



STATE OF NEVADA
DEPARTMENT OF EDUCATION
ANNUAL REPORT

FY 99

Annual Report

James P. Trast, Superintendent

ACA Accredited



Topeka Juvenile Correctional Facility

FY 1999 Annual Report



Juvenile Justice Authority
Albert Murray, Commissioner

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INTRODUCTION

This was a big year at TJCF with record numbers of admissions, record Populations, and planned crowding as part of the regular day. The challenge Has been to maintain existing routines and processes, staff training, and other elements critical to maintaining the mission at a level necessary to provide a safe environment. I am proud to say that through the commitment and good work of dedicated staff at all levels, TJCF has been able to maintain such an environment along with many critical program elements. The pressures of chronic crowding, waiting lists for programs, and admissions have had an impact on some of the numbers. Planning for the implementation of two significant initiatives took place. Both initiatives were implemented at the beginning of FY 00.

Professionalization of the care and custody function in juvenile correctional facilities began with establishment of the Juvenile Corrections Officer Class in Civil Service. Through this class, basic standards and work functions were developed which provide the platform form which to continue to develop training and build upon the basics.

Planned Crowding of the facility to serve projected population increases in the juvenile justice system institutional populations until completion of the construction of additional new beds. This required planning for a temporary program that could be dismantled at the end of the need for the additional beds with minimal disruptions to staff and no need for continuing additions of operating costs. The plan was completed and funded at the Phase III Level or 257 beds through the addition of dollars and temporary positions. Implementation has been a challenge the staff has responded well to and achieved good results.

I hope you find this report informational and responsive to your questions. If you have questions, please let us know.

James P. Trast
Superintendent

Operations & Security

▣ Juvenile
Corrections
Division

▣ Security
Division

▣ Physical
Training



Department of Operations & Security

The Operations and Security Department is comprised of Juvenile Corrections, Physical Training and Security Divisions. The 120 staff assigned to the Juvenile Corrections Division is responsible for the 24 hours a day management of care, custody and control of juvenile offenders committed to Topeka Juvenile Correctional Facility (TJCF), and remains the largest division on campus. The Security Division consists of 11 full time security officers with responsibilities for 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, off facility transportation, drug testing and conducts other safety/security functions.

Major Events: The most exciting and significant event during FY 99 was the beginning of the initiative to professionalize the Juvenile Corrections functions. A major initiative was approved to change the old Youth Service Specialist class series to a new and improved Juvenile Corrections Officer class series. The Operations Department now consists of 135 Juvenile Corrections Officers.

Formalizing disaster/emergency planning was begun. Agreements have been reached and partially tested with TCF. Initial meetings have begun with the Topeka Police Department to assist TJCF with emergency and/or crisis situations as requested. At this point TPD has been very cooperative and receptive to the discussions. Verbal agreements have been established with anticipation of written contracts in the future.

Juvenile Corrections Division

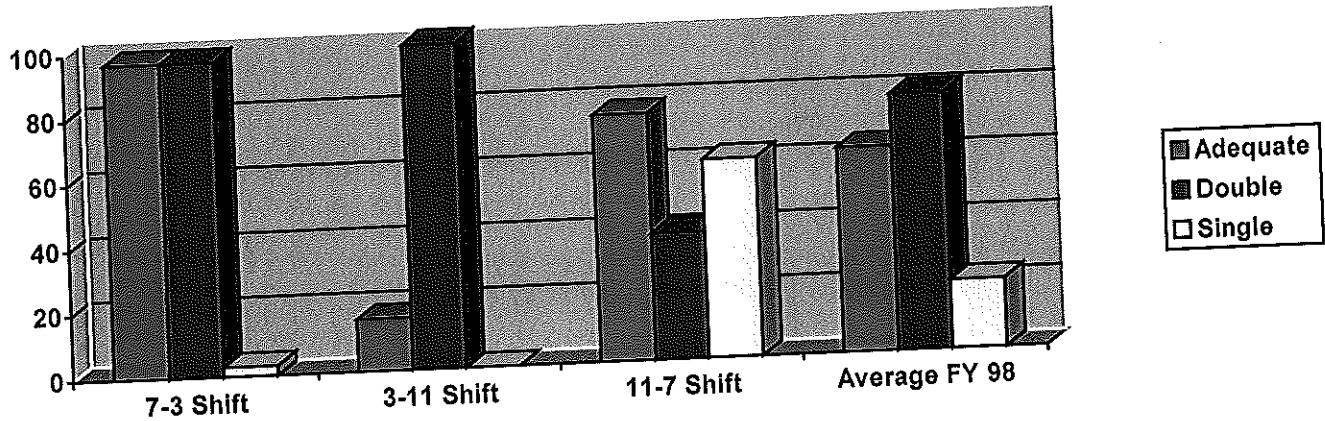
As in the past, maintaining basic staffing levels to assure adequate coverage in the residential living units continues to be a major concern and emphasis throughout FY 99 for the Juvenile Corrections Division. Planning was completed for a revised staffing strategy to more effectively assure required coverage.

Staffing: The turnover/vacancy rate remains relatively high and continues to be an issue within the division. The creation of a temporary pool of newly hired employees has been extremely beneficial. This mechanism provides needed flexibility in meeting coverage needs. Hopefully, the new class series will provide the opportunity for the development of a more stable and more professionalized staff. Staffing standards to maintain adequate coverage in the open and specialty 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
Specialty Living Units	2 per shift	3 per shift	2 per shift

Statistics were maintained to access the level of conformance for adequate coverage as well as double coverage standards and resulting single coverage. In FY 99 the percent of conformance with standards are as follows:

	7-3 shift	3-11 shift	11-7 shift	Average for FY 99
Adequate Coverage	97%	16%	76%	63%
Double Coverage	97%	100%	39%	79%
Single Coverage	3%	0%	61%	21%



Slight declines were experienced in both adequate and double staffing levels. Adequate coverage in FY 98 was at 64% compared to 63% in FY 99, double coverage experienced a decline from 82% in FY 98 to 79% in FY 99 and single coverage increased from 18% in FY 98 to 21% in FY 99.

Objective: To create a mechanism that will reduce or alleviate inefficiencies with the current unit based staffing, coverage, 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 work schedules to accommodate the post concept. Post assignments and central schedules will be implemented at the beginning of the next fiscal year.

Renovation: Most of the major unit renovation projects has been completed with the re-opening of Osage living unit. The other significant unit renovation project took place in the Kiowa Special Behavioral Unit. The seclusion area required major renovation to repair major destruction caused by an offender. The facility continues to improve the physical capacity of units to manage

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 work on the living units. Basic training will follow with the same core group of employees. Other training options are being explored and existing practices monitored.

Security Division

The primary objective for the Security Division is to assure public safety and the well being of all staff, juvenile offenders and visitors who enter the facility. Security Officers (SO) check the identification and authorization 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 of vehicles entering and exiting the facility, monitoring all radio communication and security equipment, and responding to emergency situations.

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. Most of the attention during FY 99 focused on contraband and methods to prevent the entry into the facility. A KQM subcommittee was established to identify and revise the visitation policy. New visitors lists were developed for each offender to update and monitor all family visitors and to improve processes. The security division has completed data entry of all offenders and visitors into the main computer system.

A total of 3170 family visitors for weekend and holiday visits were processed through security during FY 99. Also, an additional 5725 official visitors, contractors, vendors, and other guest were identified and processed.

Improvements for tracking all TJCF motor vehicles credit cards and K-tags were made. This allows the division to schedule and monitor all vehicles for out of town or area usage in a timely and efficient manner.

Training: All annual or required training hours have been met by the security officers. Two officers serve as trainers for TJCF personnel in security procedures and Crisis Intervention Response (CIRT) Training.

Objective: A major emphasis on contraband detection and deterrence will be a major emphasis for FY 2000. Monitoring all packages received through the mail will be implemented into policy in the near future. Installation of a new X-ray machine at the entrance of the facility will assist in providing a safer and more secured environment for all. Additional caged vehicles will be added to the secured fleet to enhance security while transporting the increasingly large number of juvenile offenders to scheduled off facility medical/dental appointments in the community.

Physical Training

The Physical Training Division is a uniformed multi-faceted unit with a broad degree of duties. Functions include conducting regular and random urine analysis (UA), drug testing, perimeter security, special assignments, early morning physical training activities, offender and living unit searches, forced cell extractions and responder team assistance. This unit is utilized as flexible staff that is available to address non-routine issues, units and security building coverage and many other duties when needed.

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

The PT division in consultation with Juvenile Corrections and Health Services conduct the majority of off campus transports to the medical community 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 urine analysis. The results are forwarded to the Drug and Alcohol division, Health Services and other relevant division or departments.

Revised vision, expectations and position assignments has 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.

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

Below is a summary of activities performed by the PT unit during fiscal year 99.

<i>Task</i>	<i>Number Completed</i>
Physical Training Days	210
Offender Searches	6570
Building/Area Searches	222
Transports	381
Escorts	924
UA Testing	757
Process/Admissions	442

Correctional Programs

- ▣ Activity Therapy
- ▣ Chaplaincy Services
- ▣ Substances Abuse Division
- ▣ Substance Abuse Division
- ▣ Health Services
- ▣ Offender Industries
- ▣ Social Service Division
- ▣ Psychology Division



Correctional Programs Department

This department is responsible for the ancillary services focused on the long-term public safety part of the TJCF mission. Correctional programs offer the offender opportunities to learn new life coping skills that will enable him to make better choices about his future. Offender's participate in and learn from, and are expected to apply those skills upon release.

Program needs change over time. Correctional Programs has actively participated in partnership with other state and local agencies in developing the structure for a program to serve seriously emotionally disturbed offenders. This initiative has led to increasing cooperation and coordination between TJCF and communities to provide not only for short-term public safety but also long term assurance of offenders returning to their communities able to participate in productive citizenship.

Maintaining program while managing high admission levels and high on-facility population levels has been the major challenge this past year. Life choices directs admission and on-facility population at these levels the focus of program staff almost entirely on these functions program staff have done a commendable job in balancing priorities to achieve their mission.

Correctional Program Department Areas: This department is made up of seven divisions. Staff from these divisions provides both unique and coordinated programs and services to offenders.

ACTIVITY THERAPY is responsible for:

1. Life Time Leisure Skills Development
2. Recreational Sports Skill Development
3. Canteen Services

CHAPLAINCY SERVICES is responsible for:

1. Religious Worship Services (all faiths)
2. Religious Education (all faiths)
3. Coordination of Volunteer Services
4. Liaison with local area clergy organizations
5. Religious needs evaluations on new offender commitments
6. Special topic offender counseling groups

SUBSTANCE ABUSE DIVISION is responsible for:

1. Substance abuse evaluations
2. Substance abuse education classes
3. Coordination of private contractor counseling services
4. Coordination of volunteer operated AA/NA groups

HEALTH SERVICES is responsible for:

1. Coordination of private contractor professional medical services
2. Nursing services
3. DNA testing 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

SOCIAL SERVICE DIVISION is responsible for:

1. Open unit case management
2. Offender crisis counseling
3. New commitment risk assessment screening
4. Family counseling
5. Release planning
6. Young Dads group
7. Sex Offender groups
8. Parent Exit Survey
9. Selected TJCF staff training

PSYCHOLOGY DIVISION is responsible for:

1. Closed unit case management
2. Offender evaluation & assessment
3. Suicide risk management
4. Post Traumatic Stress Disorder group
5. Individual Eye Movement Desensitization and Retraining (EMDR) therapy
6. Stress Management group
7. Conflict Resolution group
8. Cognitive Restructuring group
9. Coordination of Menninger volunteer therapists
10. Correctional Institution Environmental Survey
11. Offender Exit Survey
12. Selected TJCF staff training

Summary: This has been a very active year with Program development, the hiring of a new Clinical Chaplain Division Chief, and managing considerable turnover of state and contract program staff. The central order of business has been case management of admissions and offender population levels.

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' 99. One hundred and forty-two 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' 99 eight hundred and forty-seven vocational certificates were awarded.

Lawrence Gardner High School received word from the Kansas State Board of Education in July on 1998 that our Continuous Improvement Grant Application had been re-approved for the coming school year. We continue to write the grant in conjunction with three other Greenbush programs to help cover the cost of conducting the conference "Teaching Prosocial Skills to Antisocial Youth". In March of 1999 one hundred-ninety-seven participants from a three-state area attended the conference.

LGHS currently has four J.O.'s enrolled in the on facility Kaw Area Technical School Account Clerk Program. Account clerk students are scheduled to graduate May of 2000 with 1080-hour certificate. The account clerk students have also been working on coursework offered onsite through Highland Community College and they are scheduled to graduate with an Applied Science Degree in May of 2000 as well.

FY' 99 was the second full year of college courses offered on campus through Highland Community College. During the year, six different courses were offered to both J.O.'s and staff. A total of twenty-eight J.O.'s and staff took courses offered in FY' 99. Some of the J.O.'s and staff members participating in these college courses are getting very close to obtaining their Associate of Arts degree.

In FY' 99, LGHS worked again with the Topeka Arts Council on a Safe and Drug Free Schools and Communities Grant funded for \$10,000 through the Kansas Attorney General's Office. The LGHS grant addressed the area of recreational, cultural, and artistic programs that encourage drug and violence free lifestyles. The project provided funding for visiting artists from the surrounding area to work with some of our classes. An additional component of the project provided for one hour of art class to be offered to students for credit. One highlight for the year was having some of the juvenile offender's artwork displayed at the Office of Juvenile Justice and Delinquency Prevention in Washington, D.C.

WORD STUDY REPORT
Fiscal Year 1999

Two hundred and fifty nine students were enrolled in the Work Study Program during the 1998 and 1999 fiscal year.

OCCUPATIONS:

Students gained work experience in the following areas:

Groundskeeping, horticulture, industries textiles program, industries woods program, manufacturing technology, auto mechanics, facility maintenance, graphic arts, commissary, dining room, computers, clerical, library, vocational classrooms, and physical education classes.

COMPENSATION EARNED:

JTPA	\$ 5,530.60
STATE	43,337.00
INDUSTRIES	<u>7,876.20</u>
Total	56,743.80

ELECTIVE HIGH SCHOOL CREDIT:

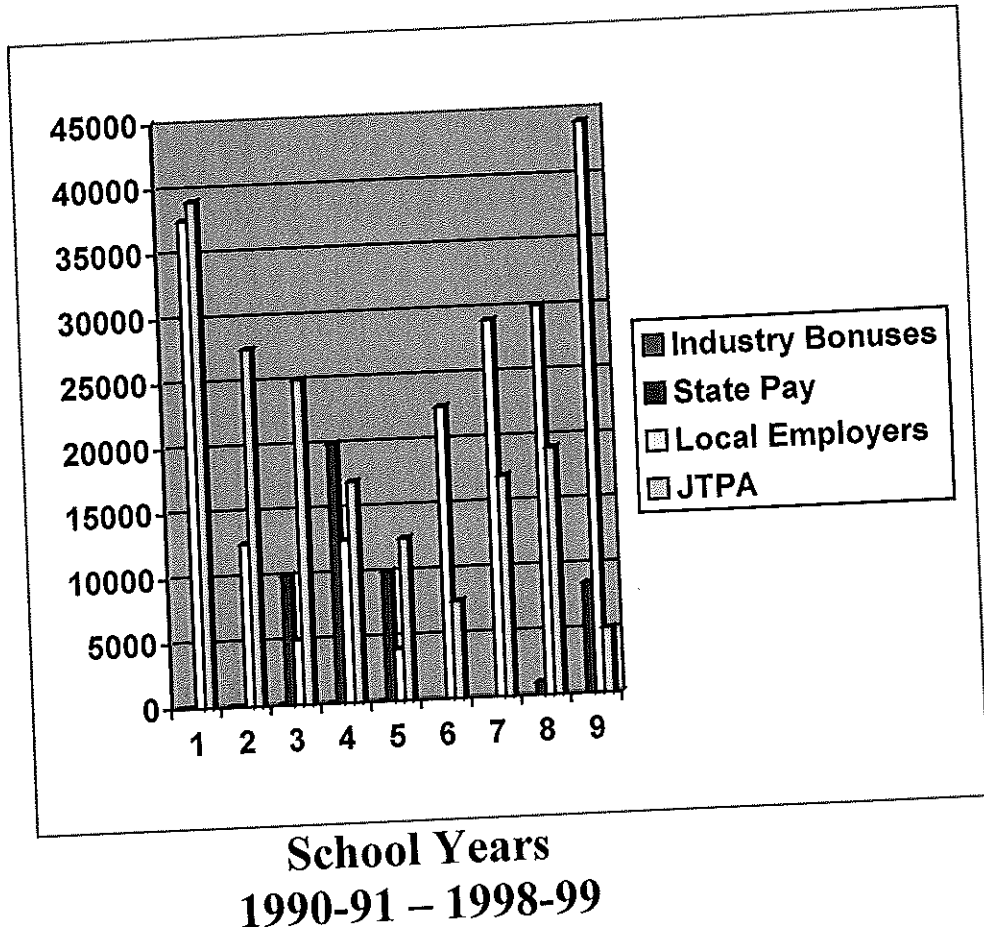
Students enrolled in the Work Study Program earn elective high school credit. Students can earn a maximum of 1 credit for 120 hours of work.

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.

Money Earned

Work Study Program



Human Resources

- Personnel Division
- EEO
- Staff Development and Training

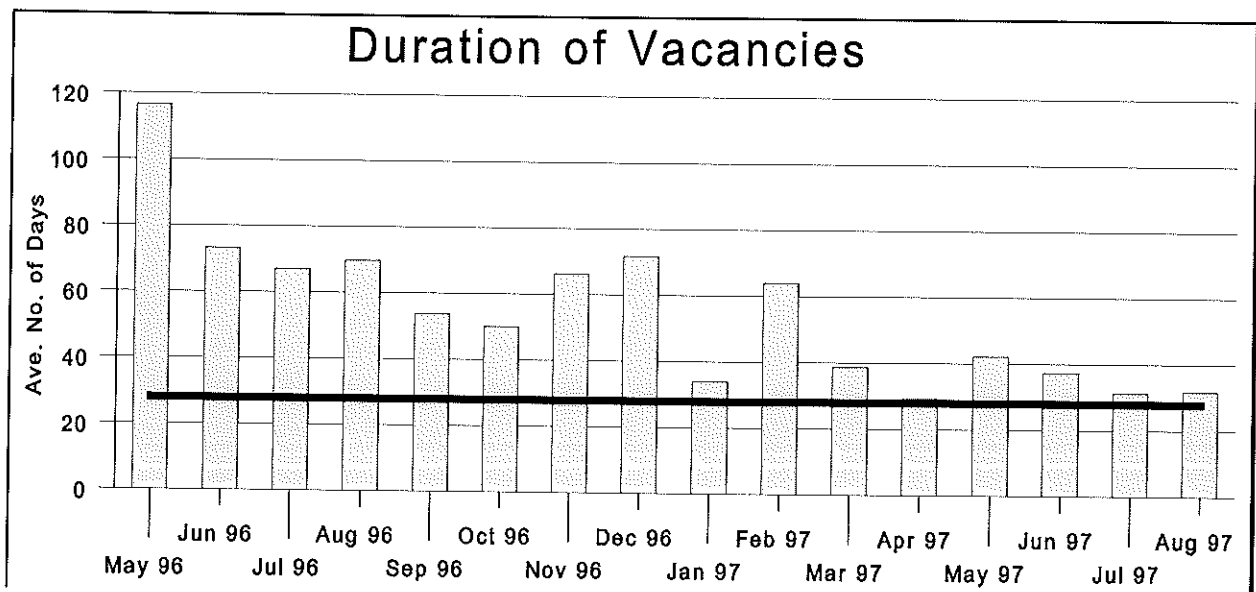


Recruitment and Selection The Personnel Department coordinates and monitors the recruitment, screening and selection process to assure compliance with federal and state regulations including EEO/AA requirements and to enhance the diversity of employees at TJCF. The department strives to assure that all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

The recruitment and selection process was profoundly impacted in FY 98 by the closure of the Comprehensive Evaluation and Treatment Unit (CETU) and the Topeka State Hospital (TSH). Under the directive of the Secretary of SRS, laid-off CETU employees were given preferential hiring treatment. Several CETU employees were transferred to TJCF. The requirement for ROFR for Topeka State Hospital ended in FY 99. Under state law, laid off employees of TSH were granted a Right of First Refusal (ROFR). ROFR will continue to impact hiring throughout the next fiscal years. Winfield State Hospital has closed, those employees will be granted ROFR, which will be in effect until January 1, 2000.

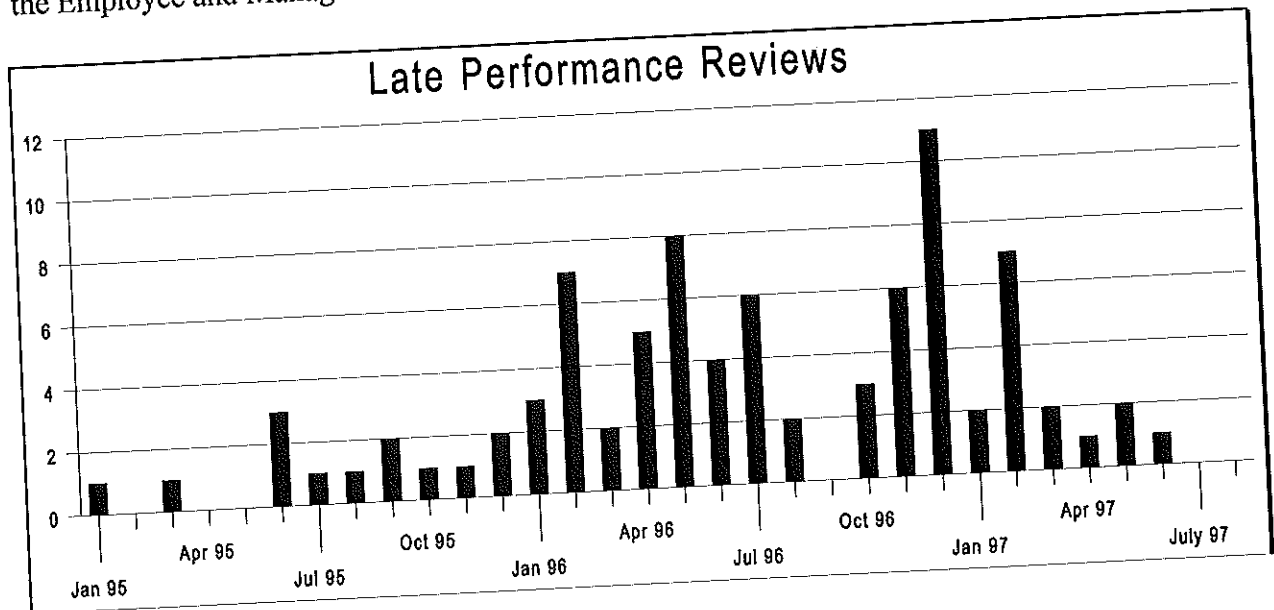
The Return to Work Program is being emphasized by identifying light duty assignments in all the departments and putting staff with short-term light duty needs back to work has significantly decreased the time an injured employee remains off work and has also reduced the length of time on Workers Compensation. Recruitment and Selection is impacted by other correction agencies competing for applicants from the same applicant pool. We anticipate the FY 2000 compensation level for Juvenile Corrections Officers will be more competitive. Turnover in youth services staff continues to be high and is a major challenge for the agency to manage.

In fiscal year 1999, the TJCF hired 47 employees (including 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 30.00 days in May 1999. The heavy line indicates the number of day's (28) that a position should be vacant under normal circumstances.

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 new Personnel Director initiated a process to assist supervisors with their efforts. In FY 1999 the number of late performance reviews was reduced. 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.

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 defensible actions. The Personnel Director prepares 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 1999, 62 employees terminated (including voluntary and disciplinary terminations, retirements and layoffs).

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

Topeka Juvenile Correctional Facility Administration values awareness of all employees of their rights for fair and equal employment, policies for sexual harassment, cultural diversity, and ADA. A comprehensive Equal Employment opportunity, Affirmative Action, and employee relations program is administered by the EEO Department. The Personnel Director also serves, as EEO representative for the Agency, is a member of the Executive Committee, coordinates EEO activities and concerns with JJA and has functional supervision of ten EEO Representatives.

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

To ensure a diverse and competent pool for the organization's workforce, The EEO function participates in various conferences, workshops, career fairs and community affairs programs. Information regarding the Topeka Juvenile Correctional Facility, including position vacancies, promotional opportunities and benefits of working at TJCF are disseminated during these events.

With a diverse workforce at TJCF, cultural diversity, educational and awareness activities are scheduled each year.

Another function of the EEO Director is to supervise and train volunteer EEO Representatives. The ten representatives attend three meetings and training sessions conducted by the EEO Director. These sessions cover conflict resolution, affirmative action, ADA and EEO Representatives duties and responsibilities.

The EEO Director also participates in training for Kansas Quality Management, Team Member training, presents the Sexual Harassment training and Workplace Violence training. The EEO Director also serves on various boards and advisory committees.

Staff Development and Training

It is the goal of the Topeka Juvenile Correctional Facility Staff Development and Training Department to provide state-of-the-art training that is both meaningful and useful. Staff must be well trained and knowledgeable to possess the skills necessary to achieve the mission and philosophy of T.J.C.F.

Staff Development and Training completed Fiscal Year 1999 with 88% of the staff meeting their yearly training requirements. Several factors contributed to the decline in staff meeting yearly requirements. Training strategies and scheduling are being reviewed to assure the highest levels of training are achieved by all staff.

Staff earn CEU's by attending training courses presented on and off the facility. A total of 16,511 hours of training were earned when combining both on an off facility training. The forty hour Essential Orientation Training for all new staff was presented eleven times throughout the year. The 120 hours Juvenile Corrections Training was presented seven times. A comparison of the past four years follows.

	FY '96	FY '97	FY '98	FY '99
Essential Orientation Training	33	47	39	72
JCO Basic Training	24	39	32	49
% of Completion for all Staff	96%	100%	100%	88%
Total man-hours of training on and off T.J.C.F.	12,430	9,710	9,206	16,511

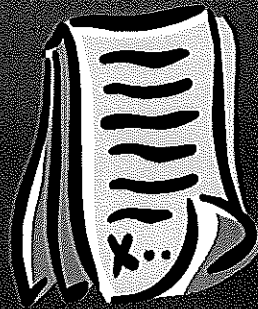
Topics presented on facility included:

- November..... Adult CPR**
- DecemberForced Cell Extraction**
- January..... Effectively Communicating with Offenders with Handicaps**
- February..... Working with Serious, Chronic, Violent Juvenile Offenders**
- April..... Managing Aggressive Behavior**
- Fire Safety and Prevention**
- May/June.....Crisis Intervention and Response Training (C.I.R.T.)**

In co-sponsorship with Washburn University, Topeka Juvenile Correctional Facility hosted the Youth Service Specialist (Juvenile Corrections Officers) Conference. The conference was titled "Professionalism, Ethics and Leadership." It was held on September 16 and 17, 1999 at Washburn University Student Union. Each day featured a keynote speaker. On September 16, Ron Willis delivered the keynote address and on September 17, Dr. Dan Peterson provided the keynote address. The conference was planned and organized by the Training Directors for all four Juvenile Correctional Facilities, Tom Underwood from Washburn University. Overall attendance for both days was 108.

Business Services

■ Business Office



■ Maintenance Division



■ Supply Division



■ Dietary Division

Physical Plant and Central Services

Business Department

The Business Office is responsible for the overall fiscal management, budget preparation and execution, computer systems and operation of the Services Department at the Topeka Juvenile Correctional Facility. Responsibility for computer and technology functions was transferred from the Superintendent to the Business Department as, part of operationalizing the JJA information and technology plan. The Business Office has five FTE's assigned:

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

The process to achieve delegated authority was initiated when this authority is achieved; TJCF will do self-audits on our transactions and have expanded authority over finances.

Work was completed in October on changing the JO standard dress from flannel shirts to a long sleeve mock turtleneck.

In FY 1999, the agency had an operating budget of \$11,183,706 with 222 FTE positions and approximately 48 contracted education staff (Interlocal #609-Southeast Kansas Education Coop-Greenbush, Kansas), six clinical contracted staff, and twelve contracted Dietary staff. Aramark Corporation replaced Canteen Corporation as the Dietary contractor in October 1998. The budget was augmented in the spring with the approval of additional funding to cover part of the costs of the crowded offender population. The Legislature approved a total of \$748,313, with \$36,000 being spent in FY 1999 and the rest carrying over to FY 2000. The package included four additional FTEs for the Kiowa Special Behavior unit, bringing the total FTEs to 226.

In FY 1999, Topeka Juvenile Correctional Facility processed 1648 Purchase Orders (P.O.s), 2112 Vendor Payment Vouchers, and 18 Purchase Requisitions to the Division of Purchases.

Maintenance Division

The Maintenance Division is responsible for 28 buildings and their infrastructure, 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 6500 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 was completed on hardening rooms in the closed units. There were numerous repainting projects, installation of security items, and the following major projects:

- Upgrading of the school electrical systems
- Repaving portions of the internal road system

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, and other materials/supplies 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 develop skills and manage 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 1999, the commissary processed 2,647 requisitions for Standard Dress clothing, of which 409 were for new admissions. Clothing expenditures for FY 1999 were \$104,113. During FY 1999, the warehouse processed the following:

- 1,893 Stores Requisitions for offices, living units, and the school
- 354 Stores Requisitions for the Maintenance Department
- 1,611 Receiving Reports

DIETARY OPERATIONS

During FY 1999, the Dietary operation was managed under contract by ARAMARK Corporation at a cost of \$585,559. They operated with a staff of 12 employees.

ARAMARK prepared and served 900-1000 meals daily, depending on population levels. In addition to regular meals, the following special events were supported:

- ◆ A Spring cookout was held in conjunction with the Career Fair. Hamburgers, hot dogs, buns, baked beans, chips, carrot and celery sticks, and fruit punch were provided.
- ◆ The Superintendent's holiday reception for staff and offenders was held in December with cookies, punch, eggnog, vegetable trays and dip, candy, and cheese and crackers.
- ◆ Black Awareness Month was observed with a special meal in February.
- ◆ Refreshments were provided for three retirement receptions and numerous meetings held on campus throughout the year.
- ◆ Refreshments were provided for numerous meetings and training sessions. Individual living units also requested and received refreshments for unit functions.

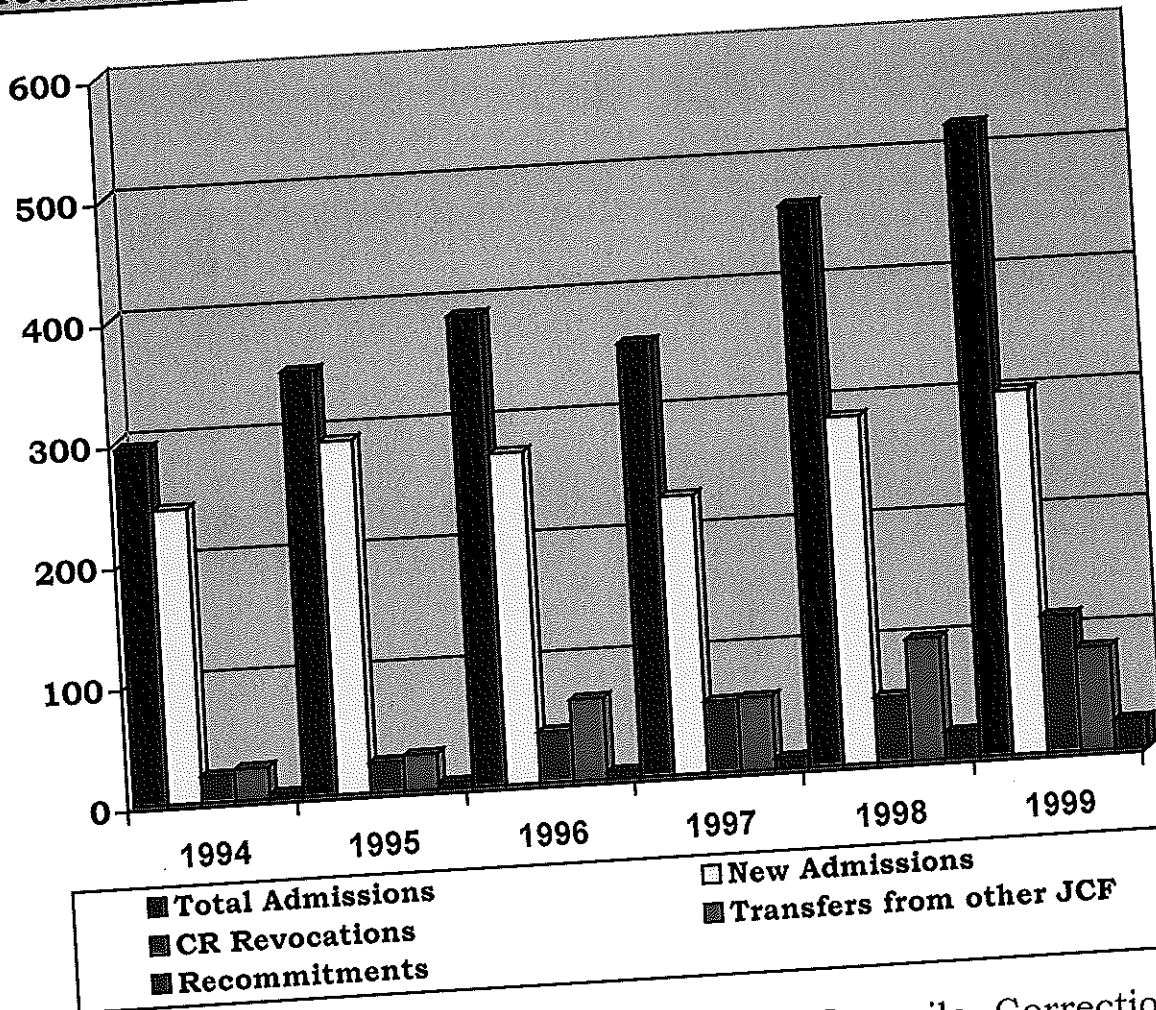
Statistical Information

Charts and Graphs



TJCF Admissions - FY 99

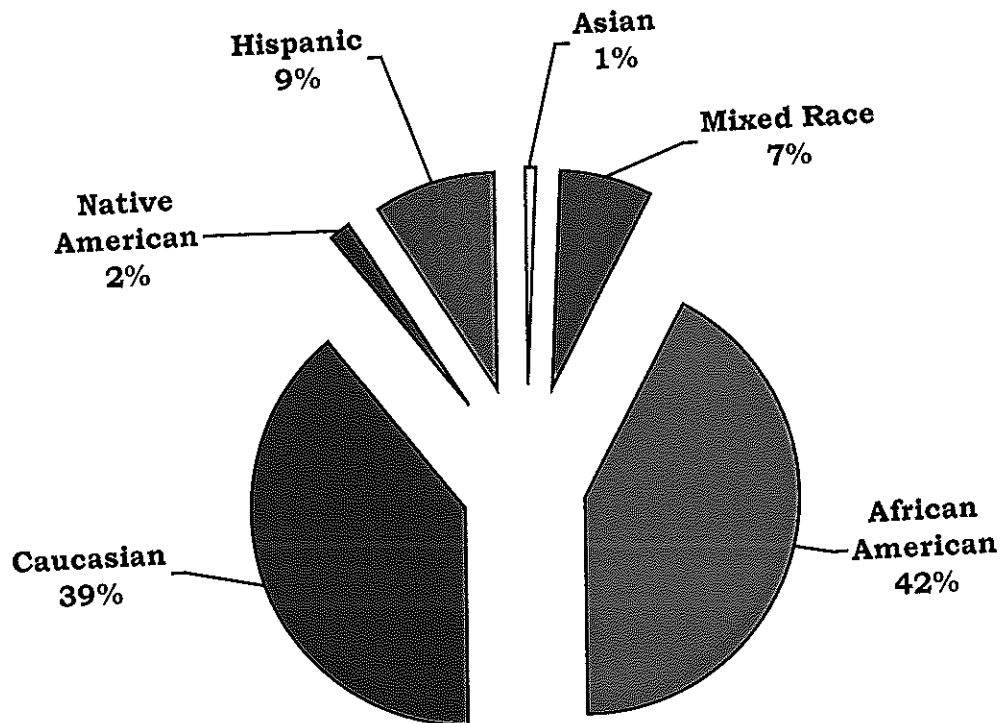
FY	1994	1995	1996	1997	1998	1999
New Admissions	243	292	274	230	287	300
CR Revocations	22	25	42	59	54	113
Transfers from other JCFs	26	29	67	60	100	85
Recommitments	4	5	6	9	22	24
Total Admissions	295	351	389	358	463	522



- 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. On November 16, 1998, the renovation project was completed bringing the bed capacity back up to 219.

Ethnicity of Juveniles - FY 99

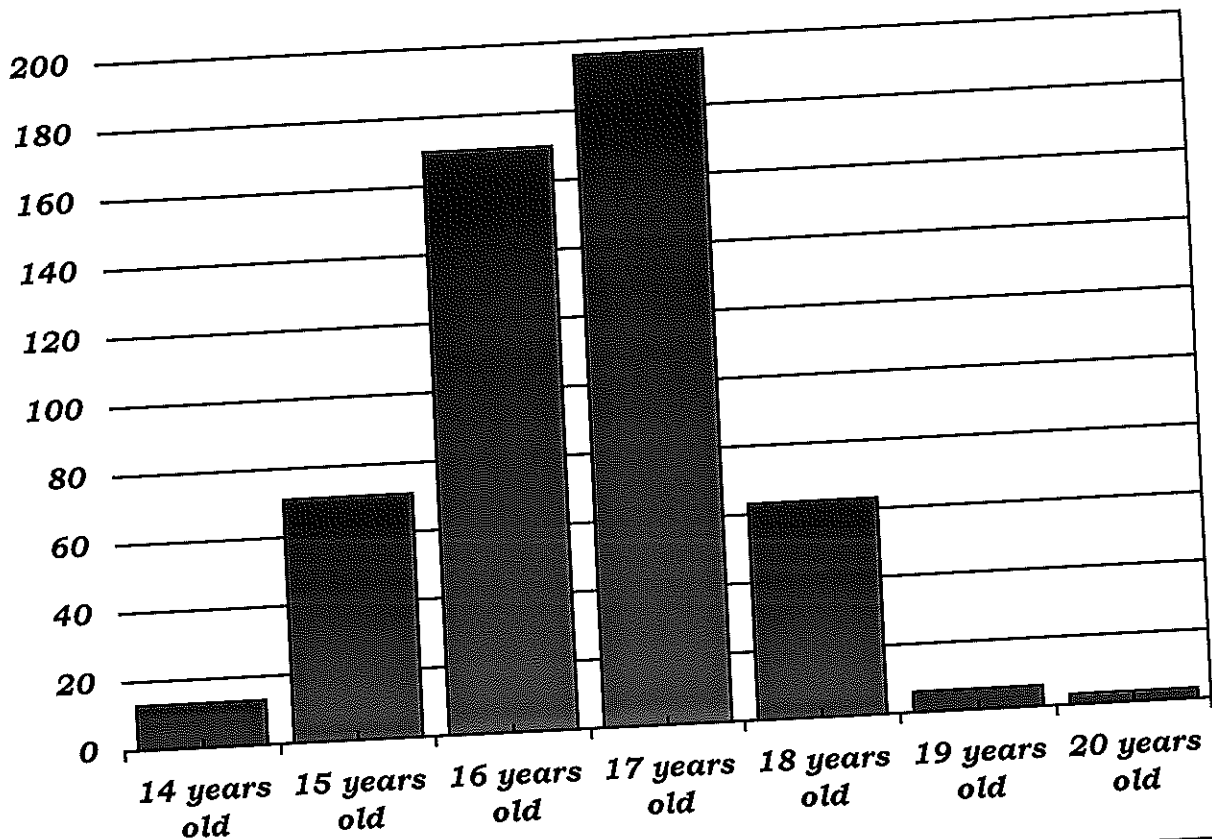
Race	Percent of Admissions	Number of Admissions
African-American	42%	221
Caucasian	39%	204
Native American	2%	9
Hispanic	9%	47
Asian	1%	5
Mixed Race	7%	36
Total	100%	522



Age at Admission - FY 99

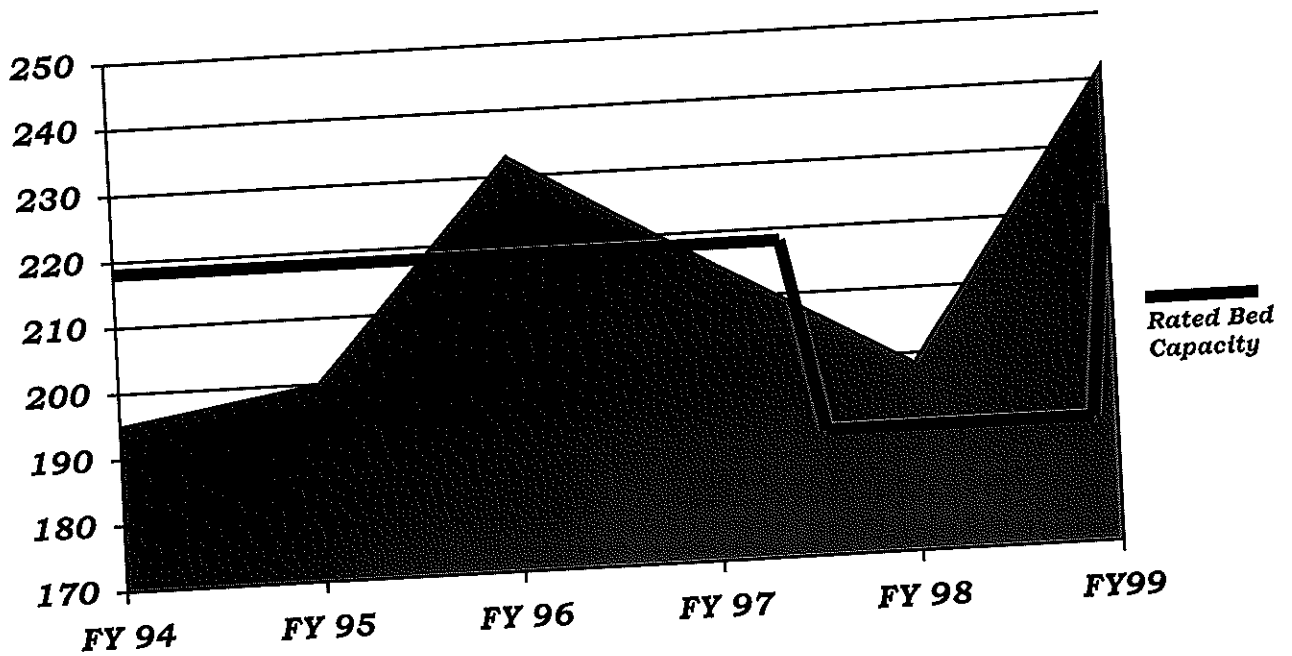
Age at Admission	Number
14 years old	13
15 years old	71
16 years old	170
17 years old	196
18 years old	63
19 years old	6
20 years old	3
Total admissions	522

**The average age at admission for FY 99 was
16 years 9 months**



Average Daily Population - FY 99

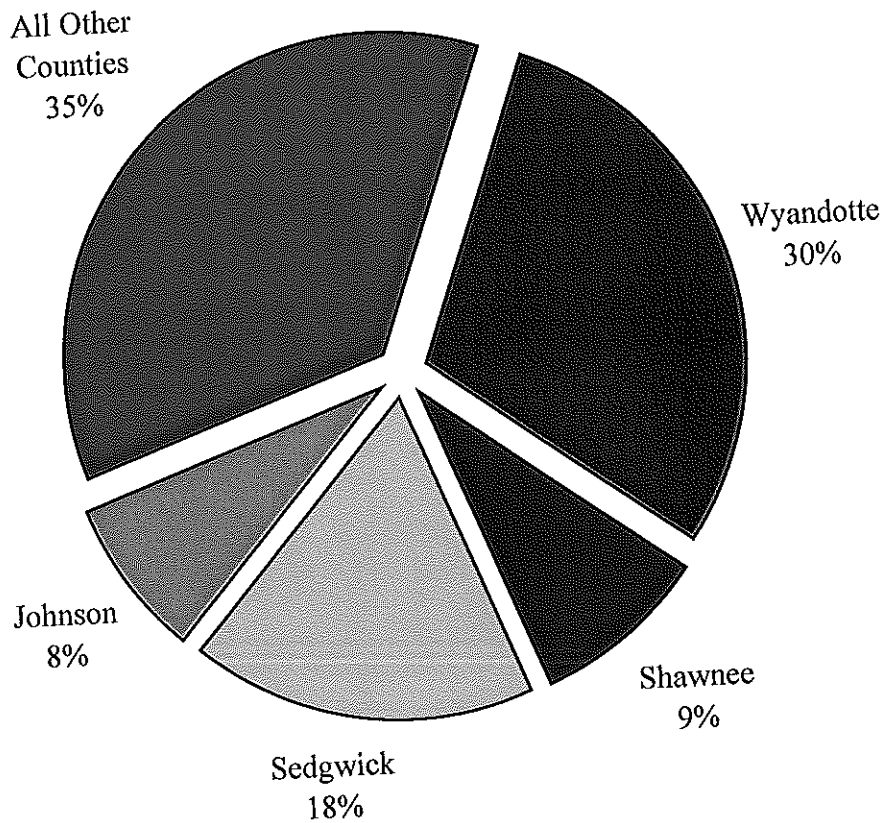
FY	1994	1995	1996	1997	1998	1999
Average Daily Population	195	200	233	215	198	242



- 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. On November 16, 1998, the renovation was completed and bed capacity returned to 219. The black line represents the bed capacity for the fiscal years.

Commitment by County - FY 99

	FY 94	FY 95	FY 96	FY 97	FY 98	FY 99
Wyandotte	82	109	96	73	121	154
Shawnee	27	32	40	29	38	46
Sedgwick	53	65	94	84	86	92
Johnson	30	51	39	35	59	42
All other counties	103	94	120	137	159	188
Total Admissions	295	351	389	358	463	522



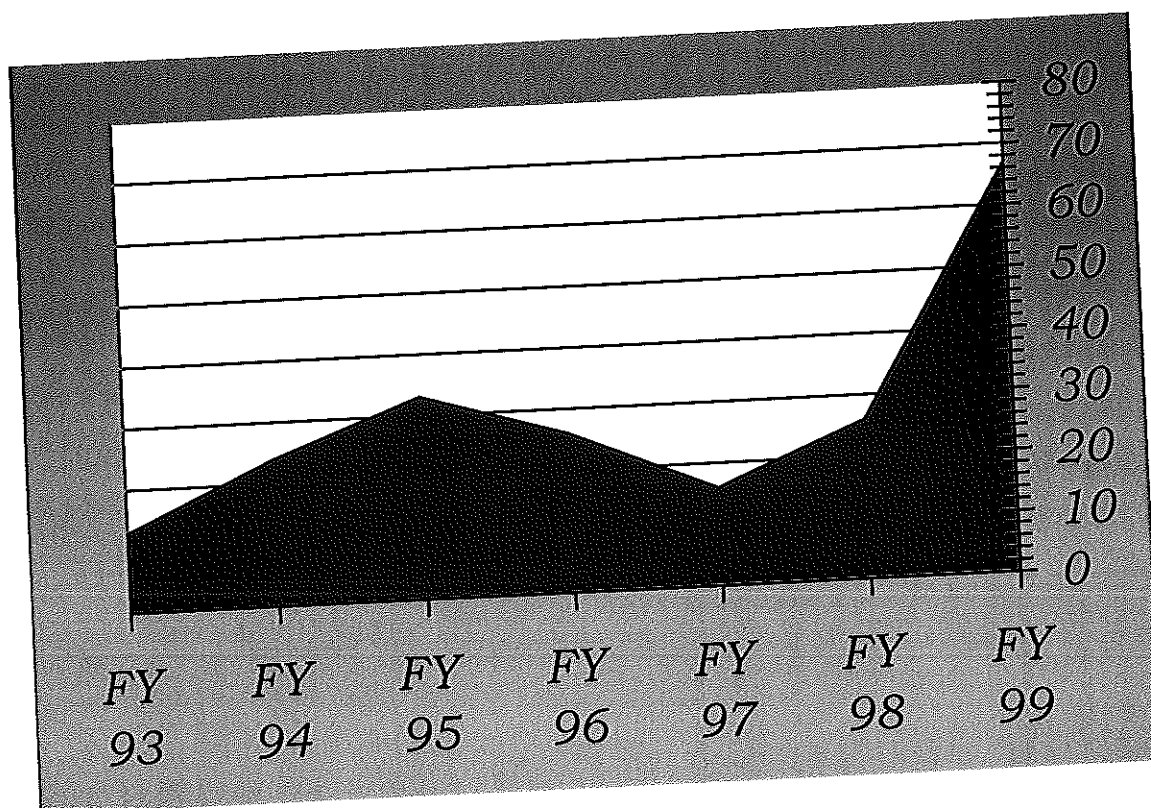
Admissions by County

County	1995	1996	1997	1998	1999	Total
Allen	0	2	2	1	2	7
Anderson	0	0	0	0	0	0
Atchison	3	6	4	0	7	20
Barton	1	2	0	1	0	4
Bourbon	2	1	0	4	2	9
Brown	0	0	0	3	0	3
Butler	6	1	9	9	3	28
Chase	0	0	0	0	1	1
Cherokee	1	3	2	1	0	7
Coffey	0	0	1	0	0	1
Chautauqua	0	0	0	1	0	1
Cheyenne	1	0	0	0	0	1
Clay	1	1	0	1	0	3
Cloud	0	0	0	0	1	1
Comanche	0	0	0	3	8	19
Cowley	5	1	2	6	2	17
Crawford	3	2	4	7	7	20
Dickinson	2	2	2	7	7	56
Douglas	4	11	10	15	16	3
Ellis	1	1	1	0	0	6
Ellsworth	3	2	0	1	7	17
Finney	0	1	6	3	10	20
Ford	2	1	2	5	5	28
Franklin	2	7	8	6	13	41
Geary	4	7	5	12	0	9
Grant	8	0	1	0	1	4
Greenwood	0	0	3	0	0	1
Hamilton	0	0	1	0	2	17
Harvey	0	3	9	3	5	8
Jackson	0	0	2	0	0	10
Jefferson	1	4	3	2	0	226
Johnson *	51	39	35	59	42	3
Kearny	0	2	1	0	1	3
Kingman	0	1	1	0	4	15
Labette	2	4	3	2	15	40
Leavenworth	4	8	4	9	0	1
Linn	1	0	0	0	10	45
Lyon	2	9	12	12	1	2
Marion	0	0	0	1	0	6
Marshall	1	4	0	1	0	2
McPherson	0	0	1	1	1	1
Meade	0	0	0	0	6	14
Miami	1	2	4	1	14	39
Montgomery	4	6	6	9	0	7
Morris	4	1	1	1	0	2
Nemaha	1	0	0	0	4	6
Neosho	1	1	0	0	1	4
Osage	0	0	2	1	1	1
Ottawa	0	0	0	0	0	5
Pawnee	0	3	1	1	0	3
Phillips	3	0	0	0	5	6
Pottawatomie	0	0	0	1	0	1
Pratt	0	0	1	0	7	34
Reno	4	5	7	11	0	3
Republic	1	0	1	1	1	4
Rice	0	1	1	4	15	39
Riley	6	8	6	4	1	2
Russell	0	0	0	1	2	23
Saline	4	4	7	6	2	421
Sedgwick *	65	94	84	86	92	4
Seward	0	0	0	2	2	4
Shawnee *	32	40	29	38	46	185
Sumner	2	1	1	3	1	8
Thomas	0	0	0	2	0	2
Wabaunsee	0	0	0	1	4	5
Washington	0	0	0	0	0	0
Wilson	0	0	0	2	0	5
Woodson	2	1	0	0	0	1
Wyandotte *	0	1	0	0	0	553
Total	109	96	73	121	154	2083
Total	351	389	358	463	522	

*Counties with the 4 largest number of admissions to TJCF

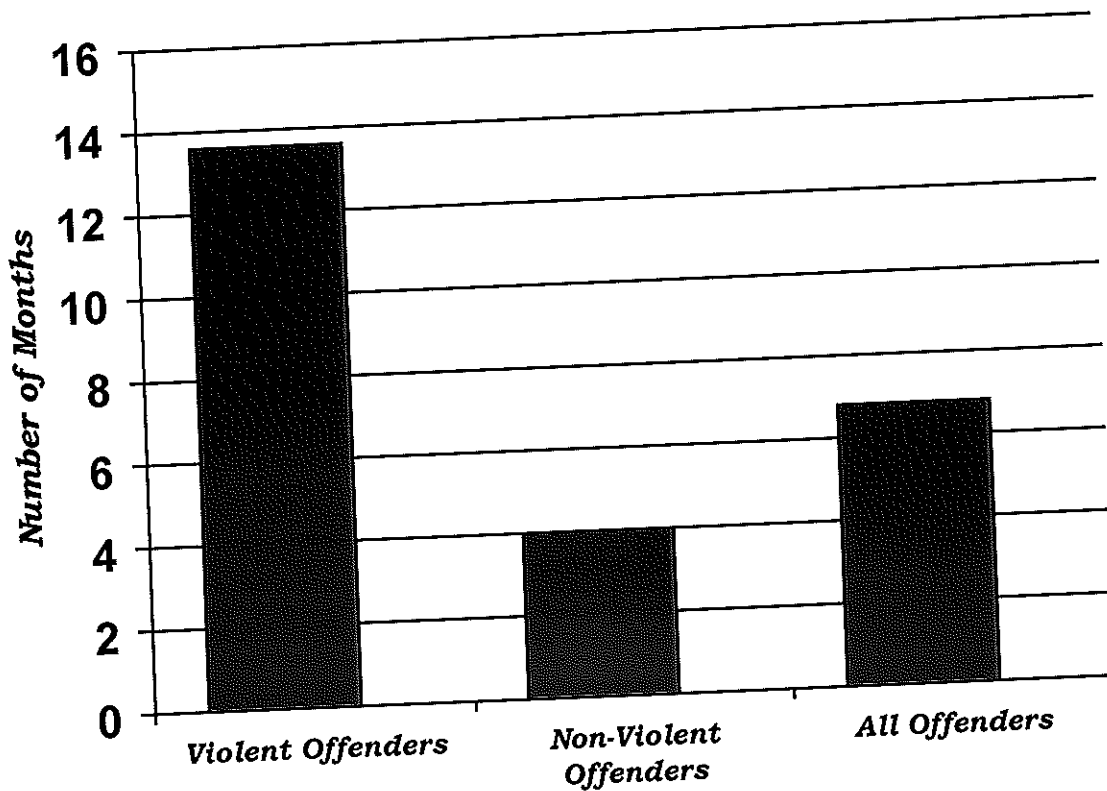
Number of JO on Staff Batteries – FY 99

FY	Number of JO on Staff Batteries
FY 93	13
FY 94	24
FY 95	33
FY 96	26
FY 97	16
FY 98	26
FY 99	67



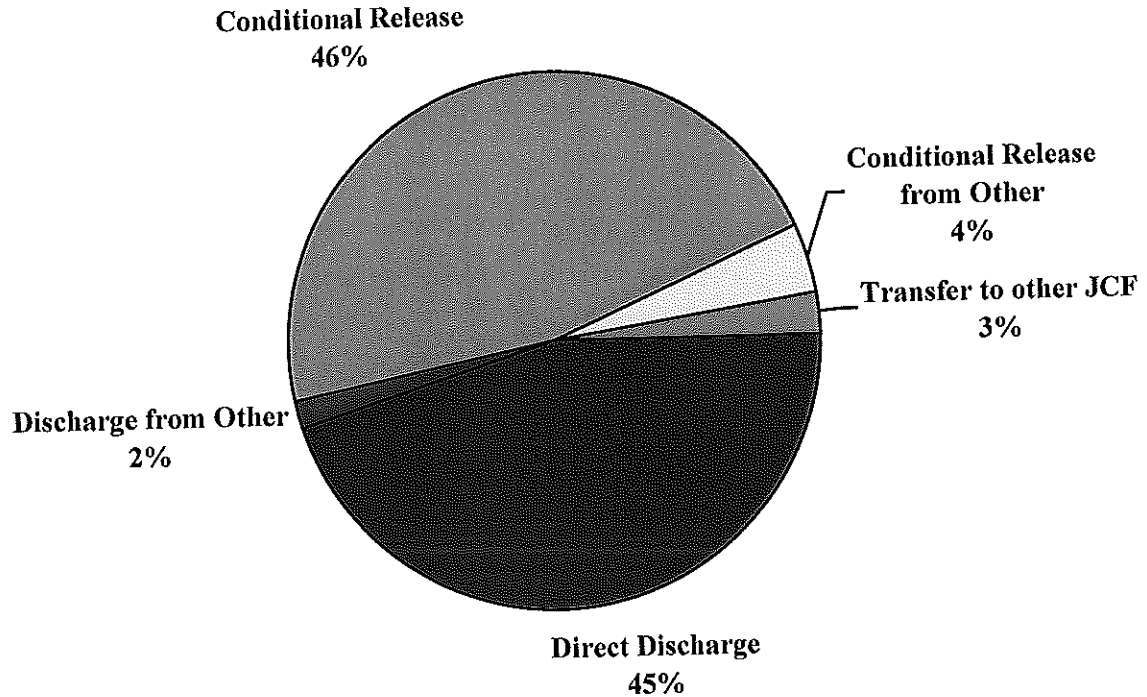
Average Length of Stay - FY 99

Violent Offenders	Non-Violent Offenders	All Offenders
13.6 months	4.0 months	6.8 months



Releases from the Facility FY 99

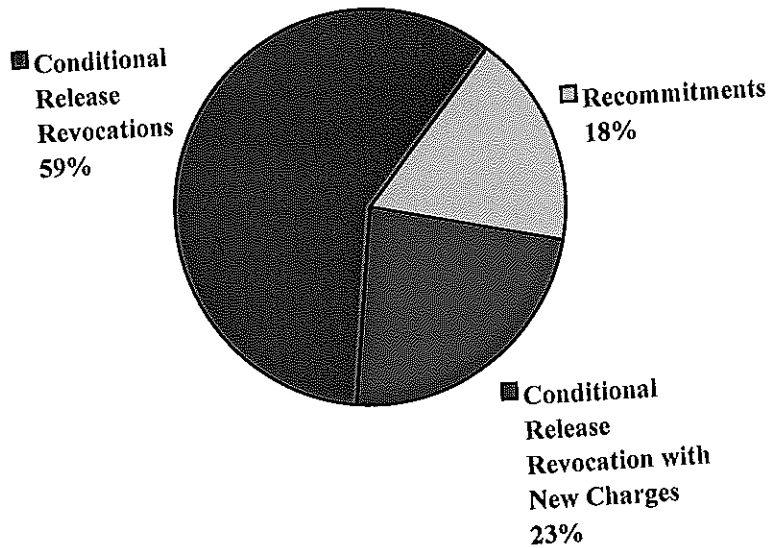
Type of Release	Number
Direct Discharge	211
Discharge from Other	8
Conditional Release	218
Conditional Release from Other	19
Transfer to other JCFs	12
Total Releases from the Facility	468



Recidivism Rate for FY 99

Type of Return	# of each
Recommitment	24
Conditional Release Revocation	81
Conditional Release Revocation w/New Charges	32

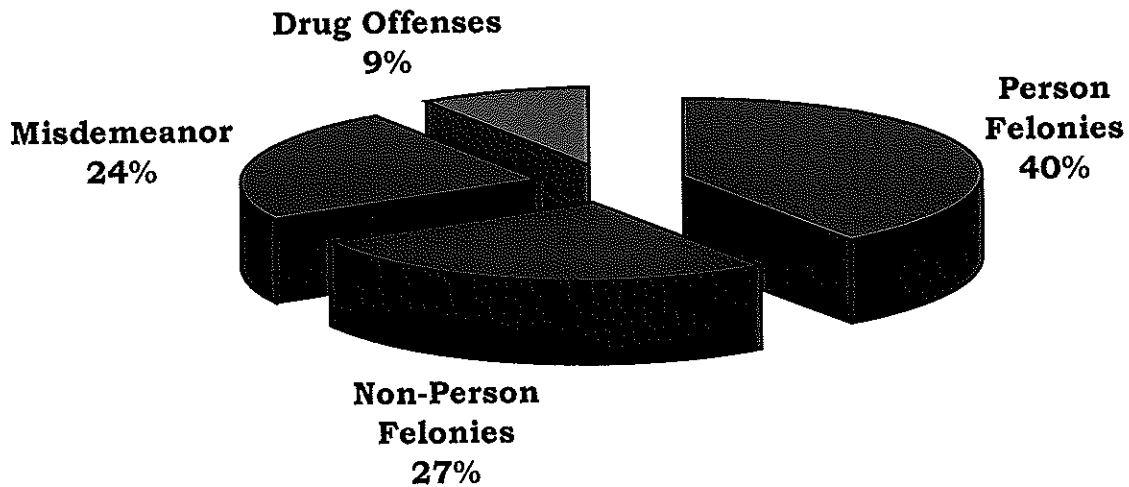
FY	1994	1995	1996	1997	1998	1999
Percent of Recidivism	7%	7%	11%	17.7%	16.4%	26.2%



Out of 522 admissions for FY 1999, 137 were returned. This represents a 26.2% rate of recidivism.

Commitment by Crime – FY 99

	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
FY 99	211	140	123	48



TOPEKA JUVENILE CORRECTIONAL FACILITY
PARENT EXIT SURVEY

DATE: July 1998 - June 1999

	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?	[9]	[8]	[21]	[35]	[43]	[1]
Were written reports you received from the Facility helpful to you?	[6]	[5]	[24]	[44]	[37]	[1]
Were you adequately involved in the planning for your son?	[8]	[8]	[20]	[34]	[39]	[4]
Was your son's release plan a good one?	[]	[1]	[17]	[31]	[48]	[8]
Were your son's medical needs met adequately while he was at the Facility?	[4]	[2]	[13]	[44]	[35]	[17]
Were staff able to give you good advice regarding how you could most effectively deal with your son?						
a) Social Worker	[6]	[8]	[17]	[35]	[43]	[8]
b) Psychologist	[6]	[8]	[12]	[27]	[25]	[21]
c) Living Unit Staff	[6]	[10]	[9]	[32]	[31]	[14]
d) School	[6]	[6]	[15]	[26]	[31]	[14]
Were staff able to explain your son's treatment program and problems clearly to you?						
a) Social Worker	[6]	[4]	[17]	[32]	[40]	[6]
b) Psychologist	[7]	[9]	[14]	[21]	[23]	[19]
c) Living Unit Staff	[10]	[3]	[12]	[28]	[27]	[13]
Was staff contact with you and your son helpful in improving communication, understanding, and closeness in your family?						
a) Social Worker	[5]	[9]	[18]	[30]	[37]	[9]
b) Psychologist	[8]	[8]	[15]	[21]	[24]	[18]
c) Living Unit Staff	[4]	[10]	[16]	[27]	[32]	[11]
d) School	[7]	[8]	[16]	[23]	[27]	[15]

	VERY POOR	POOR	FAIR	GOOD	VERY GOOD	DON'T KNOW
Was your son's Primary Clinician prompt in returning your calls?	[5]	[11]	[13]	[6]	[10]	[14]

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

a) Social Worker	[5]	[1]	[8]	[26]	[39]	[16]
b) Psychologist	[6]	[1]	[5]	[22]	[20]	[24]
c) Living Unit Staff	[4]	[2]	[8]	[26]	[28]	[18]
d) Administrators	[2]	[1]	[6]	[24]	[24]	[22]
e) School Personnel	[4]	[1]	[5]	[21]	[25]	[23]
f) Medical Staff	[4]	[]	[3]	[24]	[22]	[27]
g) Security Staff	[4]	[1]	[7]	[26]	[23]	[16]

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

a) Social Worker	[3]	[2]	[8]	[26]	[45]	[4]
b) Psychologist	[4]	[3]	[7]	[19]	[39]	[14]
c) Living Unit Staff	[4]	[1]	[9]	[25]	[53]	[5]
d) Administrators	[2]	[1]	[3]	[25]	[37]	[13]
e) School Personnel	[3]	[1]	[6]	[21]	[39]	[17]
f) Medical Staff	[4]	[1]	[6]	[21]	[41]	[20]
g) Security Staff	[3]	[2]	[11]	[30]	[42]	[9]

Do you believe the TJCF correctional program adequately dealt with your son's behavior and problems?	[5]	[3]	[24]	[30]	[43]	[5]
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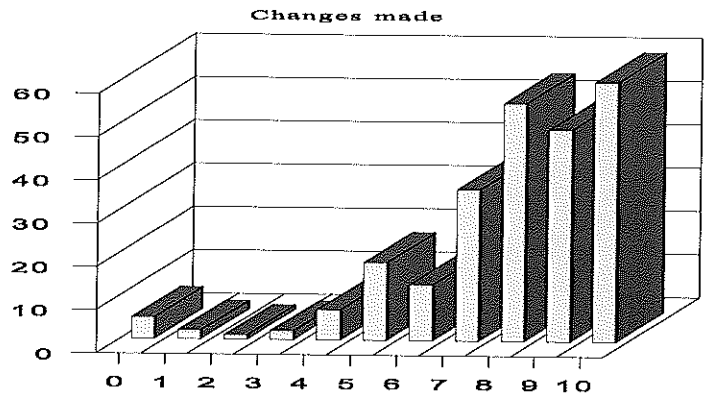
- 29% OF SURVEYS MAILED WERE RETURNED – UP 2% FROM LAST YEAR
- 68% OF SURVEYS CONTAINED WRITTEN COMMENTS – DOWN 7% FROM LAST YEAR
 - MOST COMMON COMMENT WAS “THANK YOU”
 - MOST COMMON COMPLAINT WAS LACK OF COMMUNICATION
 - MOST COMMON SUGGESTION WAS TO EXPAND VISITATION
- 9% OF INDIVIDUAL ELEMENTS RATED “POOR” OR “VERY POOR” -- UP 1% FROM LAST YEAR
- 61% OF INDIVIDUAL ELEMENTS RATED “GOOD” OR “VERY GOOD” – DOWN 3% FROM LAST YEAR

Student Exit Survey

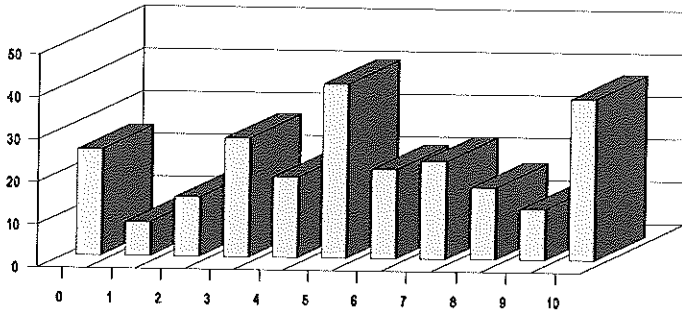
The following is a compilation of the responses of released students on the "Exit Survey for Youth Leaving TJCF". These responses were taken from surveys which have been collected over the past year, 1998 & 1999. The following responses were given with 0 being "none" or "very bad" and 10 being "a lot" or "very good".

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

0 = None 10 = A lot



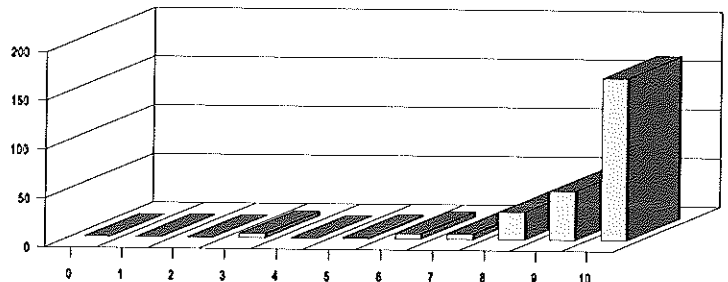
Your feelings about self at admission



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

0 = Very bad 10 = Very good

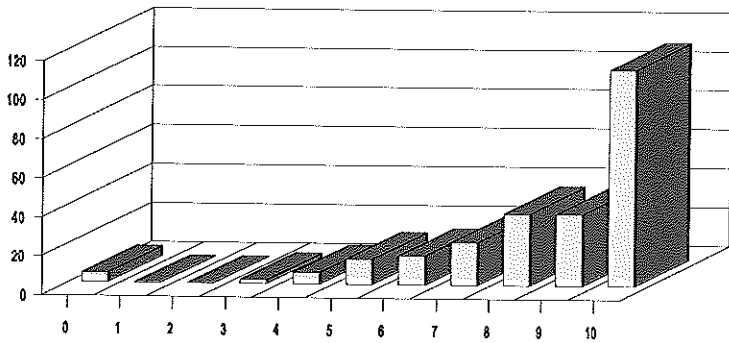
How do you feel about self now?



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

0 = Very bad 10 = Very good

Have you learned things while at TJCF?



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

0 = Nothing 10 = A lot

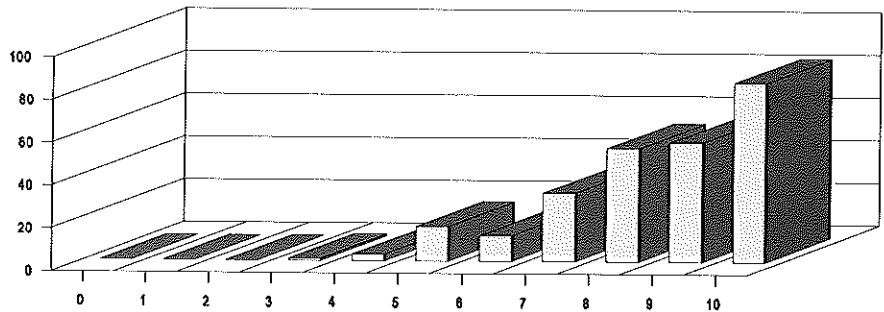
5. "What program or person do you feel was the most helpful to you while at TJCF?"

Drug & Alcohol Ed.....25	Psychologist.....16	Young Dad's.....12
Student Advisor Council.....11	Social Worker.....117	Conflict Resolution.....6
Self-Esteem Group.....1	A & D Aftercare.....2	Alcoholics Anonymous....12
Group Psychotherapy.....0	Sex Offender Group.....10	Narcotics Anonymous.....21
Vocational Class.....26	Landscaping.....16	Family Planning.....16
Chemical Dependency Serv.....18	Chapel.....98	Recreation.....55
Youth Service Worker.....37	School.....144	Industries.....15
Bachelor Living Skills.....32	Menninger Therapist.....1	A Teacher.....88
Stress Management Skills.....13	Aggression Replacement Group....15	

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

0 = Not very 10 = Very able

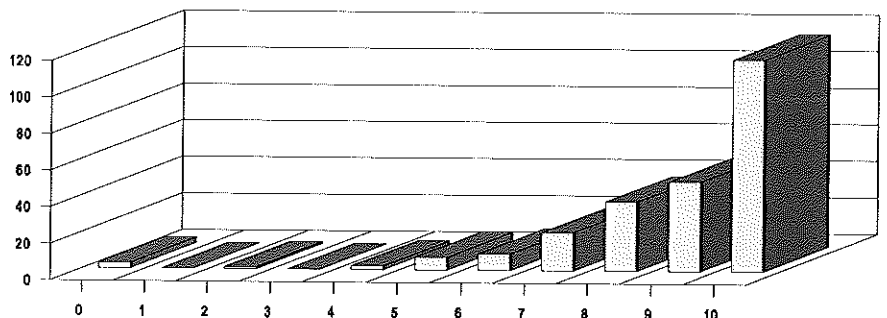
How able are you to resolve conflict?



7. "Has TJCF taught you to accept responsibility?"

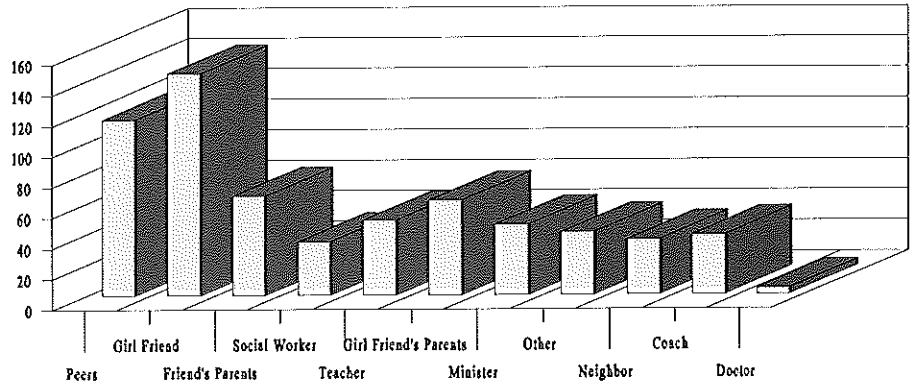
0 = Not at all
10 = A whole lot

Has TJCF taught you responsibility?



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 "0" being "not satisfied" and 10 being "satisfied".

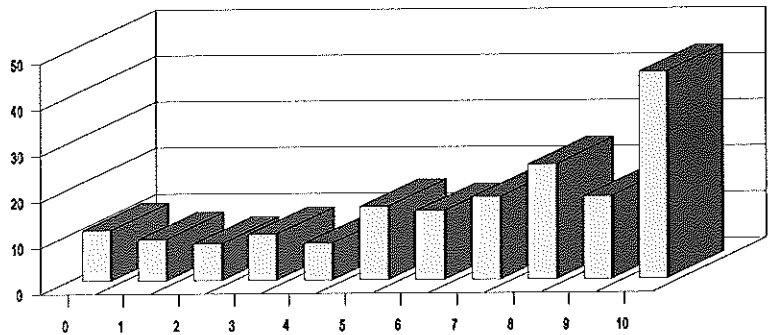
9. "Have you needed to use the TJCF Medical Services?"

Yes - 180 No - 62

0 = Not satisfied

10 = Satisfied

Have you used Medical Services?



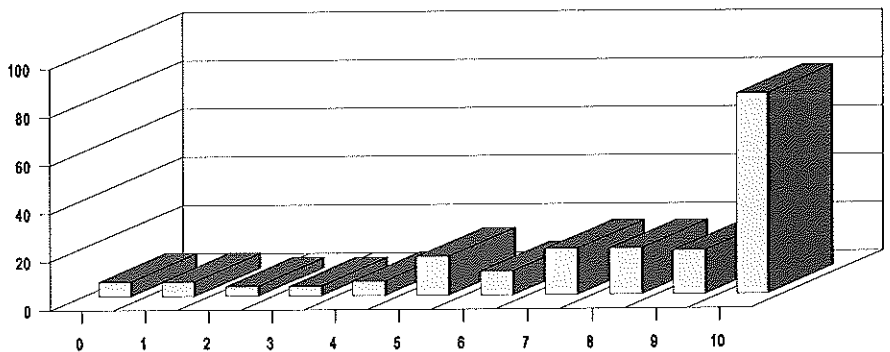
10. "Have you taken part in the Chapel services?"

Yes - 185 No - 60

0 = Not satisfied

10 = Satisfied

Have you taken part in Chapel Services?



The last four 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. "What things did you do to help yourself while at TJCF?"

Responses:

"I have tried to stay away from negative people trying to involve me in their stuff."

"I stay to myself and away from trouble."

"I worked real hard and obtained my GED and high school diploma."

"Learn in school a lot more."

"Read, swim, and played basketball."

"Try to take orders from people."

"I just do what I am supposed to do."

12. "Briefly explain what you've learned at TJCF about impact of your behavior on your victim(s) and community."

Responses:

"I've learned to accept responsibility for my actions and what they caused and to respect people who are just trying to live their lives."

"I think people should be aware of what's going on around them and handle it legally or notify someone who can do something."

"I learned how to keep my cool."

"Don't be violent and watch what I say."

"None learned."

"I have learned that I don't only hurt myself but I hurt lots of others and it's not safe to do what I did."

"It's not good to hurt people."

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

Responses:

"Better food."

"Short sentences with long lasting effects."

"More recreation for him to stay busy."

"The food and the school."

“Stop threatening us with 3 extra days.”

“Staff should give us more respect.”

14. How could TJCF improve its program?

Responses:

“By having better qualified workers that respect the simple fact of where we are and how we stand in our lives.”

“Stricter staff especially in Arapaho.”

“Talk more instead of being fined all the time.”

“Not enough paper here to tell you.”

“Go back to the old program; too many people don’t care anymore.”

“More food and a ping-pong table in Shawnee. Food and other things.

“More privileges if making the right level.”

“By hearing out the JO and taking the time to solve their problems that may cause them to have behavior or mental problems.”

15. Use the space provided for your comments, ideas, or recommendations.

Responses:

“This place does not need workers that are jackasses!”

“Needs better food.”

“Better food or go back to the old food.”

“It didn’t surprise me that throughout the whole facility I would only find a couple of people to talk to.”

“You staff should follow through on the rules and stop changing them every month.”

“Also let the JOs have more privileges.”

“I think you should have more things to do after school and on weekends.”

“The old food system is better. You should get the old food system back because with the new system we are more hungry.”

“Pay Mr. Kopmeyer more money.”

“GED program - if you willingly sign up for a class, you should not have to complete it before you leave.”

“Need more structure.”

“What I don’t understand is when you send someone to a place like this it is to better yourself.

How can you do this when you have negative people in your cottage. I'm a fairly nice person but here they stick you in a hellhole like Arapaho; it don't make sense. They say you will be punished for your actions only. The hell with that because staff will put zeros on your point sheet like they are giving out candy. All I've got to say is better staff."