any of these other facilities. JJA has undertaken a project to develop and implement a new class series which will require the approval of the Governor and Legislature. An element of that project includes higher pay for direct care staff.

In fiscal year 1998, TJCF hired 73 employees (or 32.9% of the approved FTE). This includes new hires and internal promotions, transfers and demotions. Figure 1 shows the average number of days that positions were vacant since May, 1996. The average has dramatically decreased from a high of 116.5 days in May, 1996 to a low of 27.1 days in May, 1998. The heavy line indicates the number of days (28) that a position should be vacant under normal circumstances. In July, 1998, a change in state law included TJCF in the state's Drug Screening Program. This added approximately seven days to the hiring process.

Duration of Vacancies

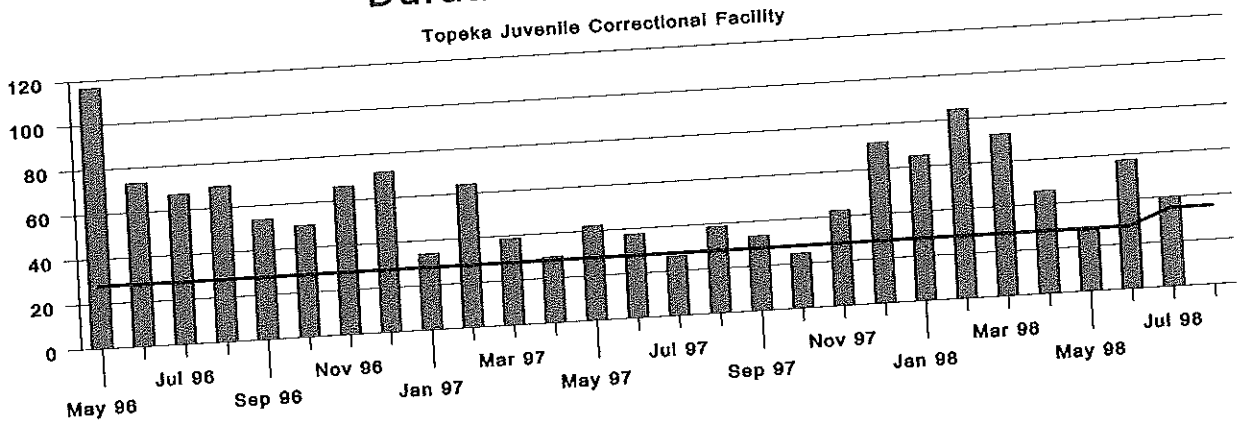


Figure 1

Performance Reviews: The Personnel Department is responsible for overseeing and coordinating the Employee and Manager Review processes to assure that all employees receive timely performance reviews. The Personnel Director initiated processes to assist supervisors with their efforts. The number of late performance reviews has been reduced and generally remains low. Given the size of the staff and the 24-hour operation, this is a major accomplishment. Figure 2 shows the improvement in the number of late evaluations each month.

Late Performance Reviews

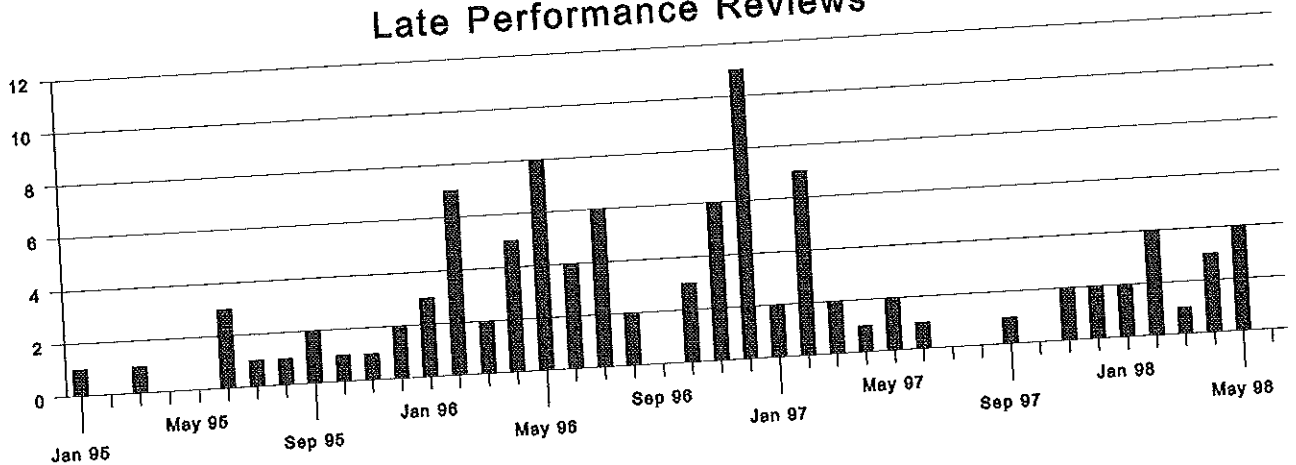


Figure 2

Discipline: The Personnel Director assists and advises supervisors and the Superintendent with the disciplinary process. This includes advising supervisors, administrators, managers, and the Superintendent on required documentation and on appropriate and legal actions. The Personnel Director writes letters of discipline for the Superintendent's approval and presentation. The Personnel Director also advises employees of their rights and recourse in the disciplinary process. The goal is to ensure that all employees are treated in a fair, legal and appropriate manner. In fiscal year 1998, 58 employees (or 26.1% of the approved FTE) terminated (including voluntary and disciplinary terminations, retirements and layoffs).

Compensatory Time: The agency undertook a major effort to reduce the regular compensatory time and holiday compensatory time balances. On July 1, 1997, the total liability was \$105,068.33. Over the course of FY98, this balance was reduced by 39.8% to \$63,177.52 with the lowest point being \$43,438.63 in November, 1997. The effort to reduce compensatory time balances continues into FY99. Figure 3 shows the results of the efforts in FY98.

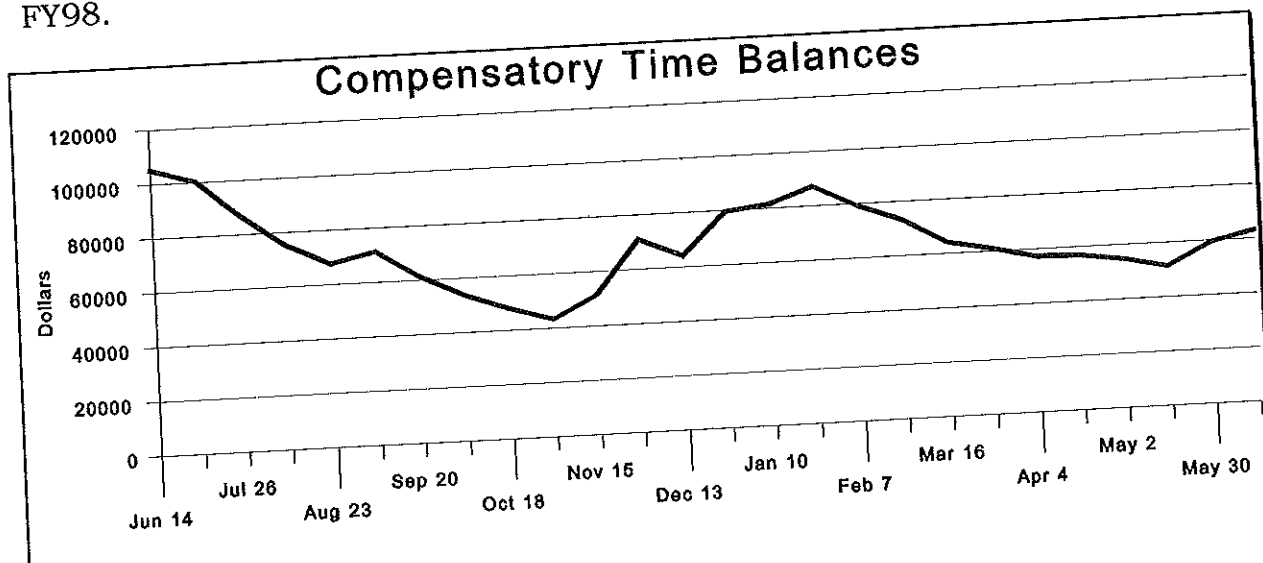


Figure 3

Employee Counseling: The Personnel Director maintains an open door policy that allows employees the opportunity to discuss any issue pertaining to their employment. The Personnel Director is available to discuss rights and responsibilities under the Civil Service System, advancement opportunities and issues, maximizing retirement benefits, referral to appropriate help with personal issues and concerns, mediation of conflicts with other employees or supervisor, benefits questions and counseling, compensation issues, and more. The Personnel Director takes an active but appropriate role in working to resolve individual and departmental concerns.

Equal Employment Opportunity Dept.

With the emphasis and importance the Topeka Juvenile Correctional Facility Administration places on staff awareness of employee rights, sensitivity to equal employment opportunity issues, performance issues, training for management and line staff in equal rights law, sexual harassment, cultural diversity, and ADA, a comprehensive Equal Employment Opportunity, Affirmative Action, and employee relations program is administered by the EEO Department. The EEO Director is a member of the Executive Committee, serves as the Assistant Coordinator of KQM, and has functional supervision of ten EEO Representatives. During fiscal year 1998 the EEO Director served as the EEO Coordinator for the Juvenile Justice Authority.

The EEO Department was active in resolving formal and informal complaints from employees during the year. Some of the complaints centered around equal treatment and harassment. These complaints were resolved through counseling sessions, in-house investigations, and commission investigations, with complaints and investigations resulting in disciplinary action or no probable cause findings.

To ensure a diverse and competent pool of applicants for the institutions workforce, the EEO department participated in the Criminal Justice Career Fair at Washburn University and Community Action Career Fair. Information regarding the Topeka Juvenile Correctional Facility, including position vacancies, was disseminated during these events.

With a diverse workforce at TJCF, cultural diversity educational and awareness activities are scheduled each year. The focus this year was on Black Awareness. During the month of February, the various activities included ethnic food, educational awareness information, and entertainment. The activities were attended by students, staff and guests.

A responsibility of the EEO Director is to supervise and train volunteer EEO Representatives. The ten representatives attended three meetings and training sessions conducted by the EEO Director. These sessions covered conflict resolution, affirmative action, Americans with Disabilities Act and EEO Representatives duties and responsibilities.

The EEO Director was involved in other activities during the year. They include trainer for Kansas Quality Management Awareness and Team Member program; and, instructor for sexual harassment awareness and workplace violence training.

During Fiscal Year 1998 the EEO Director served on the Washburn University Continuing Education Advisory Board, USD #501/KATS Education Advisory Board, United Way Campaign and as a mentor for a workplace internship program sponsored by Junior Achievement of Northeast Kansas and the Kansas Department of Human Resources.

Staff Development

It is the goal of the Topeka Juvenile Correctional Facility Staff Development and Training Department to provide state of the art training and staff development courses. All courses are taught by subject specific qualified trainers and are developed to meet A.C.A. training guidelines.

For FY 1998 T.J.C.F. completed the year with 100% of the staff meeting their yearly training requirements. A total of 9,206.50 training hours were presented on the facility. This included:

<u>Topic</u>	<u># of Presentations</u>
Block Training	10
New Employee Orientation	4
120 Basic Training	5
Standard First Aid	5

A total of 734.50 training hours were earned off the facility at workshops and conferences. These included:

- Topic
- Justice Agencies: Trends and Issues
- Kansas Client Placement Criteria
- Adult CPR
- Basic Fire Inspection
- Workplace Violence
- Ethics in the J.J.A.
- Emergency Preparedness
- Angry Clients
- Professional Secretarial Seminar
- A.C.A. Conference
- K.C.A. Spring Conference
- Midwest Conference on Gangs
- 3rd Annual Cultural Diversity Conference
- Drug Testing Program
- Admission Screening Protocol

Topeka Juvenile Correctional Facility continues to have an excellent working relationship with area colleges and universities. A total of four students served internships during the year. T.J.C.F.'s Director of Staff Development is an active member of the Continuing Education Advisory Committee for Washburn University. Planning for the Youth Service Specialist Conference for Washburn January and the conference will be held in September of 1998. This is the second Youth Service Specialist Conference to be hosted by T.J.C.F. and Washburn University.

Each year Staff Development coordinates the adoption of a large family from the Christmas Bureau and the annual Project Topeka Food Drive. A total of \$445.00 was raised and spent on the adopted Christmas Bureau Family. A total of 2,393 ounces of nonperishable food items and \$217.00 in cash was collected for Project Topeka.

Plans for FY 1999:

In past years, New Employee Orientation and the 120 Hour Youth Service Specialist training were conducted when a large enough group of staff were assembled. The need was identified for staff to have at least 40 hours of Essential Training prior to working within the living units. Then at a later date, those staff would return to Staff Development to receive the entire training package. Essential Training includes the following classes:

TJCF Overview
Personnel Department
Child Abuse/Neglect
Report Writing
Behavior Management System
Managing Aggressive Behavior
Restraints
Security Issues/Procedures
Medical Procedures
Supervising Youth
Fire Safety and Prevention
CPR/First Aid/Bloodborne Pathogens

The other major change for FY 1999 is the elimination of Block Training. Block Training has been in place for the past nine years. It provided courses which were yearly requirements as well as courses designed to address current issues. It was conducted once a month for four straight days.

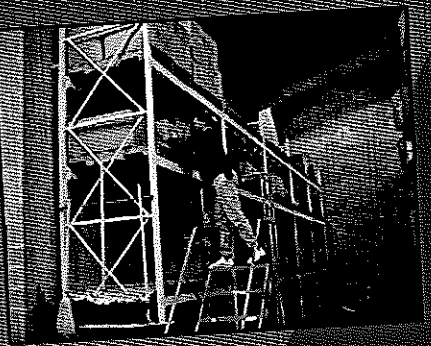
Block Training was replaced with monthly training. Each month a different course will be presented twelve to fifteen times. Supervisors will be able to schedule their staff more easily and will no longer be without that staff for four straight days. Listed below are the required courses and the newly developed courses for FY 1999.

- CPR/Bloodborne Pathogens
- Fire Safety and Prevention Forced Cell Extraction/Restraints
- Strategies for Working with Serious, Chronic, Violent Juvenile
- Offenders
- Effectively Communicating with Offenders with Handicaps
- Leadership
- Managing Aggressive Behavior

The Staff Development and Training Department is striving to meet identified needs and goals. It will continue to review training courses, evaluate effectiveness, and make changes when necessary. Without the support from the staff who develop and present courses the quality of the training would diminish. It is through the knowledge, skill and effort of these trainers that our goals are met.

Business Services

- **Business Office**
- **Maintenance Division**
- **Supply Division**
- **Dietary Division**



Physical Plant and Central Services

Business Office

The Business Office is responsible for the overall fiscal management, budget preparation and operation of the Services Department at the Topeka Juvenile Correctional Facility. The Business Office has four FTE's assigned:

- 1 - Public Service Administrator II (Business Manager)
- 1 - Procurement Officer I
- 1 - Accountant I
- 1 - Accounting Specialist

Dave Finnegan retired June 15, 1998 with 31 years of state service and 13 years as TJCF Business Manager. The Business Office also gained a new employee when Rhonda Handley started work as Accounting Specialist on January 20.

Work was begun on changing the JO standard dress from flannel shirts to a long sleeve mock turtleneck starting the fall of 1998.

In FY 1998, the agency had an operation budget of \$10,973,977 with 222 FTE positions and approximately 45 contracted education staff (Interlocal #609-Southeast Kansas Education Coop-Greenbush, Kansas), six clinical contracted staff, and twelve contracted Dietary staff (CANTEEN Corporation).

In FY 1998, Topeka Juvenile Correctional Facility processed 1566 Purchase Orders (P.O.s), 2149 Vendor Payment Vouchers, and 4 Purchase Requisitions (P.R.s) to the Division of Purchases.

Maintenance Division

The Maintenance Division is responsible for 28 buildings located on the grounds of the Topeka Juvenile Correctional Facility, which includes all equipment, supplies and utilities to insure that each area is properly maintained. The Maintenance Division has 16 FTE's assigned:

- 1 - Physical Plant Supervisor II
- 1 - Physical Plant Supervisor I
- 1 - Refrigeration and Air Conditioning Technician II
- 1 - Power Plant Operator II
- 1 - Electrician II
- 4 - General Maintenance and Repair Technician I
- 3 - Custodial Worker
- 1 - Plumber II

- 1 - Painter
- 1 - Carpenter II
- 1 - Office Assistant II

The Maintenance Division also provides a work setting for up to six juvenile offenders in the area of grounds keeping. This affords the juveniles an experience in a work setting, teaches them skills that could transfer to a job after their sentence is served and provides the Department additional manpower to help accomplish its mission.

The Maintenance Division processed approximately 3500 work orders during the year. The work orders range from rebuilding damaged living unit rooms or building a cabinet, moving a piece of furniture or moving an office, replacing light bulbs or replacing light fixtures, remodeling work space, repairing air-conditioning units, to mowing the grass, removing snow and ice from sidewalks and roads.

Work continued on hardening rooms in the closed units with work being completed in Cherokee. There were numerous repainting projects, installation of security items, and the following major projects:

- Electronic lock conversion in the one story units
- Electrical upgrade in the school
- New roof for Pawnee
- Renovation of Osage

Supply Division

The Topeka Juvenile Correctional Facility warehouse (or Commissary) was built in 1975 as part of the Fiscal/EEO Offices Building. The warehouse has approximately 1,300 square feet of storage space for items such as clothing, cleaning supplies, food, bedding, maintenance supplies, office supplies, food for the dietary operation, and what other materials/supplies might be needed to keep the facility operational. The warehouse has 2 FTE's assigned:

- 1 - Storekeeper III
- 1 - Storekeeper II

The warehouse is the initial receiving point for all merchandise purchased for the correctional facility. Warehouse staff act as the middle person for the laundry operations of the Topeka Correctional Facility. Dirty linens are picked up twice a week at the living units, counted and sent to the laundry, counted when they are returned, then distributed to the living units by the warehouse staff. Warehouse staff also deliver cleaning and household supplies twice a month to the living units. Office supply orders are filled and delivered as received.

The warehouse also provides a work setting for high level juvenile offenders in which they are able to attain certain skills and responsibilities that may enable them to pursue a career in the field of warehousing.

The warehouse also acts as the focal point for the agency's Standard Dress operation. In FY 1998, the commissary processed 2,497 requisitions for Standard Dress clothing, of which 463 were for new admissions. Clothing expenditures for FY 1998 were \$125,219. During FY 1998, the warehouse processed the following:

- 1,613 Stores Requisitions for offices, living units, and the school
- 326 Stores Requisitions for the Maintenance Department
- 1,590 Receiving Reports

Dietary Division

During FY 1998, the Dietary operation was managed under contract by Canteen Corporation at a cost of \$524,200. They operated with a staff of 12 employees.

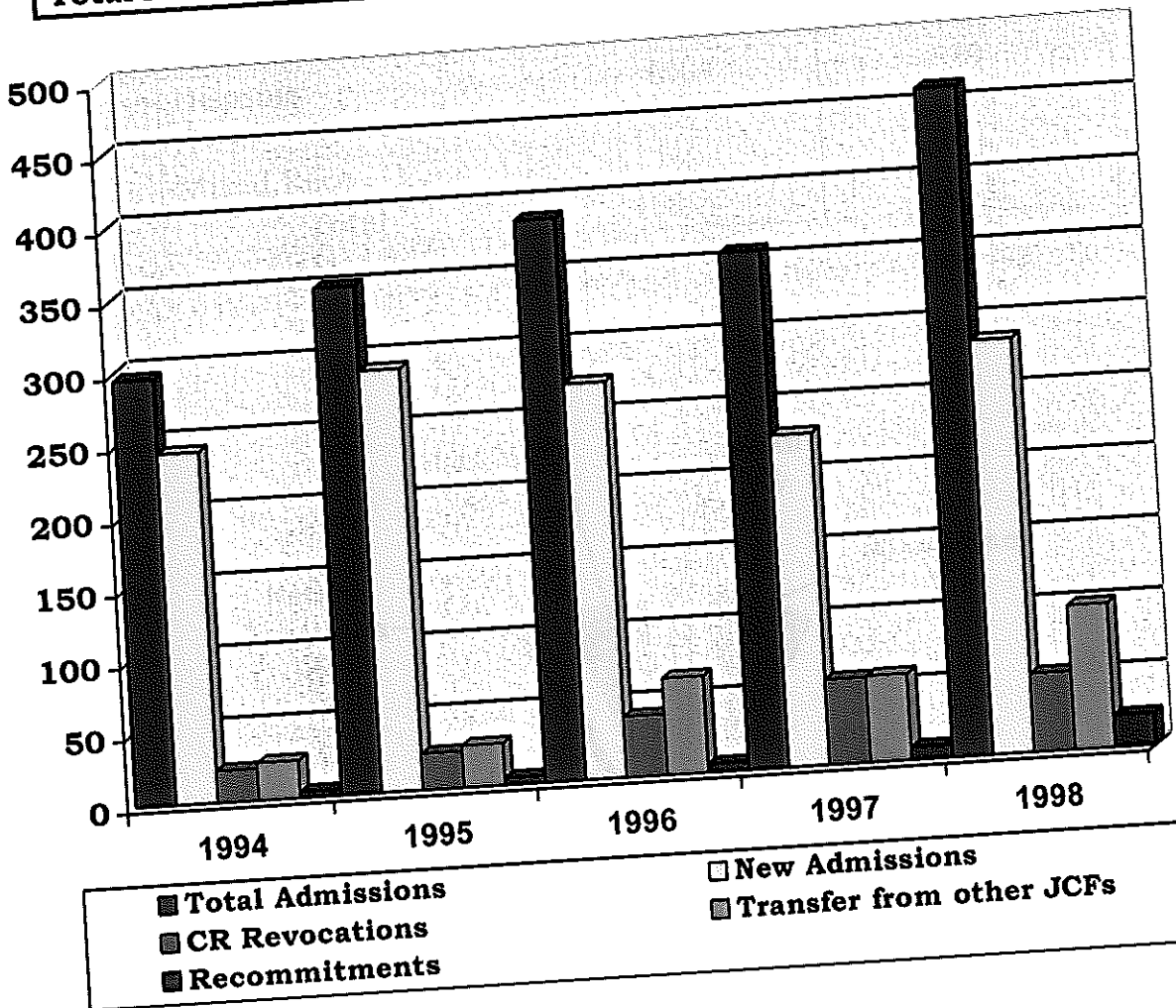
Canteen provided food for the following activities during the year:

- ◆ Cookouts were held July 4 in the living units. Hamburgers, hot dogs, buns, baked beans, chips, carrot and celery sticks, and fruit punch were provided.
- ◆ Two all campus cookouts for offenders and staff were held during the year. A cookout in October was held in conjunction with the all campus cleanup. In May a cookout was held in conjunction with the Career Fair.
- ◆ A holiday luncheon was held in December for the offenders and staff. A menu of turkey, dressing, mashed potatoes, gravy, corn, dinner rolls and apple pie was served.
- ◆ The Superintendent's holiday reception for staff was held December 22 and the reception for offenders was held December 23. Cookies, punch, eggnog, vegetable trays and dip, and cheese and crackers were served.
- ◆ Black Awareness Month was observed with a special meal on February 23. The meal consisted of smothered chicken with onions, seasoned green beans, baked sweet potatoes, sliced tomatoes, fresh green onions, fried apple turnovers, bread, punch, and milk.
- ◆ A special Oriental meal was served on March 20. The menu was pepper steak, steamed rice, Oriental noodles, egg rolls, Filipino custard, punch, and milk.

- ◆ Refreshments were provided for three retirement receptions and numerous meetings held on campus throughout the year.

TJCF Admissions - FY 98

FY	1994	1995	1996	1997	1998
New Admissions	243	292	274	230	287
CR Revocations	22	25	42	59	54
Transfers from other JCFs	26	29	67	60	100
Recommitments	4	5	6	9	22
Total Admissions	295	351	389	358	463

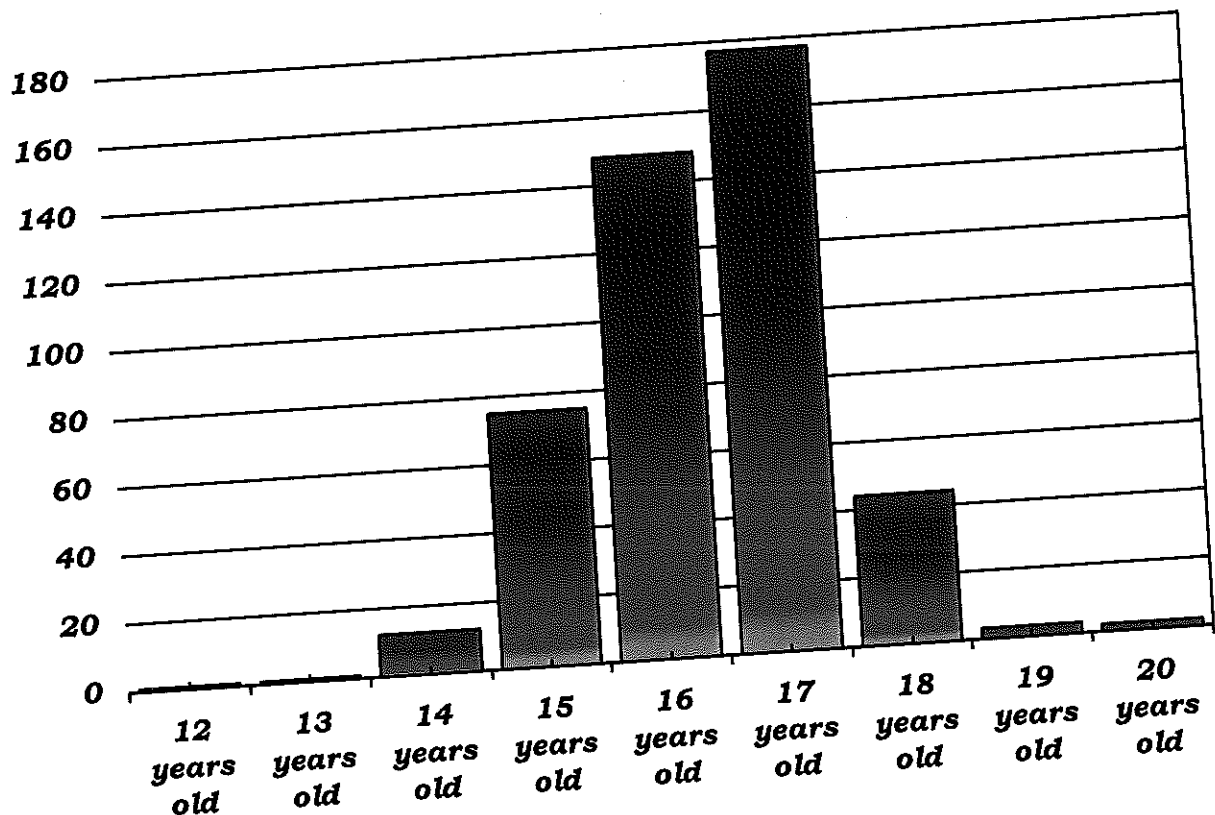


- The rated bed capacity of Topeka Juvenile Correctional Facility is 219. In March 1997, 1 living unit was taken off line to complete a major renovation project. This brought the facility's bed capacity down to 195.

Age at Admission - FY 98

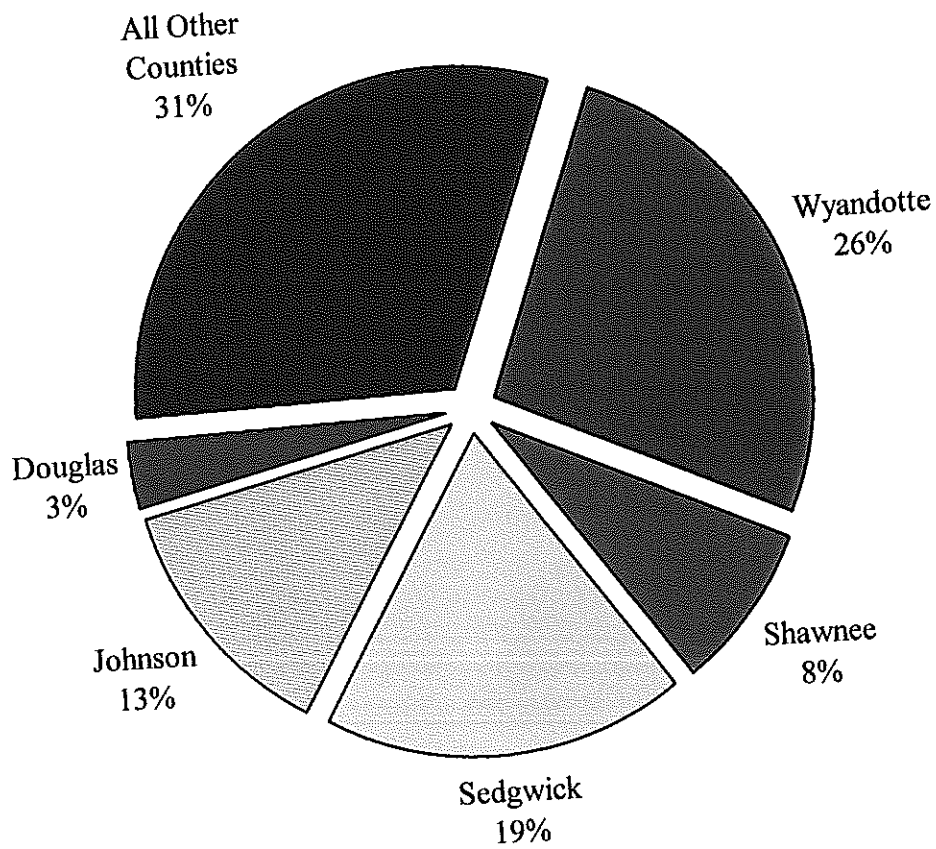
Age at Admission	Number
12 years old	1
13 years old	1
14 years old	12
15 years old	75
16 years old	148
17 years old	177
18 years old	44
19 years old	3
20 years old	2
Total admissions	463

The average age at admission for FY 98 was 16 years 9 months



Commitment by County - FY 98

	FY 94	FY 95	FY 96	FY 97	FY 98
Wyandotte	82	109	96	73	121
Shawnee	27	32	40	29	38
Sedgwick	53	65	94	84	86
Johnson	30	51	39	35	59
Lyon	8	2	9	12	12
Douglas	6	4	11	10	15
All other counties	89	88	100	115	132
Total Admissions	295	351	389	358	463



Admissions by County

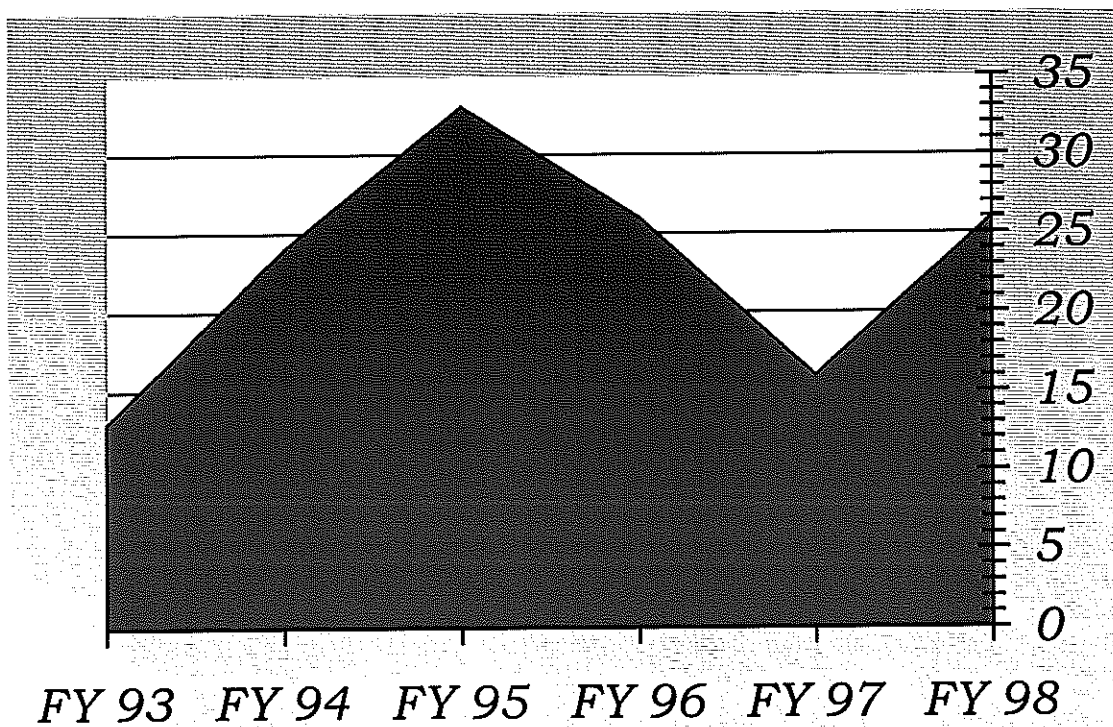
Juvenile Offender Commitments to Topeka Juvenile Correctional Facility FY 1994-1998

County	1994	1995	1996	1997	1998	Total
Allen	0	0	2	2	1	5
Anderson	1	0	0	0	0	1
Atchison	4	3	6	4	0	17
Barton	0	1	2	0	1	4
Bourbon	0	2	1	0	4	7
Brown	0	0	0	0	3	3
Brown	0	0	0	0	9	30
Butler	5	6	1	2	1	8
Cherokee	1	1	3	2	1	8
Cherokee	1	1	0	1	0	3
Coffey	0	0	0	0	1	1
Chautauqua	0	0	0	0	1	1
Cheyenne	0	1	0	0	0	1
Clay	0	1	0	0	0	1
Cloud	0	0	1	0	1	2
Cowley	2	5	1	2	3	13
Cowley	2	5	1	2	3	13
Crawford	6	3	2	4	6	21
Crawford	6	3	2	4	6	21
Dickinson	1	2	2	2	7	14
Dickinson	1	2	2	2	7	14
Douglas	6	4	11	10	15	46
Douglas	6	4	11	10	15	46
Ellis	0	1	1	1	0	3
Ellis	0	1	1	1	0	3
Ellsworth	0	3	2	0	1	6
Ellsworth	0	3	2	0	1	6
Finney	1	0	1	6	3	11
Finney	1	0	1	6	3	11
Ford	1	2	1	2	5	11
Ford	1	2	1	2	5	11
Franklin	4	2	7	8	6	27
Franklin	4	2	7	8	6	27
Geary	13	4	7	5	12	41
Geary	13	4	7	5	12	41
Grant	0	8	0	1	0	9
Grant	0	8	0	1	0	9
Greenwood	0	0	0	3	0	3
Greenwood	0	0	0	3	0	3
Hamilton	0	0	0	1	0	1
Hamilton	0	0	0	1	0	1
Harvey	0	0	3	9	3	15
Harvey	0	0	3	9	3	15
Jackson	2	1	0	2	0	5
Jackson	2	1	0	2	0	5
Jackson	2	1	0	2	0	5
Jefferson	1	1	4	3	2	11
Jefferson	1	1	4	3	2	11
Johnson *	30	51	39	35	59	214
Johnson *	30	51	39	35	59	214
Johnson *	30	51	39	35	59	214
Keamy	0	0	2	1	0	3
Keamy	0	0	2	1	0	3
Kingman	0	0	1	1	0	2
Kingman	0	0	1	1	0	2
Kingman	0	0	1	1	0	2
Lacette	7	2	4	3	2	18
Lacette	7	2	4	3	2	18
Lacette	7	2	4	3	2	18
Leavenworth	5	4	8	4	9	30
Leavenworth	5	4	8	4	9	30
Leavenworth	5	4	8	4	9	30
Linn	1	1	0	0	0	2
Linn	1	1	0	0	0	2
Linn	1	1	0	0	0	2
Lyon	8	2	9	12	12	43
Lyon	8	2	9	12	12	43
Lyon	8	2	9	12	12	43
Marion	1	0	0	0	1	2
Marion	1	0	0	0	1	2
Marion	1	0	0	0	1	2
Marshall	3	1	4	0	1	9
Marshall	3	1	4	0	1	9
Marshall	3	1	4	0	1	9
McPherson	0	0	0	1	1	2
McPherson	0	0	0	1	1	2
McPherson	0	0	0	1	1	2
Miami	2	1	2	4	1	10
Miami	2	1	2	4	1	10
Miami	2	1	2	4	1	10
Montgomery	6	4	6	6	9	31
Montgomery	6	4	6	6	9	31
Montgomery	6	4	6	6	9	31
Morris	0	4	1	1	1	7
Morris	0	4	1	1	1	7
Morris	0	4	1	1	1	7
Nemaha	0	1	0	0	1	2
Nemaha	0	1	0	0	1	2
Nemaha	0	1	0	0	1	2
Neosho	1	1	1	0	0	3
Neosho	1	1	1	0	0	3
Neosho	1	1	1	0	0	3
Osage	0	0	0	2	1	3
Osage	0	0	0	2	1	3
Osage	0	0	0	2	1	3
Pawnee	0	0	3	1	1	5
Pawnee	0	0	3	1	1	5
Pawnee	0	0	3	1	1	5
Phillips	0	3	0	0	0	3
Phillips	0	3	0	0	0	3
Phillips	0	3	0	0	0	3
Pottawatomie	2	0	0	0	1	3
Pottawatomie	2	0	0	0	1	3
Pottawatomie	2	0	0	0	1	3
Pratt	0	0	0	1	0	1
Pratt	0	0	0	1	0	1
Pratt	0	0	0	1	0	1
Reno	0	4	5	7	11	27
Reno	0	4	5	7	11	27
Reno	0	4	5	7	11	27
Republic	1	1	0	1	1	4
Republic	1	1	0	1	1	4
Republic	1	1	0	1	1	4
Rice	0	0	1	1	1	3
Rice	0	0	1	1	1	3
Rice	0	0	1	1	1	3
Riley	5	6	8	6	4	29
Riley	5	6	8	6	4	29
Riley	5	6	8	6	4	29
Russell	0	0	0	0	1	1
Russell	0	0	0	0	1	1
Russell	0	0	0	0	1	1
Saline	5	4	4	7	6	26
Saline	5	4	4	7	6	26
Saline	5	4	4	7	6	26
Sedgwick *	53	65	94	84	86	382
Sedgwick *	53	65	94	84	86	382
Sedgwick *	53	65	94	84	86	382
Seward	0	0	0	0	2	2
Seward	0	0	0	0	2	2
Seward	0	0	0	0	2	2
Shawnee *	27	32	40	29	38	166
Shawnee *	27	32	40	29	38	166
Shawnee *	27	32	40	29	38	166
Sumner	3	2	1	1	3	10
Sumner	3	2	1	1	3	10
Sumner	3	2	1	1	3	10
Thomas	0	0	0	0	2	2
Thomas	0	0	0	0	2	2
Thomas	0	0	0	0	2	2
Wabaunsee	1	0	0	0	1	2
Wabaunsee	1	0	0	0	1	2
Wabaunsee	1	0	0	0	1	2
Washington	1	0	0	0	0	1
Washington	1	0	0	0	0	1
Washington	1	0	0	0	0	1
Wilson	2	2	1	0	2	7
Wilson	2	2	1	0	2	7
Wilson	2	2	1	0	2	7
Woodson	1	0	1	0	0	2
Woodson	1	0	1	0	0	2
Woodson	1	0	1	0	0	2
Wyandotte *	82	109	96	73	121	481
Wyandotte *	82	109	96	73	121	481
Wyandotte *	82	109	96	73	121	481
Total	295	351	389	358	463	1856

*Counties with the 4 largest number of admissions to TJCF

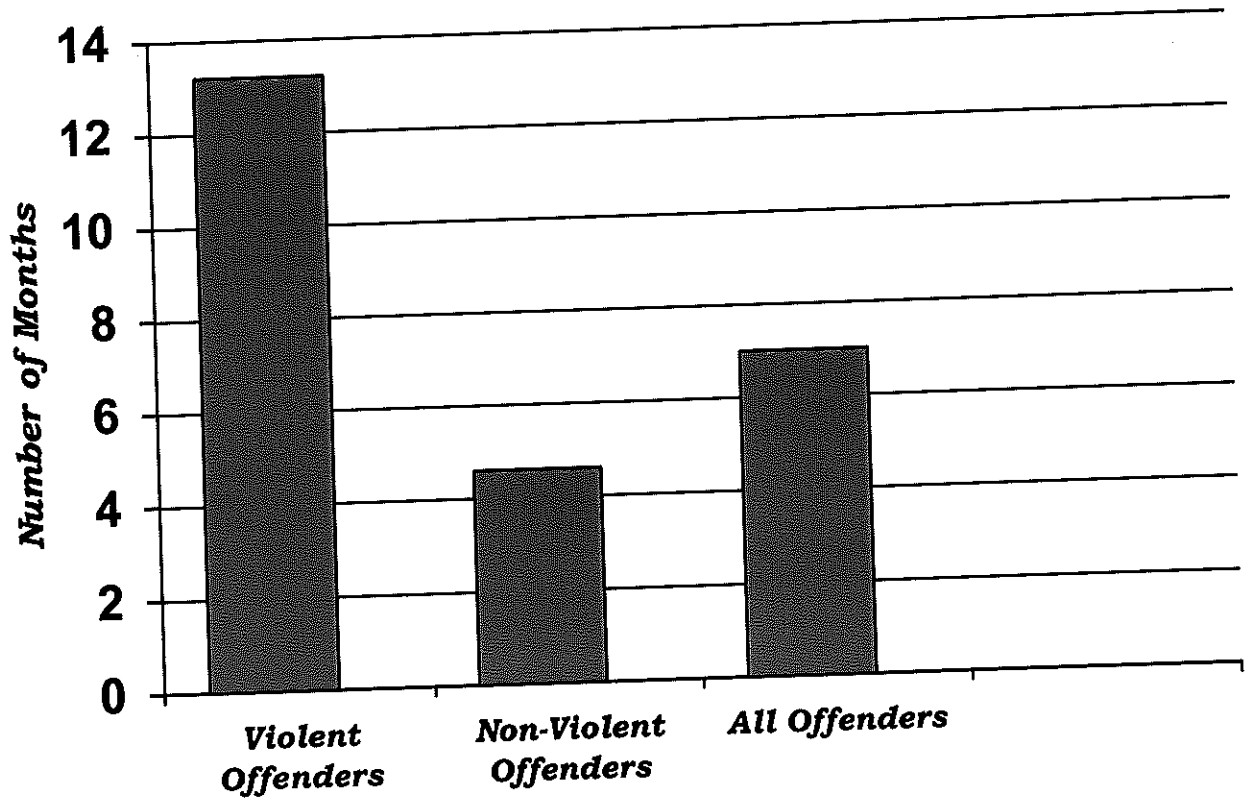
Number of JO on Staff Batteries – FY 98

<i>FY</i>	<i>Number of JO on Staff Batteries</i>
FY 93	13
FY 94	24
FY 95	33
FY 96	26
FY 97	16
FY 98	26



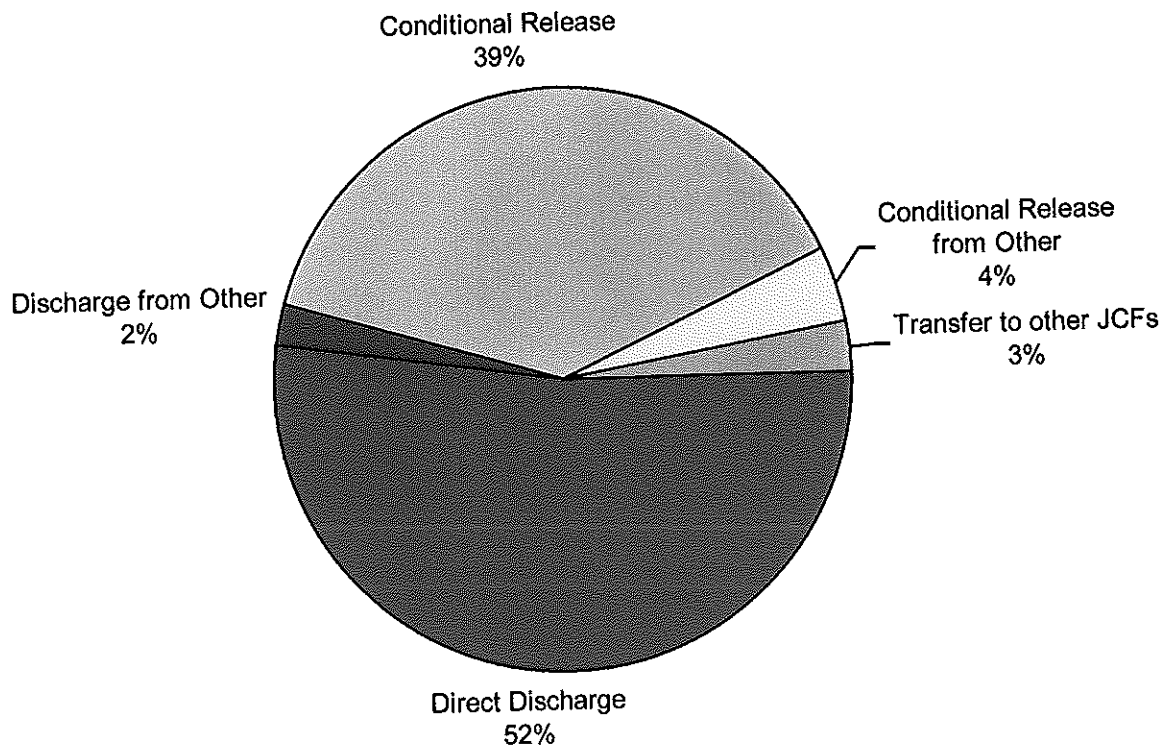
Average Length of Stay - FY 98

Violent Offenders	Non-Violent Offenders	All Offenders
13.2 months	4.6 months	7.0 months



Releases from the Facility FY 98

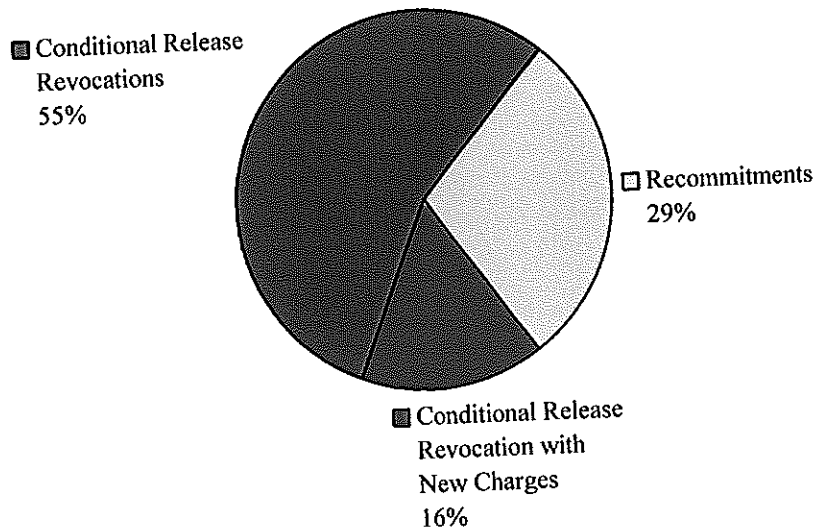
Type of Release	Number
Direct Discharge	234
Discharge from Other	11
Conditional Release	173
Conditional Release from Other	18
Transfer to other JCFs	13
Total Releases from the Facility	449



Recidivism Rate for FY 98

Type of Return	# of each
Recommitment	22
Conditional Release Revocation	42
Conditional Release Revocation w/New Charges	12

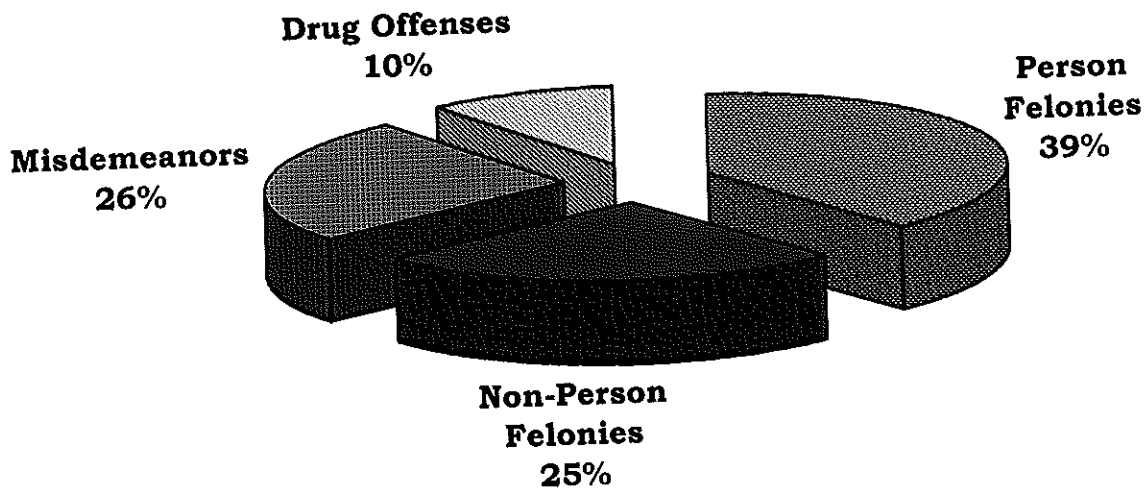
FY	1994	1995	1996	1997	1998
Percent of Recidivism	7%	7%	11%	17.7%	15.5%



Out of 463 admissions for FY 1998, 72 were returned. This represents a 15.5% rate of recidivism.

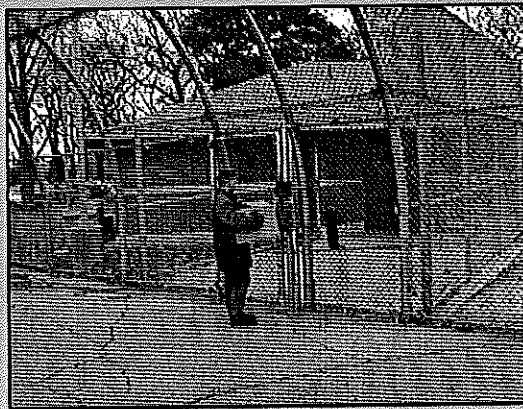
Commitment by Crime - FY 98

	Person Felonies	Non-Person Felonies	Misdemeanors	Drug Offenses
FY 94	115	97	65	18
FY 95	151	90	78	32
FY 96	170	103	73	43
FY 97	166	99	58	35
FY 98	182	119	120	47



Exit Interviews

- **Parent Exit Survey**
- **Student Exit Survey**



TOPEKA JUVENILE CORRECTIONAL FACILITY
PARENT EXIT SURVEY

DATE: July 1997 - June 1998

	VERY POOR	POOR	FAIR	GOOD	VERY GOOD	DON'T KNOW
Were you kept adequately informed of your son's activities, behavior and progress while he was at the Facility?	[4]	[5]	[14]	[44]	[37]	[]
Were written reports you received from the Facility helpful to you?	[2]	[3]	[11]	[38]	[47]	[3]
Were you adequately involved in the planning for your son?	[4]	[12]	[14]	[30]	[41]	[3]
Was your son's release plan a good one?	[1]	[]	[7]	[28]	[46]	[11]
Were your son's medical needs met adequately while he was at the Facility?	[2]	[4]	[12]	[34]	[29]	[23]
Were staff able to give you good advice regarding how you could most effectively deal with your son?	[10]	[2]	[17]	[20]	[39]	[8]
a) Social Worker	[8]	[2]	[16]	[23]	[21]	[19]
b) Psychologist	[9]	[2]	[14]	[22]	[25]	[14]
c) Living Unit Staff						
Were staff able to explain your son's treatment program and problems clearly to you?	[9]	[]	[17]	[25]	[41]	[5]
a) Social Worker	[7]	[1]	[14]	[24]	[28]	[13]
b) Psychologist	[8]	[2]	[8]	[27]	[30]	[10]
c) Living Unit Staff						
Was staff contact with you and your son helpful in improving communication, understanding, and closeness in your family?	[10]	[3]	[16]	[26]	[35]	[5]
a) Social Worker	[8]	[3]	[19]	[15]	[24]	[18]
b) Psychologist	[11]	[1]	[15]	[19]	[32]	[10]
c) Living Unit Staff	[8]	[1]	[17]	[23]	[24]	[13]
d) School						

	VERY POOR	POOR	FAIR	GOOD	VERY GOOD	DON'T KNOW
Was your son's Primary Clinician prompt in returning your calls?	[2]	[5]	[6]	[26]	[35]	[8]

If you had any disagreements with staff, were you able to resolve these in a positive way?

a) Social Worker	[3]	[3]	[1]	[21]	[22]	[14]
b) Psychologist	[3]	[3]	[6]	[18]	[11]	[22]
c) Living Unit Staff	[]	[1]	[7]	[18]	[21]	[15]
d) Administrators	[1]	[2]	[6]	[18]	[14]	[20]
e) School Personnel	[2]	[2]	[2]	[14]	[8]	[19]
f) Medical Staff	[1]	[3]	[3]	[13]	[14]	[16]
g) Security Staff	[1]	[3]	[3]	[13]	[14]	[16]

Were you treated courteously by staff that you had contact with?

a) Social Worker	[1]	[3]	[7]	[23]	[49]	[6]
b) Psychologist	[1]	[2]	[7]	[21]	[37]	[23]
c) Living Unit Staff	[2]	[1]	[5]	[22]	[43]	[6]
d) Administrators	[1]	[1]	[4]	[21]	[36]	[11]
e) School Personnel	[1]	[1]	[5]	[19]	[30]	[22]
f) Medical Staff	[1]	[3]	[4]	[16]	[26]	[21]
g) Security Staff	[1]	[1]	[9]	[17]	[44]	[7]

Do you believe the TJCF correctional program adequately dealt with your son's behavior and problems?	[3]	[3]	[8]	[18]	[30]	[9]
--	------	------	------	------	------	------

What could the Facility have done to involve your family more meaningfully in your son's program?

- 397 Surveys mailed/107 responses/ 27% return rate
- 75% of all surveys contained narrative comments in addition to "check off"
 - most comments were "thank yous"
 - most frequent complaint was lack of communication
 - most common suggestion was to expand visitation
- Only 8% of all surveys rated any element of service as "poor" or "very poor"
- Over 64% of all surveys rated any element of service as "good" or "very good"

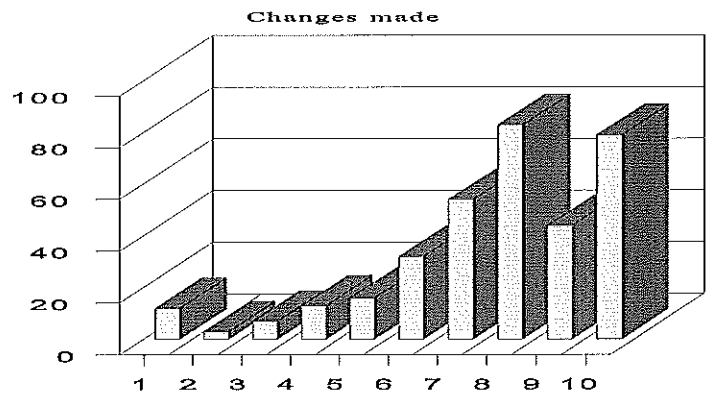
If you have any comments about how the Topeka Juvenile Correctional Facility could improve its program or services please attach them on a separate page.

Student Exit Survey

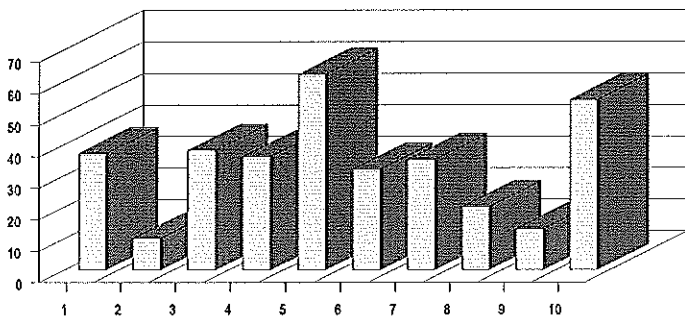
The following is a compilation of the responses of released students on the "Exit Survey for Youth Leaving TJCF". These responses were taken from surveys which have been collected over the past year, 1997 & 1998. The following responses were given with 1 being "none" or "very bad" and 10 being "a lot" or "very good".

1. "How much change have you made since you've been at TJCF?"

1 = None 10 = A lot



Your feelings about self at admission

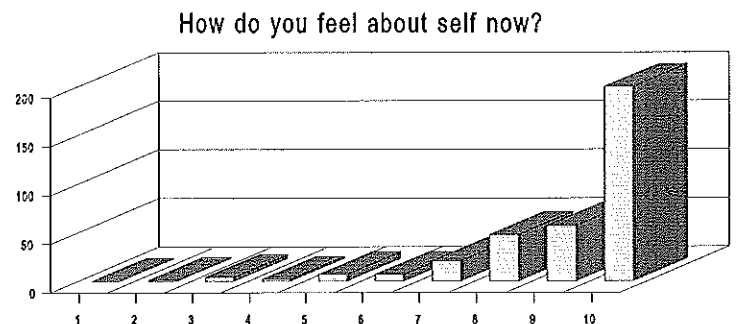


2. "How did you feel about yourself when you first came to TJCF?"

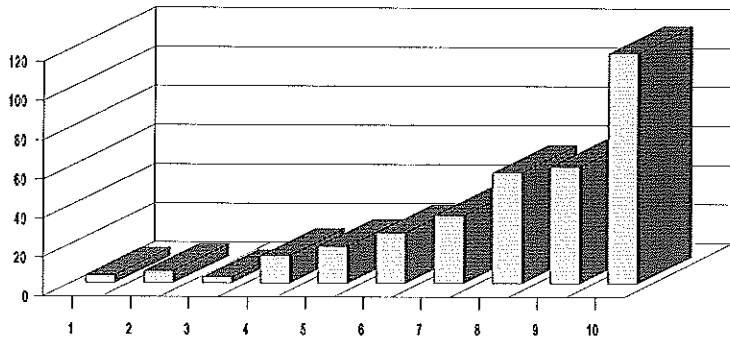
1 = Very bad 10 = Very good

3. "How do you feel about yourself now?"

1 = Very bad 10 = Very good



Have you learned things while at TJCF?



4. “Have you learned or accomplished things while at TJCF?”

1 = Nothing 10 = A lot

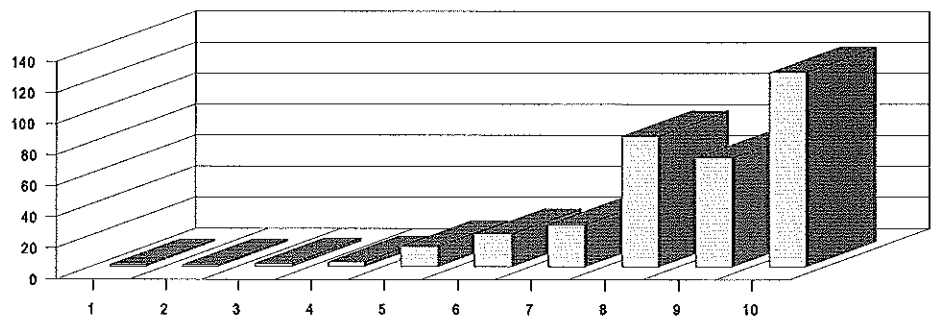
5. “What program or person do you feel was the most helpful to you while at YCAT?”

Drug & Alcohol Ed.....33	Psychologist.....33	Young Dad’s.....34
Student Advisor Council.....16	Social Worker.....186	Conflict Resolution.....4
Self-Esteem Group.....3	A & D Aftercare.....2	Administration6
Group Psychotherapy.....2	Sex Offender.....23	Narcotics Anonymous....28
Vocational Class.....32	Landscaping.....12	Family Planning.....18
Substance Abuse Group.....21	Chapel.....62	Ala-Teen.....0
Youth Service Worker.....50	School.....159	Recreation.....49
Menninger Therapist.....8	Industries.....8	Alcoholics Anonymous...22
Bachelor Living Skills.....38	A Teacher.....94	
Stress Management Skills.....29	Aggression Replacement Group....22	

How able are you to resolve conflict?

6. “How able are you to resolve future conflicts with another person?”

1 = Not very 10 = Very able

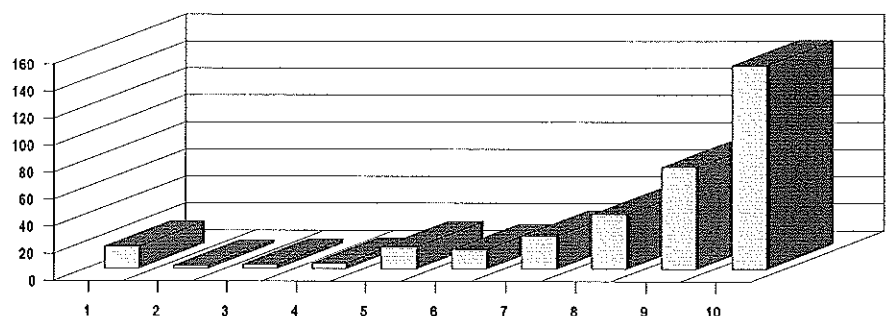


Has TJCF taught you responsibility?

7. “Has TJCF taught you to accept responsibility?”

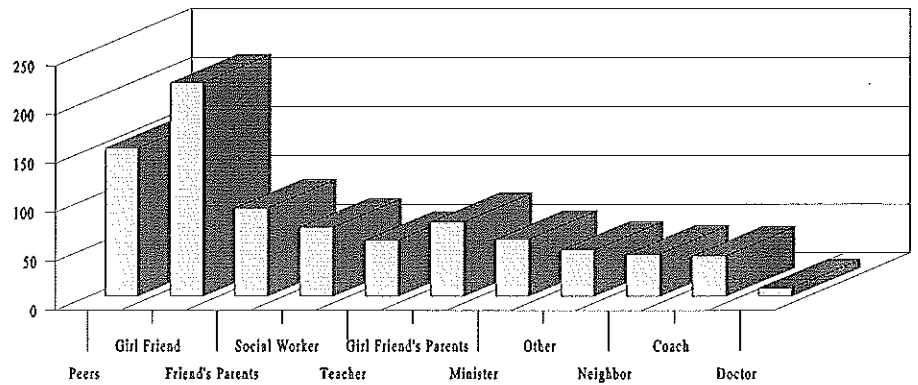
1 = Not at all

10 = A whole lot



8. "Other than family, who are resources for you in times of trouble?"

Who are your resources?



The following questions were rated, contingent upon the students having utilized the service, with 1 being "not satisfied" and 10 being "satisfied".

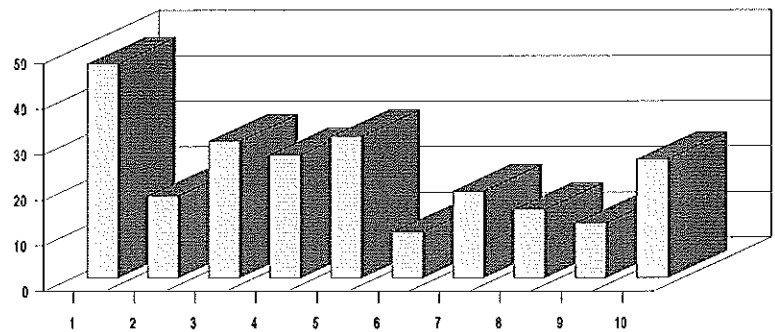
9. "Have you needed to use the TJCF Medical Services?"

Yes - 289 No - 89

1 = Not satisfied

10 = Satisfied

Have you used Medical Services?



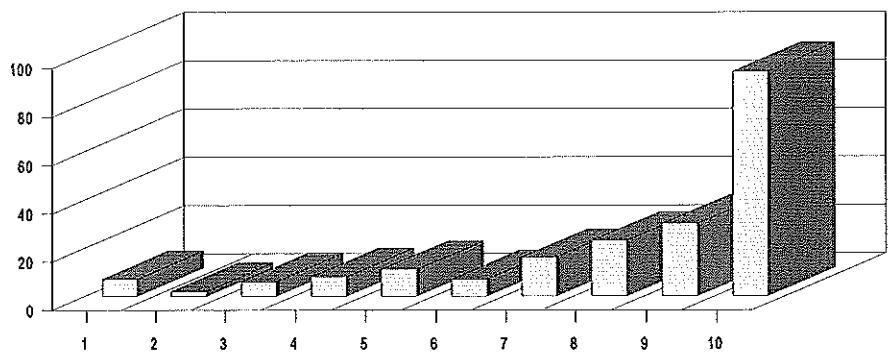
10. "Have you taken part in the Chapel services?"

Yes - 228 No - 48

1 = Not satisfied

10 = Satisfied

Have you taken part in Chapel Services?



The last three questions were essay type response questions. Many students did not respond to these at all. Of those who did, the following are a sampling of their responses.

11. "If you had a son at YCAT, what changes would you like to see in the YCAT program, that might help him to succeed when he leaves?"

Responses:

"More education choices."

"More staff willing to help and not trying to make him fail. Staff that would set aside time to talk to him when he needs it. More caring staff and ones who give us respect."

"Set time instead of having to work the program."

"Better medical services."

"More time with Social Workers."

"I would like to see him more responsible and learn a lot while he was here and think about what he did and what he is going to do when he gets out."

12. "How could YCAT improve its program?"

Responses:

"Listen to the JOs on a daily basis."

"By getting rid of unuseful rules."

"By hiring staff that actually try to help the JOs."

"Instead of fines, they should counsel more."

"More outside recreation."

"More behavior management; more classes on anger control."

"Make it harder than it is."

"Let you have more visits, let you go buy at the Canteen, and more outside time."

13. "Use the space provided for your comments, ideas, recommendations."

Responses:

"The food needs the meat cooked better and for the people who don't eat meat, a vegetable substitute."

"Keep up the reinforcing rules and stay cool."

"More food in BDR. Also the miracle cure is not "DRINK MORE WATER."

"I want to say that I have been helped and have been treated for and respect for the person I am and not because I'm locked up."

"The restroom - you need more staff to watch the shower rooms and problems that occur."