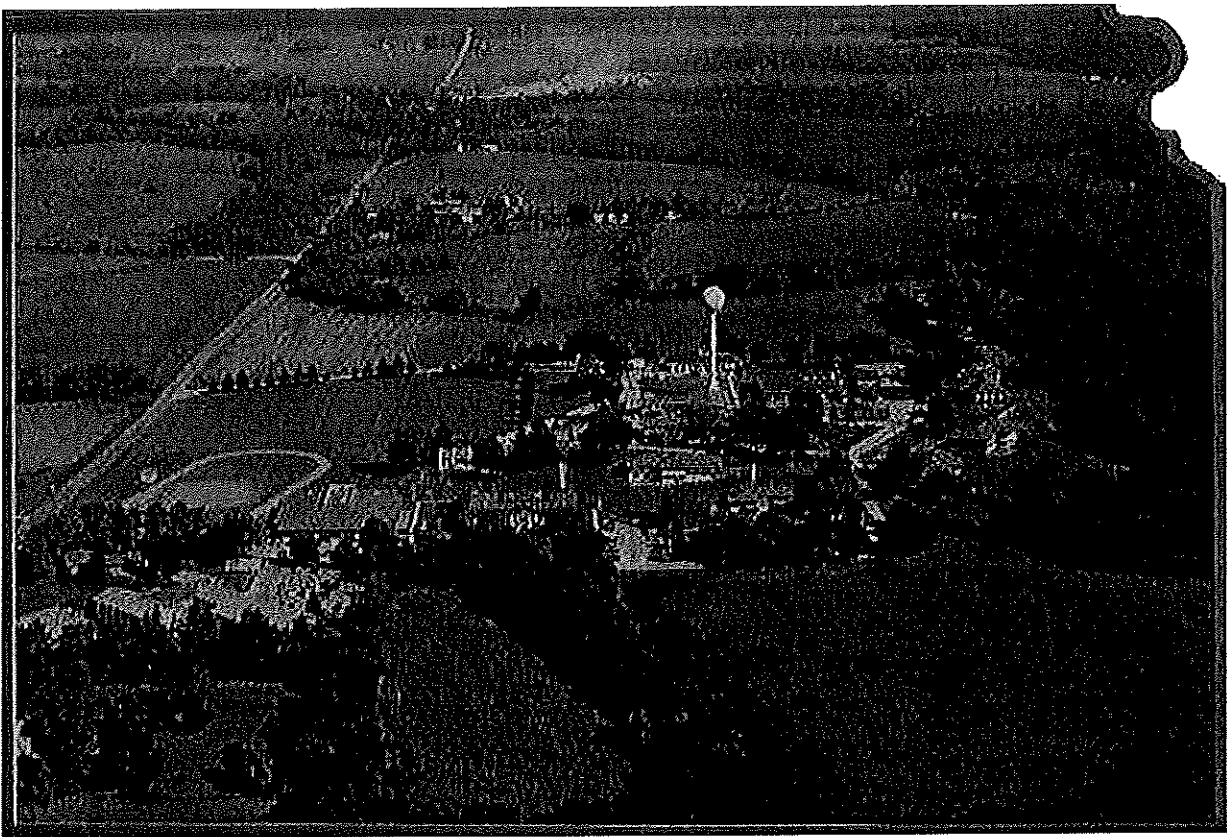


Atchison Juvenile Correctional Facility

Accredited by the American Correctional Association

2002 Annual Report



Bill Graves, Governor
State of Kansas

JUVENILE JUSTICE AUTHORITY
Commissioner Albert Murray
Deputy Commissioner James Frazier

Harry F. Allen,
Superintendent
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ATCHISON JUVENILE CORRECTIONAL FACILITY 2002 ADMINISTRATIVE STAFF

Harold F. Allen, Superintendent
Amy L. Smith, Program Director

Joyce Noll, Program Director, Addiction Recovery
George VanHoozer, Business Administrator
David Hales, Chaplain/Volunteer Coordinator
Joyce German, Food Service Manager
Sam Wheeler, Director, Education
David Arnold, EEO Officer
Hugh McGowen, Physical Plant Supervisor
Dennis Baker, Physical Plant Supervisor
Diana Moxley, Campus Nurse
Jodi Erickson, Personnel Officer
William McCreery, Chief Psychologist (Retired 3/02)
Michael Driscoll, Chief Social Worker
Jesse Greenly, Director, Staff Development
Gary Kovar, Storekeeper
Peggy Roper, Director, Juvenile Corrections

Charles Day, Living Unit Director, Cottonwood
Janice Downing, Living Unit Director, Hickory
Wyatt Galloway, Living Unit Director, ITU
Dwayne Anthony, Living Unit Director, Maple
Delbert Gentry, Living Unit Director, Oak (Retired 3/02)
Mark May, Living Unit Director, Oak
David Myers, Living Unit Director, Redwood
Tony Gasper, Living Unit Director, Sequoia
Mike Shields, Living Unit Director, Sycamore

2002 CITIZENS ADVISORY BOARD MEMBERS

Shelia Boos, Public Health Nurse; Dub Ehret, Retired, YMCA; George Harper, Retired, Rockwell; Bill Henderson, Retired, Railroad; Dave Laurie, Retired, Rockwell; Bob Ham, Retired, Postal Service; Doug Williams, Pastor, United Methodist

INTRODUCTION

The Atchison Juvenile Correctional (AJCF) is part of the Juvenile Justice Authority (JJA) Our present mission is to provide juvenile correctional programs that:

- 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.

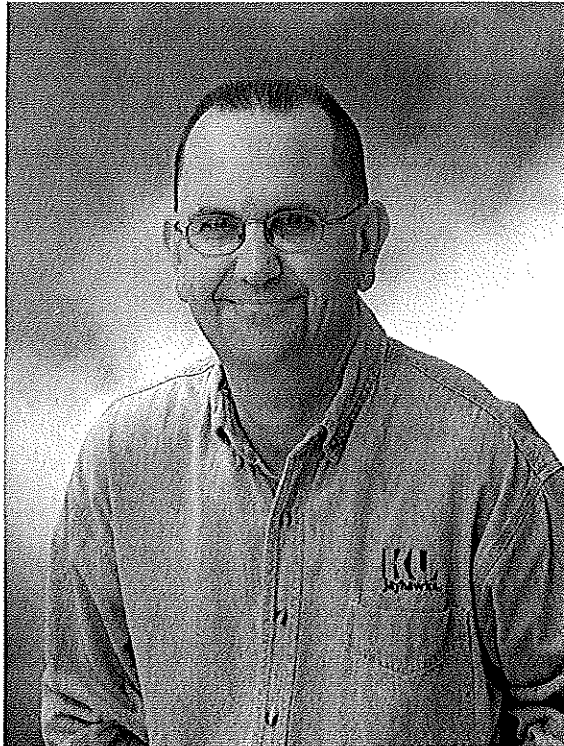
The Juvenile Correctional Officers and Clinicians are committed to the programs that are administered by AJCF. Juvenile Offenders (JOs) are placed in a structured setting and are required to abide by the behavior management system, and to show accountability. JOs must participate in the treatment programs successfully before early release can be recommended. Continuous cooperation between the community and the facility is key to the development of an effective post-treatment plan before the juvenile is released.

AJCF had a very successful year as indicated by the department and division narratives plus the accompanying statistical charts. AJCF is meeting our responsibilities through the efforts of dedicated staff providing safety and treatment programs, which offer juvenile offenders the opportunity to improve their attitudes and behaviors.

I hope you enjoy reading this report because it reflects the hard work of state and contract staff to make Kansas a better place to live and raise a family. If you have questions, please contact me at 913-367-6590, ext. 201 or e-mail at hallen@ajcf.ksjja.org.

Harry F. Allen
Superintendent

2002 EMPLOYEE OF THE YEAR



The Atchison Juvenile Correctional Facility selected Mike Arnold as the 2002 Employee of the Year. This outstanding social worker has worked at the facility since April 3, 1989. Mike lives in Bendena, Kansas where he and his wife, Pam, have three sons; Adam, Nathan and Travis. Following is the letter by Superintendent Allen announcing his selection:

“I want to take this opportunity to announce that you have been selected as the Atchison Juvenile Correctional Facility’s **2002 Employee of the Year**. You and the other 2002 Employees of the Month were in the competition for this coveted honor. You were selected because of your total dedication, dependability, and professionalism. Mike, you accomplish a very difficult, challenging job and you do it with a no-nonsense approach that achieves exceptional results. Your helpful attitude, and effective clinical insights have given you an outstanding reputation as a professional. Your social work skills coupled with your caring attitude have always impressed staff, juvenile offenders, and facility visitors. People at this facility just feel good about working with you because you are honest, helpful, dedicated, and professional.

I want to commend you for your positive attitude and excellent work ethic. Congratulations on being selected as AJCF’s **2002 Employee of the Year**. Well done, Mike.”

Mike is not only an outstanding employee but is a trusted, valued, and honest person. Great Job, Mike.

A BRIEF HISTORY OF AJCF

The Atchison Juvenile Correctional Facility (AJCF) was established as a home for the orphans of Civil War Veterans of Union soldiers and sailors. The doors opened on July 1, 1887, on a 160-acre tract of land purchased by the State of Kansas on November 4, 1885, for \$14,000. In 1909, the Legislature changed the name of the Center from the Soldier's Orphans Home to the State Orphans Home, reflecting the changing needs of the state's youth. It continued to function exclusively as an orphan's home until 1943 when the name was once again changed to the Kansas Children's Receiving Home. During this time there were two major programs on campus. One program continued to serve the needs of orphans in the state but a newer program was established as a psychiatric/psychological evaluative unit for children. These were administered separately even though they were on the same campus. In 1955, both programs were combined under a single administration by an act of the Legislature.

In 1965, the first program for rehabilitation of "wayward and miscreant" youth was established on the Atchison campus through the transfer of a program from the Youth Center at Topeka (then the Boys Industrial School). That program served as a "halfway house" for youth from the Topeka institution. With the decline in the demand for institutional care of orphans, this component was phased out in 1972, and the Center became the Kansas Children's Receiving Home/Atchison Youth Rehabilitation Center.

The evaluation unit was phased out in 1977, and the institution became primarily a treatment and care program for delinquent and miscreant youth under the

administrative authority of the Youth Center at Topeka. This administrative arrangement continued until a report from the Talkington Legislative Commission in 1979 made recommendations to the Legislature and Governor that the Youth Center at Atchison be severed from the Topeka administration. On July 1, 1980, the Youth Center at Atchison was severed from the Youth Center at Topeka and a new administrative structure developed for the campus. The Center provided services exclusively to juvenile offender residents under the Commission of Children and Family Services and the Secretary of Social and Rehabilitation Services. On July 1, 1997, the Youth Center as part of the Juvenile Justice Authority became the Atchison Juvenile Correctional Facility. ✓

OVERVIEW

The Atchison Juvenile Correctional Facility is a 24-hour, residential treatment facility with space for 100 young men ages 10 to 16, who are sent to the facility after being adjudicated as Juvenile Offenders (JOs). JOs come to the facility after they are placed in the custody of the Commissioner of the Juvenile Justice Authority by the Kansas District Courts. The facility's staff consist of 119 allocated professional and support positions, working within 15 divisions. These varied and highly specialized divisions together create a structured environment committed to the care, education and treatment of juvenile offenders. In addition to the full-time staff, the AJCF encourages volunteer activities, utilizing resources from the community.

THE LIVING UNITS

Open Living Units - There are six open living units: Cottonwood, Hickory, Oak, Redwood, Sequoia, and Sycamore. The open units offer the least restrictive treatment environment for juvenile offenders (JOs) who require moderate supervision. The JOs attend the facility's Bert Nash School, a fully accredited secondary facility. (Due to budgetary constraints, Redwood was closed 2/12/02.)

Short-Term/Crisis Intervention Unit - Ivy Living Unit (ITU) is a closed unit providing close observation and emergency security needs. This unit also serves as a central base for after-hours communication.

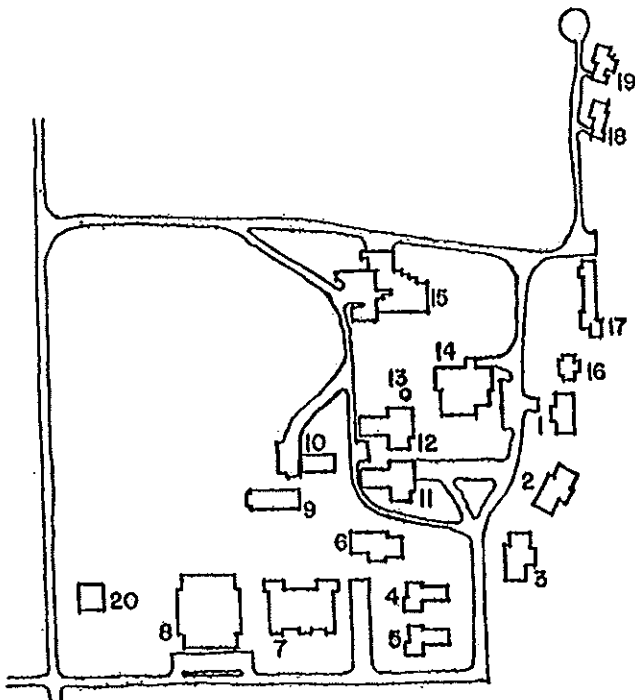
Long-Term/Semi-Closed Unit - Maple Living Unit provides an intensive behavior management structure for JOs with chronic adjustment problems, aggressive behavior, and escapes. (Due to budgetary constraints, Maple was closed 10/4/02.)

LOCATION

The Atchison Juvenile Correctional Facility is located on a 160-acre tract of land on the northeast corner of the city limits of Atchison. The campus rests on a hilltop surrounded by rolling hills. To the east is the vast timberland of the Missouri River Bluffs, which inspired the naming of the living units after the various trees surrounding the environment.

LEGEND

1. Activity Therapy Building
2. Redwood Living Unit
3. Cottonwood Living Unit
4. ITU Unit
5. Maple Living Unit
6. Sycamore Living Unit
7. Administration Building (Visting Center)
8. Bert A. Nash School
9. Swimming Pool
10. Heat Plant
11. Hickory Living Unit
12. Oak Living Unit
13. Water Tower
14. Dining Hall, Kitchen, Commissary
15. Maintenance Shops
16. Social Services Building
17. Sequoia Living Unit
18. Staff Residence
19. Staff Residence
20. Pump House



PROGRAMMING

PROGRAM DIRECTOR

Amy L. Smith

During the past year, the focus of AJCF has been to upgrade and enhance current programming to better meet the needs of our ever-evolving population of juvenile offenders. Areas targeted were assessment of the treatment approach for, what appears to be, an increasing population of juveniles with sex offenses, as well as those with mental health needs; review and enhancing group curriculums already in place; and strengthening JO accountability while providing the motivation through the behavior management system to do so.

As a result of taking a closer look at the sex offender specific treatment services provided, Mike Arnold, Christine Douthit, Michael Kelley and Terry Valliant worked diligently to put together a proposal to better meet the needs of that target population committed to AJCF. Their focus was twofold: to increase and improve the quality of services and to better meet the key elements of the JJA Mission regarding a balanced and restorative justice model. Mike Arnold, Social Worker/Case Manager presented their collaborative effort to JJA on July 16, 2002.

To better respond to the evolving population of juveniles with mental health needs, an emphasis was placed, on staff from the varying disciplines, receiving training in the areas of prevention and specifically cognitive-behavioral treatment philosophy and adolescent psychopharmacology. Training in the Thinking For A Change curriculum is scheduled to take place in the upcoming months. AJCF is looking

forward to the addition of this curriculum to enhance its current Aggression Replacement Training (ART) curriculum offered to the juvenile offenders.

AJCF has increased the number of documented skill-building groups offered to our juvenile offenders weekly, in addition to implementing a new Character Education curriculum, during this past year. This skill-building group, such as ART, is targeted for the entire campus. Through this curriculum, facility staff assist the juvenile offenders in building character strengths such as: caring, citizenship, fairness, respect, responsibility and trustworthiness. We feel that by strengthening our juveniles' character, we will increase their capacity for independent functioning, not only in their living units on campus, but when they return home to their communities upon release.

Divisions campus-wide have put more of an emphasis on collaborating their efforts through a Multi-disciplinary Treatment Team approach, when dealing with the juvenile offenders with more intense and challenging behaviors. Collaboratively, Health Services, Psychology and Social Services have implemented more stringent protocols prior to making referrals to our Psychiatric Clinic, shared their knowledge and expertise throughout the year with ongoing training opportunities for staff and juvenile offenders alike, along with focus groups.

A Behavior Management Committee has been formed to address the issues of motivating juvenile offenders to make the necessary changes to be successful upon their return to community. The earning of

good time through the behavior management is now the primary motivator for the committed juveniles, with determinant sentencing now in place. Future streamlining and programming enhancements are sure to be the product of this focus group, keeping the balanced and restorative justice model in the forefront.

VICTIM/OFFENDER MEDIATION PILOT PROGRAM A Road to Restoration

Clayton Sherlock, VOM Team Leader

INTRODUCTION

On June 5, 2002, the Victim/Offender Mediation Pilot Program officially began at AJCF. After receiving approval from the Juvenile Justice Authority and having held three preliminary planning meetings, the pilot program team took the first practical steps towards reaching our goal.

PROGRAM STAFF

The pilot program team is composed of four AJCF staff.

Clayton L. Sherlock, Activity Specialist I
(Team Leader)

David Arnold, EEO Director

Gaye Theurer, Juvenile Corrections
Specialist/Special Investigator for JJA

William Perkins, Juvenile Corrections
Officer I

PROGRAM GOAL AND OBJECTIVES

Our goal is to enhance juvenile offender accountability by applying the processes of the Victim/Offender Mediation Model as part of a proactive plan covering the pre-release, release transition, and post-release aftercare of the offender.

We have four objectives that we are attempting to meet:

1. Acquire certification as state approved mediators in Victim/Offender cases for four AJCF facility staff.
2. Design and develop a facility VOM model utilizing knowledge and skills gained through training and practical experience.
3. Implement the facility VOM model incorporating four juvenile offenders from the AJCF population.
4. Conduct a post-completion evaluation of the implementation of the facility VOM model and submit a report to the facility Executive Committee and the Juvenile Justice Authority for review.

Objective one stands as our primary focus at the current time. We anticipate beginning work on objective two early in 2003. Objectives three and four will follow sometime after that.

OBJECTIVE 1

Objective 1 involves three component steps. These steps are determined by the State of Kansas Supreme Court Rules governing approval and certification as mediators in Victim/Offender cases within the state. The first step requires that anyone wishing to mediate victim/offender cases must receive core (basic and fundamental) mediation training. From June 5-7, 2002, the AJCF pilot program team attended training in Newton, Kansas. The training was provided by KIPCOR (Kansas Institute for Peace and Conflict Resolution). The training was an intensive three-day (24 hours credit) preparation for mediating various types of disputes including victim/offender cases. The trainers were Mr. Gary Flory, Ms.

Barbara Schmidt, and Ms. Marlene Beeson. The training was composed of primarily lecture/discussion the first day and role-playing the last two days with some lecture/discussion mixed in.

It was the consensus of the team that this was some of the best training we had received in our professional careers. It was of great value in preparing us to be mediators; of particular value was experiencing some of the dynamics involved in meeting with offenders and victims.

The second step in becoming certified mediators involves each of the team members participating in actual mediation processes beginning with the initial offender meetings, initial victim meetings, follow-up offender and victim meetings if necessary, and then finally participating in the actual face-to-face meeting between the offender and the victim. Each member is required to complete three "co-mediations" with verifying documentation. We have begun making contact with five area VORP/VOM programs in an attempt to "plug-in" to co-mediation opportunities. The area programs include Wyandotte County, Shawnee County, Douglas County, Leavenworth County, and Atchison County.

In mid-June we received a listing of dates for initial offender and initial victim meetings in the Wyandotte County program. Because of the near proximity to our completion of training we felt it wise to not jump right in on these meetings. A team meeting is scheduled on June 27th to discuss and "map-out" how we will handle this next part of our program. In the interim the VOM Team Leader met with the coordinator of the Wyandotte County program, Kate Sparnicht, to discuss our involvement with their program. Plans are

to actively engage in co-mediation opportunities in July.

The third and final step of the certification process will be to submit an application for approval as a certified mediator, with the required documentation of training and experience, to the Office of Judicial Administration. We anticipate this step occurring in January of 2003.

Our first objective will be met when these three steps have been completed.

OTHER PROGRAM HIGHLIGHTS

Membership in the VOMA

Upon completion of the first objective, an application will be submitted for membership in the Victim Offender Mediation Association (VOMA), an international association of professionals and practitioners in mediation. Our intent is to submit an agency membership request for AJCF.

Networking With Mediation Professionals

We have begun to network with a number of professionals in the area of mediation. It is our intention for this to continue to be the focus of our program. Plans are for the team to attend the 2002 Governor's Conference on Juvenile Justice in July; specifically attending the pre-conference workshop on BARJ Victim/Offender Mediation. In addition plans are being made to send one member of the team to the international VOMA conference in September.

Continuing Training and Professional Development

We will also continue to explore and utilize training opportunities in a effort to continue our professional development as mediators.

CONCLUSION

The team is excited about the possibilities of this program to enhance the mission of the JJA. Through a commitment to excellence we hope to be able to do something that will be successful, steadfast, and special for our offenders, the victims, and all of us.

SOCIAL SERVICES

Michael P. Driscoll
Chief Social Worker

This past year Social Services has been actively involved in several new projects to refine and reinvigorate the services provided to our juvenile offender population. Under the leadership of our new Program Director, the division has been furthering their expertise and formulating a more vital vision through attendance at national conferences, membership in professional organizations, and chairing focus groups.

One noted area of attention has been the proposal and presentation to the Juvenile Justice Authority for a living unit designed exclusively for sexual offenders. The plan incorporates a comprehensive approach to the complex challenges of confronting and monitoring the treatment needs of this select population. The proposal is currently under review.

Besides the targeted attention to our violent offender population, the social workers have also been involved in increased collaboration with the other divisions in formulating strategies to respond to the escalating behaviors presented by the chronically defiant and non-responsive offenders. The efforts are a part of the ongoing attention to evaluate our segment

of the continuum of care in the juvenile justice system.

Two new opportunities are on the horizon; going home issues and restorative justice programming due to the awarding of grants. The future appears to present increasing challenges to develop creative ways to streamline services and expand programming.

The efforts and energy of Social Services have not gone unnoticed. Members of the division have been recognized with campus awards and praise from colleagues. The Social Work staff will continue to make efforts to accomplish our mission to be practical, innovative, effective, and visionary.

VIOLENT OFFENDER PROGRAM

Juvenile offenders committed to the facility on a Severity Level 1 through Level 6 Person Felony are classified as Violent Offenders. In addition to completing the Agression Replacement Training (ART) program, these juveniles must meet additional requirements prior to the request for release. Those committed for a sexual offense must participate in the Sexual Offender Group Treatment Program. Clinical staff lead these offenders through a structured group program known as "Pathways," published by the Safer Society. JOs committed for violent offenses of a non-sexual nature must also complete a Violent Offender Group Program which has components of correction of thinking errors, conflict resolution and victim empathy.

RELEASE BOARD

Beginning in July of 1999, the new Juvenile Justice Reform Act provided that judges impose determinant sentences upon juvenile commitments, and placed release authority with the committing court. The Release Board particularly scrutinizes steps toward release for Violent Offenders. By the end of FY 2002, approximately 97% of the facility's population was committed under this law. Since the Superintendent no longer holds release authority, the purpose of the Release Board has changed. Eligible juveniles may earn "good time" through positive behavioral reports and participation in program areas. When a juvenile earns sufficient good time and approaches his earliest possible release date, his treatment team may recommend to the Release Board, early release of the JO.

PSYCHOLOGY

Amy L. Smith
Program Director

Bill McCreery, Chief Psychologist, retired March 1, 2002, after 18 years of service to AJCF. This event combined with our increasing population led the division to prioritize, refocus and enhance current strategies to continue to meet the needs of the population with fewer resources. Mr. Al Steed and Ms. Nora Noory are our two remaining psychologists. They have worked towards three goals:

- 1) Prioritize what is currently in the position descriptions.
- 2) Continue to increase and share knowledge base, keeping current in the areas of psychiatric issues and behavior management strategies to better meet the needs of our increasingly more specialized population.

- 3) Improve communication, documentation and implementation of individualized programming for those juvenile's targeted for more specialized programming.

As part of goal one, testing, assessing the needs and reporting those findings to the multi-disciplines, in a timely manner came first. Along with this, the implementation of the Juvenile Justice Information System (JJIS) as a new responsibility came on line not too long thereafter. JJIS requires our psychologists to enter their findings from clinical interviews and testing, along with recording a diagnosis, into the system. In the long run, it is believed that JJIS will prove to be an enhancement.

In meeting with goal two, the psychologists attended training on Dialectical Behavior Therapy, Jail Inmates with Mental Illness, Attention Deficit and Co-Disorders, Anger Management, Adult and Child Psychopharmacology and DSM-IV Diagnostic and Treatment. These trainings have been beneficial in aiding the psychologists in working with the more challenging juveniles and the living units, particularly in times of crisis management. The training in the use of the DSM-IV has been particularly vital, given the responsibility of diagnosing each juvenile offender entered into JJIS.

Information from these trainings and others has been shared campus-wide, as part of a mandatory Mental Health 101 course being offered through a joint collaboration of Psychology and Health Services. Al Steed, Psychologist II and Diana Moxley, RN III held nine 8-hour courses for all direct care staff this past year. As a result of the feedback on the benefits of this class from the participants, a more advanced version is planned for the upcoming year.

A multi-discipline Treatment Team approach to goal three has been effective thus far. Psychology, Health Services and Social Work have been collaborating closely through the review of case studies with our contracted psychiatrist and Juvenile Corrections Division on our juvenile offenders with the most challenging behaviors. Enhancing our communication, documentation and careful tracking of the more specialized interventions, we have been able to more effectively handle the daily challenges of juvenile offenders of whom, historically would have been transferred to another facility.

Lastly, Al Steed has represented the Psychology Division on two recently formed committees. The Safety and Security Committee meets bi-weekly with the Superintendent, addressing campus-wide safety and security enhancements. The Behavior Management Committee meets weekly with the Program Director, with its primary focus on streamlining and enhancing programming issues campus-wide.

ADDICTION RECOVERY

Joyce Noll
Chemical Dependency Program Director

The Addiction Recovery Division is actively involved in providing programming opportunities for all juvenile offenders that have been directly or indirectly affected by active addiction. It is our goal to intervene against these problems via educating, counseling and introducing the JOs to 12-step groups that meet their individual needs.

The Division consists of a Chemical Dependency Program Director; Chemical Dependency Counselor and a part-time

Administrative Assistant. The counselors facilitate education and counseling groups and coordinate on-campus 12-step groups. Each new admission is screened via the Substance Abuse Subtle Screening Inventory Adolescent A2 (SASSI). The results of this assessment, along with a personal interview and other available information form the basis of the drug and alcohol assessment. Our recommendations are for both in-house drug/alcohol groups and for continued aftercare upon their discharge from the facility. We also refer the most severely chemically dependent juvenile offenders to the six-month RSAT Program at LJCF (Larned Juvenile Correctional Facility) when they meet their criteria.

CHAP GROUP (Chemical Health and Awareness Project) - This group serves those adolescents that are substance abusers. The six-week-group is a low intensity assessment and intervention program providing ongoing assessment services. The group has two main goals: 1) to educate the JO about how the use of mind-altering chemicals has impacted him, and 2) to use the information to make additional program recommendations while at AJCF and/or for aftercare.

DISCOVERY GROUP - All JOs that have been assessed as being chemically dependent by their own self-reporting are placed in this eight-week treatment group. Besides education about mind-altering chemicals, the participants in this group are also involved in 12-step work and are required to attend at least four Narcotics Anonymous meetings as a completion requirement.

NARCOTICS ANONYMOUS - We have on-campus Narcotics Anonymous Meetings twice a month. A community volunteer, that

has been coming to our facility for the past three years on a consistent basis, facilitates the meetings. Juvenile Offenders participating in a Discovery Group are required to attend four NA meetings. Our yearly attendance is approximately 360 juvenile offenders; however many have attended numerous meetings. Some of our long-term JOs have attended 20 to 30 meetings.

ALATEEN - Alateen started in January 2001 and meets weekly. Beginning in January 2002 the meetings increased to twice a week. Both meetings have a capacity of 10 individuals. We have consistently provided this twice-weekly group to 20 JOs. Some participants have attended Alateen for over a year and continue to attend.

The Alateen Groups have accepted the responsibility of being in charge of the display case in the Administration Building. We have placed JOs artwork, model cars, and arts and crafts projects in the case. We also have used the display case to highlight our Alateen Program and its slogans.

Another project the Alateen Group undertook in 2002 was the making of flag pins, which were made by the group members and sold to staff and family members. The group raised almost \$150 that was used to purchase each group member a subscription to Alateen Talk, a quarterly newsletter. We have had Medallion Parties for members that are being discharged and have attended Alateen for a year or more. The group's money has helped pay for treats for these parties. The local Alanon Group has joined us in these celebrations and enjoys visiting with the group members. The Alateen Group consistently reinforces the Alateen slogans.

ROPES COURSE - Our Substance Abuse Treatment and Recovery (SATR) funds allows us to contract with the Stone Mountain Nature Center in Topeka for sessions at their Ropes Course facility. Since 1992, JOs involved in drug/alcohol programming have been taken to the Ropes Course. During FY 02, we were able to take 40 high level juvenile offenders to this worthwhile program. We feel that the experiential-type counseling helps the young men gain trust and confidence. The problem-solving elements help groups become more cohesive.

STEP GROUP - This Group started meeting on the Thursday evening we did not have NA Meetings. This group gives the JOs more time to become acquainted with the STEPS and to complete written assignments dealing with the first three.

Our division makes referrals to the RSAT Program at Larned Juvenile Correctional Facility. During this past fiscal year we referred five chemically dependent juvenile offenders to this six-month treatment program. This was an increase from two referrals the previous year.

This year the Addiction Recovery Division became involved in staff training. We provide four hours of drug/alcohol training to all new trainees.

An added responsibility for our division during FY 02, was the implementation of UA's for all new admissions, any "for cause," and testing of 10% of the population on a monthly basis. During this fiscal year the staff administered 260 drug screens using the OnTrak TesTcup 5. JCS staff were assigned this responsibility and have been trained in the proper way to administer and interpret the test. We submit a quarterly report to our Business Manager with

numbers and demographic information for each drug screen.

One goal from last year was to work more closely with those JOs that are ready for release. This year we increased our number of referrals to the Regional Alcohol and Drug Assessment Center for assessments. The assessment center makes recommendations for drug/alcohol aftercare. If inpatient or outpatient treatment is needed, an appointment is made before the JO is released to ensure that there will not be a time lapse between his release date and his first treatment appointment.

Our goal this year is to continue working closely with JOs at the time of their discharge in making appropriate recommendations for drug and alcohol counseling.

CHAPLAINCY AND VOLUNTEER COORDINATOR

Rev. Dr. Hales, Mdiv, PhD
Clinical Chaplain/Director of Volunteer

"The Chaplaincy and Volunteer Coordinator Division is committed to the spiritual and moral development of each juvenile offender at the facility. Its purpose is to help the juvenile offenders integrate spiritual, emotional, psychological and social dimensions of the lives of incarcerated individuals to become responsible members of society."

Through FY02, each juvenile offender was introduced to the opportunity of religious worship and instruction upon entering the facility. Participation in religious activities was voluntary and Chapel services were designed to enhance interest and desire to participate. Spiritual assessments were

completed on each admission, incorporating a revised Spiritual Assessment Tool created by the Clinical Chaplain within the facility.

JO discussion and input was encouraged and utilized in worship experiences. In-Unit as well as special religious services were held weekly on Sunday afternoons in the Chapel as well as individual living units. Private sessions were also conducted in the Intensive Treatment Unit on Sundays for those unable to attend worship experiences in other locations.

Special religious concerts were also presented to crowds representative of three-fourths of the JOs at the facility at the time. Religious studies in various world religions were also given on an as needed basis to JOs with special religious needs.

Pastoral care/counseling was made available to individual juvenile offenders on a needs basis (e.g., grief recovery, suicide prevention, individual crisis counsel, and pastoral counsel relating to loss of many types). The Clinical Chaplain maintained an open door policy for staff needing assistance with a variety of issues relating to spiritual needs and program efficiency.

Through the year the Clinical Chaplain maintained regular contact with offenders in one-on-one informal meetings, various volunteer efforts (e.g., The Benedictine Volunteer Program), development of a new interactive Gang database, and special group/sessions for juvenile offenders referred by agency professionals.

The Clinical Chaplain continues to serve on the AJCF Wellness Committee assisting with duties performed by this group in promoting wellness and activities for staff. Several local church congregations and organizations (e.g., men's groups, women's

groups, etc.) were assisted with special presentations on juvenile offenders.

AJCF developments and projections (as defined by AJCF Administration) were also presented. Public speaking opportunities included "fill work" (e.g., "filling the pulpit" while the church's regular pastor was away) for multiple church congregations in the area. This "fill duty" served as a primary goodwill gesture from the facility to many people in the community, and was formally recognized in area newspapers.

Creation of a Heroes Volunteer program matched current offenders with local Benedictine College football standouts. The program ended with a tail-gate party on AJCF facility grounds and received notoriety in community news/press releases. A new Highland Community College Volunteer group involving Criminal Justice undergraduates with facility JOs was started in FY 02. In total, 50% of the JOs on campus were paired with a volunteer from one of the different volunteer efforts FY02. That percentage is expected to rise in FY03.

Slated for the coming year is another session of the Heroes program as well as a



Getting the next play from Coach Kyle of the Heroes Volunteer Program

Grief Recovery Support Group to help JOs suffering a recent loss of a family member; and a Native American Spirituality group to help connect Native American JOs with religious roots of their own culture.

This Native American group is set to explore the meaning, significance, importance and role of Native American spirituality, Native American symbols, and Native American heritage corresponding to specific JOs. Crafted to involve occasional Native American volunteer guests, speakers, medicine men and spiritual leaders from the surrounding area, the group serves to reconnect JOs with ancestral belief systems and moral convictions from their home communities.

HEALTH SERVICES

Diana Moxley
RN III, Campus Nurse

Health services provides reasonable assurance that the juvenile offender placed at AJCF is physically healthy and services are provided within accepted standards of health care for adolescents. We believe the best way to prepare the juvenile offender for a life of responsible health care is to provide basic self-care education. This teaches the juvenile offender that he has choices and that self-care is as important as the professional response to any health care need.

Two full-time RNs and one full-time Program Support Worker staff the Health Services Division. The JCO Division provides staff to transport the JOs to their medical appointments off campus.

One way to look at an annual report is that this is a task assigned by the Superintendent that gives an account of what has transpired

over the past year. One could choose to only look at it in that way, but myself, I choose to look at this as an opportunity to see if, indeed, we have been accountable in what we set our goals to be in FY 02. It is really quite gratifying to be able to see that, yes, we have!

The RN III worked collaboratively with Psychology to develop the class, Mental Health 101. The Superintendent mandated the class to be presented to all JCO staff. The objective of the class was "to increase the knowledge base of the predominant mental health diagnoses typically seen in our population; to empower those delegated to deliver the medication to those whose mental health needs require pharmacological intervention; and to offer intervention strategies when working with those who are mentally ill." Material used was from Golden Eagle Education & Training and the Resource Book: When Being a Good Parent or Teacher is Not Enough, from Health Education Consultants Kansas City, Missouri. The class gave eight hours credit and consisted of activities, videos, and class discussion, introduced intervention strategies and provided handouts for reference.

The Resource Book provides excellent information that is presented in layperson's language. Some of the class outline includes being able to identify persons at risk for mental illness; stages of a child's development (what is normal/what is a cry for help,); the brain and medications; why medications sometimes don't work; and mental illness diagnosis information common to our population (depression, bipolar disorder, ADHD.) The class was well received. The Executive Committee approved the development for a sequel class for the 2003 training calendar.

The Juvenile Justice Authority delegated a committee to review the feasibility of privatizing medical/health services for the states' juvenile facilities. The committee met over a six-month period, gathered much information and came to the conclusion that health care services were being provided at a cost that no other company/organization could do for any less.

The one area that was looked at for cost saving was the pharmacological services. As a result, AJCF entered into a contract with Y&S Pharmacy Services in Hatboro, Pennsylvania. The changes that occurred with this move were quite dramatic. Changes included the utilization of medication carts for all living units; development of new forms; institution of Y&S forms for better documentation; training of staff on the order/reorder/return of medications and the documentation of Class II medications. The altering of how we ordered, received, stored, and documented the giving of medications changed very quickly with the beginning of the contract with Y&S, but the changes are ones that assist in maintaining our accreditation with the American Correctional Association.

The RN II has developed a Medications Review class that will be offered to all JCOs that will monitor, on an annual basis, each staff's capability to adhere to the new procedures and practices as a result of the pharmacy contract.

Theresa Tetuan, RN, BSN, MSE, is the new Adolescent Health Consultant at KDHE. She spent a day with our staff evaluating the delivery of health services by the Health Services Division. Her recommendations included:

- Explore medication administration issues as related to the Nurse Practice Act
- Nursing care plans for juveniles on medications or with special health care needs should be developed
- Pursue validation of success of transfer of health information to discharged school setting
- Explore information relevant to the current move on Youth Development Issues
- Become familiar with the Bright Futures Adolescent Module and other modules to provide guidance for health promotion, health education and health supervision of adolescents. AJCF Health Services has used Bright Futures as a tool in the past for health care.

The RN II spent four days in Wichita, Kansas, July 2001, attending the School Nurse Conference for new school nurses. Even though her work is done in a correctional setting, the JOs are school aged and fit the school nurse specialized practice.

Another training completed was becoming an HIV/AIDS Counselor for our current facility testing site. The RN II was very involved with special programming in the Maple Living unit (our more seriously troubled adolescents) by developing a Cooking Class. This class met every other Monday and included gaining knowledge of cooking skills, education of food groups and learning how to share and participate as a group. The Cooking Class participated in the Kansas Annual Bake and Take Day. This involved baking cookies for their campus treatment team and school staff. They also learned to make Bread in a Bag. Of course, the reward in this is getting to eat what you make.

The RN II has also taken an active role in new/seasoned staff training in the area of the Medications Class. She is also in the process of certification as a Child Health Assessment Nurse Provider (CHANP) through Washburn University.

The Program Support Worker continues to develop more efficient ways to ensure medical record keeping is done in a consistent and complete manner. Since the contract began with Y&S Pharmacy Services, she has developed various documents, including the new ICD (Individual Controlled Drug) record. The aim of this record is to attain accountability of the Class II medications many of our JOs are receiving. Since the division is now ordering all medications by mail, she has also developed a database for keeping track of each individual's medications, dosage, when they were ordered and received, etc.

Being an EEO representative is still a responsibility of the Program Support Worker. In this capacity, she is often a part of interview committees and also is involved in mediation processes from time to time.

THE HEALTH SERVICES DIVISION WAS INVOLVED IN THE FOLLOWING PROGRAM UPGRADES AND ACTIVITIES DURING FY 02:

The annual Flu Clinic was offered for AJCF staff. This was a coordinated effort with Atchison County Health Department.

The RN III developed a swim aerobics class for the Maple Living Unit JOs, offered health education to the JOs in the campus school's science class and volunteers in the community by serving as a member of the Board of Directors for Atchison Valley Hope, a private drug and alcohol treatment

center. She also volunteers for the Alateen group on the AJCF campus, which is sponsored by the Addiction Recovery Division.

The RN II coordinated a group to participate in the HIV AIDS Poster Contest sponsored by the National Commission on Correctional Health Care.

HEALTH SERVICES DIVISION GOALS FOR FY 03:

- The RN III will collaborate with the Psychology Division to develop a full-day class for the JCOs that will be a sequel to the Mental Health 101 program that was facilitated FY 2002. The new class will provide a tour of the Glore Psychiatric Museum in St. Joseph, Missouri, and continue with educating the JCO staff on mental health diagnosis (e.g. Conduct Disorder,) and provide more intervention strategies to work with those what are mentally ill.
- The RN III will develop education classes for those JOs who have been diagnosed with a mental illness. This area truly needs to be developed to inform those persons about their mental illness and the impact that it will have in their future health care needs. This information can include side effects of psychotropic medications (e.g. sun-sensitivity side effect, wear a hat, use sunscreen.)
- The RN II plans to continue to teach health topics in the living units in the evening and to help increase the proficiency in the delivery of medications, by the JCO staff, due to the increase need by this population who are mentally ill.

➤ The Nursing staff has been challenged to develop individual care plans for those JOs who take medications and/or who have a significant/chronic health related issue, such as asthma. Nursing approved reference material will be purchased to provide structure for development of the care plans. The Nursing staff will also develop training for the school staff, office staff in particular, that will meet medication administration issues as related to the Nurse Practice Act

➤ The Program Support Worker will be focusing on a more precise tracking plan for medical data concerning all the issues the JOs have, such as visits with specialists, lab and x-ray, immunizations, etc. There seems to always be a need to look back and see what direction Health Services has taken and keeping these statistics helps us to possibly identify the direction we will move toward in the future. Another goal is to broaden the JJIS program we are now using at the facility, to have the electronic medical record keeping become more centralized, thereby being easier for each of us to obtain information quickly.

JUVENILE CORRECTIONS

**Peggy Roper
Juvenile Corrections Director**

The Juvenile Corrections Department's major responsibility is to develop activities and implement programs while providing a safe and secure environment for juvenile offenders and staff employed. The success of our program is clearly attributed to the hard work of staff and offenders alike. The effective and efficient level of delivery of our twenty-four hour services by direct care

personnel is the result of the total commitment of this department. Various unit accomplishments are as follows:

Hickory has high standards and tries to meet these standards each and every day. We are looking forward to more and more "good stuff" coming from the JOs and also maintaining the above average performance of our JCOs.

The **Transportation** Division is committed to providing secured and timely transportation for JOs across the State of Kansas, maintaining safety and security in the Campus Visitation Center on weekends and holidays, assisting in shift and hourly coverage for units, and providing emergency coverage for hospitalized juvenile offenders. Daily communication with Health Services, Administrative Staff, Unit Staff, School Personnel, Social Workers and Service Providers while off campus is a critical and essential part of the efficient and effective operation of the division. The Transportation Team traveled 12,237 miles. Eight hundred thirty-nine juvenile offenders were transported off campus. Three hundred fourteen trips were taken. Two hundred seventeen of those trips were local; 44 were out of town. Seventeen of those juvenile offenders were transported in mechanical restraints. Approximately 140 hours were spent with juvenile offenders on campus helping with coverage.

Maple Living Unit

JCO staff facilitated the small group project of an AJCF flag. Maple JOs drawings and ideas accompanied with some of Cottonwood's work won the campus competition. The final product spear headed by Maple JCO staff was selected to become AJCF campus flag. Arrangements

for the flag to be made are currently in progress.

For the second consecutive year, Maple placed second in the campus landscape competition.

Several Maple staff and clinicians have attended off-campus training workshops with the major emphasis on Behavioral Therapy methods. This training allowed all treatment team members to have common knowledge. Multi-Discipline focal groups were employed heavily into the Maple program. Methods to develop, measure and record individual treatment plans and programs for JOs were continuously monitored for improvement. This resulted in a positive and effective "meshing" of the various disciplines of the treatment team members. Some methods other than traditional ones were at least discussed and considered on a case-by-case basis.

One major change in the Maple program was the involvement of staff of other disciplines. This approach extended the boundaries and "stepped" outside the box. It offered two pluses to the Maple program. First, it extended the ability to offer activities/services to JOs. Secondly it increased the opportunity for non-correctional staff to interact with JOs outside of their disciplines and utilize their personal life skills, talents and experiences.

The Assistant Manager introduced a program for Maple JOs. This program simply permits JO use of a computer in the unit primarily as an education tool. The program is still being monitored as to how it may be better utilized in concert with the entire Maple Program.

There were over 30 ART sessions offered by Maple staff during the year including

oral reading, exercises, activities and/or life skills projects. There were over 30 group meetings held by various staff addressing a variety of subjects, or issues.

Sycamore's program is designed to build character and improve the ability of the JOs to live productive and responsible lives in the communities and at home. The JOs learn and work on the importance of a good education and receive treatment in areas of living skills, activities and health. Sycamore had a very successful year. Each Sycamore staff recognizes their responsibilities. Sycamore has met their goals and objectives through dedication, hard work and efforts of each staff member pulling together and working as a team to uphold the policy and procedures of AJCF providing safety and treatment programs to the juvenile offenders so they may have the opportunity to improve their attitudes and behaviors.

Oak is under new management with the retiring of their JCO III, Delbert Gentry. Mark May was promoted to Unit Director and the transition seems to be going smoothly.

Cottonwood houses the younger and smaller juvenile offenders, ranging from age 12 to 15. Some of the older offenders are here because of their size or level of maturity. We have developed a unique program that addresses the special needs of these offenders. Our offenders have the same psychologist and social worker assigned, which is a tremendous help when it comes to developing effective programs. Programming needs are developed with input from these clinicians and unit staff. Most of our programs are set up on the reward system. The younger juvenile offenders appear to respond well with this type of system.

Cottonwood is a 14-bed unit, with the capability of housing 17 juvenile offenders. This can be very challenging at time when our population is high. This unit requires a special character of staff to work with these younger offenders. All the staff do a terrific job. These living unit staff are caring individuals that take the time and effort to make a positive contribution on the lives of our juvenile offenders.

The **Intensive Treatment Unit** re-structured its program during this fiscal year. A Unit Handbook was developed and implemented for all staff with specific duties as it pertains to duties and responsibilities for all staff for the operation and function of ITU.

A Juvenile Offender Program was also developed for all JOs transferred to ITU. This program was designed to be a holistic program to broaden the way a juvenile offender looks at his life and the world around him. As a result of the implementation of the Handbook and the JO Program, the number of JOs being restrained during transfers and while being confined in ITU has decreased approximately 28% and transfers decreased approximately 14%

With the implementation of the JJIS, the JO admission orientation process was revised resulting in the reduction in the amount of paperwork for new admissions.

ITU continues to be the "central hub" of the campus operating the Communications Center after hours and on weekends and holidays.

Recommendations were made to upgrade the ITU building structure for safety and security reasons, e.g., steel door for the

observation room and a double-locking metal plate across six of the eight security rooms. With the help of the Maintenance Division, ITU re-structured an old storage room in the basement that now houses a training/staff meeting room.

The **Sequoia** Unit was re-opened this year with the closing of Redwood and transitioning its Juvenile Offenders and Correctional Officers into the larger unit. The unit is settling in nicely.

The Juvenile Corrections Department continues a transition to a Central Schedule. Our goals are (1) to develop a schedule that will provide the most efficient utilization of staff assigned to provide a safe and secure environment 24 hours per day; (2) to provide a fair and consistent method of dispersing leave time so that the overall safety and security of the JOs and staff will not be jeopardized; and (3) to develop the team concept and improve communication and accountability.

The Scheduling Committee, composed of the designated primary scheduler, a JCO III and three JCO IIs, oversees the central schedule. The EEO Officer acts as a consultant. ITU staff receive and process calls in situations when the committee members are not available. The Central Schedule allows Unit Managers the ability to observe and receive documented feedback on a consistent basis, which improves both communication and accountability.

The Juvenile Corrections Specialist plays a more productive role in our department. Each of the seven specialists is responsible for the overall ACA mandatory training. Periodic updates of policies and procedures are mandated depending on the needs of the department and the agency as well. The

focus is to allow the JCS staff to train their individual units as a team which builds team cohesiveness and improves the trust and accountability factor.

The Unit Manager's role is more flexible to meet the overall management responsibilities. They lead, mentor, oversee and monitor the job performance of the unit officers. They must monitor the compliance of policies and procedures, and stay abreast of the paperwork.

The Juvenile Corrections Department is now in standard uniform dress. This adds a more professional appearance and lends to more pride in our professional role.

In summary, the Juvenile Corrections Unit Managers and direct care staff continue to adapt to the changes and challenges that the Juvenile Justice Authority brings before us and envisions future opportunities for refinement in the coming year.

AGGRESSION REPLACEMENT TRAINING PROGRAM

All juvenile offenders admitted to the Atchison Juvenile Correctional Facility must successfully complete the ART Program. The ART program consists of three basic segments: skills streamlining, aggression replacement training, and moral reasoning. There are ten core lessons in each of these three segments. The moral reasoning aspect of the program is administered by and is the primary responsibility of Bert Nash School. The Skills Streamlining and Aggression Replacement Training are administered by and are the primary responsibility of the Juvenile Corrections Department. However, all Facility staff are expected to

be familiar with the basic concepts of ART, and to reinforce and support the primary work being done through the living units and the school.

All offenders admitted must successfully complete the ART program prior to release. Completion of the program is documented through use of the Certificate of ART Completion which lists the ten core ART lessons and allows space for the staff actually providing the program to certify lesson completion and assign a grade for participation and performance.

ACTIVITY THERAPY

Matthew "Chic" Downing – Director of Recreational Programs/Activity Specialist I

Clayton L. Sherlock – Directory of Leisure (Enrichment) Activity Programs/Activity Specialist I

The mission of the Activity Therapy Division is to use the "power of play" to effect positive changes in the lives of the juvenile offenders we serve. We believe that a sound recreational program can provide opportunities for changes to occur in the lives of the offenders we work with.

These positive changes may include personal growth, personal enrichment, maturation, development of acceptable habits, and development physically, emotionally/mentally, socially, creatively, and intellectually.

Orientation & Exit Conferences

Upon admission, each offender completes an Activity Therapy orientation conference. Their activity type preferences and specific areas of interest are surveyed. They are given a brief description of the activities and programs offered and how to access these. Each offender is given an

opportunity to ask questions of interest. They are presented with a copy of AT Division Rules. These rules are a simple set of expectations that are put in place above and beyond the rules of the facility and their respective living unit.

When an offender is nearing his release, we hold an exit conference. The offender has an opportunity to provide feedback on his participation in the various activities and programs. We also ask for information regarding his opinions and thoughts about the services offered by our division. The feedback and information we receive is used to improve our program services.

OFFERINGS

We provide a variety of leisure (enrichment) and recreational experiences to the offenders during their stay. Both large and small group, as well as individual, activities are offered on a daily schedule. Activities included:

Recreational (Athletic & Physical) Activities include basketball, bombardment (dodge ball), volleyball (indoor and outdoor), flag football, softball, scooter hockey, badminton, whiffleball, kickball, swimming, roller skating, indoor bowling and Frisbee golf.

Sports Club is a large group program offered by the Director of Recreational Programs. This group serves a dual purpose; primarily a reward for positive behavior; and secondarily, provides opportunities for those more athletically gifted to develop their skills and sportsmanship under the direction of a skilled coach and instructor. The Sports Club serves as the annual opponent for the March Madness offender vs. staff game.

Leisure/Enrichment Activities include the following clubs: Arts & Crafts, Table Games, Stargazers (Astronomy), Meadowlark (Environmental), Shutterbug (Photography), Weather Bug (Meteorology), and Rock Hounds (Geology).

In addition to these activities we also offer a number of special events to the offenders:

March Madness is a group of offenders brought together to prepare for and play the staff team in the annual March Madness facility basketball game. Emphasis is placed on skill, sportsmanship, and personal development.

Shooting Stars Competition is a basketball shooting competition the offenders participate in. This is conducted in unison with the annual March Madness facility game.

The Fall Classic is a group of offenders brought together to prepare for and play the staff in the annual Fall Classic facility softball game. Emphasis is placed on skill, sportsmanship, and personal development.

Tournaments held at various times throughout the year included 3-on-3 Basketball, Bombardment (dodge ball), Spades, Chess, Checkers, Dominoes, and Ping-Pong.

Contests conducted at various times throughout the year included essay, jeopardy, tri-bond, brainstorm.

High level events are offered throughout the year for the offenders who are at the higher levels on our level system: movie night, bingo night, sun & fun party, and gym.

During the past year we have provided approximately 350-450 recreation and leisure periods.

Recreational (Athletic & Physical) activities offered and the number of offerings:

- Basketball (42)
- Swimming (32)
- Bombardment (30)
- Roller Skating (32)
- Kickball (19)
- Volleyball (20)
- Bowling (8)
- Softball (13)
- Flag Football (12)
- Wiffle Ball (9)
- Other & Open Gym (11)
- High Level Rec. Periods (10)
- Sports Club (5 events & 12 practices)

Leisure/enrichment activities offered and the number of offerings:

- Arts & Crafts (52)
- Contests & Tournaments (26)
- Table Games (15)
- Stargazers (7)
- Shutterbugs (6)
- High-Level Programs (5)

The range of activities offered continues to change and grow as we explore new and different program offerings.

AT: A TEAM EFFORT

The Activity Therapy Division provides materials for other activities initiated by the living unit staff as well as other non-living unit staff in the Addiction Recovery and Health Services. These range from arts & crafts supplies, table games, sports equipment, to coloring books, word search and crossword books.

The AT Division attempts to integrate the abilities, knowledge, and skills of staff within the facility. A number of talented professionals have offered their services in the areas of arts & crafts, music, and recreation in support of our mission. We stand ready to offer support for leisure (enrichment) and recreational activities and programs offered throughout the facility. Activity Therapy is truly a team effort at AJCF.

EDUCATION

Sam Wheeler, Director of Education

“Bert Nash is committed to providing a quality learning environment in which all Juvenile Offenders have the opportunity to achieve the necessary skills to be successful.”

Bert Nash is one of the four Juvenile Correctional Facility schools within the state. There are twenty-five full-time staff members: 14 classroom teachers (one serves half-time technical education and half-time librarian), four paraprofessionals, two crisis counselors, two secretaries, one school counselor, one director of education, and one custodian. The school offers a complete grade six through ten curriculum. Classes include math, American History, language arts, science, reading, basic skills (math and reading), physical education and interrelated special education. Pre-vocational classes are offered with an emphasis on the introduction of technology and career exploration.

Bert Nash is committed to providing a quality-learning environment in which our JOs achieve the necessary skills to be successful in the transition back to their respective communities and schools. The school provides opportunities for

participation in an educational program tailored to meet each individual's needs. Within this mission is the intent to improve the existing skills and meet grade equivalency criteria. In FY02 most of the population entered the school program with an average grade deficit of two grade levels. If a JO demonstrated deficiency in any core curriculum class, the program for that class would emphasize bringing the core area up to grade level. Ninety-three percent of the population showed improvement in achievement scores as measured by the Wide Range Achievement Test Revision 3 (WRAT).

Our educational objective is twofold—to ensure juvenile offenders are provided the best possible curriculum to strengthen basic skills and to help develop socially acceptable behavior patterns. The school program is designed to provide a learning environment that offers JOs the opportunity to develop maximum learning potential and the desire for lifetime learning.

Each juvenile offender has the opportunity, as determined in the program planning, to take classes that would enhance his career goals. Career education increases a JO's awareness of his strengths in various career areas. He learns to deal with realistic decision making such as job applications, interpreting job qualifications, budgeting procedures, and learning where to look for a job, and the opportunity to experience keyboarding/computer skills. In addition, the career education class has started a school newspaper. This allows students an additional opportunity to improve written communication skills. Investigative Technology is a course designed to expose offenders to various areas in the technical career fields. JOs work on self-directed, self-contained modules called Technology Learning Units (TLU). They work in teams

of two in each module rotating on a ten-day (two-week) rotation schedule. Present curriculum includes animation, auto sketch, electricity, robotics, and drafting. The program is designed to allow curriculum expansion, updating, and revisions as needed.

The art program offers a variety of experiences. The JO is given basic information of various media and techniques from fine art, commercial art, and craft areas. The design elements of art are introduced and applied. Exercises designed to stimulate creativity, imagination, and visual awareness are performed. Drawing is emphasized as a skill basic to most art forms. Photography has been reintroduced as part of the curriculum and will continue to be upgraded with the latest technology.

Responsibilities of the School Counselor include individual counseling, upon request or as needed, concerning achievement of career goals. The counselor is responsible for pre- and post-testing, obtaining test scores, providing staff with information pertaining to the JO's program, and reporting the quarterly performance goals data. The School Counselor plays a critical role in the program planning and reviews by sharing with correctional facility staff and parents the JO's progress and achievement. The Counselor evaluates and utilizes incoming records in the development and planning of respective schedules.

Bert Nash staff are required to meet all state certification requirements. The school is North Central Accredited and meets Quality Performance Accreditation (QPA) requirements for the state. All teachers are certified in a specific teaching field and most are certified as special needs vocational or special education according to

the classifications of the juvenile offender population. As the Bert Nash population changes so must the school program. Regular education classes currently serve approximately 45% of the JO population with 55% being classified as special education. In most cases the JO's special education classification is ED (Emotionally Disturbed), LD (Learning Disabled), or EMH (Emotional and Mentally Handicapped).

Average daily enrollment for FY02 was 91 juvenile offenders. The number of JOs served by each teacher varies depending upon class curriculum, JO needs, and state/federal guidelines. Basic Skills classes (math and reading) served a maximum of eight JOs each hour. Special education classes were kept under ten pupils per hour and regular education/vocational education classes averaged under twelve pupils per hour with the exception of Physical Education, which averaged 18 JOs per class.

Bert Nash has been involved with the moral reasoning segment of the ART (Aggression Replacement Training) program being used by AJCF. Each week the juvenile offenders are given a moral dilemma and asked to evaluate possible choices and decide on a workable solution. The school has also been involved in the state North Central Accreditation (NCA/Quality Performance Accreditation (QPA)) program that is designed to improve and strengthen schools and curriculum. At this reporting time Bert Nash School has been fully accredited by both governing agencies and will start their second five-year accreditation process beginning with the 2002-03 school year.

ADMINISTRATIVE AND SUPPORT SERVICES

INFORMATION TECHNOLOGY

Jeffrey Downing
IT Consultant II

The Information Technology Division (IT) supports the technology needs of the Atchison Juvenile Correctional Facility. This division also acts as a liaison between AJCF and the Juvenile Justice Authority by serving as a member of the Information Technology Steering Committee.

The IT Division consists of two staff members. An IT Consultant II serves as the Network Administrator and provides support on all hardware, software and user-related needs. The ITC II supervises a Senior Administrative Assistant who serves as the facility's ACA Accreditation Manager, helps provide user support and serves as backup to the ITC II when needed.

FY 2002 Accomplishments / Highlights:

- The Staff ID badge program is in place and the Personnel Department can now create ID badges for each new staff.
- The Novell Software Audit was completed in June 2002 bringing AJCF into compliance with Novell standards.
- A security camera system was installed in the Administration Building to allow for surveillance of the Visiting Center on weekends. AJCF used contracted services for the installation and cameras were placed at several locations inside and outside of the Administration Building to allow for a full range

viewing area. The ITC II provided assistance in connecting two computers into the surveillance system. One computer will allow for continuous monitoring of the cameras, and the other will be used to view previously recorded information or to make changes in the software configuration.

- The ITC II worked with staff from JJA to create a "network diagram" of AJCF. The diagrams indicate the kind of equipment or wiring the facility uses on the network. The connection type and the location of each piece of equipment are also detailed to aid in troubleshooting any network problems. Suggestions on how our network could be improved were detailed in additional diagrams.
- The video conferencing equipment was used extensively this year for meetings and training purposes. The Senior Administrative Assistant coordinated with staff on the schedule and assisted with use of the equipment when needed.
- Additional laser printers were purchased to replace color deskjets in the living units.
- Staff from all the Juvenile Correctional Facilities worked with JJA and Spencer Reed to develop the JJA portion of JJIS (Juvenile Justice Information System) program. This program will provide information on juvenile offenders and help to bring consistency and accuracy throughout JJA. The ITC II provided assistance to Spencer Reed Staff and installed the software as needed on various workstations.

FY 2003 Goals:

- AJCF was approved for the Byrne Grant, which will allow the purchase of new computers over a three-year period. These computers will be used to upgrade some of our current workstations and will aid in the implementation of the JJAACE program.
- Expand surveillance system to include a monitor in the Superintendent's main office and in the Visiting Center.
- Contract staff to finish fiber terminations so proposed network improvements can be made.
- The IT Division will work closely with JJA Staff to ensure technology needs are met.

PERSONNEL

**Jodi Erickson
Human Resource Administrator III**

The Personnel Department's main objective is to recruit and hire quality employees who will work to further accomplish the goals of the Atchison Juvenile Correctional Facility. We constantly review our policies and procedures to make applicants aware of what our agency has to offer, to ensure the smooth processing of all personnel matters, and to provide resources for all employee related issues.

The Personnel Department consists of a Human Resource Professional III, an Administrative Specialist and a 25% Administrative Assistant. This department is a highly visible segment of AJCF, which is responsible for a wide range of programs and functions affecting all departments.

The most basic resource of any organization is the employee. Our goal is to link

qualified applicants to positions that utilize their talents to the fullest possible extent.

The Department is directly responsible for the coordination of the hiring process. This process involves the identification of possible recruitment sources (e.g., advertising at national, state and local levels), development of recruitment materials (letters, brochures), registering applicant skills using the State of Kansas Registration for Employment process and policy compliance.

After recruiting qualified applicants for AJCF vacancies, interview committees are appointed utilizing supervisory staff, peer level employees, and EEO Representatives. The Personnel Department prepares interview questions and monitors the entire hiring process to ensure compliance with all Federal, State and Juvenile Justice Authority requirements.

All AJCF positions are subject to drug screening. The Drug Screening Program is designed to promote a drug free workforce. All new hires must pass a drug screening at the time an offer of employment is made. Current employees may be tested if there is reasonable suspicion of illegal drug use by the employee and that the employee may be unable to perform the duties of the job safely.

Once an employee is hired, employee/employer satisfaction is a primary concern. Through orientation, training workshops, supervisory meetings, and informational memos, the employees gain knowledge of the benefits available. These benefits include leave privileges (sick, vacation, holiday, funeral, military), health insurance, life insurance, disability, retirement, and worker's compensation. The Personnel Department processes all

documentation relating to benefits, in addition to supplying information and answering questions. Employees have available to them many programs that are within the interest of this department. The Lifeline Program, Annual Service Awards, Grievance Procedure, and Exit Interview Program are all related to employee retention. Annual turnover for fiscal year 2002 was 14% = 17 positions, 15 of which were direct care staff.

Dealing effectively with job performance issues ensures employee/employer satisfaction. The department maintains and updates job descriptions, which are in accordance with the job specifications and the essential functions of the job. Performance Priority Outcomes are developed as a basis for job performance evaluations. Performance evaluations are an important process in providing employees and supervisors the structure within which to give and receive feedback regarding job performance. Effectively dealing with job performance also involves disciplinary actions, grievances, and evaluation appeals. All personnel actions (promotions, demotions, suspensions, transfers, personal data changes) must be processed in an accurate and timely manner, following all state and agency guidelines. The Personnel Department ensures that proper procedures are followed in such matters.

Career advancement is an area of importance to all employees. Job specifications and job announcements are made available for all positions at AJCF, as well as, other state Civil Service positions. We hope to empower employees to take ownership of their jobs and career paths. We must continue to recruit and retain diverse, talented, educated and ethical people to this work.

Continual examinations of the programs the Personnel Department has to offer are monitored for quality assurance and enhancement opportunity.

STAFF DEVELOPMENT AND TRAINING

Jesse F. Greenly
Staff Development Specialist

The Staff Development Department is staffed by a Training Specialist I and an Administrative Assistant. This department is responsible for establishing and maintaining training programs, which ensure that new and existing employees are trained in the knowledge and skills necessary to perform their jobs. The department monitors all agency training to ensure that the 119 employees are trained in accordance with the standards set by ACA, all agency directives and recognized State of Kansas State policies.

Staff Development works through a cooperative and collaborative effort with other divisions to identify training needs and develop training programs that are specifically designed to enhance the performance of employees. These varied and highly specialized divisions together create an environment committed to the care, education, and treatment of our male juvenile offender population.

AJCF has established a 40-hour annual minimum training requirement for all direct care staff, unit managers, department and division heads, and clinical staff, and a 16-hour annual minimum training requirement for non-direct care staff. Selected training has been designated as mandatory for all personnel or certain titles, such as supervisory training.

When employees have satisfied the annual training requirement, they may select additional training courses from those listed on the schedule or course offerings from some other approved source. All employee training requests must be reviewed and approved by the employee's supervisor. Supervisors may direct employees to attend specific training programs, which may correct a performance problem or enhance the employee's abilities. Employees may engage in additional training, subject to supervisory approval, beyond the minimum training requirement. Employees who attend an entire course or workshop and satisfy the course objectives will receive continuing education credits for their participation.

The Staff Development and Training Department enhances the fair and humane treatment of juvenile offenders by promoting public safety, accountability, and competency-based curriculum within the arena of training. The Training Department affirms its responsibility to develop the spirit of professionalism within its facility and the Juvenile Justice Authority Organization, and to increase the awareness of ethical principles in public service by example. To this end, the Training Department staff commit to the following principles.

Service

Serve correctional staff and all non-correctional staff, above self-interest.

- The Training Department and all AJCF staff responsible for training are committed to using their knowledge, experience, and skills to assist staff in their professional development.

Dignity

Demonstrate the highest standards in all activities to inspire confidence and trust in

training. The training department staff are committed to:

- Seeking to enhance participant's capacity and opportunity to learn and address their own training needs.
- Ensuring that all staff who wish to do so can participate in the training process.

Professional Excellence & Competency

Strengthen individual capabilities and encourage the professional development of others. We will strive to:

- Provide training and represent ourselves as competent only within the boundaries of our education, training certification, or other relevant professional experience.
- Exercise careful judgment and take responsible steps to ensure the competence of our work.
- Take responsibility and credit, including authorship credit, only for work actually performed.
- Honestly acknowledge the work of and contributions made by others.
- Work toward the maintenance and promotion of high standards of training.
- Monitor and evaluate policies, the implementation of programs, and practice interventions.
- Promote and facilitate evaluation and research to contribute to the development of knowledge.

Respect

Respect and support Juvenile Corrections Specialists and colleagues in the promotion of the field of training. All AJCF trainers are committed to:

- Being aware of the dual responsibility to new employees and colleagues.
- Treating each person in a caring and respectful fashion being mindful of

individual differences, and cultural and ethnic diversity.

- Obtaining education about and seeking to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, religion, sexual orientation, and mental or physical challenges.
- Understanding culture and its function in human behavior and society recognizing the strengths that exist in all cultures.
- Treating colleagues with respect and accurately and fairly representing the qualifications, views and obligations of colleagues.
- Avoiding unwarranted negative criticism of colleagues in communications with trainers or other professionals. Unwarranted negative criticism may include demeaning comments to individual attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, educational level, and mental or physical challenges.
- Cooperating with training colleagues and with colleagues of other professions when such cooperation serves the well being of training.
- Respecting confidential information shared by colleagues in the course of professional relationships and transactions.
- Taking adequate measure to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- Defending and assisting colleagues who are unjustly charged with unethical conduct.

End of Fiscal Year "2002" Training Report Summary

The training calendar for fiscal year 2002 began in August 2001. There were 75 training courses offered for all AJCF staff. The courses offered were comprised of 44 mandatory courses:

- First Aid
- CPR
- Suicide/Risk Reduction Training
- Mental Health 101
- Mission, Philosophy & Scope of JJA
- Fire Safety
- KCIRT-Recert

Classes offered other than the mandated training throughout the year were:

- Verbal De-escalation (4 classes offered)
- Staff Culture (3 classes offered)
- Staff Ethics (4 classes offered)
- Emergency Response Training (4 classes offered)
- Stress Management (3 classes offered)
- Advisor, Mentor, and Coach Training (3 classes offered)
- Advanced Report Writing (3 classes offered)
- Understanding Emotionally Disturbed JO (2 classes offered)
- Sexual Harassment (1 class offered)

The persons responsible for the training that has already been identified were:

- Jesse F. Greenly, Training Director
- Diana Moxley, Nurse
- Al Steed, Psychologist
- Bill McCreery, Chief Psychologist
- Jerry Sowers & Hugh McGowan – Maintenance
- David Arnold, EEO Director
- Ken Davis, Security (TJCF)

The fiscal year ended with the following statistics:

- Forty-five mandatory courses held equaling 59%
- Twenty eight non-mandatory courses held based on the results of the needs assessment from the previous year equaling 37%
- Two courses for new employees equaling 3%
- One course offered by TJCF equaling 1%

Based upon the numbers reflected by this report, and the training opportunities offered outside the facility, there were ample course offerings in the FY 02. All AJCF staff were afforded numerous opportunities covering various course titles to meet or exceed their annual training requirements.

EQUAL EMPLOYMENT OPPORTUNITY

David Arnold
Equal Employment Opportunity Director

The mission of the Equal Employment Opportunity Department for AJCF is to insure all employees and prospective applicants are afforded an opportunity to receive employment, promotions, and advancement within this organization without regard to race, sex, age, religion, color, national origin, ancestry, or disability. No policy, procedure, or practice will be implemented that could result in discriminatory outcomes based on race, color, sex, religion, national origin, ancestry, age, disability, military status or political affiliation.

Laws and statues that advocate a violence-free and harassment-free workplace protect all employees of the State of Kansas, Juvenile Justice Authority, and Atchison

Juvenile Correctional Facility. All complaints therefore are taken seriously and investigated within the parameters of the organization and the Juvenile Justice Authority's internal complaint policies and procedures. Great effort is expended to be proactive and to resolve all disputes and complaints in a timely manner at the lowest level of the organization.

Employees who report alleged discriminatory behavior, conduct, or harassment are to be free from restraint, coercion, reprisal, and retaliation. All complaints are confidential yet qualified. Confidential information is strictly disseminated based on a "need to know" basis.

AJCF strives to maintain a workforce consistent with the availability standards in the locale with regard to race, sex, age, and disability. A diligent effort is asserted in fostering a workplace that values cultural diversity. Equitable representation of females, minorities, and qualified persons with disabilities in all job categories is essential.

Presently, AJCF has eight EEO Representatives who serve as liaisons to the EEO Director. Four representatives began their duties this fiscal year. Their role is critical to the methodical operation of the department. They submit quarterly reports briefly detailing EEO contacts, interview boards, and mediations. They also attend quarterly EEO meetings and assist with training when needed.

During FY 2002, there was active EEO participation in the interview and selection processes. Twelve interviews for classified positions took place. The EEO Director and EEO Representatives assisted in this process ensuring a fair and non-

discriminatory interview format. There was EEO involvement in other personnel actions such as promotions, transfers, disciplinary actions and terminations reinforcing fairness and equity. Over 300 EEO inquiries and consultations took place during this period.

The EEO Director conducted two investigations for the Topeka Juvenile Correctional Facility, sat on two Employee Evaluation System Appeal Boards, and assisted interview boards at TJCF during the restructuring of their Juvenile Corrections Officer III positions and EEO position.

The EEO Director participated in several EEO video conferences with the Human Resources Director of JJA and EEO Directors from Larned, Beloit, and Topeka. A new EEO Handbook was one of the collaborative projects. The group also updated the JJA Grievance Policy and Process.

It continues to be my goal to serve the employees of the Atchison Juvenile Correctional Facility in a fair and equitable manner insuring all employee and prospective employee rights are upheld and protected.

WELLNESS

David Arnold
Equal Employment Opportunity Director

The mission of the Wellness Committee is to provide extra-curricular activities, programs, and services for its employees, service providers, constituents, and community. These activities and services strive to build staff morale, encourage cultural diversity, initiate community awareness, promote mental and physical health, and provide opportunities for inter-departmental networking.

The Committee is comprised of nine multi-departmental members with the EEO Director serving as chair. The Superintendent is an active member of the committee and encourages full participation from all members. Members serve on a voluntary basis and expend their time and effort for the betterment of the agency.

During FY 2002, the Wellness Committee planned, hosted, and sponsored monthly activities and programs. A recipe book, Healthy Indulgences, which compiled favorite recipes from campus staff, was placed on the AJCF shared drive. Employees participated in the National Employee Health and Fitness Day and a blood drive after the September 11th tragedy. Programs were held for Dr. Martin Luther King, Jr. Holiday and Cinco De Mayo which included guest speakers, choirs, and groups from off campus. AJCF juvenile offenders also participated in these programs. An Easter egg hunt was held for staff. Thanksgiving and Christmas Dinners were held in the Administration Gym and were catered. Several cookouts were held on the patio of the Administration Building for staff. Several activities such as watermelon seed spitting contests and health walks were planned. A staff breakfast was held in the Activity Therapy Building in recognition of AJCF night staff. Several trivia tests were given to AJCF staff to test their knowledge on various topics. Prizes were awarded to the winners.

It continues to be our vision to provide healthy, morale building, and interactive programs and services. All staff are encouraged to participate and give suggestions for new activities.

BUSINESS

George Van Hoozer
Business Administrator

The Business Department provides the institutional financial management support that allows the program departments to accomplish their individual missions. The mission of the Business Department is threefold:

- To ensure the delivery of services, clothing and supplies necessary for the efficient operation of the facility.
- To follow guidelines established by the Legislature and the Division of Budget in the procurement of goods and services necessary for the daily operation of the facility.
- To maintain adherence to fiscally responsible policies and procedures that best utilizes available resources and justified spending of taxpayer dollars.

Our goal is to procure in an efficient and cost-effective manner the necessary goods, services and other resources as well as provide the maintenance and food service support essential for the smooth functioning of the facility.

The Business Department is staffed with the Business Administrator, Accounting Specialist and a Senior Administrative Assistant. They provide overall management and operation of the non-clinical support functions of Accounting, Supply, Maintenance, Dietary, Purchasing and Inventory Control. The Department prepares the annual budget and establishes schedules, programs and procedures to provide, within budgetary limitations, the best possible supportive services to the treatment and care programs.

The Department monitors the use of Federal funds received for Title I (Neglected and Delinquent and Handicapped) and the Federal School Lunch/Severe-Need Breakfast programs. In addition, the Department monitors the use of and maintains records for the Independent Living grant, Alcohol and Drug Abuse Services grant, Juvenile Offender Trust Fund, Juvenile Offender Benefit Fund, Fee Fund, Imprest Fund and the Canteen account. The Department coordinates the purchase of all supplies and equipment for the Atchison Juvenile Correctional Facility. The Department also processes invoices for payment of all purchases and services.

The Department provides to agency and State officials numerous monthly, quarterly, semi-annual and annual management activity and status reports, including reports for the funds listed above, capital outlay report, petty cash and check cashing funds and Federal Excise Tax. The Department also conducts an annual physical inventory of all State property and reconciles Storeroom inventory on a continuing basis throughout the year.

The Business Administrator assures the continuing maintenance of 20 buildings and their mechanical systems, maintenance and operation of a fleet of 18 vehicles and various other maintenance equipment and food service support for juvenile offenders and staff.

The Business Department scheduled and monitored the following capital improvement projects during FY 2002:

- Replacement of the HVAC system in the Dietary/Commissary Building
- Replacement of utility power poles, cross arms and power lines

- Replacement of emergency generator at the Power Plant
- Installation of HVAC systems in the staff houses
- Construction of ADA accessible chair lift at Bert Nash School

Other accomplishments of the Business Department during FY 02 include:

- Compliance with all American Correctional Association standards as documented in the ACA audit conducted in October 2001
- Review and implementation of procedures that stress efficient use of resources and accountability
- Coordinating the auction of surplus inventory which provided an infusion of over \$17,000.00 additional funds in FY 2002
- Securing a pharmacy services contract which provides stability in the pricing of medications required in order to maintain proper health standards for the juvenile offender population
- Installation of security cameras and a metal detector which allowed for the relocation and improvement of the facility's visiting center
- Submitting application for federal grants in order to upgrade the facility's computers

DIETARY

Joyce German
Food Service Manager

The Dietary Division provides for the total nutritional needs of the juvenile offenders. This division is responsible for preparing attractive, appetizing and nutritionally adequate meals in a clean and cheerful atmosphere and within budgetary limitations. We strive for excellence in the

preparation and presentation of all food items. These efforts have been recognized by the Kansas Department of Health and Environment, auditors from the American Correctional Association and the Kansas Board of Education consultant for the USDA School Lunch/Severe-Need Breakfast Program as having been achieved with excellence.

Our goal is to teach the benefits of a healthy diet, using the Food Pyramid as a guide. Meals are sent to the living units for preparation every weekend morning. This helps further juvenile offenders' knowledge of a balanced diet. The breakfast meal also is provided in the living units whenever school is not in session. All juvenile offenders are recognized on their birthdays with a cake and ice cream in their honor, and their name posted on the bulletin board.

Several special events are held throughout the year. As a special send-off for the new school year, we plan an ice cream social for all juvenile offenders, teachers and staff. To celebrate the end of the spring school term, we prepare potato salad, supply hot dogs and ice cream for a cookout that is attended by all juvenile offenders, teachers and staff.

The holiday season is celebrated with the Rotary Club of Atchison holding a luncheon meeting on campus. Everyone enjoys this event, and juvenile offenders appreciate the opportunity to eat lunch with the Rotarians and socialize, while enjoying a traditional turkey dinner with all the trimmings. After a brief business meeting, the Rotarians lead everyone in singing carols and then make a donation to the Juvenile Offender Benefit Fund to help provide presents for juvenile offenders.

The Superintendent hosts a Holiday Party for all juvenile offenders and wishes each individually, a Happy Holiday Season. Santa Claus makes an appearance also

Meals are sent to the living units on Thanksgiving and Christmas Day, giving juvenile offenders an opportunity to prepare a holiday meal.

Religious and other special diets such as allergy, weight reduction, low fat are monitored closely. Documentation is 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 record keeping techniques. All meals are lower in fat, cholesterol, sodium and sugar, which is a benefit to juvenile offenders and staff.

The continuing goal of the Dietary Division is to promote good nutrition, proper eating habits and to encourage juvenile offenders to begin a life-long pattern of healthy eating.

MAINTENANCE

Dennis Baker
Physical Plant Supervisor

The Maintenance Division consists of ten staff: Physical Plant Supervisor, General Maintenance and Repair Technician II, Power Plant Operator, Plumber, Carpenter, Painter, Maintenance and Repair Technician I, Custodial Worker, Automotive Driver and Utility Worker. Customer service and customer satisfaction is a key component in measuring the division's effectiveness.

Responsibilities include:

- Conducting weekly safety inspections of 20 buildings, furnishings and associated equipment
- Monthly fire drills for 18 buildings
- Monthly, quarterly and semi-annual inspections of fire extinguishers, smoke detector systems, fire hydrants and emergency power generating equipment
- Minor construction and improvement projects
- Grounds maintenance
- Fleet vehicle service and minor maintenance
- HVAC maintenance, preventive maintenance and repair
- Plumbing maintenance, preventive maintenance and repair
- Maintaining customer satisfaction and budget initiatives

During the year, the Maintenance Division continued to improve the maintenance status of the facility's buildings, furnishings and mechanical systems. Efforts included maintenance of 18 vehicles, painting of buildings, refinishing and constructing furniture, electrical system repairs and upgrades to facility buildings, offices and living units.

Major accomplishments include recognition received by the State Fire Marshal and local fire department for the thoroughness of fire safety related documentation and the serious manner in which the division responds to fire safety issues; loading and transporting over 750 surplus inventory items from three storage sites on the facility to the site of a public auction; the effective response and teamwork displayed in keeping the facility's roads and sidewalks free of snow and ice during a major snow storm in February 2002.

The staff of the Maintenance Division are committed to maintaining juvenile offender and staff environmental comfort and ensuring the safety of everyone on campus. We emphasize preventive maintenance, which assures a safer institution and saves time and money.

SUPPLY

Gary Kovar
Storekeeper

The Supply Division is staffed by one full-time Storekeeper who is responsible for stocking and providing the necessary clothing, office supplies, maintenance items and food products necessary to support the program departments in performing the mission of the Atchison Juvenile Correctional Facility.

During the fiscal year, the Supply Division continued to take a positive approach to the monitoring and conservation of supplies. Each new employee received instruction on the proper methods of completing requisitions and the proper usage of supplies. Full issue of standardized clothing to offenders continued, new clothing items and sources were evaluated and in appropriate cases selected to provide better-quality clothing for residents. A program was implemented to ensure the full utilization of all resources by re-issuing serviceable used clothing in order to adequately meet the clothing needs of the juvenile offender population. These programs continue to save State general funds and contribute to reducing gang-related clothing identification and gang activity among offenders.

Long-range plans include linking via network the ordering, receiving, issuing, and inventory control functions.

The Supply Division supports the mission of the Atchison Juvenile Correctional Facility with high-quality supplies, clothing and equipment obtained in a timely manner at the lowest cost.



STATISTICS AND DEMOGRAPHICS

FY 2002 Admission Statistics

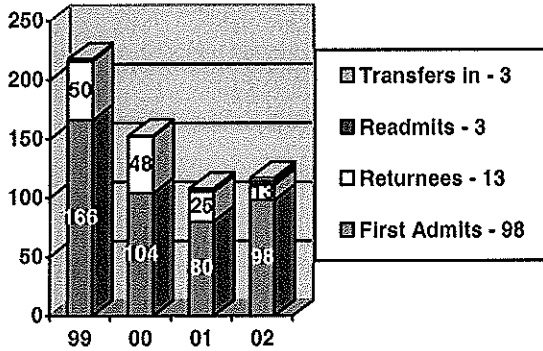
Person Felonies	
Severity Level	Number
Off Grid	0
1	0
2	0
3	15
4	2
5	15
6	1
7	16
8	3
9	4
	56 (48%)
Non-Person Felonies	
6	0
7	9
8	1
9	17
10	2
Non-grid felony	0
	29 (25%)

Numbers also include those returned on new charges and those returned on technical violations. Of the 13 returnees, 3 had new charges.

Drug Felonies	
Severity Level	Number
1D	0
2D	0
3D	0
4D	5
	5 (4%)
Misdemeanors	
Person	16
Non-Person	11
	27 (23%)
TOTAL ADMISSIONS	117

Numbers also include those returned on new charges and those returned on technical violations. Of the 13 returnees, 3 had new charges.

Admissions (by Fiscal Year)

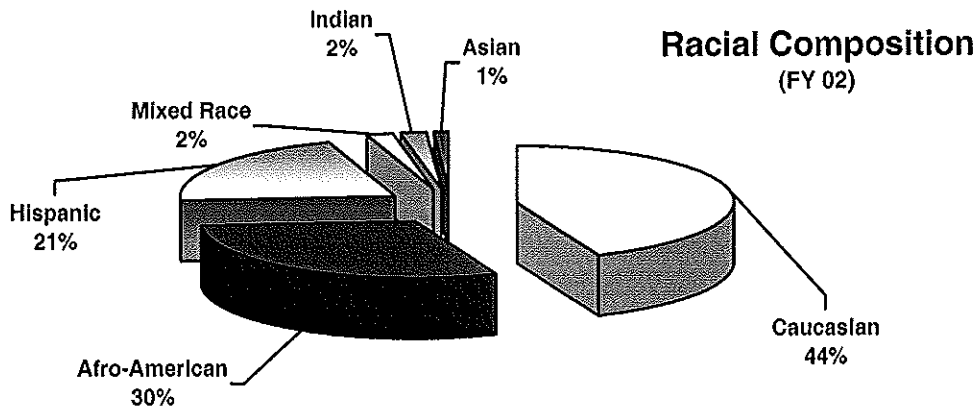


FY 2002 shows a slight increase in admissions. This appears to be consistent with the mid-range JJA projection forecast.

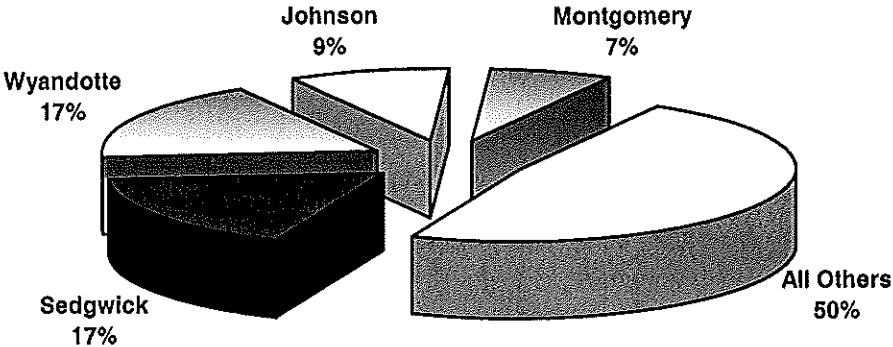
The average age of new admissions is 14 years 9 months.

Age at Admission (FY 02)

Admission Age	Number of JOs	% of Total Admissions
12	4	3%
13	14	12%
14	41	35%
15	56	48%
16	2	2%

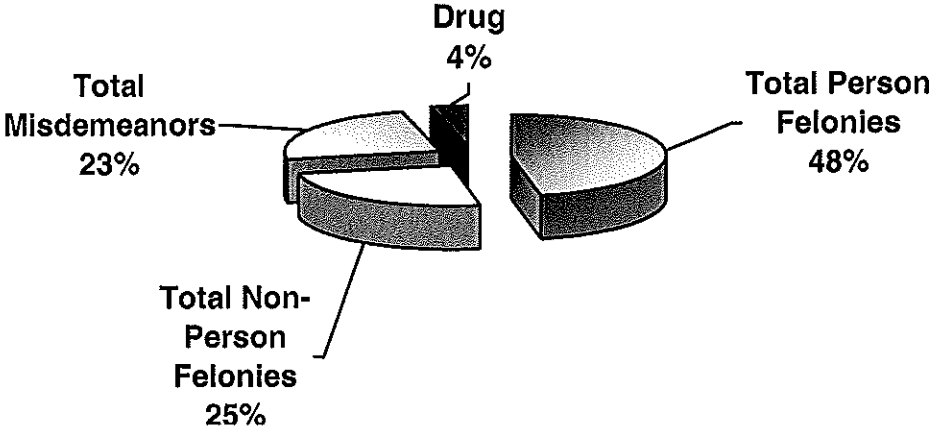


Admissions by County (FY 02)



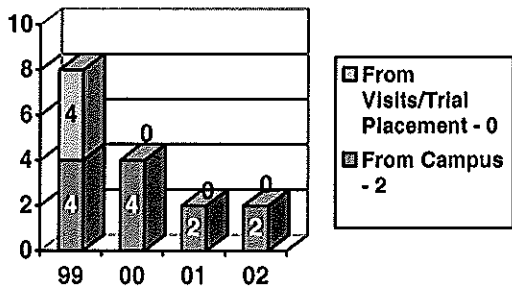
Almost one-half of the admission to the Atchison Juvenile Correctional Facility came from the major metropolitan areas of Kansas. Wyandotte and Sedgwick along with a slight increase from Johnson are the main contributors; Montgomery admissions are on the rise from past fiscal years.

Person/Non-Person Felonies & Misdemeanors (FY 02)



The matrix is having an impact, as misdemeanors appear to be decreasing. Felonies are maintaining with no significant change for committing offenses.

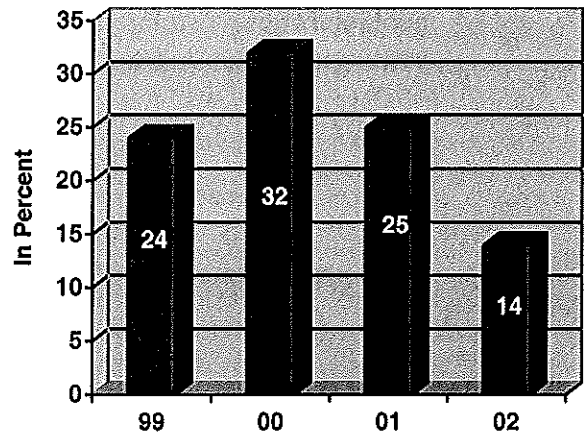
Escapes (FY 99 - FY 02)



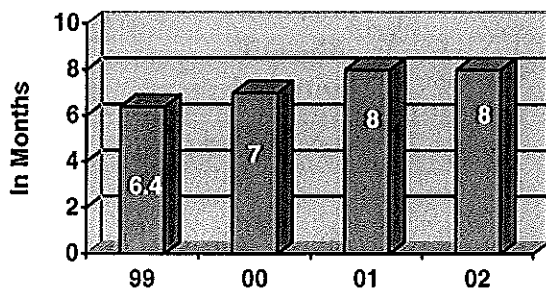
During FY 2002 AJCF recorded a total of 2 escapes. In view of the fact that the Atchison Juvenile Correctional Facility does not have any physical barrier preventing runaways, the low escape rate is a real tribute to the facility's sound programming and committed staff.

This chart shows the "percent recidivists" over the past fiscal years. "Percent recidivists" was defined as the number of conditional release returnees plus the numbers of juvenile offenders readmitted from a complete discharge, divided by the total year's admissions.

Percent Recidivists



Length of Stay (by Fiscal Year)



The overall average of 8 months length of stay during fiscal year 2002 is derived from the averages of 7 months for non-violent offenders and 13 months for violent offenders.