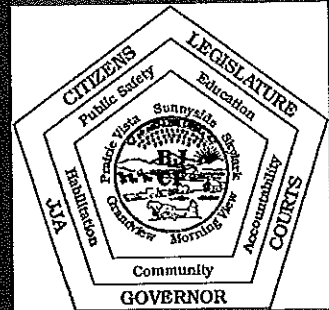


# BELOIT JUVENILE CORRECTIONAL FACILITY

## FY2001 Annual Report



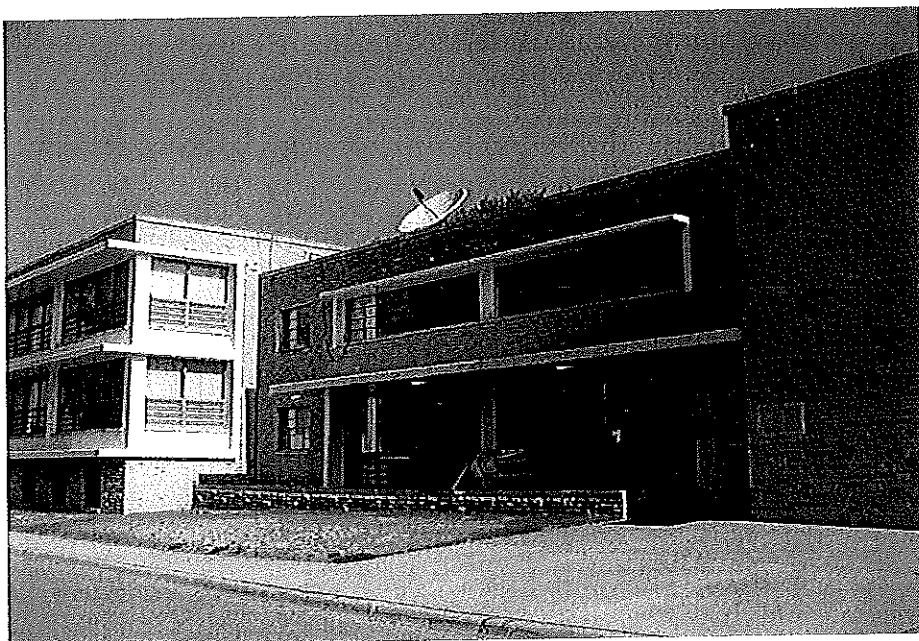
BELOIT JUVENILE  
CORRECTIONAL  
FACILITY

DENIS J. SHUMATE  
SUPERINTENDENT

1720 N. Hersey  
Beloit, KS 67420

Phone: 785-738-5735  
Fax: 785-738-3314

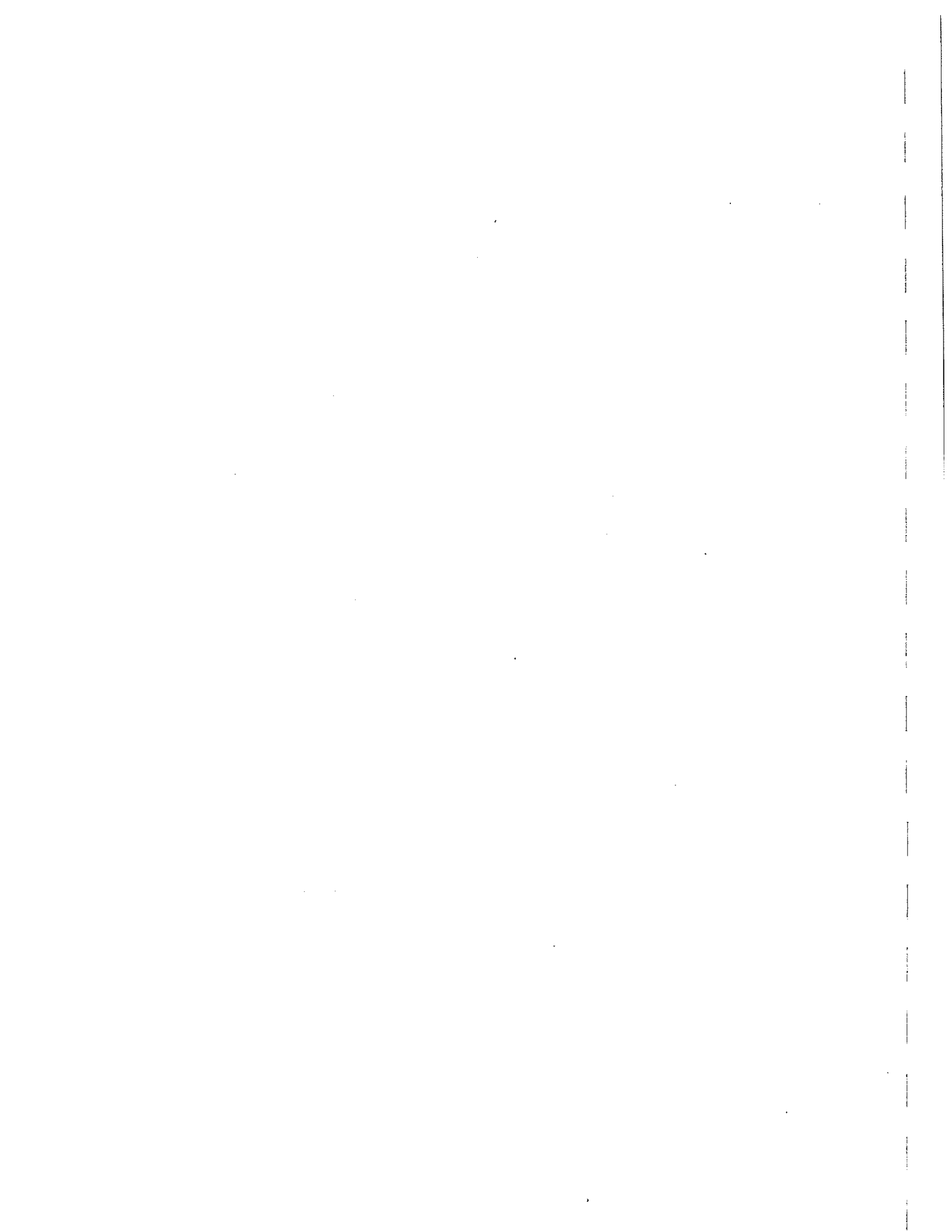
Email: [dshumate@bjcf.ksjja.org](mailto:dshumate@bjcf.ksjja.org)



Beloit Juvenile Correctional Facility is a 100-bed facility, serving juvenile offender females, ages 10 - 23 years of age, for the Juvenile Justice Authority of the State of Kansas.



Juvenile Justice Authority  
Albert Murray, Commissioner



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# INTRODUCTION

Denis J. Shumate, Superintendent

The Beloit Juvenile Correctional Facility submits its 17<sup>th</sup> annual report covering the period July 1, 2000, through June 30, 2001. This document has been prepared annually the past 17 years at the end of the fiscal year to support administrative and program staff in the operation of the facility. It also provides a format for insuring the facility monitors and reviews its various operations and programs in terms of meeting goals, objectives, and performance measures within the context of the overall facility mission, as well as that of the Kansas Juvenile Justice Authority.

The BJCF annual report is published in September each year. It is distributed to significant decision makers including elected officials, state administrators, members of the judiciary, selected legislators, staff of other juvenile correctional facilities, and selected members of the public. It is prepared to facilitate an understanding of the trends in the delivery of juvenile correctional services in the state of Kansas and to assist in public policy considerations/development, and budgetary decisions.

Fiscal year 2001 witnessed a further decline in commitments to the facility from the Kansas juvenile courts. The facility received only 29 new admissions during fiscal year 2001 and 21 returned on the basis of a conditional release revocation.

In comparison, the facility, received 177 admissions in fiscal year 99', 91 in fiscal year 2000, and only 50 in 2001. This trend was far in excess of what was projected through the early population projections and new projections suggest that the facility should average about 55 to 60 resident juvenile offenders.

The first two months of the fiscal year 2002, the facility received 13 commitments compared with seven for the same period in 2001. If these trends sustain for the remainder of the year, the facility should witness an increase in commitments this year, which would be more consistent with the early population projections.

The facility started the construction phase of the retrofit of Morning View living unit early in calendar year 2001. This project will convert Morning View to a maximum-security facility. This will provide for 18 secure rooms with six maximum security rooms. This will fulfill the Beloit facility's part of the 10-year facilities' plan establishing Beloit as the only facility for juvenile offender girls to provide services for all custody levels into the next 10 years. When Morning View is completely remodeled, by early December 2001, it will greatly enhance BJCF's flexibility to handle the projected population to be committed to the facility. It will also be very assistive in dealing with small groups of girls who continue

to be extremely difficult to manage and treat.

Because of the population trends, it became apparent, during the last weeks of the legislative session, that the facility would likely have its funding for fiscal year 2002 reduced. Because this development had been anticipated, the facility began to hold positions vacant in February. The legislature did reduce funding for the facility by \$500,000 for fiscal year 2002, which required the closure of Sunnyside living unit and the layoff of 16 staff. Due to resignations, retirements and reassignments, the facility will implement the full layoff on September 1, 2001, with only one incumbent staff actually losing their employment.

BJCF operates the program to insure public safety, juvenile offender accountability, and in a way that maximizes the opportunities for the juvenile offenders to leave the facility better prepared to be productive members of their community. Staff has researched a number of programs

this year that are considered state-of-the-art and are designed to maximize the facility experience for juvenile offenders in a relatively short period of time. This is necessary due to the full implementation of the reformation act placement matrix. Some of these programs will be incorporated during FY 2002.

The Beloit Juvenile Correctional Facility remains mindful that it is a public agency. It approaches its assignment and mission with a deep commitment to carry out the mission and vision of the facility, the Juvenile Justice Authority, the Juvenile Justice Reform Act, and the expectations of the citizens of the state of Kansas. In fulfilling its mission, it is committed to integrating this assignment utilizing modern technologies in an efficient and cost-effective manner.



# ADMINISTRATION & SUPPORT

## BUSINESS OFFICE/PERSONNEL

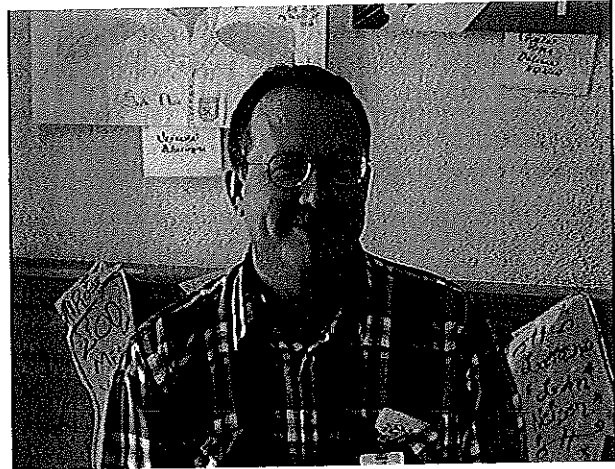
**Bob Schmidt, Public Service Administrator III**

The business staff, particularly the Accountant II, has been involved in training and orientating the new Storekeeper II assigned to the Commissary. Although the process has been mildly time consuming, the new employee is quite experienced in inventory management procedures and the transition has occurred very smoothly.

The facility continues to promote acknowledgement of staff who perform the duties of their position in an exceptional manner by virtue of an effective employee recognition program. Four employees were selected and recognized this year as Employee of the Quarter recipients. These honorees were: Angela LeSage, Executive Secretary; Larry Brock, School Counselor; Annette Burks, School Librarian; and Kevin Thoman, Activity Specialist I. John Johnson, Physical Plant Supervisor, was selected as the Employee of the Year and recognized at the annual staff Christmas Tea.

Also presented at the Christmas Tea were acknowledgements of employees commemorating their years of service to the facility. Three employees received 5-year certificates; three employees received 10-year pins; one employee received a 15-year certificate;

and five employees received 20-year pins. Special recognition was accorded to Angela LeSage, Bill Sherlock, and Jonell Schenk for 25 years of service to the facility.



John Johnson, Physical Plant Supervisor, was honored as the Employee of the Year for 2000 at the annual Christmas Tea.

Another key element of the employee recognition program is the use of "Thank You Notes" whereby supervisors and staff formally express words of appreciation to coworkers for acts of kindness and assistance. A total of 182 "Thank You Notes" were exchanged by BJCF staff this year.

The facility received letters of resignation from 19 civil service staff this year. Of this total, 15 were Juvenile Corrections Officers, 2 were Activity Specialists, a Storekeeper II, and a Custodian. Based upon feedback received from the employees who completed exit questionnaires, the most





prevalent reasons for their resignation were: dissatisfaction with hours of work, fear of layoff, and receipt of other/better offers of employment. Upon rating the facility as to the general level of effectiveness and the satisfaction of the employment experience, the responses were consistently positive, with the only negative indicators being "salaries in comparison to duties" and "lack of promotional opportunities."

In a similar vein, the Superintendent of the facility devised and distributed an Employee Survey to all staff this year. The purpose of the instrument was to solicit feedback from employees relative to their opinions about the BJCF program, security of the facility, and issues related to general topics, morale, and feelings. One hundred twenty-one (86%) employees responded with generally very positive comments. The areas of dissatisfaction were related to compensation, particularly within the maintenance, nursing, and paraeducational positions.

**COMMISSARY**

**Bob Schmidt, Public Service Administrator II  
Jack Robison, Storekeeper II**

The facility experienced a personnel change in the Commissary this year as Nancy Herberholz resigned after ten years of service as Storekeeper. Jack Robison began employment in December as her replacement. Mr. Robison brings many years of experience to the position and the transition has gone very smoothly.

The annual inventory was conducted on June 29. This exercise was performed by members of the Business Office, the Storekeeper, and Ms. Carol Johnson, Juvenile Corrections Officer. The inventory was found to be extremely accurate with only a couple of errors detected out of 887 line items of merchandise warehoused.

The valuation of inventory increased 3.5% this year with a final cost figure of \$124,666 in merchandise on hand. This increase is the direct result of higher prices per unit of materials warehoused, as the number on line items maintained decreased this year from 897 to 887. Clothing continues to be the largest category of items warehoused and comprises approximately 50% of the cost of the inventory.

Mr. Robison has analyzed the utilization reports generated by the inventory management program to determine turnover ratios of items maintained in inventory. We have begun to purge the system of obsolete and slow-moving items. The facility recently donated some obsolete materials to the local elementary school and the school system in Hoisington that was destroyed by a tornado this spring.

**CLERICAL DEPARTMENT**

**Angela LeSage, Executive Secretary**

Several projects were undertaken that should be of benefit to BJCF for years to come. A project initially started more than ten years ago was finally completed. This involved placing all admissions to the facility, since the first







one in 1889 through the current date, in a computer database. The file contains 6595 entries. Recorded is the facility case number, county of commitment, admission date, and discharge information. This was completed by Marne Hewitt, half-time OA IV, and Diane Schmitz, OA III. This information has already proven to be useful when requests for information are received. A quick search can be made to see if the person was ever at the facility. Additionally, name tabs were generated from the data file, and the tabs were placed in the permanently stored information in the basement. In the past, information on 15-20 girls was placed in an accordion folder, without individual name tabs separating the documents. This makes retrieval of old documents much easier, as well as improving the looks of the files.

In the past, when the files were readied for transfer to the State Records Center, copies of materials were made from the appropriate sections, requiring considerable movement between the basement storage area and a copier. In an effort to save time when files are prepared for transfer, a new section was created in the current master files, which contains copies of the information that the facility will maintain indefinitely. After five years from the discharge date, the entire case file is sent to the State Records Center for storage.

A topic index was created for BJCF policies that are most often utilized by staff. This includes emergency and medical procedures, incident reporting, and disciplinary policies.

This index was placed on the network shared drive for all staff to access. BJCF & JJA policies are available on the network.

Angela LeSage, Executive Secretary, served on the JJA committee for planning the Governor's Conference on Juvenile Justice. The nearly yearlong planning was culminated with a highly successful conference on June 5 & 6 in Topeka.

### EEO ACTIVITIES

#### Marne Hewitt, Chairperson

The EEO representatives for the facility are: Lila Sherlock, Bonnie Donley, Judy Dean, Machelles Wiles, Katrina Pollet, Jonell Schenk, Jan Clark, Linda Haskins, and Marne Hewitt, Chairperson.

The main responsibility of the representatives continues to be that of being a part of the interview teams at BJCF, and being available to staff who have EEO concerns or questions. The representatives participated in approximately 85 interviews during the fiscal year. The representatives met for four quarterly meetings held in January, April, July, and October to discuss pertinent EEO/Affirmative Action issues, etc. Committee members are available to all staff for EEO/AA questions, grievances, or complaints. There were no grievances or complaints filed with the committee this year.

Mrs. Hewitt attended a meeting hosted by Jeff Montague, JJA, in Topeka on April 24 regarding the EEO programs





throughout the juvenile correctional facilities. We discussed what each facility was doing regarding EEO issues, EEO forms, complaint processes, role of representatives in interviews, etc. Our hope is to have a more consistent and uniform approach to EEO issues. All those in attendance thought the meeting was a worthwhile endeavor. The next meeting will be devoted to discussing the interview process.

### DIETARY

**Anna Rothchild, Food Service Director**



ARAMARK Correctional Services continues to be the contracted provider of dietary services at the Beloit Juvenile Correctional Facility. Dietary staff work hard to prepare tasty, attractive meals, while staying within the guidelines of the School Lunch Program. Following nutritional requirements qualifies for a partial reimbursement from state and federal programs.

Special meals are fixed for holidays and occasions such as the annual track meet, Spanish and Black Awareness Months, and other ethnic

themes. Graduations and birthdays are observed with cake and small gifts.

Juvenile offenders work in the dietary department as restitution assignments, work-study enrollees, volunteers, and as paid food service workers. Food service meetings are held once a month, and an annual survey is collected from the juvenile offenders to solicit dietary compliments and complaints, which are then considered in service planning and menu development.

ARAMARK has a high emphasis placed on safety in the workplace. Safety meetings are held once a month and a \$50 bonus has been given twice this year to all staff due to their accident-free status.

### MAINTENANCE

**John Johnson, Physical Plant Supervisor**

During FY 2001, many projects were completed by the maintenance department, including clearing out trees and landscaping behind Prairie Vista living unit. This not only enhanced the appearance of the unit but also eliminated a pest control problem and fire hazard. New grass and twelve cottonwood trees were planted in the area.

Major woodworking projects completed this year include a custom built workstation and cabinets for the Technical Education classroom, remodeling of the school library, custom cabinets and workstation for Skylark living unit, re-facing cabinets in the art room, working with the HVAC





contractors doing demolition, and repairing walls in Sunshine unit.

Other projects included replacing the concrete landing in front of the cafeteria, replacing the drain lines under the floor of the commissary, and repairing the floor of the boiler room and kitchen with new clay tile. The building drain and sewer were replaced in Sunshine unit, and some light remodeling was done to the second floor restroom at that time.

The new preventive maintenance program went into effect this year, which included:

- ❖ 225 radio batteries reconditioned and/or serviced
- ❖ 39 generator tests
- ❖ 14 air conditioner services
- ❖ 26 refrigeration services
- ❖ 50 pressure release valve checks
- ❖ 27 heating system services
- ❖ 108 air handling units serviced
- ❖ 14 condensate pumps serviced
- ❖ 41 emergency lights tested/serviced
- ❖ 44 fire extinguishers serviced

There were also numerous inspections/services of fire hoses, rain gutters, hot water tanks, fire alarms, air compressors, and water temperature and roof inspections.

#### POWER PLANT

**Dan Davies, Power Plant Supervisor**

FY 2001 capital improvement projects were completed which involved removing the remaining asbestos from the steam lines in the power plant, replacing several feet of the original

main steam system, and to work on the equipment more safely.

The power plant operators have undertaken the project of installing a protective PVC jacket on the piping systems in the tunnel and various buildings. This project will significantly increase the life of the insulation system and reduce damage. This project will involve several thousand feet of piping and will be an ongoing project.

In addition to the repair, inspection, and maintenance of the steam and hot water systems, the power plant operators continue to make a significant contribution to the overall care of the physical plant. They perform maintenance and repair on the facility's vehicles, maintain the swimming pool, perform a wide variety of maintenance tasks, have been called upon to fill in for the custodians on occasion, and as always, are prepared to provide backup assistance to the juvenile corrections officers.

#### WELLNESS COMMITTEE

**Brenda Tietjens, Chairperson**

The Wellness Committee promotes a healthy lifestyle through written information, seminars, and activities for juvenile offenders, staff, and the community. The committee strives to provide leadership in supporting selected statewide projects that contribute to the wellness of Kansans.

On a monthly basis, the Wellness Committee submitted (with their permission) employees' names and





birthdays to KSVV radio station for announcement. The committee sponsored 11 activities throughout FY 2001. The following is a summary of activities and events sponsored by the committee:

August 2000- Mitchell County "Relay for Life," associated with the American Cancer Society, was held from 6 p.m. to 6 a.m. on August 4 & 5. The BJCF team raised \$1,030.

September 2000- A Spanish luncheon was enjoyed by staff on September 14. This was in coordination with the Cultural Committee's celebration of "Cinco de Mayo."

October 2000- "Make a Difference Day" was celebrated on October 28. Projects included donations of flower bulbs for juvenile offenders and the Activity Therapy Department to plant at the facility, and donations for the Morrison House in Salina. The Morrison House is a home for the primary care giver who must travel from outside of Salina to be near a loved one who is a patient at the Salina Regional Health Center.

November 2000- Donations for March of Dimes "Blue Jeans for Babies" were collected, raising \$353. Employees could wear jeans on a designated day if a donation of \$3 or more was made.

December 2000- The Committee promoted the "12 Days of Wellness" December 11-22. Items were collected for the food pantry December 11-17.

January 2001- An article by Ann Landers was distributed about New Year's resolutions.

February 2001- Employees were encouraged to participate in the "Random Acts of Kindness." 149 Slips were submitted with 72 names.

March 2001- An "Irish Tater Bar" luncheon was held on March 15.

April 2001- "Quarters for a Cure" in connection with the Mitchell County "Relay for Life" was held in grades K-8 in Cawker City and Glen Elder. This event brought in over \$1,000.

May 2001- "National Fitness Day" was held on May 16.

June 2001- The American Cancer Society "Relay for Life" was held from 6 p.m. to 6 a.m. on June 8 & 9. The "BJCF Roadrunners" raised \$1,681.50. This project raised over \$23,000 from the community.

#### CULTURAL AWARENESS COMMITTEE

**Carol Johnson, Chairperson**

The Cultural Committee was formed to acquaint juvenile offenders and staff with the cultural similarities and differences among various ethnic groups. The committee accomplishes this by sponsoring activities and functions designed to promote interest and understanding of the beliefs and customs of various ethnic groups. With the exception of those viewed as security risks, all juvenile offenders are invited to participate in activities sponsored by the Cultural Committee.

Activities for FY 2001 started in July with an All-American Picnic. A meal of





pan-fried chicken was served by the cafeteria, followed by a variety of outdoor games.

In September, the Hispanic culture was recognized with a special meal, Spanish word search puzzle, an educational video, and a scavenger hunt featuring Hispanic items.

In October, one of the juvenile corrections officers, who is a German citizen, gave a presentation on the fall of the Berlin Wall.

In December, juvenile offenders researched the meaning of the Christmas stocking in other countries. Each juvenile offender had the opportunity to decorate a personal Christmas stocking. Various holiday craft items were made and donated to area nursing homes.

In January, the African-American culture was recognized with a poster contest. The theme was "Who is your favorite African American role model?" Also, a video entitled "A Place at the Table" was viewed.

In March, the Irish culture was celebrated with a bagpipe musical played at the graduation ceremony.

Women were also honored in March with the committee hosting a panel of six women in nontraditional roles. The panel consisted of State Senator Janis Lee; State Representative Laura McClure; Beloit City Mayor Becky Koster; Dr. Chris Marozas, Physician; Jill Grauerholz, Financial Advisor; and Bonnie Wilson, Magistrate Judge.

## FACILITY TOURS & SPEAKERS BUREAU

**Linda Haskins, Staff Development Specialist I**

Tours of BJCF are available to interested groups. Among those touring the facility this past fiscal year was Verna Chapman-Lewis, JJA Training Coordinator, on August 30, 2000. Eighteen members of the Juvenile Justice Authority Legislative Oversight Committee along with three of the JJA Central Office staff toured the facility on October 9, 2000. On November 9, 2000, eight staff from the Youth Residential Treatment Center, Geneva, Nebraska, toured the facility. Finally, on March 29, 2001, three people from the Department of Administration Self-Insurance Fund for Worker's Compensation toured, and later that day conducted training for our staff.

The Beloit Juvenile Correctional Facility maintains a "Speakers Bureau" - professional staff who are willing to deliver informational presentations to clubs and organizations in the area. Denis Shumate, Superintendent, spoke to both the Lions Club and the Rotary Club in Beloit. Jonell Schenk, Social Worker, presented to the following: Delta Kappa Gamma in Smith Center, Kansas; the United Methodist Women's West Conference in Beloit to an audience of approximately 150 women; to the Delphian Club in Beloit for approximately 30 people; and to about 25 members of the "Introduction to Sociology" class at Cloud County Community College. All presentations were regarding programming for female juvenile offenders at the Beloit Juvenile Correctional Facility. Barb McGrath, a





member of the teaching staff at North Beloit High School, addressed fifteen members of the Special Education Advisory Council in February about the facility's educational programming and the sentencing matrix.

#### EMPLOYEE ASSISTANCE PROGRAM

**Linda Haskins Staff Development Specialist I**

The Staff Development Specialist serves as LIFEline coordinator for the facility. The responsibility of this position is to introduce staff to the State of Kansas Employee Assistance Program (EAP). This program is confidential, voluntary, and available to all state employees and their immediate families.

In addition to being introduced to LIFEline during orientation training, facility staff are periodically reminded of the service through the state newsletter, *HealthQuest*. Other handouts and reminders are provided periodically.

LIFEline helps state employees and their families deal with "life's stressors," and the program may be accessed for a broad spectrum of reasons such as: alcohol and drug problems, family problems, or childcare/eldercare. A supervisor or the LIFEline coordinator may assist, at the request of the employee, with the initial contact to LIFEline, but no records are maintained of those accessing the program with the toll-free phone number.

#### KANSAS QUALITY MANAGEMENT

**Linda Haskins, Staff Development Specialist I**

In 1992, Kansas Quality Management was mandated by Executive Order issued by Governor Finney in all areas of state government. The then "Youth Centers" supported the concept with training exercises and a variety of quality management implementations. Applying the concepts of Kansas Quality Management appears to have lost its momentum, and although one might find "pockets" of quality management being utilized, the concept has not been universally supported.

KQM team training continues to be a part of the orientation that every staff member at the facility experiences. BJCF staff realize the value and benefits of group efforts vs. individual efforts.

Natural work teams, such as the clerical team and each living unit team, continue to practice the philosophy behind quality management. Member satisfaction is checked periodically with feedback sheets and team member training is conducted periodically within the natural work teams.

#### EMPLOYEES ASSOCIATION

**Ruth Haskett, President**

The Employees Association welcomed FY 2001 with election of officers. Ruth Haskett remained as President, Katrina Pollet as Vice President, Kristie Smith as Secretary/Treasurer. Additional





members included Darla Jacobs, Kay Hoppe, and Susan Pontow.

Members planned several activities throughout the year to boost employee morale, provide interaction between areas, and provide remembrance and encouragement to staff, CALL Committee members, and volunteers.

Some of the activities included a raffle for Worlds of Fun tickets, State Fair Bingo, baby pumpkin decorating contest, baked goods sale, Secret Pals, leprechaun trivia contest, Easter egg hunt, Earth Day word search, and a sock hop/ice cream social.

T-shirts and jackets embroidered with the BJCF logo were sold as a fundraiser. A local craftsman designed the logos.

Careful planning goes into the annual Silent Auction held in December. Items were solicited from staff and local businesses. Letters to businesses are mailed in November, callbacks are made and the donated items are picked up. Funds generated from this auction are used to purchase prizes and remembrances throughout the year. Proceeds from this year's Silent Auction netted \$1407, an increase of \$373 over last year.

Recognizing the Employee of the Quarter and Employee of the Year has become a tradition at BJCF. The Employees Association awards the selected individual with a check for \$25 and \$50, respectively.

## VOLUNTEER REPORT

**Francie Harman, Volunteer Coordinator**

Volunteers contributed approximately 458 hours of service to the facility during FY 2001. A social work practicum student who was working on completing requirements for a Bachelor of Social Work degree contributed the bulk of these volunteer hours. Her duties included limited case management and assisting with individual and group counseling.

Juvenile offenders contributed approximately 863.5 hours of volunteer service at local nursing homes. They assist with personal grooming and special events at the nursing homes. In addition, 71 hours were contributed to the Blood Mobile, and 60 hours to custodial services at BJCF. In addition, juvenile offenders volunteer for various community projects under the supervision of the Activity Therapy Department. A more comprehensive report detailing hours and activities can be found in the Activity Therapy section.

## INFORMATION MANAGEMENT

**Steve Fleming  
Information Technology Consultant II**

Many changes and enhancements were made to the network system and computers throughout FY 2001.

The main server was replaced allowing for faster response time and providing more needed storage for data. A software audit was performed on all JJA computers throughout the facility.





We were able to identify and correct any licensing problems with software vendors and bring the facility into compliance. Very few problems were found on the computers at the facility.

Each computer on the network at the facility was upgraded. More memory was added to some, while others were rebuilt with new motherboards and faster processors. At the same time the operating systems were upgraded from NT 4.0 to Windows 2000 Professional. The Office 97 programs were also upgraded to Windows Office 2000 Professional.

The tape backup system for the network was also replaced. This allows for tapes to be changed weekly instead of daily, while at the same time reducing the time to backup the system by approximately 50%.

The last major enhancement was the addition of the video conferencing equipment. BJCF can now conduct meetings through this equipment without leaving the facility. Later, this equipment may be used to conduct court hearings without having to transport the offenders.

The Computer Committee continues to meet on a periodic basis to monitor computer hardware and software implementations. As the software and hardware technology has increased, the Computer Committee has overseen the replacement of obsolete computer systems and the updating or addition of software throughout the facility. The Committee has also overseen the development of increased technology at North Beloit High School.







# CLINICAL SERVICES & PROGRAMS

## PROGRAM DIRECTOR REPORT

**Pat Harman, Program Director**

The fiscal year began with 61 juvenile offenders in residence. The facility witnessed a decline in admissions that reached a low of 48. Conditional release revocations and new admissions combined for a total of 50 admissions. Thirty-one of those were conditional release violators. This downward trend, which began in 1999, was anticipated and attributed to changes in state law effective July 1, 1999. Initial population projections in anticipation of the impact of the matrix foresaw a drop in admissions. The newest projections indicate a population for BJCF of 55 - 65. Grandview living unit was opened in August 1999 to offer 16 additional beds. The opening of Grandview brought the bed capacity to 100. The facility hit 105 juvenile offenders in September 1999. Just two years later, we enter the fiscal year with 55 juvenile offenders and plan to close a unit, reducing bed capacity.

Juvenile offenders committed under the sentencing matrix represent 37% of the population. Over half of the matrix commitments are serving time for a Level 1-6 felony offense. One juvenile offender spent only 33 days of her total sentence in residence due to her short sentence and jail and detention credit awarded by the court.

Many of the matrix commitments have not invested in programs and this lack of motivation was manifested in rebellious and disruptive patterns of behavior that took time from those more motivated and interested in education and personal growth. Many from this troublesome group have remarked that there is no reason to behave or change because they are going to leave on an identified date. The good time provision has not provided a source of motivation to those serving a lesser sentence. They have little or no incentive because they cannot shorten their term of incarceration. Only one juvenile offender has earned good time and was released earlier than the court ordered sentence.

Thinking for a Change (TFC), a program developed by the National Institute of Corrections, was incorporated to enhance the cornerstone of our treatment initiative, Aggression Replacement Training (ART). TFC utilizes technologies of cognitive therapy. The facility makes an effort to remain open to new and better programs and technologies as they evolve. TFC has gained national recognition, and since the incorporation of TFC several other specialized treatment programs have adapted portions of the cognitive skills components.





## PSYCHOLOGY DEPARTMENT

**Pat Harman, Program Director**

Two clinical psychologists provide psychological services, one of which is a licensed master level psychologist. To adjust to the decline in the number of juvenile offenders referred this year, the psychologists have offered more direct care, staff training, and consultation relevant to juvenile offender treatment. Also, several groups were reorganized to work with juvenile offenders individually. Mr. Offutt attended the first statewide Kansas Suicide Prevention Conference on September 22, 2000. On January 17 & January 18, 2001, both psychologists presented an introduction to the DSM IV-R and subsequently followed up by presenting four relevant case studies. On December 9, 2000, Mr. Offutt presented training on suicide prevention to juvenile corrections officers.

Biofeedback training for juvenile offenders was initially conducted in a group setting of four; but, more recently, this training has been individualized. Anger Replacement Training Orientation (a mandatory training for all juvenile offenders) has recently been individualized. Mr. Offutt's violent offender group has been individualized for juvenile offenders to continue to progress/advance through the level system and not have to wait for other juvenile offenders to join the group.

Mrs. Clark taught Cognitive Self-Change to staff seven times throughout the year. Moral Reasoning Training (which is a part of the Anger Replacement Training Program) was presented on two occasions during this year by Mrs. Clark.

## SOCIAL WORK DEPARTMENT

**Jim Moore, Chief Social Worker**

Social workers at the facility have significant service delivery and program administration responsibilities. All social workers serve as Program Supervisors in one of the living units; and, as such, have the responsibility for the development and implementation of program plans for each juvenile offender in their unit. They also provide clinical consultation and leadership to the juvenile corrections officers in each unit.

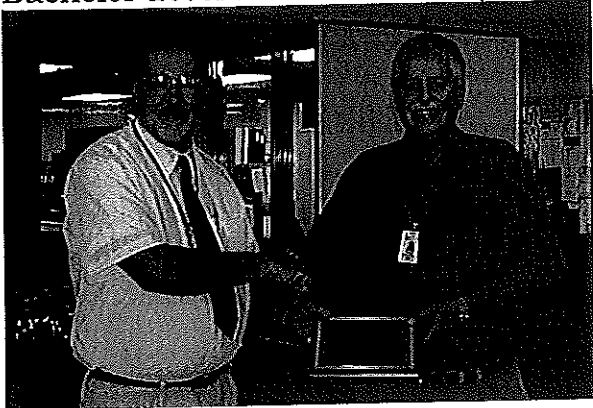
Social work staff provide direct care services to offenders, including individual counseling with the offender as well as their family. Counseling may include areas such as grief and loss, sexual abuse, family issues, eating disorders, and depression. Social workers are also significantly involved in a number of the facility's primary programs including Aggression Replacement Training, violent offender programs, Thinking for a Change Group, sexual abuse treatment, and the in-house restitution program.

The department is composed of five staff, with one designated as Chief Social Worker. All staff are licensed by the state through the Behavioral





Sciences Regulatory Board. There are three Master Level Social Workers (1 LCSW and 2 LMSW's) and two Bachelor Level Social Workers (LBSW).



Pictured is Denis Shumate, Superintendent, and Jim Moore, Chief Social Worker, at Mr. Moore's retirement party.

Highlights for the year include the following:

- ❖ All social work staff completed the Thinking for a Change training, and four staff now serve as TFC group leaders.
- ❖ A curriculum and program to assist offenders with grief related issues was developed. This can be used with individuals or groups.
- ❖ One of the staff did earn their Clinical Specialist License.
- ❖ Supervised a semester-long undergraduate field placement for a social work student.
- ❖ Revamped the facility's Relationship Program, and, in conjunction with this, conducted staff training for approximately 60 staff on Understanding Sexual Con Games.

- ❖ The retirement of the Chief Social Worker was announced.

## JUVENILE CORRECTIONS DEPARTMENT

Francie Harman, Juvenile Corrections Director

The Juvenile Corrections Department consists of 60 staff. The division is made up of four levels: 6 Juvenile Corrections Officer II's; 7 Juvenile Corrections Officer I's; 6 Juvenile Corrections Specialists; 40 Juvenile Corrections Officer I's; and the Director of Juvenile Corrections. These officers are dispersed among five living units and security.

Job responsibilities include: providing supervision, structure, guidance and counseling to the juvenile offenders; maintaining a safe and therapeutic living environment; providing support and assistance to colleagues in meeting program objectives; communicating both verbally and through written documentation; administering prescribed medications; and transporting offenders to appointments both on and off campus.

Significant factors affecting the department during FY 2001 include:

- ❖ New legislation for the Juvenile Corrections Officer series employed on or after July 1, 2000. Persons hired as a Juvenile Corrections Officer must: be 21 years of age at the time of employment, possess no felony convictions, be fingerprinted, meet physical agility requirements as specified in the Post Work Screen, successfully complete a 40-hour





basic training at the JJA training academy, pass a written examination, and demonstrate the ability to execute Crisis Intervention Response Techniques as a condition of employment.

- ❖ Development of JJA uniform employee dress policy. In May 2001, a draft of the proposed dress policy was submitted to each facility for review. Uniform orders were placed in June 2001. September 1, 2001, is the goal for having the juvenile corrections officers in uniform and for implementing the official dress policy.
- ❖ Juvenile Justice Training Academy- The new academy is located at the Kansas Army National Guard Training Center in Salina, Kansas. Juvenile corrections officers hired after July 1, 2000, are required to successfully complete the 40-hour training curriculum. In addition to incoming employees, incumbents are being offered the opportunity to attend the academy for refresher training. The training curriculum consists of: Crisis Intervention and Response Training, suicide prevention, legal issues, report writing, ethics/professionalism, sexual harassment/violence, stress management, and teamwork/communication. The first class was held in January 2001. Thus far, the Beloit Juvenile Correctional Facility has had nine officers (six new, and three incumbent Juvenile Corrections Officer III's) successfully complete

the curriculum and graduate from the academy.

- ❖ Renovations and upgrading of the 24 individual rooms in Morning View living unit got underway in mid-February 2001. Construction is expected to be complete in December 2001. The cost of this project, including equipment, is approximately \$500,000.

The Skylark living unit office received a facelift. Old cabinets were replaced with well-designed oak cabinetry.



Morning View remodeling project. The living unit is being remodeled to house juvenile offenders requiring a more structured environment.

- ❖ There was 16 resignations in the department this year. Reasons given for these resignations were: eight accepted positions offering better pay and more desirable hours; two were due to internal promotions; two were for personal reasons; four were performance based.
- ❖ Christmas Project: Seventy-three individuals/groups contributed to the annual Christmas Project. Estimated value of gifts contributed was \$3000. Cash donations totaled





juvenile offenders in attendance. This total represents an average of 52% of the campus population attending chapel each week. Late in the fiscal year, the facility changed a policy allowing more offenders to attend services. The policy change increased chapel attendance by approximately 3-5 juvenile offenders per service, and the ecumenical services averaged nearly 60% of the campus population.

There were 39 Catholic services offered this fiscal year. A total of 148 juvenile offenders attended, with an average of four offenders per service.

Efforts were made to provide individual attention to those offenders who showed a need or interest in spiritual growth or counseling. The life experiences of some juvenile offenders led to an increase in crisis counseling.

## INDEPENDENT LIVING PROGRAM

**Gilletta Molleker**  
Independent Living Coordinator

The Independent Living Program is funded by an SRS IV-E grant which allows BJCF to contract a person to concentrate solely on providing independent living services to its population. The ILP coordinator is to provide independent living services to meet the particular and changing needs of the BJCF all-female population while maintaining the integrity of the federally-mandated Independent Living Program guidelines. The bulk of the Independent Living Program is made up of structured groups composed of

up to six juvenile offenders. The majority of independent living groups average nine hours of group time and some additional work outside of group.

The Independent Living Program offered 10 specific groups during FY 2001. Residents were selected for the majority of groups based upon age, placement options, and skill need. The exceptions were SLT Basic 10 and Entrepreneurship Group. SLT Basic 10 Group is a program requirement for all incoming juvenile offenders and is part of the BJCF social skill based ART curriculum. Fourteen juvenile offenders participated in Entrepreneurship, which was offered to those juvenile offenders who expressed a keen interest in studying the skills required to run their own businesses.

Other groups offered through the Independent Living Program include: Financial Planning (formally Budgeting Group), which exposes the juvenile offenders to a wide variety of financial concepts, had 60 participants. Parenting for Parents is an ongoing group designed for the juvenile offenders who are currently or about to become parents. We had a total of 9 parents in FY 2001. Parenting for Non-Parents addresses many issues of parenthood for those juvenile offenders who are not currently parents with 15 participants. Apartment 101, started in March 2001, taught 20 juvenile offenders the basic requirements of apartment living. Nutrition and Cooking Groups concentrate on healthy and budget-conscious food choices and has had 23 juvenile offenders participate. Twenty-three juvenile offenders have also participated in Career and Job



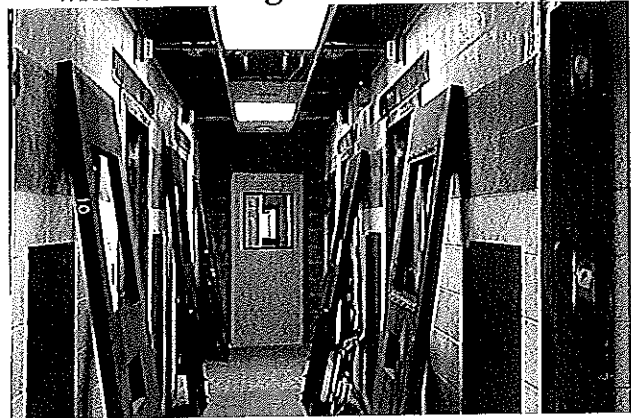
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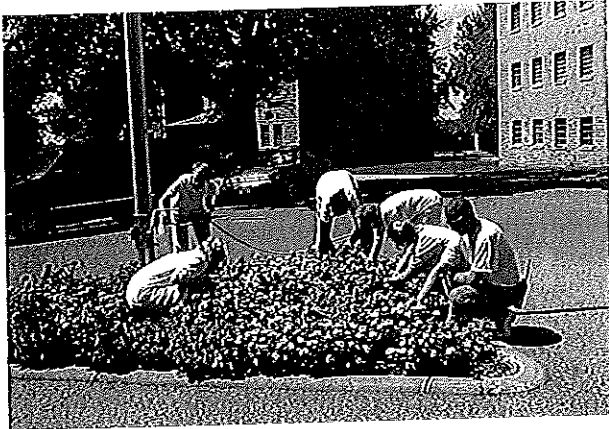




\$555. There were 66 juvenile offenders in custody at the facility during the Christmas holiday.

## ACTIVITY THERAPY

Lynn Miller, Director of Activity Therapy



Kevin Thoman, Activity Specialist I, supervises juvenile offenders in the Horticulture class.

The Activity Therapy Department experienced many exciting and disappointing changes during FY 2001. Two individuals were hired to fill Activity Specialist I positions early in the year, along with hiring an additional Activity Specialist I. The additional position was available due to the reclassification of another civil service position, Psychologist III. This additional Activity Specialist I allowed for coverage to meet the American Correctional Association standard for leisure-time/daily physical fitness activities for all five living units. One Activity Specialist I resigned after seven months of work. Soon after, budget cuts were announced which would require downsizing the faculty. The department was not approved for rehiring of this position. Even with two

new staff and the resignation of one activity specialist, the Activity Therapy Department continued to provide unit activities on a daily basis, including weekends and holidays. Classes were deleted or rearranged to accommodate this priority. A variety of activities are provided to the offenders through the living unit such as cardiovascular fitness, leisure-time games, competitive sports, crafts, special activities, and holiday events. Community service activities are still a major function of the department with 708 hours of service to the community through ongoing programs such as Meals-on-Wheels, Adopt-A-Highway, Warm-Up America project, and one-time projects such as assisting the Beloit Chamber of Commerce Isle of Lights with light setup in the city park. Several noteworthy events the Activity Therapy Department sponsored included an 8' x 8' Christmas card for the Isle of Lights, the donation of 40 blankets/lap robes for the Long-Term Care unit at the Mitchell County Hospital, and the donation of a full-size afghan for Habitat for Humanity through JJA.

## AGGRESSION REPLACEMENT TRAINING (ART)

Lynn Miller, Director of Activity Therapy

As new technology has become available, the facility has adapted and incorporated specific programs that enhance the Aggression Replacement Training curriculum. The most recent addition was the Thinking for a Change curriculum. We have periodically modified portions of ART, the centerpiece of our treatment programs,





but have in the past year increased our focus on delivering the curriculum as it was originally conceived. More consistency was one result of this initiative. Increasing numbers of staff and subsequently more departments have become involved in the delivery of the ART programs.

As the population declined it provided all admissions, including those returning as technical violators of conditional release, opportunity to participate in the 10-week Anger Control Orientation training. Juvenile offenders assigned to Morning View living unit that were previously unable or unwilling to complete the 10-week Anger Control Orientation Program, were afforded opportunity to complete the group on an individualized, one-on-one basis. All students participating in anger control classes are to demonstrate an awareness of the skills and the ability to apply them in everyday life.

#### **NURSING DEPARTMENT**

**Katy Tilton, R.N.**  
**Director of Nursing**

Nursing coverage was expanded to include twelve hours a day, Monday through Friday. The two nurses cover from 6:30 a.m. to 6:30 p.m. These work hours correspond, for the most part, with the pharmacy, laboratory, and hours of the physician's clinic. The nurse serving the early morning shift has increased the responsibilities for administration of medications in the living units, and the same is true for the nurse serving the late afternoon

and early evening shift. Due to a decrease in the census and resulting decrease in the number of juveniles taking psychotropic medications, the number of hours the consulting psychiatrist provides was reduced to two hours per week. In FY 2001, ten juveniles were admitted receiving psychotropic medications, and a total of 55 different psychotropic medications were administered to 27 different juvenile offenders.

At least 22 cases of sexually transmitted diseases, which include condyloma, syphilis, herpes, chlamydia, and gonorrhea, were diagnosed and treated. Several other juveniles presented a variety of different medical concerns that are not predictable including a gallbladder removal after the delivery of a baby, a breast biopsy, surgical removal of wisdom teeth, and orthoscopic knee surgery. There were also other medical emergencies throughout the course of the year, including broken bones.

#### **CHAPLAINCY REPORT**

**Ryan Johnson, Chaplain**

Ecumenical and Catholic services were held on a weekly basis. These services were conducted by contracted service providers. These contracted staff also serve in local churches. The facility saw a decrease in the total number of juvenile offenders who attended the Ecumenical and Catholic services. The drop in attendance was obviously in relation to a drop in the campus population. Forty ecumenical services were provided, with a total of 1,540







juvenile offenders in attendance. This total represents an average of 52% of the campus population attending chapel each week. Late in the fiscal year, the facility changed a policy allowing more offenders to attend services. The policy change increased chapel attendance by approximately 3-5 juvenile offenders per service, and the ecumenical services averaged nearly 60% of the campus population.

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Group, which stresses job success without a college degree. Two temporary groups were created for the purpose of test running the Passport Program, which has since been incorporated into the living unit programs. This involved 18 juvenile offenders and ten staff members.

## **SUBSTANCE ABUSE DEPARTMENT**

**Bill Sherlock**  
**Chemical Dependency Recovery Program**  
**Director**

FY 2001 began a period of change in the Substance Abuse Department, particularly with regard to staff. For two years a Byrne Grant contract service provider has served the facility. This fiscal year, three individuals served in that role at different times. This turnover impacted service delivery significantly, especially the gender specific programming. Late in the fiscal year, budgetary restraints ultimately resulted in deletion of the Byrne Grant position effective June 30, 2001.

Eighty-nine percent of the admissions were classified as substance abusers as the result of their use of alcohol and/or other drugs and were placed in the chemical dependency treatment program. The remaining 11% had used either alcohol and/or drugs on a few occasions. All juvenile offenders receive basic drug and alcohol education programming. Marijuana and alcohol continued to be the drugs of choice with methamphetamines ranking third. Methamphetamine abuse creates a major concern as some of the research indicates

successful treatment of methamphetamine dependency requires 12 to 18 months in an inpatient setting. Generally, a juvenile offender's determinant sentence is less than 12 to 18 months. Other significant occurrences in FY 2001 involved modification of the urinalysis testing program. Changes were made to align with the Juvenile Justice Authority's guidelines for testing. Only one UA test yielded a positive result this year, and a prescription drug the offender was taking for a medical condition caused that.

There were four Parent Weekends held this year. A total of 21 juvenile offenders participated in the 2-day experience and each had at least one parent or grandparent attending. Subjects covered during Parent Weekend included alcohol and drug education, co-dependency, and family communication skills.

The reduction in the number of juvenile offenders has allowed more opportunity to work with smaller groups. Smaller groups allowed each offender more time to talk about their concerns. The quality of services was enhanced as a result of this reduction.

## **SEXUAL ABUSE DEPARTMENT**

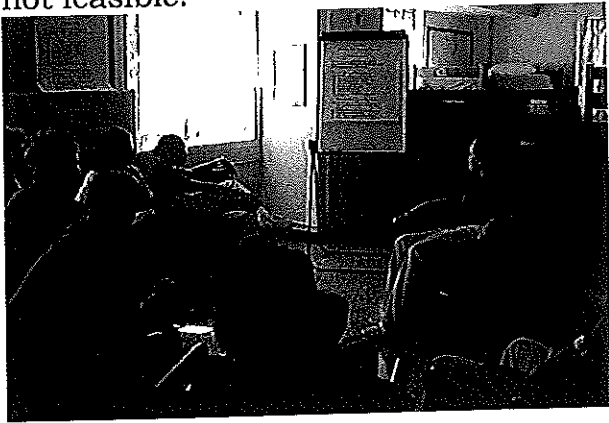
**Jim Moore, Chief Social Worker**

During this past year, we were fortunate to have a full-time staff member to devote to sexual abuse treatment. This position, funded through a Byrne Grant, provided individual and group sexual abuse counseling. Unfortunately,





the term of the grant ended on June 30, 2001, and because of budgetary restraints, renewal of the grant was not feasible.



Jennifer Eilert, Social Worker, leads a session in HOPE (Healing Our Pride & Esteem) Group.

In addition, Jim Moore, Chief Social Worker, who has directed this program, announced his retirement late in the fiscal year. The facility will continue this programming as we enter the fiscal year by reassigning other clinical staff members presently employed. The rate of incident of sexual abuse in our population is quite high, which is consistent with what is found in other facilities housing female juvenile offenders. Fifty-two percent of the juvenile offenders admitted to being a victim of some form of sexual abuse. Sexual victimization by a family member was reported more frequently than other forms of sexual abuse, and this has been true for several years. Our own observations, as well as published research, continue to support the idea that sexual abuse has a pervasive and negative impact on behavior and personality development, psychological functioning, and the overall adjustment in female adolescents.

## VIOLENT OFFENDER PROGRAM

**Katrina Pollet, Social Worker**

The violent offender classification is designated to those juvenile offenders having committed an Off-Grid or Severity Level 1 through 6 Non-Drug, Person Felony. On the matrix grid, these offenses would be classified as a Violent Offender I or II, or a Serious Offender I. Acts of aggression against another person at this facility may result in a juvenile offender being internally classified as a violent offender. Those internally classified as violent offenders are programmed similarly to those designated as violent offenders on the basis of their committing charges.

In FY 2001, the facility admitted eight juvenile offenders meeting the violent offender classification on the basis of their committing offenses. One additional juvenile offender was charged by the Mitchell County Attorney for assault on BJCF staff and was classified as a violent offender. This was an increase over FY 2000 when only three juvenile offenders were committed with violent offender charges. One juvenile offender was internally classified as a violent offender due to violent acts against staff. This compares with six juvenile offenders in FY 1999 and two in FY 2000. In FY 2001, four juvenile offenders completed all phases of the violent offender curriculum and ten are currently enrolled in some portion of the violent offender program.



clinical staff, and six people from other areas attended the training. Larry Brock and Jan Clark conducted the training. The final class was held March 22, 2001. As new staff begin employment here, cognitive self-change will be introduced as part of an already existing basic training class.

**Objective:** To convert three orientation lesson plans, BJCF Philosophy, Juvenile Rights and Responsibilities, and Cultural Diversity and two basic training lesson plans, Transitions to Adulthood and Dysfunctional Family Dynamics to PowerPoint. This will be accomplished by January 2001.

BJCF Philosophy was developed as a PowerPoint presentation in August 2000, and was used the first time as a part of the October 19, 2000, class. Juvenile Rights and Responsibilities was developed in October 2000, and used for the first time in a November 21, 2000 class. Cultural Diversity was converted in December 2000, and used for the first time March 15, 2001. Transitions to Adulthood and Dysfunctional Family Dynamics (usually conducted as a back-to-back, one-day class) was converted in December 2000, and used February 6, 2001. In addition, Radio Protocol, a training for staff who use the hand-held radios, was developed and delivered a total of five times. All PowerPoint classes are organized so that, along with the written lesson plan, substitutes can step in and with little preparation conduct the training class.

### Substance Abuse

**Objective:** The department will incorporate cognitive self-change techniques into its group curriculum. The groups will be co-facilitated by two department members at each session.

The groups will be functioning by October 15, 2000.

Strategies for Self-Change groups began in April 2001.

**Objective:** Strategies for self-improvement and change treatment materials will be incorporated into the curriculum plan. Pre/post testing materials will be completed by September 15, 2000, and selection of group members and commencement of the groups will be done by October 1, 2000.

The Strategies for Self-Change group materials were condensed for use with the existing recovery group in October 2000 to avoid scheduling conflicts with other departments and programs. Offenders enrolled in the groups are assigned modules and turn them in for review and discussion when completed.

**Objective:** The department will increase its resource pool of AA/NA volunteers in the three larger communities to serve as contact persons for offenders who require 12-Step meetings when they leave. The Chemical Dependency Counselor will travel to Wichita, Topeka, and Kansas City to attend AA/NA meetings to recruit people to serve as contact persons. This would entail two-day trips to these cities. The Wichita trip to be completed by November 1, the Kansas City trip by February 15, 2001, and the Topeka trip by May 1, 2001.

This goal was abandoned, as we could not justify the travel expense and time away from the facility.

chapel is offered. This process will be completed by October 1, 2000, and will involve determining what scheduling conflicts would be created and avoided by this proposed change.

Chapel services were changed to accommodate school schedules and other program conflicts. Later in the fiscal year, these times were again adjusted and it is anticipated that yet another change is forthcoming.

**Objective:** An assessment tool will be developed that provides a pre and post-measure of specific study groups that the chaplain facilitates. The chaplain will explore publications that may offer standardized measures and will complete this study by December 1. A pre and post-measure of the content offered in the segment, "My Public and Private Life" will be implemented no later than February 1, 2001.

Early on in the fiscal year, it became evident that there was little to no opportunity to access the same or similar juvenile offenders during the course of the sole workday that the chaplain was available each week. Subsequently, no study groups were convened to share in "My Public and Private Life." Individuals were exposed to portions of the course materials but no pre or post-testing was administered.

### Social Work

**Objective:** The department will modify and update the existing relationship policy and program. The main purpose is to incorporate the ideas, concepts, and philosophy that are presented in the Sexual Con Games training. A draft of the changes will be presented by

November 1, and the final draft will be completed by December 15, 2000.

Several significant changes in terms of attitude, philosophy, and goals of the program were made. Specific behaviors that are problematic were more specifically identified and action steps to deal with behaviors were more clearly identified. A new policy has been written which incorporates the changes in the program. This was completed by June 1, 2001.

**Objective:** Social work staff will work with educational staff to incorporate aspects of the Sexual Con Games training into the human sexuality curriculum. The revised curriculum will be offered by November 15, 2000.

Interest in incorporating elements of the Sexual Con Games curriculum took a back seat to other adjustments in the school. Subsequently, this portion of the objective was not met. This appears a viable addition to the existing Parenting curriculum that will require a commitment from the teacher responsible for that course offering.

### Staff Development

**Objective:** A 16-hour training for correction officers will be developed in cognitive self-change. This training will begin in September and proceed with one or two classes of 8 - 10 each month. All officers will have completed this training by March 30, 2001.

Over the course of six months, a total of eight Thinking for a Change classes have been held. The 16-hour experience not only acquainted staff with the concept but also prepared them to facilitate Thinking For a Change groups at the facility. Forty-three correction officers, 15 education staff, 12

The general admission procedure was completed during the first quarter of FY 2001. The psychotropic medication portion was completed during the second and third quarters, and unusual laboratory procedures was completed during the fourth quarter. During the fourth quarter, general department matters were prepared. It was determined that this will continue as "work in progress."

**Objective:** The Director of Nursing will meet with the dentist/office manager to coordinate scheduling for completion of dental work such as fillings, crowns, and cleanings. The first meeting will occur by August 1, 2000. The nursing staff will then monitor appointments to insure juvenile offenders' dental needs are being met in a timely fashion. Monitoring will be done on a monthly basis.

The meeting between the Director of Nursing, dentist, and office manager took place on August 7, 2000. The dental office is currently scheduling a day for dental cleaning. Because of this meeting, the dentist was able to see an additional 30 patients over the previous year for routine dental cleaning. In FY 2000, only 16 juvenile offenders had their teeth cleaned and 46 juvenile offenders have been provided this service since August 2000.

### Power Plant

**Objective:** The power plant operators will identify problem areas, develop a plan, and build a method of entering the tunnels through surface accesses which is both safe and eliminates the tendency to cause damage to the piping systems. This will be completed by June 30, 2001.

During the year, a laddering system was designed and developed. Replacing several deteriorated wooden ladders provides a safer means of entrance in areas that were previously difficult to enter. This was completed in December 2000.

### Psychology

**Objective:** With the JJIS, there will be components requiring each offender receive a DSM IV-R diagnosis. Staff have not previously rendered a psychiatric diagnosis and, therefore, need training. The department will have a detailed summary of a training outline completed and approved by September 1, 2000. It is anticipated this training will be completed by January 1, 2001.

The training was offered to the social workers, representatives of the juvenile corrections officers, substance abuse staff, and nursing department by January 1, 2001. It was designed to provide an introduction to DSM-IV including history, major changes, new disorders, retired disorders, and the multi-axle system and provide guidance and practice in determining the diagnosis for offenders at the facility. The training was followed by an exposure to case studies over a three-month period which provided clinicians additional training experiences. Four case studies were presented and discussed with the focus on cases relevant to the facility, i.e., adjudicated female juvenile offenders. Presented for review were cases on: brief psychotic disorder, somatization disorder, depersonalization disorder, and malingering disorder.

### Religious Services

**Objective:** The chaplain will evaluate the efficacy of changing the time of day that

topics designed for the nine to 12 age group. After receiving instruction in a particular component, participants were required to complete that component with the juvenile offender they were assigned to counsel with. Completed worksheets and problems experienced were discussed during the next training session. During the January unit meetings, unit directors and specialists provided formal training to all remaining officers. The program is viewed as beneficial in addressing issues specific to individual juvenile offenders. We will continue to utilize the program in individual counseling contacts with offenders.

**Objective:** Implement a dress code for juvenile corrections officers, with the dress code recommendations presented to the Clinical Policy Committee and plans finalized for implementation by January 1, 2001.

Juvenile corrections officer began working on a dress code policy in October 2000. A policy proposal was presented to the Superintendent for review in November. In January, the task force reconvened with representatives from each department at the facility. Modifications were made and a second proposal was submitted to the Superintendent. Implementation of the internal dress code policy is on hold, pending the implementation of the JJA dress code policy. The target date for implementation of the JJA policy is September 1, 2001.

### Maintenance

**Objective:** The department will work on the paint shop to increase ventilation and reduce the potential for health problems and flammability. This will include enclosing the paint area, reworking the electrical system, and installing a new

ventilation system. This project will be done by June 30, 2001.

The maintenance staff installed a new vapor-proof lighting system to increase visibility and to reduce shadowing in the paint shop. Electrical outlets and switching were moved outside the spray room to further increase safety. The ventilation system is ready to be installed but has been delayed until the new roof has been put on in late summer 2001.

### Nursing

**Objective:** The department will explore avenues of obtaining the necessary vaccine to properly immunize the over 18-year-old population against communicable diseases. Possible resources will be studied the first quarter in order to provide the immunizations by the end of the second quarter.

On September 13, 2000, the Director of Nursing was informed by KDH&F that the Td and MMR vaccine was state supplied and not federally funded and could be used on all BJCF juvenile offenders. That only left the Hepatitis B vaccine unsupplied. As this vaccination isn't mandated for the school population, BJCF discontinued administering it to the population over 18 years old.

**Objective:** The nurses will compile a procedure manual for the nursing department. The *general admission procedure* will be the first part of the manual and will be completed by the end of the first quarter. *Psychotropic medication* will be written the second quarter. *Unusual laboratory procedures* the third quarter, and *general department matters*, i.e., ordering supplies, filling order, receiving reports, and department reports the fourth quarter.

classroom, having the intercom accessible, confidential/sensitive materials out of view, and dangerous objects and caustics stored in a locked drawer/cabinet. The majority of the items for correction were fixed following the first inspection. Maintenance moved the intercom closer to the door in two classrooms in order to make it more accessible and closer to the hallway exit.

**Objective:** Education staff will investigate new vocational programs for juvenile offenders sentenced to long-term stays at BJCF. Proposals for additional vocational programs will be submitted in writing to the Superintendent prior to December 31, 2000.

Education staff have been exploring the Workforce Investment Act, formerly JTPA, to ensure money for vocational assessment and training. Computers have been ordered for the desktop publishing class, which will eventually lead to a vocational program in designing and marketing greeting cards. Staff are also continuing to investigate web page design and management for the North Central Kansas Regional Planning Commission.

### Independent Living Program

**Objective:** To expand the curriculum to include self-paced, computer-generated programming in the areas of money concepts by January 31, 2001; basics in entrepreneurship by September 30, 2000; and job search and basics in interview practices by December, 2000.

Due to not having the appropriate computer hardware, the computer-generated programming objectives for the independent living groups were not met. However, through the use of training manuals and

verbal instruction, a group teaching entrepreneurship basics was introduced and successfully incorporated in the program by October 31, 2000. Job search basics and interview practices had completed its first four session cycle by September 25, 2000, and has currently been extended into a six session course. The department recently purchased a new computer and hardware package and is waiting on its July 2001, delivery.

### Juvenile Corrections

**Objective:** The department will provide additional training in the area of counseling to juvenile corrections officers. The Independent Living Program Coordinator will provide the initial training for this program entitled, "The Passport Program." On July 18, 2000, the ILP coordinator will introduce the program to corrections officers. During September, formal training will commence with two staff from each unit attending training until they have had exposure to up to 20 components. Formal training for the first group of officers and offenders will be completed by November 1. In December, the assessment of the effectiveness/usefulness of the program will be completed. If the decision is made to continue the program, training for all officers will be completed by April 30, 2001. A tracking tool will be developed by March 1 to assess the frequency of use, level of effectiveness, and overall satisfaction with the program.

The Independent Living Skills Coordinator introduced the Passport Program to all corrections officers during the July living unit meetings. Formal training was offered to unit directors and juvenile specialists. Participants met once a week for eight weeks, covering approximately 20 of the 60



maintenance department to fully complete the project. Doors have not been added, as this part of the goal was intended to allow for the prospect of a work-study opportunity for juvenile offenders. As the new Storekeeper is male, this is no longer an option and the doors not needed.

**Objective: The Storekeeper will train two business office staff in the process of restocking replacement clothing by October 31, 2000.**

This goal was accomplished in October 2000. Ms. Herberholz trained the Accountant II and Office Specialist in this task prior to her resigning in December. The new Storekeeper has spent considerable time visiting with the Juvenile Corrections Director and several living unit directors to determine a "standard" by which returned clothing is suitable for reissue. This might seem minor in significance but is important that the facility maximize the use of its financial resources and "stretching" the clothing budget. It is important clothing issued to juvenile offenders be of sufficient quality, equal appearance and functionality as that of other juveniles, as this is the impetus of the standard dress principle.

#### Computer (Information Resource Management)

**Objective: The Information Technology Consultant will develop an orientation manual for new employees outlining the fundamentals of how to use the computers and network at BJCF. Also addressed will be BJCF and JJA policies regarding computer use. Document will be completed and distributed by March 1, 2001.**

The manual was completed on June 25, 2001.

#### Dietary

**Objective: Will refine the 8-Steps Program in the area of food production; such as entering an exact count of what was actually prepared or brought out from a previous meal. This will be accomplished by January 1, 2001.**

This objective will continue to be an ongoing process. It has been successful in that staff are more aware of entering exact counts and how many leftovers there are, as well as exactly how much of a finished product is needed to feed the population for that day.

#### Education

**Objective: Education staff will develop and implement the behavior module for the SASI administrative software. The behavior module will be completed and in place prior to June 30, 2001.**

The education staff have been trained to input behavior data on the SASI software. The move to do the weekly behavior checksheets electronically has not been fully implemented, but is nearing completion. This will allow behavior tracking of each student and determine behavioral progress for the QPA documentation.

**Objective: Education staff will secure and monitor dangerous/hazardous items in the classrooms to provide a safe learning environment for students. Monthly classroom inspections will be performed to document any unsafe practices that need to be corrected. This will be operational by January 1, 2001.**

Inspections of the classrooms were done on a quarterly basis. Items that were monitored include the physical arrangement of the

## Business Office

**Objective:** To assure that the benefits open enrollment for plan year 2001 progresses smoothly and accurately under the new electronic system, business office staff will attend appropriate training, make available sufficient computers for on-line enrollment, and provide necessary oversight to assure accuracy. This will be accomplished during October.

This was accomplished during October. The business manager, Accountant II, Information Technology Consultant II, and Office Specialist attended AKSESS training in Salina and developed a facility plan. Several computers and timeframes were established as dedicated for offering enrollment opportunities for staff if they elected to use work computers and business office assistance. Based upon feedback, this process seemed to go smoothly.

**Objective:** The business manager will develop and present an overview of JJA human resource policies to BJCF supervisory staff. To be completed by December 31, 2000.

This goal was only partially accomplished. Many of the new JJA personnel policies have yet to be completed and circulated. As it became evident that this goal was in jeopardy of being completed, the facility did engage Dodie Porter of the State Self Insurance Fund for Workers Compensation to visit the facility and present an overview of the workers compensation program. This program was informative and well presented and made available to both supervisory and nonsupervisory staff. It was decided in lieu of addressing personnel policies a presentation would be given in regards to the loss of state general fund appropriations for FY 2002, the resultant closure of

Sunnyside living unit, and request for layoff action submitted in early June 2001. This initiative was also deferred, as the approval for layoff from the Division of Personnel Services was not forthcoming until June 29. This goal/initiative will be carried over to next fiscal year as it has considerable merit and importance.

## Clerical

**Objective:** In an effort to save time, a joint effort will be made to prepare files for their ultimate transfer to the State Record Center, five years after discharge. This will involve reproducing the parts of the file that need to be maintained at BJCF and placing them in a separately marked section of the files. Planning for the implementation will occur in the summer months and be completed prior to January 1, 2001.

All file preparation was completed prior to January 1. Additionally, the staff went through the old permanent files and individually tabbed each former resident's file, so that material can be easily pulled from the pocket files. Tabs were also prepared for all girls who have left the facility, but have not yet been discharged more than five years. As each year's files are pulled for storage at the Records Center, the individuals' tabs will be utilized to mark the permanent files maintained at BJCF.

## Commissary

**Objective:** Revamp the area used and add doors to store liquid chemicals by June 30, 2001.

The new Storekeeper has revamped and rearranged many of the items warehoused in the commissary including the chemicals. One shelving unit needs to be rebuilt by the

## Report of FY 2001 Departmental Objectives

Since 1976, the facility has undertaken a goals and objectives exercise, with each area of the facility being asked to develop at least one objective for the fiscal year. These are developed with the facility's goals and mission in the forefront, and involve input and/or participation from all staff in the area establishing the objective.

The Kansas Juvenile Justice Authority mission statement reads as follows:

*"It is the mission of the Kansas Juvenile Correctional Facilities, as part of the Juvenile Justice Authority, to promote public safety, hold offenders accountable for their behaviors and improve the offender's ability to live more productively and responsibly in the community."*

The following narrative, by department, represents the report of FY 2001 objectives that were established in July/August, 2000.

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### Activity Therapy

**Objective:** The department will explore expansion of the community service projects. The department will increase community service by at least 100 hours.

The number of service projects increased this year with several new projects. They included: the recycling of ink cartridges and paper; making wreaths for Meals-On-Wheels recipients at Christmas time; assisting with the setting up of the Isle of Lights; increasing the number of afghan lap robes given to the Long-Term Care patients; and singing Valentine songs while

delivering meals to Meals-on-Wheels recipients. The number of service hours donated this fiscal year increased by only 58.5 hours, well below the desired 100 hours. The resignation of two staff and the hiring and training of three new staff made achieving this goal unattainable.

**Objective:** The Ropes Course program will be resurrected. The A.T. Director will pursue a training experience for the members of the A.T. department. To be completed by June 1, 2001.

Contact was made with the coordinator of the Ropes Training Course at the Fort Hays Educational Development Center. The A.T. Director and an activity specialist attended training held in Hays on March 27 and 28. On May 9, offenders and four juvenile correctional officers from Skylark attended the first scheduled ropes course. Four juvenile correctional officers and offenders attended the second course on May 16.

**Objective:** A work schedule to maximize benefits to the facility will be finalized by January 1, 2001.

The four, 10-hour workday schedules were abandoned during July 2000, and more traditional schedules were resumed with the hiring of three new activity specialists. Weekend coverage was given special consideration, as the department provides direct-service hours to all units on Saturdays, Sundays, and holidays. Schedules were revamped in April 2001, when one of the activity specialists resigned. Coverage was provided to all five living units seven days a week and in compliance with ACA standards.

## RELEASES

### Total Releases

Conditional Release	43
Direct Discharge	14
Discharge Jail	1

**58**

### Average Length of Stay

For all releases	10 months
Matrix releases	5 mths, 12 days
VO by offense(9)	1 yr, 2 mths, 14 days
Internal VO (2)*	1 yr, 7 mths, 11 days

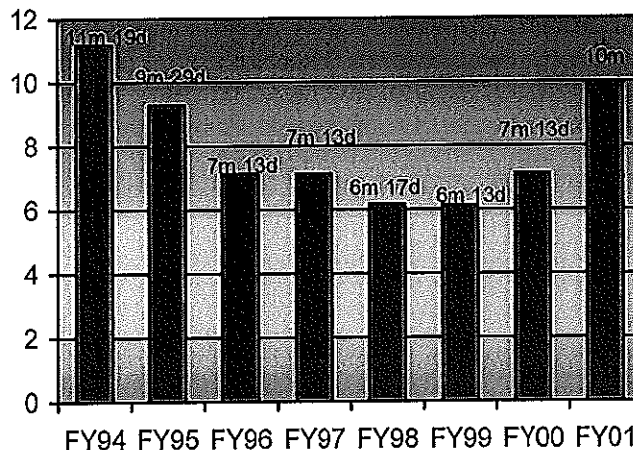
\*(Determined by assaultive behavior at BJCF)

### Offenders Placements

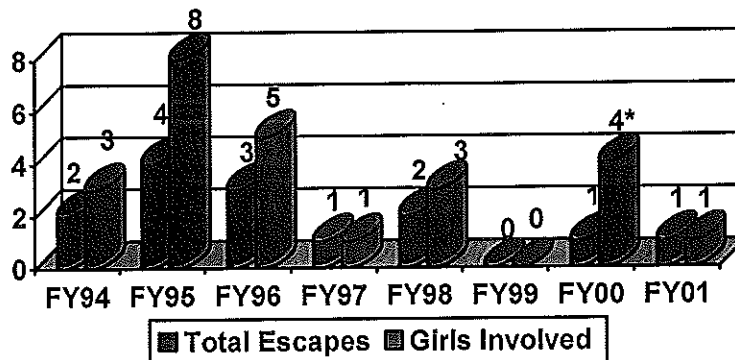
Mother	23	Transitional Living	2	Father & stepmother	1
Parents	7	Job Corps	2	Treatment Facility	1
Group home	6	Mother & stepfather	2	Independent Living	1
AYS Foster home	4	Residential Center	2	Aunt	1
Grandparent(s)	4	Foster home	1	Jail	1

RECIDIVISM HISTORY (Gross Indicator)			
FY	Releases	Returns	%
94	87	10	11%
95	106	19	18%
96	141	34	24%
97	128	32	25%
98	149	27	18%
99	170	51	30%
00	122	41	34%
01	58	21	36%

### Average Length of Stay



### ESCAPES FROM FACILITY



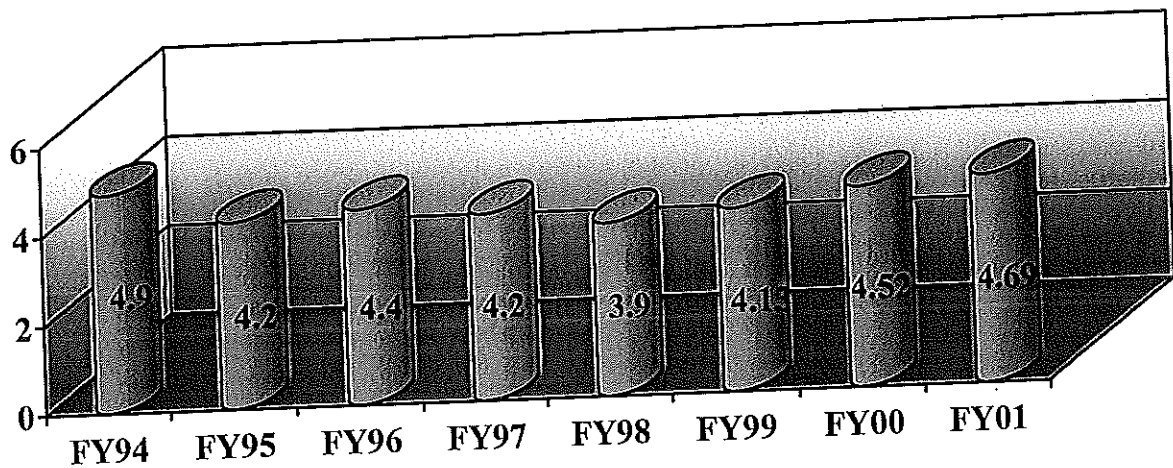
\*None of the four juvenile offenders who escaped left the facility grounds.

## PRIOR COURT CONTACTS

County	Caucasian	Black	Hispanic	Other	Total
Sedgwick	3 Range = 4-6 Average = 5	3 Range = 4-6 Average = 5	1 Range = 5 Average = 25	0	7 Range = 4-6 Average = 5
Wyandotte	1 Range = 2 Average = 2	4 Range = 3-7 Average = 5	1 Range = 4 Average = 4	1 Range = 4 Average = 4	7 Range = 2-7 Average = 4
Johnson	1 Range = 5 Average = 5	0	0	0	1 Range = 5 Average = 5
Shawnee	0	0	0	1 Range = 4 Average = 4	1 Range = 4 Average = 4
Big 4 Counties	5 Range = 2-6 Average = 4	7 Range = 3-7 Average = 5	2 Range = 4-5 Average = 5	2 Range = 4 Average = 4	16 Range = 2-7 Average = 5
Other 101 Counties	10 Range = 2-9 Average = 5	1 Range = 6 Average = 6	1 Range = 5 Average = 5	1 Range = 5 Average = 5	13 Range = 2-9 Average = 5
Total	15 Range = 2-9 Average = 5	8 Range = 3-7 Average = 5	3 Range = 4-5 Average = 5	3 Range = 4-5 Average = 4	29 Range = 2-9 Average = 5*

\*Totals rounded to nearest whole number

### Prior Court Contacts



## PRIOR PLACEMENTS & INTERVENTIONS

Detention	56	Bethany Hospital	3	KS Institute	1
Fostercare	43	The Shelter	2	Making the Connection	1
Probation	18	Salvation Army Koch	2	Marilac	1
Relative	13	Options	2	Menningers	1
Group Home	8	KEYS	2	Mirror	1
Youthville	7	KCSL Shelter	2	New Life Girls Home	1
Home	7	Family Therapy	2	Parsons Shelter	1
Salvation Army Booth	6	Electronic Monitoring	2	RAP	1
Prairie View	6	Bob Johnson Youth Shelter	2	Reno County Youth Center	1
Kaw Valley	6	1 <sup>st</sup> Step House	1	Salina Youth Care	1
WY County Mental Health	5	ACT – Olathe	1	Saline County Jail	1
Wichita Children's Home	5	Barton County Youth Care	1	Saline County Mental Health	1
Individual Therapy	5	CASA	1	Secure Care	1
Elm Acres	5	College Meadows	1	There's a Purpose in Me	1
Intensive Supervision	4	Comcare	1	TLC	1
House Arrest	4	Cowley County Mental Health	1	Trego County Secure Care	1
Florence Crittenton	4	D&A Treatment	1	Valuemark Youth Center	1
Youth Residential Shelter	3	Day Reporting	1	Via Christi Hospital	1
St. Francis Academy	3	Emergency Shelter	1	Villages	1
Sanction House	3	Family Life Services	1	Women's Recovery Center	1
Rainbow Mental Health	3	Focus on the Future	1	YCS – Parson's	1
Parkview Passages	3	Franklin County Mental Health	1	Youth Center in Alabama	1
Juvenile Residential Facility	3	Grace Center	1	Youthville Emergency Shelter	1
Charter Hospital	3	Job Corps	1		
BJCF	3	Johnson Co. Mental Health	1	<b>TOTAL</b>	<b>284</b>

County	Caucasian	Black	Hispanic	Other	Total
<b>Sedgwick</b>	3 Range = 2-18 Average = 13	3 Range = 6-14 Average = 9	1 Range = 20 Average = 20	0	7 Range = 2-20 Average = 12
<b>Wyandotte</b>	1 Range = 2 Average = 2	4 Range = 1-6 Average = 5	1 Range = 9 Average = 9	1 Range = 19 Average = 19	7 Range = 1-19 Average = 7
<b>Johnson</b>	1 Range = 8 Average = 8	0	0	0	1 Range = 8 Average = 8
<b>Shawnee</b>	0	0	0	1 Range = 13 Average = 13	1 Range = 13 Average = 13
<b>Big 4 Counties</b>	5 Range = 2-18 Average = 9	7 Range = 1-16 Average = 7	2 Range = 9-20 Average = 15	2 Range=13-19 Average = 16	16 Range = 1-20 Average = 10
<b>Other 101 Counties</b>	10 Range = 1-24 Average = 9	1 Range = 6 Average = 6	1 Range = 18 Average = 18	1 Range = 10 Average = 10	13 Range = 1-24 Average = 10
<b>Total</b>	15 Range = 1-24 Average = 9	8 Range = 1-11 Average = 7	3 Range = 9-20 Average = 15	3 Range=13-19 Average = 14	29 Range = 1-24 Average = 10

Table Explanation: Example – Sedgwick County had 7 juvenile offenders admitted. These 7 juvenile offenders had a range of 2 – 20 prior placements, with an average of 12 placements.

## AGE / RACE / OFFENSE (Most Serious Committing Offense)

Age	Caucasian		Black		Hispanic		Other		Total	
	M	F	M	F	M	F	M	F	M	F
13	1							1	1	1
14	2				1			1	3	1
15	1	1		1					1	2
16	3	2	5	1			1		9	3
17	1	3	1		1				3	3
18		1			1				1	1
<b>Total</b>	8	7	6	2	3	0	1	2	18	11
<b>%</b>	28	24	21	7	10	0	3	7	62	38

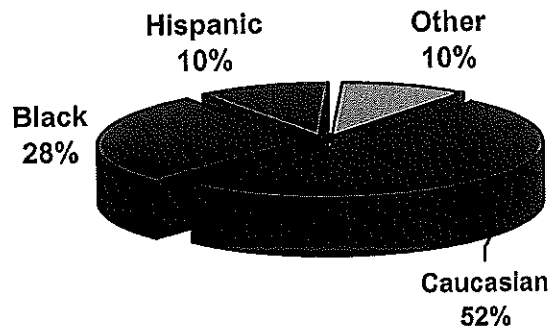
### Age at Admission

Admission Age	Number of J.O.'s	% of Total Admissions
13	2	7%
14	4	14%
15	3	10%
16	12	41%
17	6	21%
18	2	7%

### Marital Status of Parents

Marital Status of Parents	Number of J.O.'s	% Of Total Admissions
Unmarried	13	45%
Divorced	10	35%
Both Deceased	3	10%
Married	2	7%
Father Deceased	1	3%

CHILD IN NEED OF CARE (CINC)	
Prior CINC Adjudications	15
Never CINC	12
Current CINC Case	2

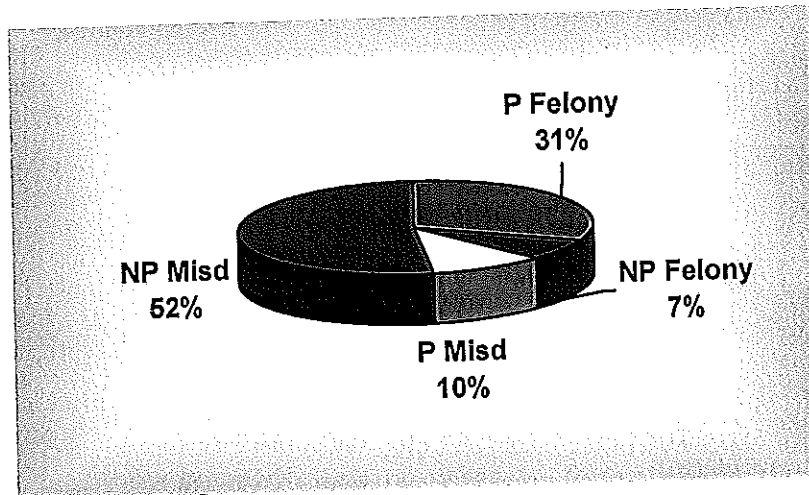


## TYPE OF OFFENSE BY COUNTY/RACE

County	Caucasian		Black		Hispanic		Other		Total	
	M	F	M	F	M	F	M	F	M	F
Sedgwick	1	2	2	1	1	0	0	0	4	3
Wyandotte	0	1	3	1	1	0	0	1	4	3
Johnson	1	0	0	0	0	0	0	0	1	0
Shawnee	0	0	0	0	0	0	1	0	1	0
Big 4 Counties	2	3	5	2	2	0	1	1	10	6
Other Counties	6	4	1	0	1	0	0	1	8	5
<b>Total</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>18</b>	<b>11</b>

M = Misdemeanor

F = Felony



Matrix Commitments		26
Violent Offender II	3	
Serious Offender I	4	
Serious Offender II	1	
Chronic Offender II	1	
Chronic Offender III	17	



## MOST SERIOUS COMMITTING OFFENSES

FELONY CHARGES		MISDEMEANOR CHARGES	
Aggravated Robbery	2*	Theft	5
Kidnapping	1*	Criminal Deprivation of Property	4
Aggravated Battery	2*	Battery on LEO	2
Aggravated Battery on LEO	1*	Disorderly Conduct	2
Attempted Aggravated Arson	1*	Attempted Theft	1
Attempted Aggravated Robbery	1*	Battery	1
Battery on a Juvenile Detention Officer	1	Criminal Damage	1
Aggravated False Impersonation	1	Escape from Custody	1
Theft	1	Obstruction of Official Duty	1
<b>TOTAL</b>	<b>11</b>	<b>TOTAL</b>	<b>18</b>
Person Felonies	9	Person Misdemeanors	3
Non Person Felonies	2	NonPerson Misdemeanors	15

\*Violent Offenders (Offgrid – Level 6)

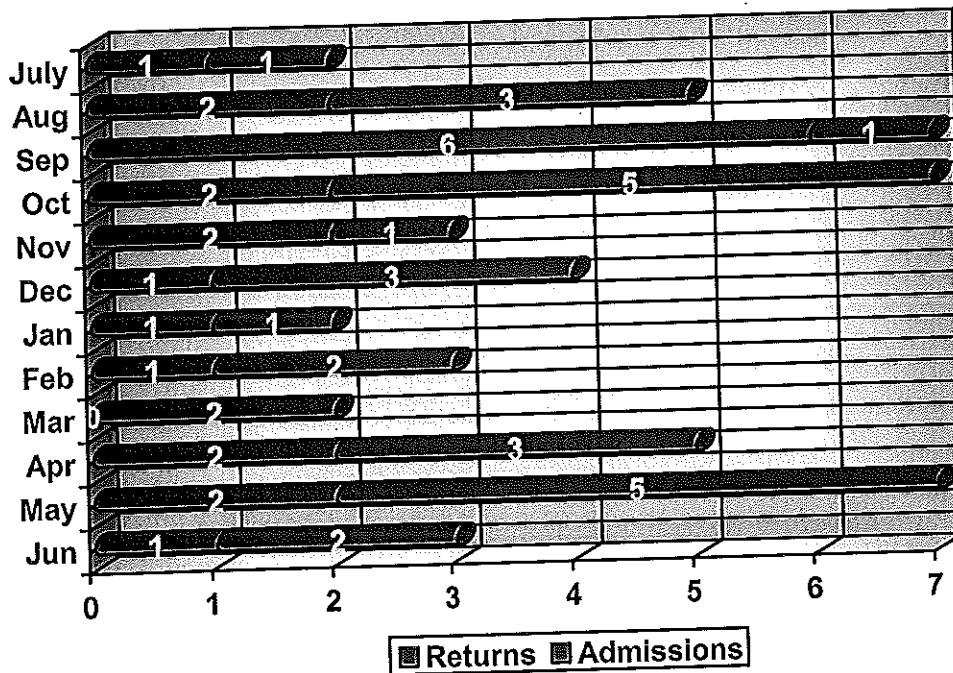
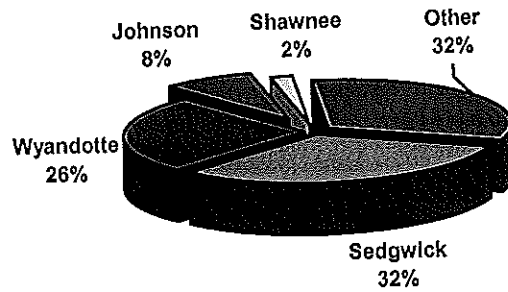
## ALL COMMITTING OFFENSES

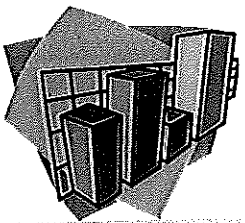
FELONY CHARGES		MISDEMEANOR CHARGES	
Aggravated Robbery	2*	Theft	12
Kidnapping	1*	Battery	6
Aggravated Battery	3*	Criminal Deprivation of Property	4
Aggravated Battery on LEO	1*	Battery on LEO	3
Attempted Aggravated Arson	1*	Obstruction of Official Duty	3
Attempted Aggravated Robbery	1*	Criminal Damage to Property	3
Aggravated Escape from Custody	1*	Assault	2
Robbery	1*	Possession of Marijuana	2
Possession of Methamphetamine	1*	Duty of Driver to Render Aid	1
Battery on a Juvenile Detention Officer	1	Escape from Custody	1
Aggravated False Impersonation	1	Unlawful Poss. of Drug Paraphernalia	1
Theft	1	Criminal Trespass	1
Criminal Deprivation of Motor Vehicle	3	No Driver's License	1
		Disorderly Conduct	1
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>44</b>
Person Felonies	12	Person Misdemeanors	11
Non Person Felonies	5	NonPerson Misdemeanors	30
Drug Felony	1	Drug Misdemeanors	3

\*Violent Offenders (Offgrid – Level 6)

# ADMISSIONS & RETURNS MONTHLY BY COUNTY

County	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Sedgwick			3	3	2	2		1		1	2	2	16
Wyandotte	1	1	2	1		1				1	5	1	13
Johnson			1	1		1	1						4
Cowley				1					2				3
Ford		2											2
Geary	1		1							1			2
Lyon		1						2					2
Saline													1
Bourbon					1								1
Labette							1						1
Leavenworth										1			1
Montgomery										1			1
Reno		1											1
Shawnee				1									1
<b>Total</b>	<b>2</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>7</b>	<b>3</b>	<b>50</b>





**Beloit Juvenile Correctional Facility**  
**Fiscal Year 2001 Statistics & Demographics**

**TOTAL ADMISSIONS & REVOCATIONS 50**

<b>Admissions</b>		<b>29</b>
Matrix Commitments	(90%)	26
Extended jurisdiction juvenile (3)		
Old Law Commitments	(10%)	3

**Average Age on Admission 16 years, 2 months**

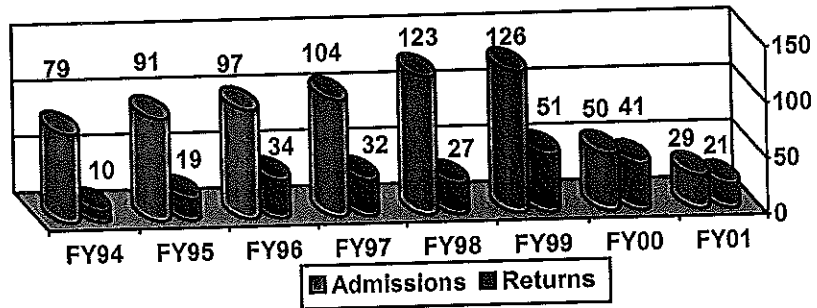
**Conditional Release Revocations 21**

Technical violators		20
New charges		1

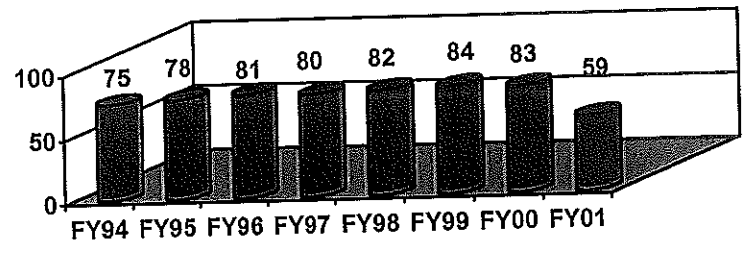
**Average Age on Return 16 years, 6 months**

Average Length of stay prior to CR	9 months, 2 days
Average Length of placement in community	5 months, 16 days
Longest placement in community	11 months, 22 days
Shortest placement in community	48 days

**Fiscal Year Admissions & Returns**



**Average Daily Census History**



**Average Daily Census 59**



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## JUVENILE OFFENDER FOLLOW-UP SURVEY

**Linda Haskins, Staff Development Specialist I**

Each year the facility sends out "Follow-Up Surveys" to juvenile offenders who have left the facility on conditional release. This instrument is sent to the Community Corrections Management Agency worker's of juvenile offenders at approximately their six-month anniversary away from the facility, if the juvenile offender is still on conditional release. This fiscal year, thirty-one questionnaires were sent out and 15 were completed and returned for a rate of 48%.

Out of the fifteen who completed the survey, two indicated they had re-offended and had been charged and/or convicted with a law violation. Eleven of the fifteen stated they had not used drugs or alcohol since being released. Two said they "sometimes" used drugs or alcohol, while one checked the "often" box, and one did not answer. Seven juvenile offenders said they were living with parent(s) or relatives, while six were living in group/foster homes. One was living by herself and one was living with a female friend. When asked about the support of their families, ten juvenile offenders believed their parents were more supportive and understanding than they had been in the past. Ten believed their relationship with their families was more satisfactory.

Five of the fifteen juvenile offenders stated they were attending high school and two were attending college. Six of the fifteen had finished high school, either with a traditional diploma or GED. One was working on her GED and one was attending cosmetology school. Career Education, vocational training, and life skills classes were seen as helpful by thirteen of the fifteen responding. Nine juvenile offenders reported being currently employed, while two had not applied for work, and one indicated no work was available.





## JUVENILE OFFENDER EXIT INTERVIEW

**Linda Haskins, Staff Development Specialist I**

Each juvenile offender leaving the facility, whether returning to the home environment or entering an out-of-home placement, is asked to complete the Juvenile Offender Exit Interview sometime during her final week at the facility. This format provides juvenile offenders the opportunity to evaluate the program from their individual experience and perspective. We consider this interview a valuable tool for measuring the quality of care as well as measuring the effectiveness of the programs. The assessment taps ten different areas of the facility: clinical, living unit life, medical services, activity therapy, religious services, dietary services, business office, maintenance, educational, and special programs.

This fiscal year, 58 exit interviews were completed and 54 of those (93.1%) indicated the Justice Model Level System clearly described what behaviors were expected. Fifty percent of respondents indicated they "always knew what consequences would follow for breaking facility rules." Another 34.4% said they "usually knew the consequences." When asked if the consequences for breaking rules was just and fair, 84.4% of the juvenile offenders answered either "always" or "usually." Twenty-four of the 58 respondents indicated the questions regarding "knowing what was needed to be put back on program after being referred" did not apply to them. Twenty-three juvenile offenders

indicated they "always knew what was needed to be put back on program."

Fifty-six of the 58 juvenile offenders (96.5%) say they were given an opportunity to participate in planning for their release and placement. Fifty-one (87.9%) of the juvenile offenders indicated they "always" or "usually" felt safe and comfortable in their living unit. Thirty-six respondents reported the Student of the Month program provided motivation for them.

Forty-seven of the 58 juvenile offenders said they had attended chapel. Juvenile offenders who have been baptized in the Roman Catholic Church have the opportunity to attend mass each week, in addition to chapel services. Ten of the juvenile offenders completing the exit interview indicated they had attended mass.

For the past three years the number of Juvenile Offender Exit Interviews has dropped dramatically. In FY 1999, data was tabulated from 157 exit interviews. That number dropped to 106 exit interviews in FY 2000, followed by this fiscal year's total of 58. As our population decreases, the importance of accurate data collection increases. This instrument is periodically examined and amended for clarity, organization, and relevancy.





for mentors to follow so details are not omitted, and (3) it provides supervised experience for the new staff to interact with juvenile offenders with the thought that some people realize early in their employment they are not cut out for working with juvenile offenders.

## PARENT EXIT INTERVIEW

**Linda Haskins, Staff Development Specialist I**

Program Supervisors of the living units administer the Parent Exit Interview to families at the time their daughter is released. The term "parent(s)" in most cases refers to the juvenile offender's mother and/or father; however, grandparents completed four interviews. At the Beloit Juvenile Correctional Facility, we believe obtaining feedback from parents is important to (1) see what we're doing right from a parental perspective, and (2) see where we can improve in services to parents and their daughters as they prepare to resume life together.

In FY 2001, parents completed 36 interviews. Sunnyside and Grandview had eleven parents each who completed interviews. Prairie Vista had seven, Skylark had six, and Morning View had one. The exit interview covers areas such as satisfaction with communication between parents and staff at the facility, satisfaction with clinical services, and overall perceptions of BJCF.

Eighty-nine percent (89%) of those responding indicated they were "always" or "usually" kept informed of their daughter's activities, behavior, and progress. Thirty-three out of the thirty-six indicated the reports received from BJCF were "always" or "usually" helpful to them.

Seventy-two percent (72%) believe they "always" or "usually" got good advice on more effective interaction with their daughter, and thirty-one out of thirty-six responders said staff were "always" or "usually" able to clearly explain their daughter's treatment program and problems to them.

Thirty-five out of thirty-six parents indicated they were "always" or "usually" treated courteously by staff they had contact with. Thirty-two responders (89%) stated their daughters indicated experiencing a sense of safety and comfort within the living unit.

Parents were asked, based on their own observation as well as their daughter's comments, to rate several areas of the facility. The following were rated "good" or "very good" (percentages are in parenthesis): quality of food (53% - three did not respond); amount of food served (56% - four did not respond); adequacy of parking and visiting facilities (89% - 2 did not respond); helpfulness of reception staff (89% - two did not respond); general atmosphere (89% - two did not respond).





# STAFF DEVELOPMENT & RESEARCH

## STAFF DEVELOPMENT (TRAINING)

**Linda Haskins, Staff Development Specialist I**

The Staff Development Department is responsible for the coordination, development, delivery, and evaluation of a comprehensive training program for staff that complies with agency standards and policy requirements, as well as standards set by the American Correctional Association.

Policy requires that facility staff attend training relevant to their job duties and responsibilities and all staff completed this requirement. A combined total of 11,253 continuing education hours were awarded to the civil service and contracted staff at the facility in FY 2001.

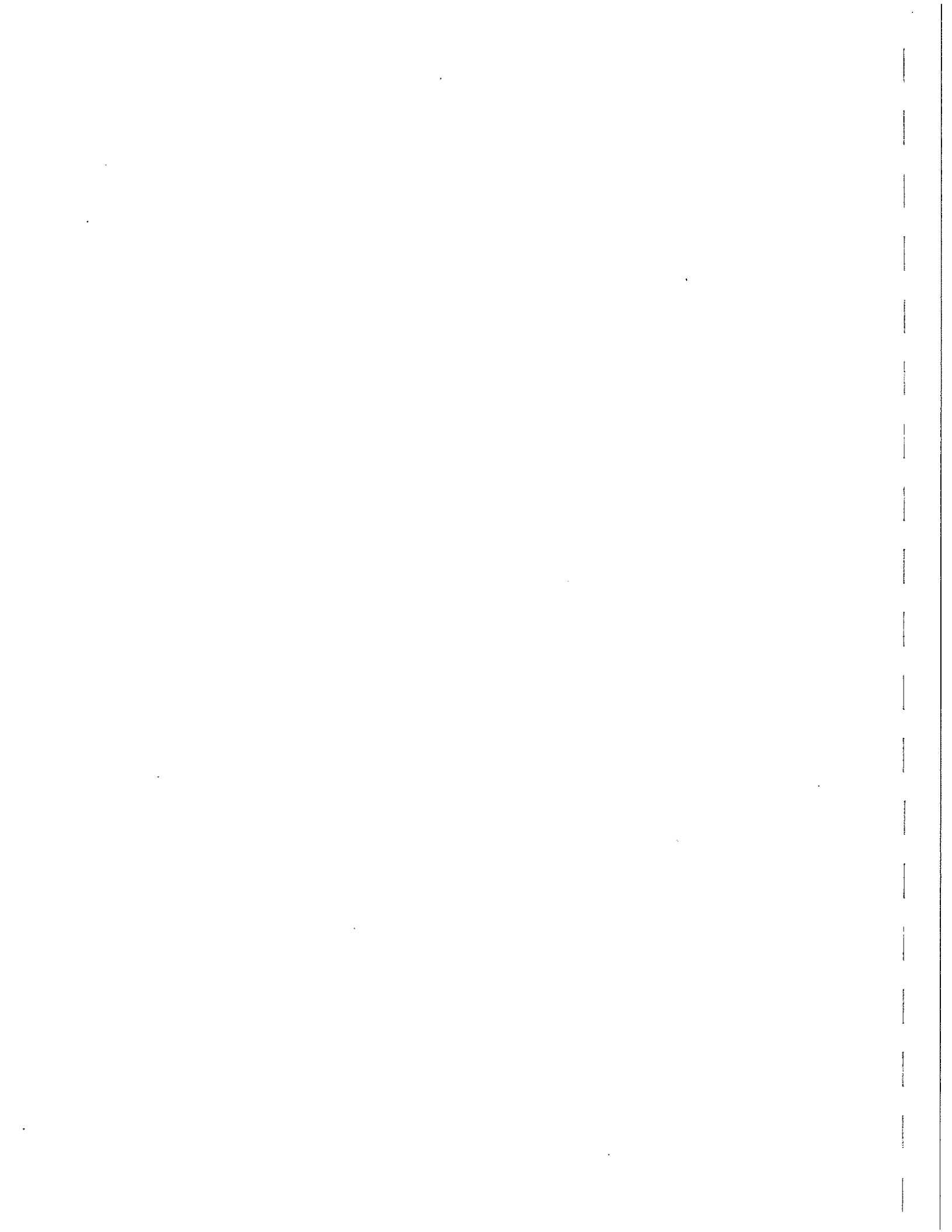
Twenty-five new staff at the facility attended 40 hours of orientation training addressing areas such as safety, fire and emergencies, JJA and facility philosophy, and cultural diversity. New juvenile corrections officers attended an additional 120 hours of basic training. Sixteen juvenile corrections officers have completed or are in the process of completing the first year requirement.

In January 2001, the Juvenile Justice Authority Training Academy opened its doors in Salina, at the Army National Guard Training Academy. The forty-

hour academy curriculum included: Introduction to the Field of Juvenile Corrections, Stress Management, Report Writing, Suicide Prevention/Intervention, Legal Issues, Sexual Harassment, Workplace Violence, Crisis Intervention and Response Training, and Ethics. Instructors for the academy, which is held one week each month, are employees of the juvenile correctional facilities and JJA Central Office. Academy training applies toward the 120-hour basic requirement for juvenile corrections officers. Since January, the facility has had six new officers complete training at the academy.

In conjunction with the academy experience, the Juvenile Justice Authority has mandated a mentoring program for new juvenile corrections officers. Forty hours of on-the-job training is now a part of the pre-academy experience and coincides with the juvenile corrections officer's first week of employment. Time is spent in the living units and mentors use a checklist to ensure the officer is experiencing a variety of supervised interaction with juvenile offenders throughout the workday and evening. Living unit directors developed the checklist and, in most cases, act as the mentor for their new staff. The mentoring program is designed to meet needs in several areas: (1) it provides a tracking mechanism for on-the-job training (2) it provides an organized list

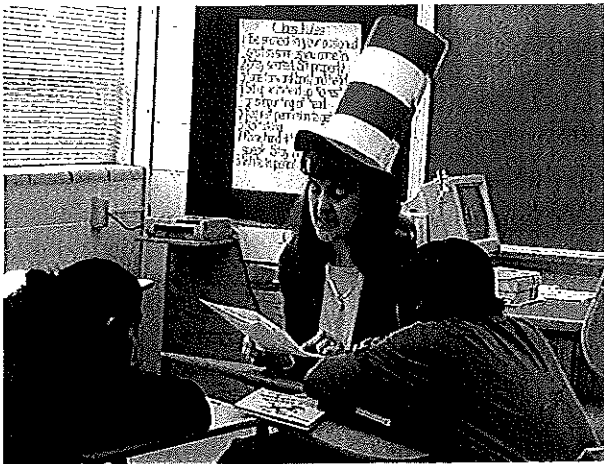








staff learned how to take class roll using the computer and how to make student requests using the software program. This year, the staff have used the SASI software to record grades and to document behavior for the weekly check sheets. This information will be used for documentation for the QPA behavior goals.



The school sponsored a "Read Across America" event on March 2, in celebration of the birthday of Dr. Seuss. Pictured is Reading Instructor, Margaret Moore, reading a Dr. Seuss book to students.

This year's Summer Reading Program theme was "Reading Road Trip USA." The school had to accumulate 1,000 Accelerated Reading points as a group. Each individual student was expected to accumulate 1/2 the points necessary to meet their personal AR goal. Personal AR goals are based on the individual student's reading level. In addition, each student was expected to remain on level and off special program for the six-week duration of the Summer Reading Program. The Summer Reading Program concluded on June 30, 2001, with fifteen students meeting the individual and school goals. These fifteen students were treated to Pizza Hut personal pan pizzas donated by the Beloit Pizza Hut. Beloit Dairy Queen and Beloit Subway donated other incentives for the Summer Reading Program.

### Special Activities

Larry Hannon, cowboy balladeer and songwriter, and the Michigan Opera Theatre, were two cultural events for students and staff at North Beloit High School. The events were sponsored through the Arts in Education program from Downs, Kansas.





also awarded at graduation. Fifty-two students completed Personal Development, 53 completed Career Education, and 55 completed Parenting. During FY 2001, there were 16 GED and 13 regular diplomas awarded for a total of 29 graduates. Kathy Beougher, Director of Education, and Annette Burks, librarian, attended a GED training as a requirement for all GED testing sites in making preparations for the new GED tests for 2002.

#### Vocational/Work Study

Students gained work experience through the vocational coursework of office worker, teacher aide, cosmetology, day care worker, custodial, food service, and recreation aide. Work-study programs are coordinated through the vocational/educational program, which allows students to gain work experience in areas that could be possible career choices. During FY 2001, 30 students held a total of six job placements. These 30 students worked a total of 2,140.7 hours and earned \$11,025.03. During the year, the prevocational cosmetology students made 48 trips to Long-Term Care and 11 trips to Hilltop Lodge. Fifty different students volunteered a total of 863 ½ hours. Students also volunteered for two Red Cross blood drives for a total of four days. Fifteen students volunteered 74 hours of service. Students assisted as cafeteria workers or as escorts for the Bloodmobile.

North Beloit High School is working in cooperation with Cloud County College to offer college classes on the campus

of North Beloit High School. Students who have graduated with a regular diploma or a GED have taken the ASSET test to determine appropriate coursework at the college level.

#### Quality Performance Accreditation

The Kansas State Board of Education formally announced in June 2000, that North Beloit High School earned accreditation under the state board's continuous improvement system. North Beloit High School has continued with planning and preparation for Cycle II. There will be an onsite visit for Cycle II sometime in the Fall 2001.

#### Technology

Technology continues to be a major objective for staff and students at NBHS. This year the Internet became available to education staff through a secured server at the Beloit Jr/Sr High School. This has allowed staff to access information for research and curriculum development. Having Internet capabilities has opened up the ability to communicate between the school staff and BJCF staff on student issues.

Annette Burks, BJCF librarian, wrote a grant to the Dane G. Hansen Foundation for the purchase of accelerated reading books. North Beloit High School was awarded \$3,500 to be used in the purchase of AR books. Mrs. Wisbey was awarded a \$5,000 grant for the development of a human growth and development course. This course was developed and currently has students enrolled in the curriculum.

All staff were trained on using the SASI administrative software. Last year the





# EDUCATIONAL SERVICES

## NORTH BELOIT HIGH SCHOOL

**Kathy Beougher, Director of Education**

Female juvenile offenders placed at the Beloit Juvenile Correctional Facility must be enrolled as part of their program in a Kansas State Department of Education (KSDE) accredited educational program. North Beloit High School is an open-entry, open-exit program and students are in a school program throughout their stay. The twelve-month comprehensive educational program is available to all juvenile offenders between the hours of 8 a.m. to 11 a.m. and 1 p.m. to 4 p.m.

All academic classes are self-paced, individualized, and taught at the student's instructional level. NBHS offers all classes required for high school graduation. Fifty-eight juvenile offenders were released from the Beloit Juvenile Correctional Facility and the average length of stay for these 58 students was 10 months. Fifty-four students were pre and post-tested with the Peabody Individual Achievement Test. The mean reading level for these 54 students according to PIAT testing was 7.7, and the mean math level was 7.5. The average math gain for FY 2001 was 1.7, and the average reading gain was 1.6.

North Beloit High School had two teachers retire after a long service to

BJCF. Lynn Newcomer and Nancy Cousland retired on June 30, 2001. Their wealth of knowledge and expertise will be missed by all at North Beloit High School. Pat Brock, the business teacher, resigned from NBHS to take another teaching position. Due to the current population, these three teaching positions are not being filled.



Pictured from left to right: Denis Shumate, Superintendent, Nancy Cousland, and Lynn Newcomer. Nancy and Lynn were honored for their combined 60+ years of service at BJCF.

### Graduation

All students age 16 and older are placed in coursework that will assist with preparation for the General Equivalency Diploma. GED testing occurs on a routine basis. All students completing the GED or regular high school diploma are eligible for graduation, which is held the third Friday of each month. Certificates of course completion are





## STUDENT RIGHTS AND DISCIPLINE

**Pat Harman, Program Director**

Standards of the American Correctional Association (ACA) and the policies of this facility provide juvenile offenders with due process. The due process procedures provide for a mandatory review of all referrals to security by direct care, clinical, and administrative staff. Juvenile offenders are afforded the right to appeal grievous losses including referrals to security. The appeal procedure is offered in addition to the routine procedural safeguards. Juvenile offenders can also seek to have a committee review grievous losses not associated with a major or moderate rule violation and subsequent referral to security. In FY 2001, there were 20 requests to convene a grievance committee, and 14 grievous losses were reviewed by a panel consisting of a clinical staff member not involved in the grievous loss, a staff member mutually acceptable to both parties, a representative from Campus Council, the staff making the decision in question, and the juvenile offender. Five of the 14 grievances returned judgments in favor of the juvenile offender, and one of those reversals was made at the highest level of appeal, by the facility's Superintendent. Nine of the committees convened upheld or agreed with the staff's decision. Six additional requests to convene a committee were made of the Program Director. The Program Director deemed these six requests unworthy of further review and these refusals were based on the

documentation available and history of the juvenile offender.

## RESTITUTION

**Katrina Pollet, Restitution Coordinator**

In FY 2001, there were 66 contracts developed with a total cost of \$6,891.93, which is an increase of \$3,901.01 over the previous year. Of these contracts developed, 41 have been completed for a total of \$4,501.87. The amount of cash recovered was \$105.52. The number of hours worked at \$5.15 per hour also increased significantly to 874 hours and 15 minutes from 298 hours in FY 2000.

Of the new contracts developed in FY 2001, one was for the return of an offender who escaped while on medical leave to the Grace Center, one was for unnecessary medical attention, 51 were for the destruction of identification bracelets, and 13 were for destroying other BJCF items. There was one contract not completed due to the juvenile offender being a matrix placement and leaving before completing the work service.

Restitution worksites include: horticulture, clerical, teacher aide, custodial, food service, and maintenance. Ongoing efforts to use the restitution workers is supported by all staff with offenders expected to be held accountable for their misbehaviors. Additionally, the juvenile offenders collectively paid court-ordered restitution in the amount of \$6,098.





the term of the grant ended on June 30, 2001, and because of budgetary restraints, renewal of the grant was not feasible.



Jennifer Eilert, Social Worker, leads a session in HOPE (Healing Our Pride & Esteem) Group.

In addition, Jim Moore, Chief Social Worker, who has directed this program, announced his retirement late in the fiscal year. The facility will continue this programming as we enter the fiscal year by reassigning other clinical staff members presently employed. The rate of incident of sexual abuse in our population is quite high, which is consistent with what is found in other facilities housing female juvenile offenders. Fifty-two percent of the juvenile offenders admitted to being a victim of some form of sexual abuse. Sexual victimization by a family member was reported more frequently than other forms of sexual abuse, and this has been true for several years. Our own observations, as well as published research, continue to support the idea that sexual abuse has a pervasive and negative impact on behavior and personality development, psychological functioning, and the overall adjustment in female adolescents.

## VIOLENT OFFENDER PROGRAM

**Katrina Pollet, Social Worker**

The violent offender classification is designated to those juvenile offenders having committed an Off-Grid or Severity Level 1 through 6 Non-Drug, Person Felony. On the matrix grid, these offenses would be classified as a Violent Offender I or II, or a Serious Offender I. Acts of aggression against another person at this facility may result in a juvenile offender being internally classified as a violent offender. Those internally classified as violent offenders are programmed similarly to those designated as violent offenders on the basis of their committing charges.

In FY 2001, the facility admitted eight juvenile offenders meeting the violent offender classification on the basis of their committing offenses. One additional juvenile offender was charged by the Mitchell County Attorney for assault on BJCF staff and was classified as a violent offender. This was an increase over FY 2000 when only three juvenile offenders were committed with violent offender charges. One juvenile offender was internally classified as a violent offender due to violent acts against staff. This compares with six juvenile offenders in FY 1999 and two in FY 2000. In FY 2001, four juvenile offenders completed all phases of the violent offender curriculum and ten are currently enrolled in some portion of the violent offender program.

