

ACA Accredited

Topeka Juvenile Correctional Facility

2001
Annual
Report



John E. Brady
Superintendent



Topeka Juvenile Correctional Facility

FY 2001 Annual Report



Juvenile Justice Authority
Albert Murray, Commissioner

John E. Brady, Superintendent

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INTRODUCTION

The Topeka Juvenile Correctional Facility (TJCF) is part of the juvenile Justice Authority. The present mission of TJCF is to provide juvenile correctional programs that ensure public safety, accountability, and community reintegration to:

- Promote public safety
- Hold juvenile offenders accountable for their behavior
- Improve the ability of youth to live productively and responsibly in their communities
- Maintain conditions of confinement that are secure, safe, dignified and rehabilitative
- Operate within the expectations of community norms and customer needs

TJCF has a commitment to impact the quality of life in Kansas through reduction in juvenile crime and directing its efforts towards the older more violent offenders who require a greater degree of security and treatment than can be safely provided in their communities.

FY 2001 proved to be challenging and difficult due to continuing high population and more violent offenders as well as longer lengths of stay. Despite this variable, the staff met the challenges present and continued to maintain a safe and therapeutic environment in order to meet offender's needs and fulfill our obligation to the citizens of Kansas.

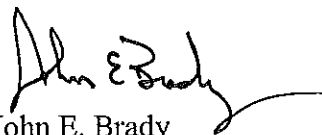
The average daily population for FY 2001 was slightly lower at 237 compared to 265 in FY 00. The average age at admission was 16 years and 8 months. The ethnicity of our juvenile population was 38% African-American compared to 39% in FY 01, while the Caucasian population dropped slightly to 39% compared from 43% the previous year. The number of juvenile offender on staff batteries was 99. TJCF's average length of stay of 10 months for all offenders compared to 8 months last fiscal year is continuing to be indicative of a trend in longer periods of confinement with the impact of the placement matrix.

The past year has been successful and exciting, as we have undergone a major restructuring in the middle management of the facility in order to more effectively deliver programs and provide an improved system of both staff and juvenile accountability. At the same time, there have been some important enhancements to security such as electronic screenings of staff and visitors, a centralized visitation area and better identification of JOs that present a high escape risk.

TJCF and its dedicated staff have positioned themselves as a more integral part of the community through increased participation in service groups, prevention programs and special events. This effort will continue in the year ahead.

At the same time, we are exploring new programs that will provide additional values and life skills to our offenders in the hope of improving attitudes and behaviors and ultimately reducing recidivism.

I hope this report is helpful to you and offers some insight into life at TJCF and the value of the facility to our neighbors in Shawnee County as well as the cities of Kansas. If more information is needed, please call me at (785) 296-7701 or email me at jbrady@tjcf.ksjja.org

A handwritten signature in black ink that reads "John E. Brady". The signature is written in a cursive style with a long horizontal flourish extending to the right.

John E. Brady
Superintendent



Juvenile Corrections

&

Security



Juvenile Corrections & Security

During FY 2001 the Topeka Juvenile Correctional Facility went through a re-organization that resulted in the elimination of the Operations and Security Department and the creation as separate entities of the Juvenile Corrections Department and Security Department. Both department heads report directly to the Superintendent. The 120 staff assigned to the Juvenile Corrections Department is responsible for the 24 hour a day management of care, custody and control of juvenile offenders committed to Topeka Juvenile Correctional Facility (TJCF) and remains the largest division on campus. The Security Department consists of 11 full time security officers with responsibilities for maintaining internal and external perimeter security of the facility, controlling traffic in and out of the facility, processing visitation and responding to emergency situations. The Physical Training Division was discontinued and integrated into the Juvenile Corrections Department as day time Responders with an emphasis on providing transportation services for the facility. Additionally, the daytime Responders conduct a number of other safety/security functions.

Major Events: During FY 2001 the Topeka Juvenile Correctional Facility evaluated the Post System of Operations that was implemented the previous year. It was determined that the system was successful in establishing centralized direct care scheduling and provided for 24 hour a day continuous shift management. However, improvements were needed to address staffing deficiencies. Other areas targeted for improvement are the post orders and post assignments for Juvenile Correctional Officers, and the presence of on site management in the Living Units.

A concerted effort has been made to enhance the professional relationship with the Shawnee County District Attorney's Office and Topeka Juvenile Correctional Facility. Dialogue is on going in regards to prosecution of offenders that commit aggressive or felonious acts while at TJCF.

Juvenile Corrections

As in the past, maintaining basic staffing levels to assure adequate coverage in the residential living units continues to be a major concern and emphasis throughout FY 2001 for Juvenile Corrections. The presence of an on site Shift Manager on a 24 hour a day basis has helped in coordinating staff utilization on a daily basis. The Shift Managers have provided for adequate management of the facility during shifts that had less than desirable coverage.

Staffing and Overcrowding: The turnover/vacancy rate of Juvenile Corrections Officers remains relatively high and continues to be an issue within the department. Additionally, the number of Juvenile Offenders in custody at TJCF has been 15 to 30 % above the rated capacity of the facility though out most of FY 2001. Providing for safe management of the facility has required as many as nine additional Juvenile Correctional Officers on duty

each day. Through out this period, there have been a number of JCO vacancies which makes providing safe coverage a daily challenge and difficult to achieve. Filling vacant positions and managing overtime are priority issues and remain a challenge.

Statistics were maintained to access the level of conformance to the new minimum staffing standards/requirements establish by the post system. The minimum staffing standards that had been established for each shift were:

	11-7 shift	3-11 shift	7-3 shift
Minimum	21 staff	35 staff	34 staff

These standards were met less than 25 % of the time. As a result, a more accurate standard to determine how well the coverage needs are being met is being established. The standards for coverage that have been established are:

	7-3 Shift	3-11 Shift	11-7 Shift
Open/Closed Unit	2	2	1
Special Behavioral Unit	3	3	2
Large Unit with Overcrowding	3	3	2
Responders	3	2	2

The shift managers make coverage decisions during staffing shortfalls and emergencies. This may involve reassigning staff, closing down posts, providing for transports etc.

Objectives: During the past year efforts to enhance the post system and improve on site management were initiated. Areas targeted for improvement are:

- The development of a management system to provide for more continuity in the operations of living units.
- Developing a systematic approach to utilize relief staff in a more effective manner.
- Implementation of a supervisory structure to have Juvenile Corrections Officers supervised by managers they have more ongoing contact with.
- At the end of FY 2001 an inter-departmental task force was formed to address an increase in aggression and violence on the part of the Juvenile Offenders. This group will develop steps for corrective action.

Other areas under development for FY 2002 are:

- Providing uniforms for Juvenile Corrections Officers.
- Removal of restraints from storage in living units.
- Improved efficiency in headcounts of Juvenile Offenders.

Renovation: The facility has hardened the living units with cement bed slabs. Progress continues in the installation of safer reinforced window screens, security/tamper proof light fixtures and bolts. Security gates are being installed in living unit hallways to enhance safety for the night shift. A new perimeter security fence was installed in preparation for the construction of the Kansas Juvenile Correctional Complex east of the TJCF facility.

Training: New Juvenile Corrections Officers are now assigned to role model Juvenile Corrections Officers who serves as a mentor. New Juvenile Corrections Officers began attending the Juvenile Justice Authority's Training Academy as a part of their initial training. All Juvenile Corrections Officers now participate in several classes related to officer and juvenile safety on a quarterly basis. Topics covered on a repetitive basis include managing aggression, self-defense, use of restraints and physical intervention with aggressive juveniles. A number of Juvenile Corrections Officers provide services to the Training Department as instructors. These developments have been positive and enhance the operations of the facility.

Security Department

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

Programs: Security has implemented several enhancements with the goal to further reduce the amount of contraband entering the facility. Reduction of contraband continues to be a high priority. These changes were all implemented in the second half of FY 2001 and will continue into FY 2002.

- No packages can be received by an offender.
- All visitors and staff entering the facility must now pass through a metal detector.
- All packages, briefcases, purses etc. being brought onto the facility are processed through a metal detector.
- Drug-sniffing dogs are being used to conduct searches.
- Implementation of centralized visitations in the dining room, which includes checking the offenders for contraband before and after the visit.
- Implementation of a computerized random selection of offenders for UA testing.
- Increased involvement of security in contraband searches along with an increased frequency of searches.
- Increased frequency of pat down searches with the plan to begin systematically pat down offenders as they enter and/or exit the dining room.

Other improvements initiated by security include:

- Increased frequency of perimeter patrols.
- Implementation of regular walking inspections of the security fence.
- Implementation of a system to have all visitors and staff leave an ID with security while they are on grounds. This allows security to know who is on grounds at all times.
- All vehicles entering and leaving the facility are more closely inspected. All drivers must pass through the metal detector.

Security continues to process visitors for offenders using a computerized data system. This process is efficient and works well.

Approximately 1600 family visitors for weekend and holiday visits were processed through security during FY 01. In addition, official visitors, contractors, vendors, and other guest were identified and processed. TJCF had many tour requests, which included local college and university students as well as the Governor's Conference tour.

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

Objective: A continued focus on further reduction of contraband detection and deterrence will be a major emphasis for FY 2002. Increased efficiency in accounting for the numbers of visitors, staff and offenders on grounds at any one time will be another area of emphasis. During FY 2002, construction will begin at the east end of TJCF for the Kansas Juvenile Correctional Complex. Providing perimeter surveillance with the activities and equipment involved with construction will be a challenge as well as a top priority.

Correctional Programs

- . Activity Therapy
- . Chaplaincy Services
- . Substance Abuse Division
 - . Health Services
- . Social Service Division
- . Psychology Division

Correctional Programs Department

This department is responsible for providing sound programs and activities in support of the long-term public safety goal of the TJCF mission. Correctional programs are designed to offer the offender the opportunity to take advantage of his period of incarceration at TJCF to learn new life coping skills that will enable him to make better choices about his behavior in the future. It is the offender's responsibility to participate in, learn from and apply those skills upon his release from incarceration.

Major Events: Maintaining of program offerings in the face of continuing chronic facility overcrowded population levels continues to be the major challenge. Compounding this issue, we have had considerable turnover in clinical program staff this past year including nursing positions, one of which we have been unable to fill for most of the year since the state level of compensation is considerably below market rate in Topeka. The Individual Psychotherapy Program has been eliminated at TJCF due to Menninger leaving Topeka. Offender Industries has been dropped as a program department area. It is now being managed as part of the contract school program. In exchange, the facility hearing officer / ACA Accreditation Manager has been attached to the program director's office.

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

ACTIVITY THERAPY is responsible for:

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

CHAPLAINCY SERVICES is responsible for:

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

SUBSTANCE ABUSE DIVISION is responsible for:

1. Substance abuse evaluations
2. Substance abuse education and treatment groups
3. Coordination of private contractor counseling services
4. Coordination of volunteer run AA/NA groups
5. Post-release treatment program referral

HEALTH SERVICES is responsible for:

1. Coordination of private contractor professional medical services
2. Nursing services & medications monitoring
3. DNA testing under the Kansas Sex Offender Law
4. New commitment physical screening

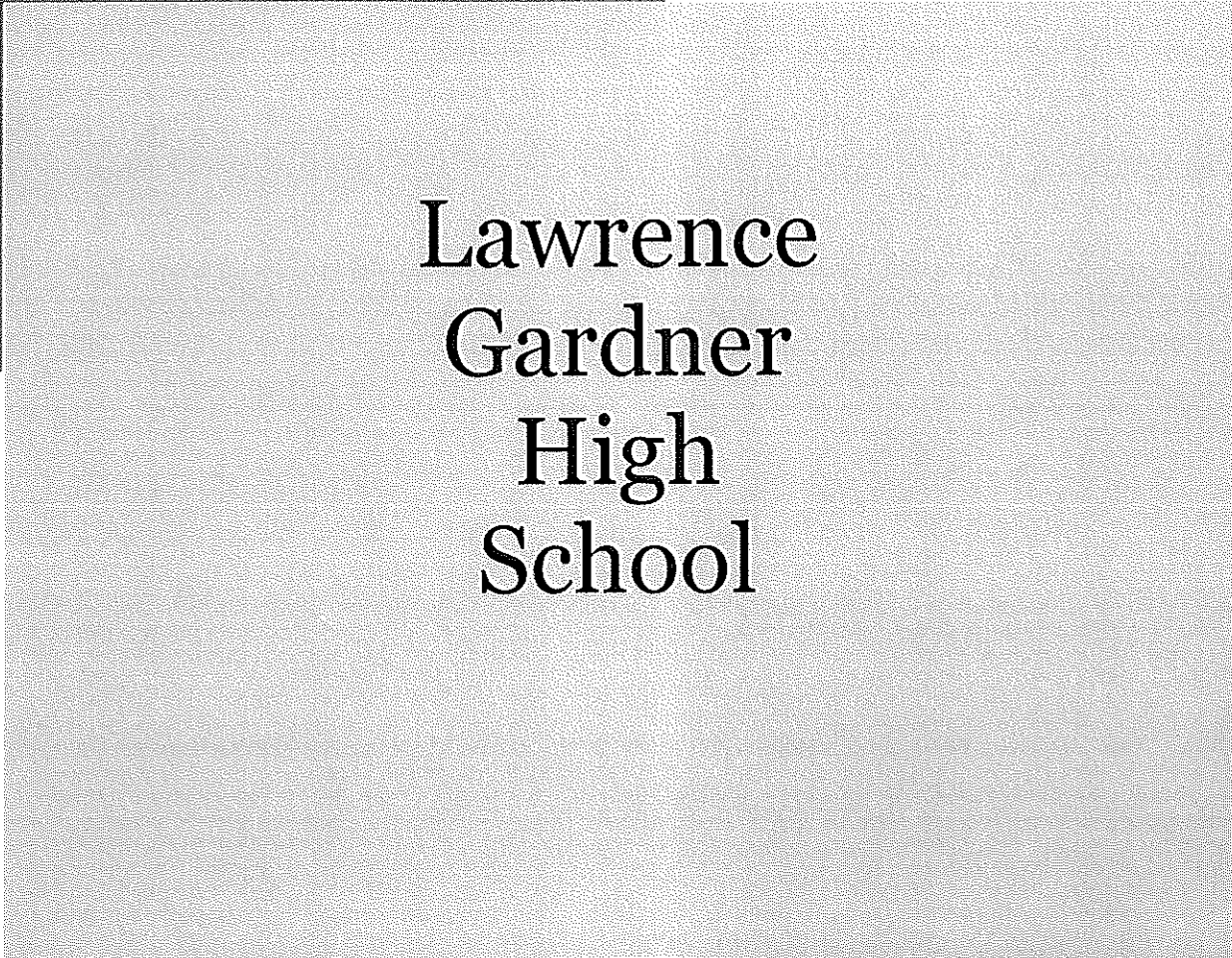
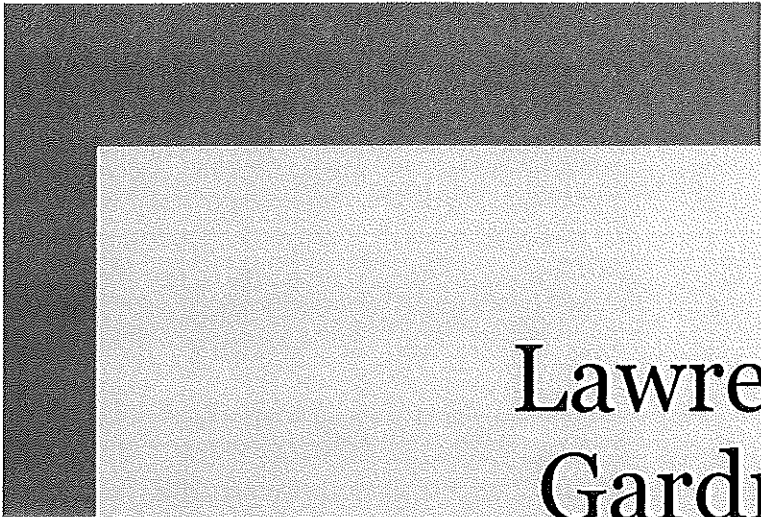
SOCIAL SERVICE DIVISION is responsible for:

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

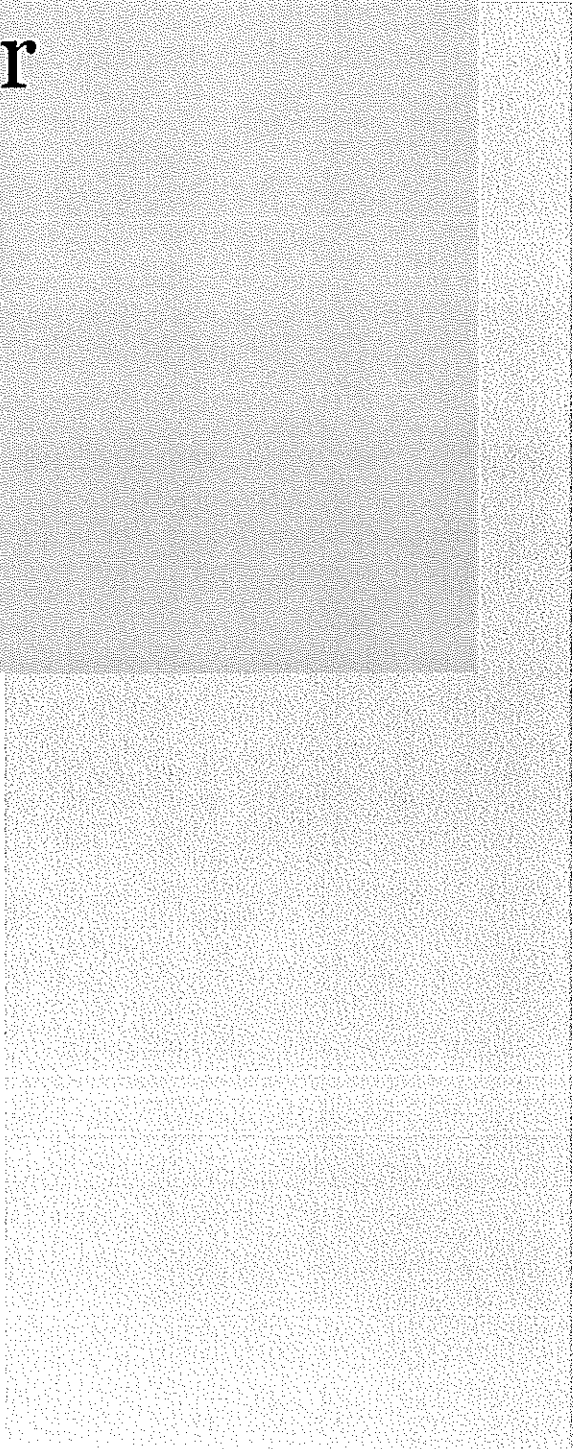
PSYCHOLOGY DIVISION is responsible for:

1. Closed unit case management
2. Offender evaluation & assessment
3. Suicide risk management
4. Post Traumatic Stress Disorder group
5. Individual EMDR therapy
6. Stress Management group
7. Biofeedback treatment & training
8. Conflict Resolution group
9. Cognitive Restructuring group
10. Correctional Institution Environmental Survey
11. Offender Exit Survey
12. Selected TJCF staff training

Summary: This has been a very busy year with considerable turnover of state and contract program staff. The central order of business has been the on-going case management of offender population level and planning for the re-organization of living unit program teams at the facility.



Lawrence
Gardner
High
School



Lawrence Gardner High School

During FY' 2001 LGHS had 55 high school graduates and 95 GED graduates. Certificates of completion are awarded in both academic and vocational classes, but only vocational certificates are monitored. During FY' 2001 six hundred and eighteen vocational certificates were awarded.

In March, LGHS successfully hosted the fourth annual safe and caring schools conference through the VI-B Continuous Education grant. This year's conference was entitled "Tips from the Trenches" and featured Steve Sroka, Darrel Lang and Wayne Sakamoto.

Two staff members and 3 Juvenile Offenders completed an associate degree through Highland Community College in May. During the 2001 fiscal year, LGHS offered thirteen college courses with an enrollment of one hundred and thirty-nine students (duplicated count consisting of staff and J.O.'s). The courses offered were: Introduction to Business, Geography, English I, Astronomy, Drawing, General Sociology A, Wood Working I & II, General Sociology B, College Algebra, College English II, Introduction to Accounting, Biology w/Lab, and American Literature.

WORK STUDY ANNUAL REPORT

2000-2001 Fiscal Year

Two-hundred-fifty-nine (259) students were employed during the year.

OCCUPATIONS:

Students gained work experience in the following areas: grounds keeping, horticulture, industries textiles program, industries production program, industries greenhouse program, manufacturing technology, auto mechanics, facility maintenance, graphic arts, commissary, dining room, computers, clerical, library, vocational classrooms, and physical education classes.

COMPENSATION EARNED:

JTPA	\$ 6,284.00
STATE	38,257.00
* INDUSTRIES PROGRAM	<u>65,502.25</u>
Total	\$ 110,043.25

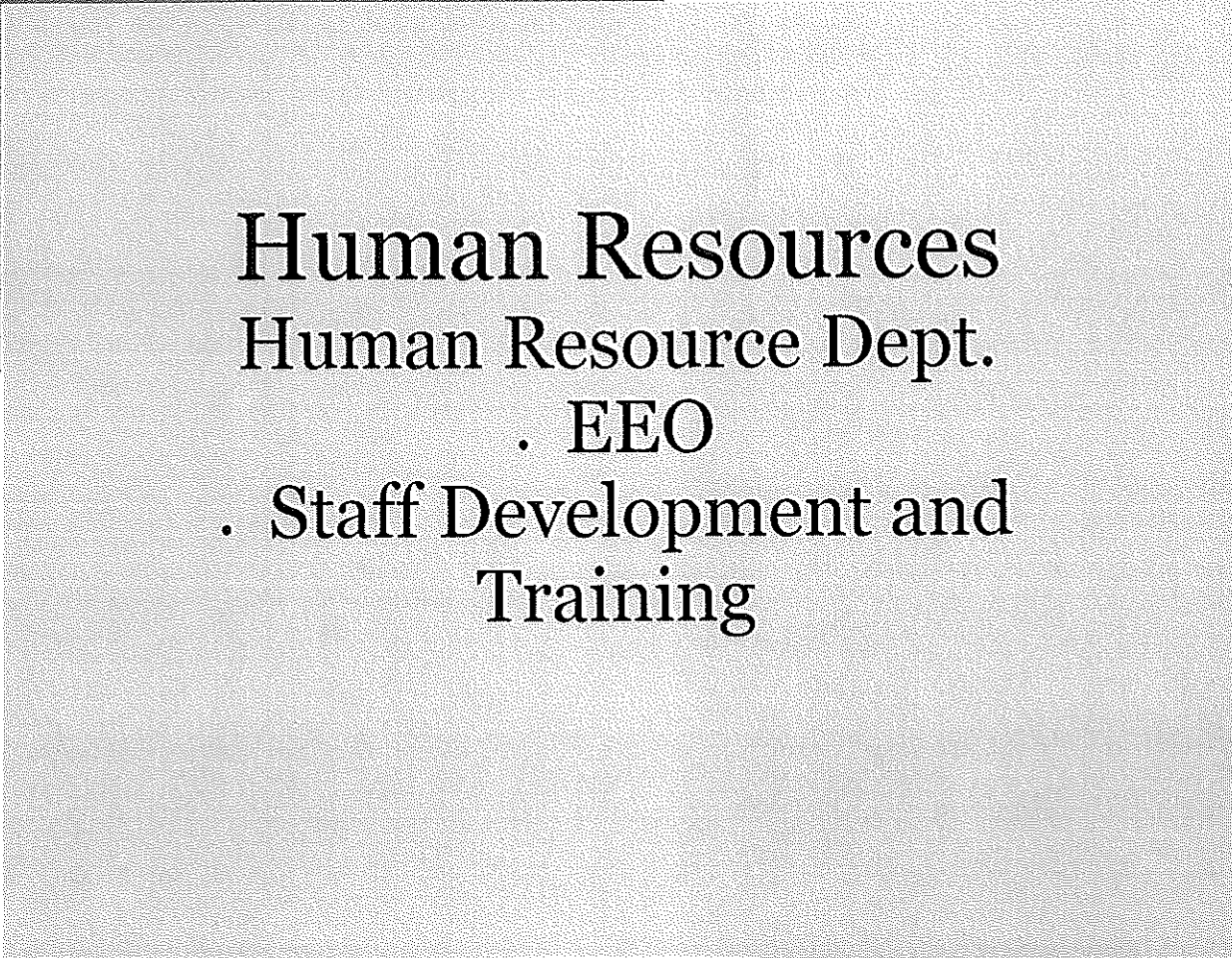
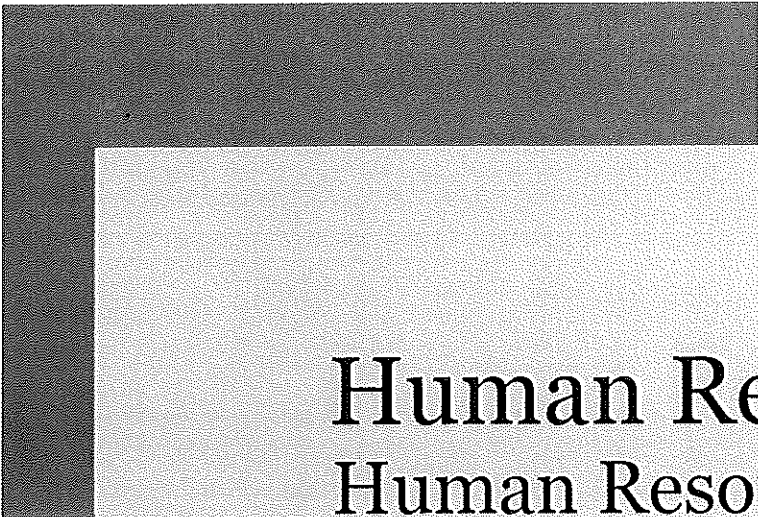
* Industries Program \$1 per hour	= 31,107.00
Industries Program Profit Sharing	= <u>34,395.25</u>
Total	\$ 65,502.25

ELECTIVE HIGH SCHOOL CREDIT:

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

BENEFITS:

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



Human Resources
Human Resource Dept.
. EEO
. Staff Development and
Training

Human Resource Department

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

Major Events There were several major events that occurred during this fiscal year, impacting the Human Resource Department. The first was the major reorganization of the facility, which resulted in the creation of the Human Resource Department, which consolidated the Personnel, EEO, and Training functions under the direction of the Personnel Director. Twelve new Juvenile Corrections Officer II positions were created through reallocation of some existing and vacant positions. This has increased the supervisor/staff ratio to provide for better, more consistent supervision. A reduction of 12 Juvenile Corrections Officer III positions to four was also implemented. A new position for a Safety and Sanitation Officer was created and the Director of Operations position was reallocated to handle these duties. A request was submitted to JJA requesting a position be reallocated to a Human Resource Professional II, which will become the EEO/Employee Relations Director.

Personnel Administration The Human Resource Department administers all aspects of personnel transactions at the TJCF. It assures compliance with Kansas statutes, administrative regulations, directives from the Commissioner of JJA, and the Director of Personnel Services, Department of Administration. Staff in the Human Resource Department work actively to maintain the integrity and validity of personnel decisions. These decisions are made in areas that include: recruitment, hiring, payroll, compensation, classification actions (in FY01: 17 reclassifications), hours of work, compensatory time, leave, employee issues, performance evaluations, grievances, appeals, disciplinary actions, and the administration of comprehensive employee benefits programs including the retirement system. The Human Resource Department maintains all TJCF employees' Official Files.

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

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

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

In March, 2001, the Reception and Diagnostic Center (RDU), under the direction of the Department of Corrections, was closed. Under directive from the Secretary of Administration, those employees were given preference in hiring decisions. Under State Regulation, RDU employees have been given the Right of First Refusal through the end of FY02. TJCF hired 4 of these employees, who have since returned to positions with the Department of Corrections.

In fiscal year 2001, the TJCF hired 45 employees (including new hires and internal promotions, transfers and demotions).

Performance Reviews The Human Resource Department is responsible for overseeing and coordinating the Employee and Manager Review processes to assure that all employees receive timely performance reviews. This is one of the areas that will be greatly impacted by the reorganization of TJCF. The new structure allows for clear lines of supervision and authority.

Discipline the Human Resource Director assists and advises supervisors and the Superintendent with the disciplinary process. This includes advising supervisors, administrators, managers, and the Superintendent on required documentation and on appropriate and legal actions. The Human Resource Director writes letters of discipline for the Superintendent's approval and presentation. The Human Resource Director also advises employees of their rights and recourse in the disciplinary process. The goal is to ensure that all employees are treated in a fair, legal and appropriate manner. In fiscal year 2001, 47 employees terminated (including voluntary and disciplinary terminations, retirements and layoffs).

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

Equal Employment Opportunity

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

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

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

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

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

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

Staff Development and Training

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

Staff Development and Training completed fiscal Year 2001 with 93% of the staff meeting their yearly training requirements. Fiscal Year 2001 was a year in which new ideas and changes were implemented. Half way through the year the new J.J.A. Training Academy became a reality. The Training Academy took the place of Essential Training for new employees in the Juvenile Corrections Officer class. The training Academy is a week-long and includes the following courses.

Academy Orientation
Stress Management
Report Writing
Suicide Prevention and Precaution
Legal Issues
Work Place Violence
Sexual Harassment
Managing Aggressive Behavior
K-C.I.R.T. Kansas Crisis Intervention Response Training
Ethics

The Training Academy provides a framework and knowledge base for JCO's to learn the skills, abilities, attitudes, motives and behaviors necessary to successfully perform job responsibilities. A test is given at the end of the week long training to assess basic competency. The Training Academy also provides consistency of information for all four Juvenile Correctional Facilities it serves.

Yearly training also experienced changes. A core group of K-CIRT trainers attended a K-CIRT Training of Trainers. Trainers came from all three shifts and were assigned JCO staff from their respective shifts to train.

A total of 11,814 hours of training were earned when combining both on and off facility training. The Essential Orientation was presented two times prior to the beginning of the JJA Training Academy. A total of nine staff attended Essential Orientation. The JJA Training Academy was held six times with a total of twelve TJCF Juvenile Corrections Officers attending. The 120 hour Juvenile Correction Officer Training was presented five times and twenty-one staff attended.

	FY '97	FY '98	FY '99	FY '00	FY '01
Essential Orientation Training	47	39	72	44	9
JCO Basic Training	39	32	49	42	21
JJA Training Academy	0	0	0	0	6
% of Completion for all Staff	100%	100%	88%	95%	93%
Total man-hours of Training on and off TJCF Facility	9,710	9,206	16,511	24,896	11,814

Washburn University and T.J.C.F. continue to have an excellent working relationship. The Training Director for T.J.C.F. is a member of the Continuing Education Advisory Board and is an adjunct instructor.

Training Plan for FY 2002

All Juvenile Correction Officers are required to earn forty hours of training during the year. Hours can be earned by attending on and off facility trainings. Training hours can also be earned by watching selected video and reading books. A total of ten hours may be earned in this manner. The J.J.A. contracted with Golden Eagle Education and Training Inc. and they developed general course work manuals for each Juvenile Correctional Facility. A forty hour Training-of-Trainers was attended by four T.J.C.F. staff. It is unclear at this time just which modules will be incorporated into the FY 2002 training schedule.

Mandatory Courses

First Aid/CPR/Bloodborne Pathogens
 Fire Safety and Prevention
 Managing Aggressive Behavior
 Kansas Crisis Intervention and Response Training
 Suicide Precautions

Staff Development and Training would like to thank all the trainers who have invested many hours in research and delivery of training courses. As Staff Development and Training moves toward the future every effort will be made to meet the needs and goals of the facility. New courses are power point driven to insure consistency from presentation to presentation. Current courses are reviewed for effectiveness and upgrades are inserted when identified. Staff Development and Training received a great deal of support from all levels of administration.

Business Services

- . Business Office
- . Maintenance Division
 - . Supply Division
 - . Dietary Division

Physical Plant and Central Services

Business Department:

The Business Department provides the management and operation of the non-clinical facility support functions: fiscal management; budget preparation and execution; purchasing; supply services; information technology support; maintenance; safety and sanitation; and food service operations for the Topeka Juvenile Correctional Facility. The Business Office has six full-time equivalent (FTE) employees assigned:

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

The Safety and Sanitation Officer position was established during the Fiscal Year 2001 to assure quality living and working conditions for juvenile offenders and facility employees. The responsibilities of the Safety and Sanitation Officer include identifying areas of need, establishing and administering policies and procedures, and working with staff at all levels to ensure a safe and sanitary environment. Quality of life on the facility has shown a marked improvement.

The Procurement Officer, Accountant and Accounting Specialist are responsible for tracking, recording, and coordinating all fiscal activities from ordering and purchasing the multitude of items necessary to the operation of the facility, preparing contracts, processing invoices, tracking accounts, managing offender accounts, and managing the benefit and canteen funds.

The Information Technology Consultant II interacts with all departments within the facility, maintains all information resources, and serves as the agency's representative on the Juvenile Justice Authority Information Technology Steering Committee. The incumbent of this position provides systems and software support for the facility local area network, involving over 130 computers and peripherals, including computers, printers, scanners, and related hardware.

During the fiscal year the Business Office successfully completed audits of business practices by the Kansas Division of Accounts and Reports and the Legislative Division of Post Audit. Work was also completed during the year to establish distinctive orange standard dress clothing for juvenile offenders considered to be escape risks.

In Fiscal Year 2001 the agency's operating budget was \$12,199,067 with 226 FTE positions and approximately 48 contracted education staff (Interlocal #609, Southeast Kansas Education Coop, Greenbush, Kansas), six clinical contracted staff, and twelve contracted Dietary staff. The Business Office processed 2,224 Purchase Orders, 2,070 Vendor Payment Vouchers, and 9 Purchase Requisitions to the Division of Purchases.

Maintenance Division:

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

- 1 - Physical Plant Supervisor II
- 1 - Physical Plant Supervisor I
- 1 - Refrigeration and Air Conditioning Technician II
- 1 - Power Plant Operator II
- 1 - Electrician II
- 3 - General Maintenance and Repair Technician I
- 1 - Grounds Maintenance Supervisor I
- 3 - Custodial Worker
- 1 - Plumber II
- 1 - Painter
- 1 - Carpenter II
- 1 - Office Assistant II

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

The Maintenance Division processed approximately 9,555 work orders during the year. The work orders range from rebuilding damaged living unit rooms or building a cabinet, moving a piece of furniture or moving an office, replacing light bulbs or replacing light fixtures, remodeling work space, repairing air-conditioning units, to mowing the grass, removing snow and ice from sidewalks and roads.

Work projects completed during the year included:

- Replace combustion air controls and flues on Boilers #1 and #2 in Power Plant.
- Replace filter tank, surge tank, heating converter, chlorine monitoring system, air compressor and associated controls in Swimming Pool Building.
- Replace exterior and interior doors, frames, and lock system on Swimming Pool Building.
- Replace HVAC system and duct system in Kiowa and Comanche Living Units.
- Re-roof Gymnasium and Cherokee, Shawnee, and Mohawk Living Units.

Numerous other repainting, repair, and small construction projects also were completed.

Supply Division:

The Topeka Juvenile Correctional Facility warehouse (or Commissary) was built in 1975. The warehouse contains approximately 1,300 square feet of storage space for items such as clothing, cleaning supplies, food for dietary operations, bedding, maintenance supplies, office supplies, and other materials/supplies needed to keep the facility operational. The Commissary is staffed by 2.5 FTE's:

- 1 - Storekeeper III
- 1 - Storekeeper II
- 1 - Automotive Driver (0.5 FTE)

The Commissary is the initial receiving point for all merchandise purchased for the correctional facility. Commissary staff replace each living unit's linens once a week and send the soiled laundry to the Topeka Correctional Facility for processing. Commissary staff also fill and deliver orders for office, cleaning, and household supplies to living units and departments throughout the month.

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

The warehouse is the focal point for the agency's standard dress clothing operation. In Fiscal Year 2001, the Commissary processed 2,522 requisitions for standard dress clothing, including 271 for new admissions. Clothing expenditures for the fiscal year were \$85,773. The Commissary staff processed the following:

- 1,896 Stores Requisitions for departments, living units, and the school
- 369 Stores Requisitions for the Maintenance Department
- 1,484 Receiving Reports

DIETARY DIVISION:

During Fiscal Year 2001, ARAMARK Correctional Services managed the Dietary operation under contract at a cost of \$609,132, with a staff of 12 employees. The Dietary staff prepared and served 800-900 meals daily, depending on population levels. In addition to regular meals, the following special events were supported:

- Traditional meals were served at the major holidays during the year.
- The Superintendent's holiday reception for staff and offenders was held in December with cookies, punch, eggnog, vegetable trays and dip, candy, and cheese and crackers.
- Black Awareness Month was observed with a special meal in February.
- TJCF hosted the groundbreaking ceremony for the Kansas Juvenile Correctional Complex with the food provided by ARAMARK.
- Refreshments were provided for retirement receptions and numerous meetings and training sessions held on campus throughout the year.

Religious and other special diets—allergy, weight reduction, low fat, etc.—are monitored and documentation maintained for each diet. The Dietary Division has met the challenge of the Federal School Lunch/Severe Need Breakfast Program by modifying menus, recipes, and all record keeping techniques. All meals are lower in fat, cholesterol, sodium, and sugar, which is a benefit to juvenile offenders and staff.

In May 2001, TJCF welcomed a new ARAMARK Food Service Manager, who has made numerous improvements in the quality and variety of food served and to all aspects of the facility's food service operations.

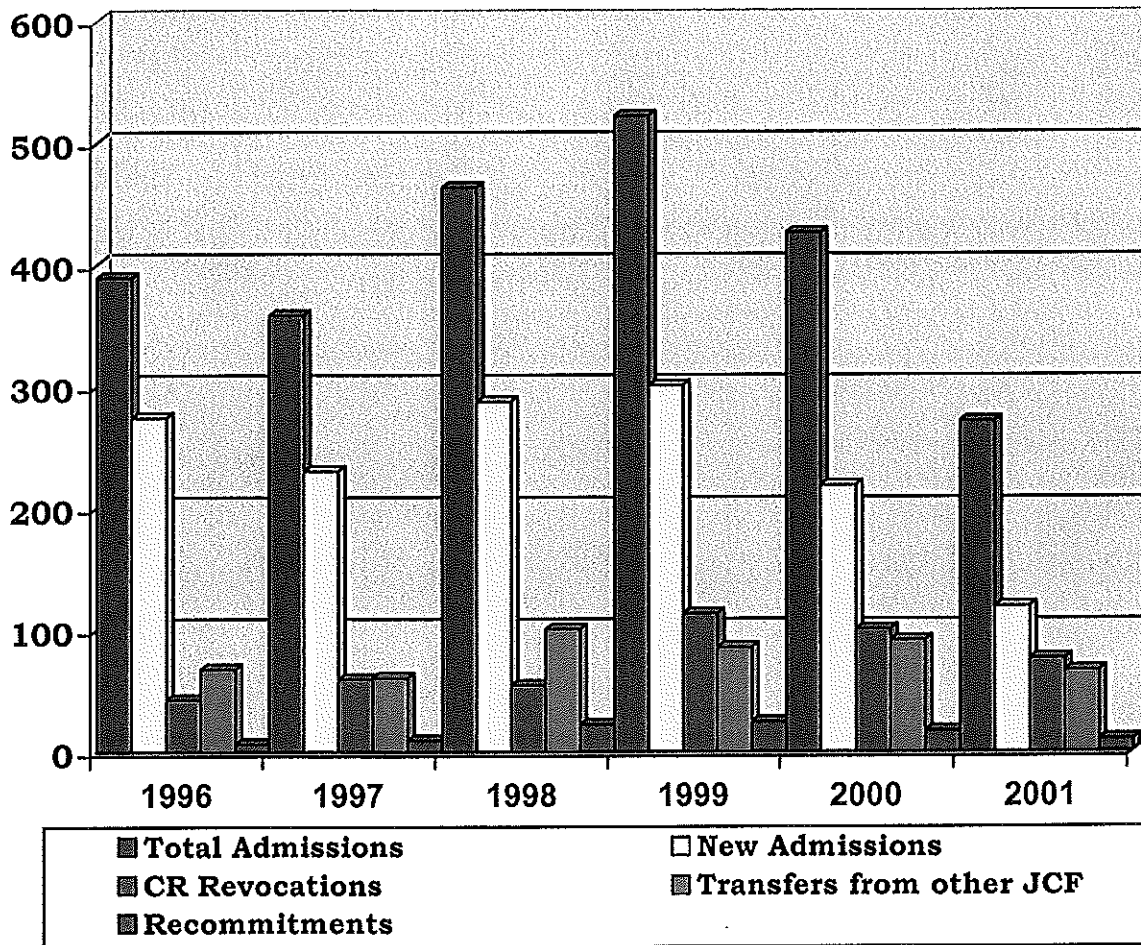


Statistical Information

. Charts and Graphs

TJCF Admissions – FY 01

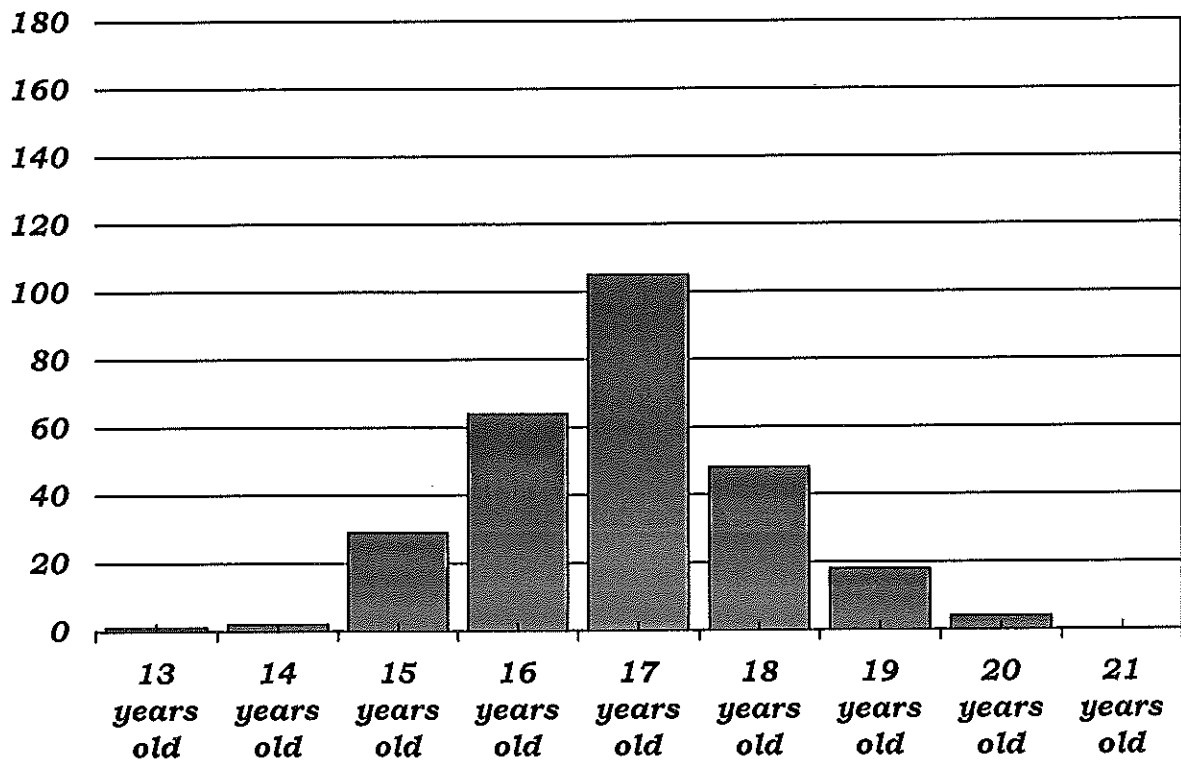
<i>FY</i>	1996	1997	1998	1999	2000	2001
New Admissions	274	230	287	300	218	119
CR Revocations	42	59	54	113	100	76
Transfers from other JCFs	67	60	100	85	91	66
Recommitments	6	9	22	24	17	10
Total Admissions	389	358	463	522	426	271



Age at Admission - FY 01

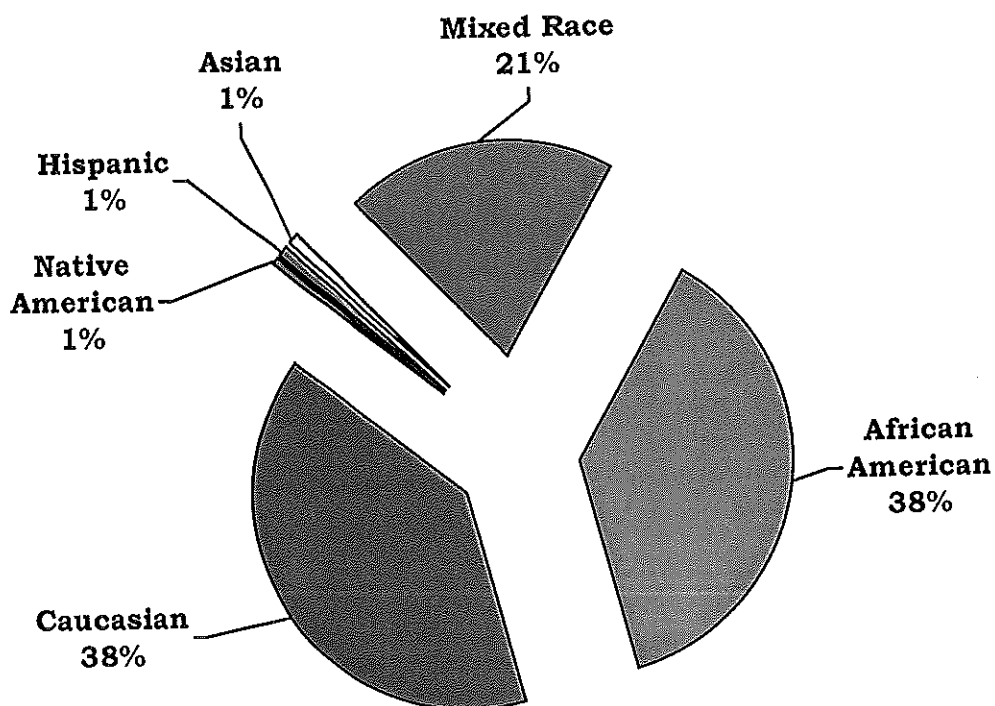
Age at Admission	Number
13 years old	1
14 years old	2
15 years old	29
16 years old	64
17 years old	105
18 years old	48
19 years old	18
20 years old	4
21 years old	10
Total admissions	271

**The average age at admission for FY 01 was
16 years 8 months**



Ethnicity of Juveniles - FY 01

Race	Percent of Admissions	Number of Admissions
African-American	38%	102
Caucasian	39%	107
Native American	1%	2
Hispanic	1%	2
Asian	1%	2
Mixed Race	20%	56
Total	100%	271



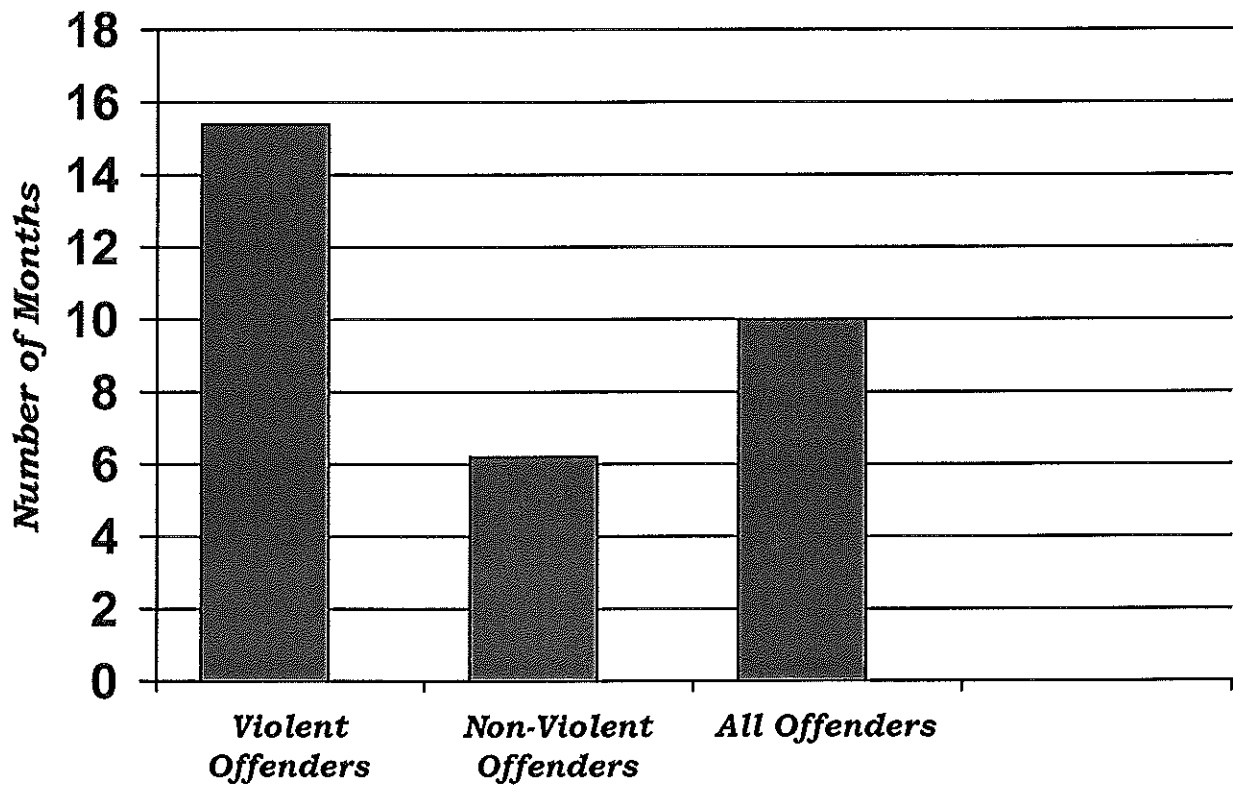
Admission by County

County	1997	1998	1999	2000	2001	Total
Allen	2	1	2	2	2	9
Anderson	0	0	0	1	0	1
Atchison	4	0	7	2	2	15
Barton	0	1	0	0	4	5
Bourbon	0	4	2	2	1	9
Brown	0	3	0	1	0	4
Butler	9	9	3	6	6	33
Chase	0	0	1	0	0	1
Cherokee	2	1	0	1	0	4
Coffey	1	0	0	3	0	4
Chautauqua	0	1	0	0	1	2
Clay	0	0	0	1	0	1
Cloud	0	1	0	0	0	1
Comanche	0	0	1	1	0	2
Cowley	2	3	8	4	4	21
Crawford	4	6	2	3	2	17
Dickinson	2	7	7	8	6	30
Doniphan	0	0	0	0	1	1
Douglas	10	15	16	8	7	56
Ellis	1	0	0	1	0	2
Ellsworth	0	1	0	0	1	2
Finney	6	3	7	1	0	17
Ford	2	5	10	5	4	26
Franklin	8	6	5	3	2	24
Geary	5	12	13	14	7	51
Grant	1	0	0	0	0	1
Greenwood	3	0	1	1	1	6
Hamilton	1	0	0	0	0	1
Harper	0	0	0	0	1	1
Harvey	9	3	2	6	6	26
Jackson	2	0	5	1	2	10
Jefferson	3	2	0	4	2	11
Johnson *	35	59	42	32	11	179
Kearny	1	0	0	2	1	4
Kingman	1	0	1	2	0	4
Labette	3	2	4	1	1	11
Leavenworth*	4	9	15	5	11	44
Lyon	12	12	10	10	3	47
Marion	0	1	1	1	0	3
Marshall	0	1	0	0	0	1
McPherson	1	1	0	0	1	3
Meade	0	0	1	1	0	2
Miami	4	1	6	2	1	14
Montgomery	6	9	14	6	3	38
Morris	1	1	0	0	0	2
Nemaha	0	1	0	1	2	4
Neosho	0	0	4	4	0	8
Osage	2	1	1	1	1	6
Ottawa	0	0	1	1	0	2
Pawnee	1	1	0	0	0	2
Pottawatomic	0	1	5	0	0	6
Pratt	1	0	0	1	2	4
Reno	7	11	7	8	5	38
Republic	1	1	0	0	0	2
Rice	1	1	1	0	1	4
Riley	6	4	15	7	7	39
Russell	0	1	1	0	0	2
Saline	7	6	2	7	9	31
Sedgwick *	84	86	92	85	54	401
Seward	0	2	2	3	4	11
Shawnee *	29	38	46	40	12	165
Sherman	0	0	0	0	1	1
Stevens	0	0	0	1	1	2
Sumner	1	3	1	5	2	12
Thomas	0	2	0	0	0	2
Wabaunsee	0	1	4	3	0	8
Washington	0	0	0	1	0	1
Wilson	0	2	0	1	1	4
Wyandotte*	73	121	154	116	75	539
Total	358	463	522	426	271	2040

* Counties with the 5 largest numbers of admissions to TJCF.

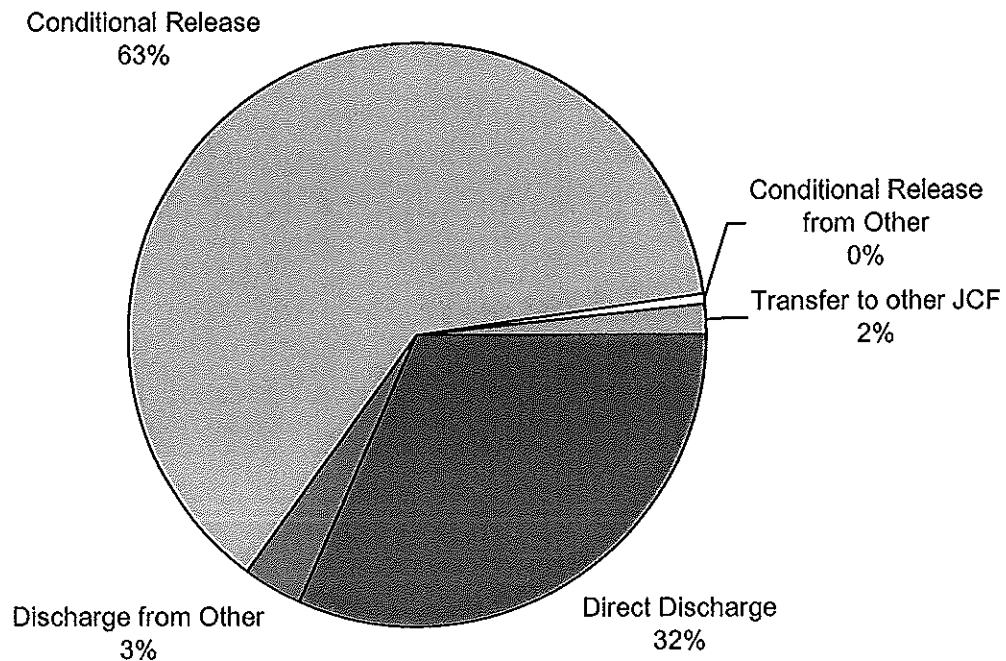
Average Length of Stay – FY 01

Violent Offenders	Non-Violent Offenders	All Offenders
15.4 months	6.2 months	10.0 months



Releases from the Facility FY 01

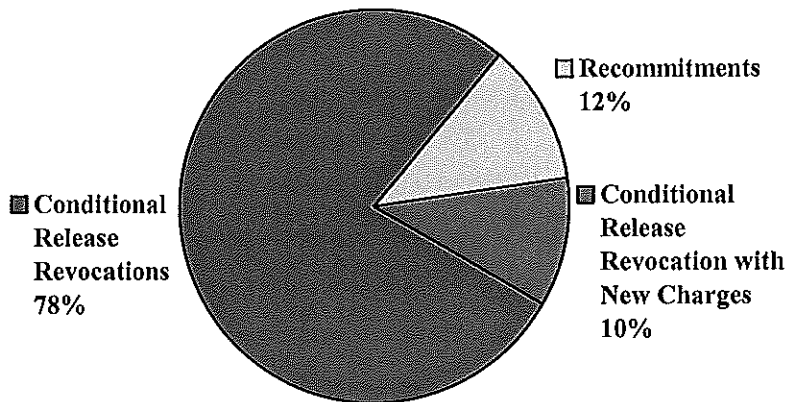
Type of Release	Number
Direct Discharge	89
Discharge from Other	9
Conditional Release	177
Conditional Release from Other	1
Transfer to other JCFs	5
Total Releases from the Facility	281



Recidivism Rate for FY 01

Type of Return	# of each
Recommitment	10
Conditional Release Revocation	67
Conditional Release Revocation w/New Charges	9

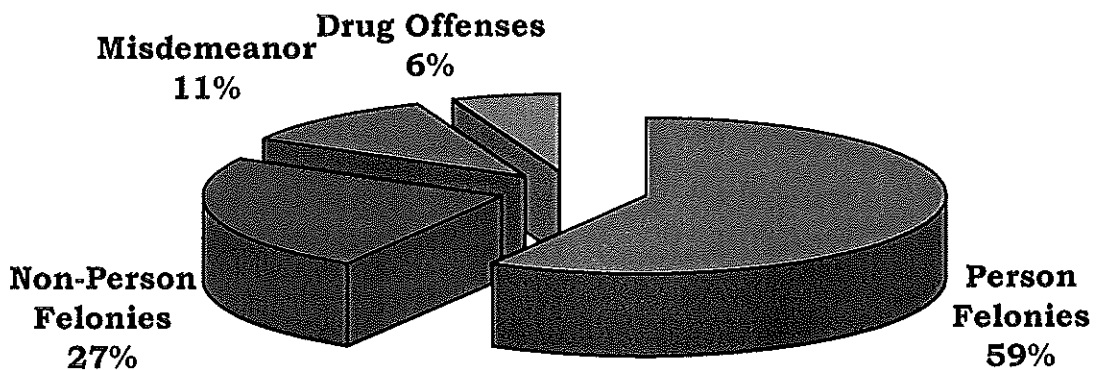
FY	1997	1998	1999	2000	2001
Percent of Recidivism	17.7%	16.4%	26.2%	27.4%	31.7%



Out of 271 admissions for FY 2001, 86 were returned. This represents a 31.7% rate of recidivism.

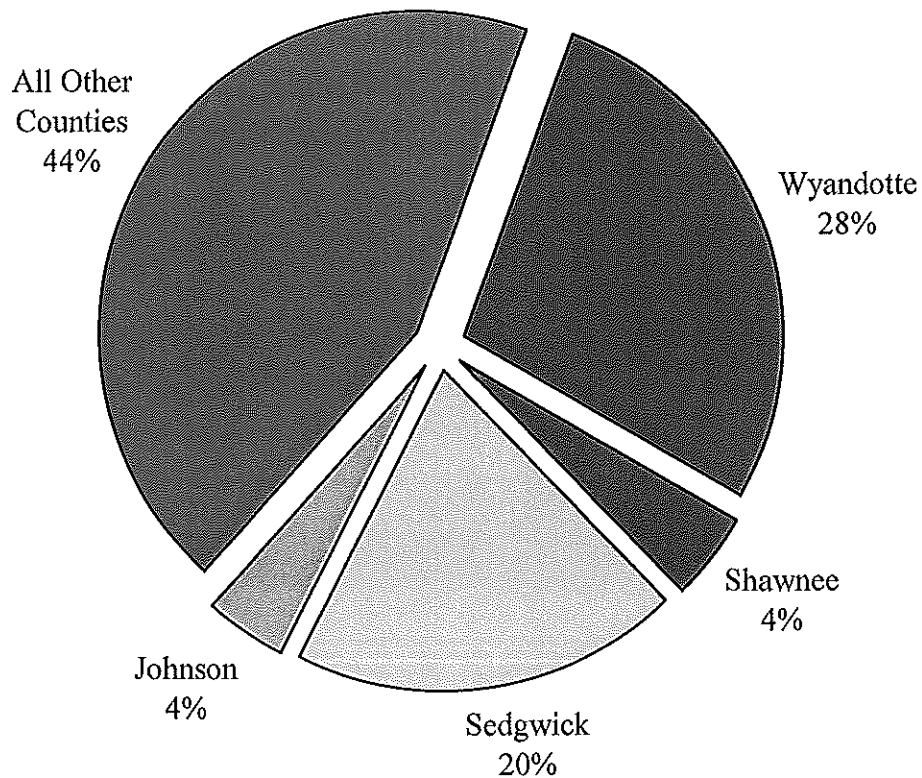
Commitment by Crime – FY 01

	Person Felonies	Non-Person Felonies	Misdemeanors	Drug Offenses
FY 96	170	103	73	43
FY 97	166	99	58	35
FY 98	182	119	120	47
FY 99	211	140	123	48
FY 00	202	121	79	24
FY 01	159	66	30	16



Commitment by County – FY 01

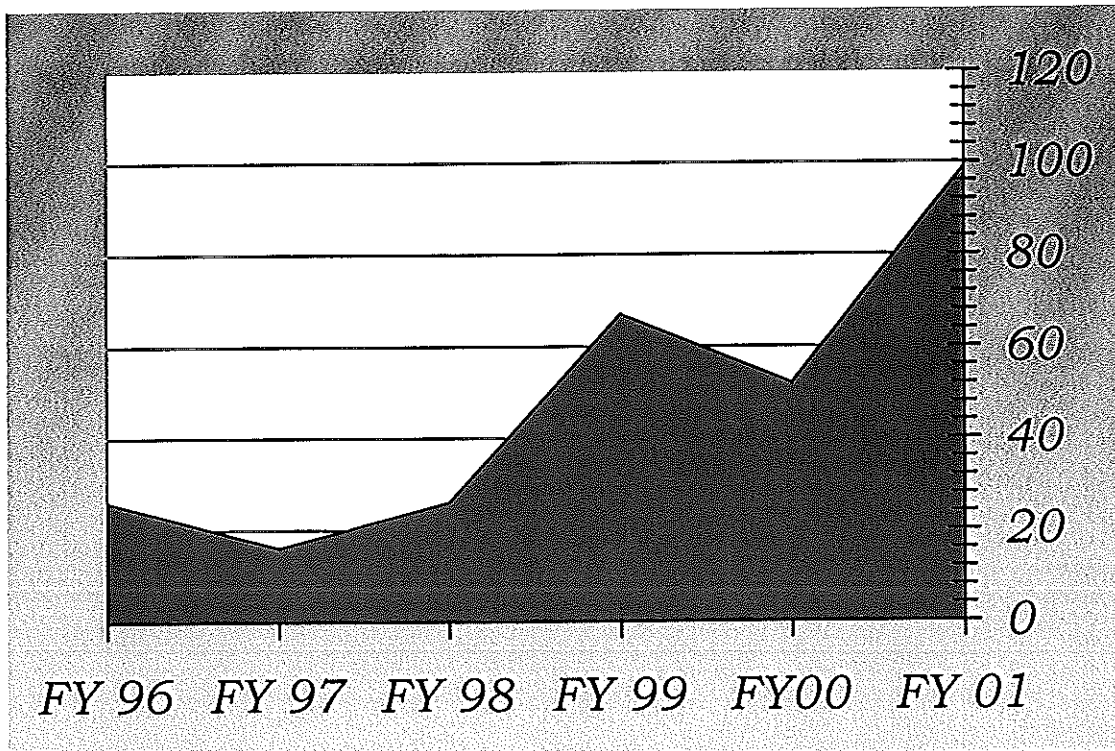
	FY 96	FY 97	FY 98	FY 99	FY 00	FY 01
Wyandotte	96	73	121	154	116	75
Shawnee	40	29	38	46	40	12
Sedgwick	94	84	86	92	85	54
Johnson	39	35	59	42	32	11
All other counties	120	137	159	188	153	119
Total Admissions	389	358	463	463	426	271



Number of JO on Staff Batteries – FY 01

<i>FY</i>	<i>Number of JO on Staff Batteries</i>
FY 96	26
FY 97	16
FY 98	26
FY 99	67
FY 00	52
FY 01	*99

*27 major and 72 minor. Major batteries include: serious, premeditated, injury and intent.





Exit Interview

- . Parent Exit Survey
 - . Student Exit Survey
- 

PARENT EXIT SURVEY

TOPEKA JUVENILE CORRECTIONAL FACILITY

DATE: July 2000 - June 2001

	VERY POOR	POOR	FAIR	GOOD	VERY GOOD	DON'T KNOW
Were you kept adequately informed of your son's activities, behavior and progress while he was at the Facility?	[3]	[8]	[8]	[21]	[15]	[2]
Were written reports you received from the Facility helpful to you?	[2]	[4]	[10]	[24]	[16]	[3]
Were your son's medical needs met adequately while he was at the Facility?	[3]	[1]	[8]	[21]	[20]	[4]
Was the case manager able to explain your son's treatment program and problems clearly to you?	[1]	[0]	[7]	[11]	[28]	[15]
Was your son's Case Manager prompt in returning your calls?	[2]	[3]	[7]	[11]	[28]	[15]
If you had any disagreements with staff, were you able to resolve these in a positive way?						
a) Case Manager	[0]	[0]	[5]	[9]	[17]	[8]
b) Correctional Officers	[1]	[0]	[5]	[6]	[11]	[9]
c) Administrators	[1]	[0]	[6]	[4]	[13]	[11]
d) School Personnel	[1]	[0]	[4]	[4]	[13]	[12]
e) Medical Staff	[3]	[0]	[4]	[3]	[12]	[9]
f) Security Staff	[1]	[1]	[4]	[5]	[14]	[10]
Were you treated courteously by staff that you had contact with?						
a) Case Manager	[2]	[1]	[1]	[10]	[35]	[4]
b) Correctional Officers	[0]	[0]	[5]	[4]	[24]	[5]
c) Administrators	[0]	[0]	[3]	[14]	[26]	[12]
d) School Personnel	[0]	[0]	[2]	[2]	[27]	[11]
e) Medical Staff	[0]	[0]	[1]	[4]	[23]	[14]
f) Security Staff	[0]	[2]	[5]	[5]	[26]	[5]
Do you believe the TJCF correctional program adequately dealt with your son's behavior and problems?	[1]	[2]	[8]	[3]	[29]	[10]

- 23% ALL THE SURVEYS MAILED OVER THE LAST 12 MONTHS WERE RETURNED
- 48% OF THE SURVEYS RETURNED HAD NARRATIVE COMMENTS IN ADDITION TO COMPLETION OF THE "CHECK OFF" SECTION
- ONLY 6% OF THE RESPONSES WERE "POOR" OR "VERY POOR"
- 46% OF THE RESPONSES WERE "GOOD" OR "VERY GOOD"

COMMENT GROUPINGS

The majority of the narrative comments can be grouped into three clusters: Poor Communication from the facility (4); Suggestions for operational improvement (4); and complaints about services or treatment received by both JOs and visitors (15).

Those comments around communication seemed to generally request more frequent contact by the JOs case manager or more comprehensive reports from the facility.

Suggestions for improvement were all around visitation.

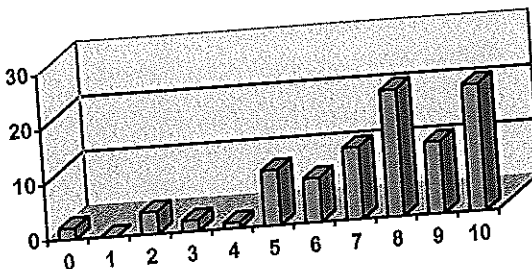
Complaints were generally around rude treatment received by visitors or observed by visitors towards the JOs. The single greatest number of complaints was around shouting swear words.

Student Exit Survey

The Exit Survey for youth leaving Topeka Juvenile Correctional Facility (TJCF) is comprised of fifteen items. Eight of the items are rating items on a scale of 0 to 10 with 0 being low and 10 being high; five items are short essay items; and two items are selecting items. The purpose of the Exit Survey is to improve the overall quality of TJCFs services through the input of its consumers; i.e., the JOs. Their answers will be used to help evaluate how successful the program has been in the eyes of the JOs themselves. The JOs' input will assist in the modification of TJCFs programs.

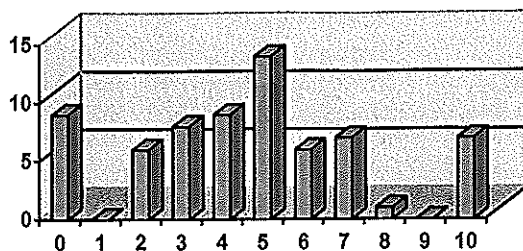
The Exit Survey is handed to the JOs during their last week of stay at TJCF at the same time their release papers are given to them. When the JOs ask their assigned case workers for signatures for approval of their release, they turn in their completed Exit Survey.

The present Exit Survey analyses are based on ninety-eight Exit Surveys. This is compared to two hundred-eighteen in 1999 and two hundred thirty-two in 2000. The Exit Survey was given to JOs for the period of July 1, 2000 to June 30, 2001. Also, although the Exit Survey instruction say to circle only one response for most of the questions, as with previous years many JOs circled more than one answer for these questions.



1. "How much change have you made since you've been at TJCF?
0 = None 10 = A Lot

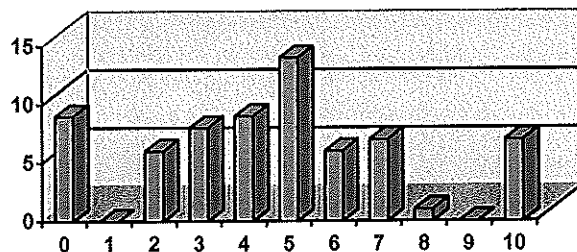
As in the last two years, it is noticeable a majority of the JOs view their stay at TJCF as useful, claiming that they have made some changes.



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

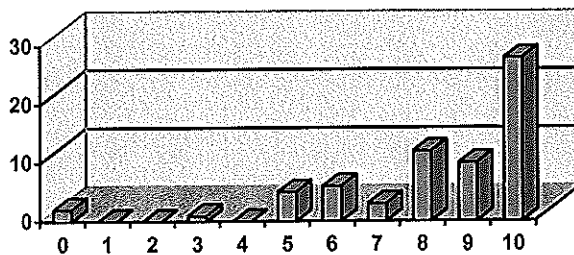
0 = Very bad 10 = Very good

While the answers to this question are spread throughout the ratings, if one considers ratings 5 & 6 as the midpoint, more than 50% of the JOs did not feel good about themselves at the time of their admission to TJCF. This is true for the previous two years.



3. How do you feel about yourself now?

The ratings of this question continue to indicate that almost two-thirds Of the JOs feel very good about themselves toward the end of their stay at TJCF. This is true of the previous two years as well.



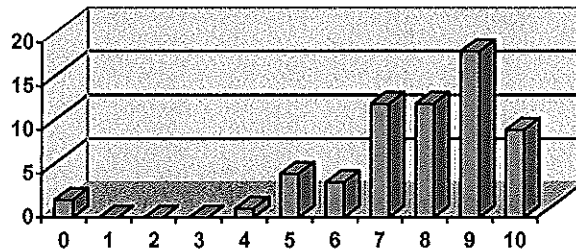
4. How much have you learned or accomplished things while at TJCF?

As with the last 2 years, the answers of the JOs for the 2001 indicate that the majority of them acknowledged they had learned or accomplished things while at TJCF.

5. What program(s) or person(s) do you feel was/were the most helpful to you at TJCF?

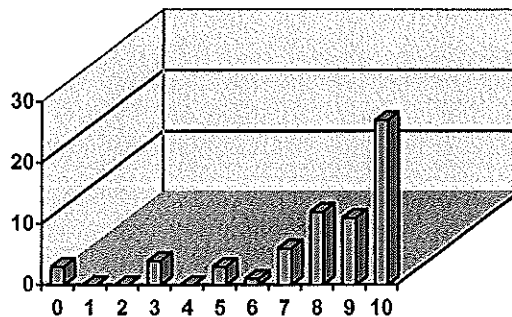
Drug and Alcohol Ed – CN Unit	19	Sex Offender Group	2
Student Advisor Council	6	Vocational Class	10
Self-Esteem Group	4	Chapel	31
Group Psychotherapy	1	School	39
Aggression Replacement Grp	6	Industries	12
Youth Service Worker	11	A Teacher	30
A Menninger Therapist	2	Recreation	15
Bachelor Living Skills	6	Landscaping	6
Stress Management Grp	11	Young Dad's	5
Alcoholics Anonymous	7	Conflict Resolution	9
Family Panning	4	Chemical Dependency Services	1
Narcotics Anonymous	10	Social Worker	38
Psychologist	7		

The selection of services listed in this question points to a few noticeable areas. It seems that the JOs view the role of school and teachers in their life while at TJCF as very significant. Since the Social Workers are the ones who make arrangements for their release, JOs possibly rate them very high next to school personnel.



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

Considering the number of JOs who circled numbers 6 to 10, it would suggest that the majority view themselves as being more able to resolve their conflicts with others.



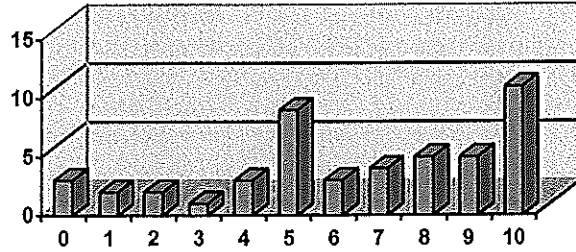
7. How much has TJCF taught you to accept responsibility?

The majority of JOs believe their program at TJCF has taught them to accept responsibility for their actions.

8. Other than family, who are your resources in times of trouble?

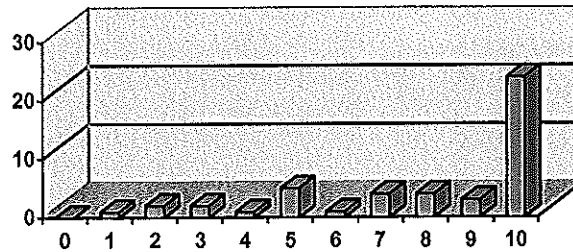
Girlfriend	29	Social Worker	11
Minister	11	Teacher	16
Teacher	27	Peer	9
Coach	10	Neighbor	10
Doctor	3	A Friend's Parent	11
Girlfriends Parent	8	Other	11

(Good Friend, friends, parole officer, God, myself, homies, cottage staff, NA/AA, Counselor)



9. Have you needed to use the TJCF Medical Services Yes ___ No ___.
 In the past two years the majority of the JOs gave satisfactory responses to this question.

0=Unsatisfactory 10= Satisfactory



10. Have you taken part in the chapel services? Yes ___ No ___.
 as with the past two years, the pattern of JOs' responses indicates that a high percentage of them participate in the chapel services and activities.

11. What things did you do to help yourself while at TJCF? (Verbatim)

- Paid my restitution and got my GED.
- I just tried to control myself.
- Stay away from contraband, maintain high level.
- I learned how to accept responsibility for my actions
- Taught myself to respect others more.
- Took time to think about what I want in life.
- I worked on getting angry and want to worship God.
- Lots of reading and better social skills.

12. Briefly explain what you have learned at TJCF about the impact of your behavior on your victim(s) and your community. (Verbatim)

I learned that taking stuff from other people will come back on me.

That it doesn't just effect that person it effects that person's family too.

That life of crime is no life at all.

I was wrong, I just didn't understand why, Now I do.

You get treated the way you act.

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

More one on one programs (less groups) have a better impact on behavior.

Newer and cleaner units. A better work-study program.

Give the JOS more responsibility in order to learn on their own.

JCOs need to be models for JOs.

More staff work together as a team instead of individuals and more willing to listen.

Like the food to change, and stop being a little angry with us at times.

14. How could TJCF improve its programs? (Verbatim)

Offer more privileges to keeps JOS trying hard for high level.

By having more understanding staff that really want to help you.

Make it more of a rehabilitation program not just punish us.

The State needs to stop preparing JOS for prison with harsh treatment.

Talk to kids more. By helping you learn from your mistakes.

Change the rule book to be more specific. Need more volunteer.

15. Use the space provided for your comments, ideas, recommendations. (Verbatim)

Re-write the program to recognize us for our success and achievements.

Overall I think this place help me out a lot.

Provide Q-tips for the JOs to clean their ears!

The chemical dependency counselors are the best I've seen.

This place has helped me out to think of what will happen in the long run.

Would like to see social workers and superintendent more.

Make staff more professional. Have more things to do in the unit.