



# Larned Juvenile Correctional Facility



## LARNED JUVENILE CORRECTIONAL FACILITY

## *Guideline Booklet*

(JCF 131-REVISED 10-19-15)



**Mission Statement**  
**A Safer Kansas Through Effective Correctional Services.**

For further information please call or write to:

**Larned Juvenile Correctional Facility**  
**1301 Kansas Highway 264**  
**Larned, KS 67550**  
**620-285-0300**

**\*When calling, ask for the youth resident's Corrections Counselor.**

This handbook was designed to provide information to parents, visitors, and other interested individuals about the Larned Juvenile Correctional Facility and its operation.

WEEKLY EXPECTATION REVIEW									
Youth Resident's Name:						Unit:			
Week of: 6/17/2013			Through: 6/23/2013			JJIS ID #			
BEHAVIORS - 1ST SHIFT		M	TU	W	TH	F	SA	SU	INSTRUCTIONS
Follows Rules									Good Time (daily earning)
Maintains Property									Behavior: 90% or better
Controlling Frustration									Program: 75% or better
Respect									
Problem Solving									
Responsibility									
Prosocial Thinking									
BEHAVIORS - 2ND SHIFT		M	TU	W	TH	F	SA	SU	
Follows Rules									
Maintains Property									
Controlling Frustration									
Respect									
Problem Solving									<b>DISCIPLINARY CONVICTIONS</b>
Responsibility									Qty
Prosocial Thinking									Class I, II, or III
BEHAVIORS - 3RD SHIFT		M	TU	W	TH	F	SA	SU	
Follows Rules									<b>SUMMARY OF LEVEL</b>
Maintains Property									Present Level
Respect									Remain
BEHAVIORS - VOCATIONAL / WORK		M	TU	W	TH	F	SA	SU	
Vocational Work									Advance
									Reduce
BEHAVIORS - ACTIVITY THERAPY		M	TU	W	TH	F	SA	SU	
Activity Therapy									<b>LEVEL AFTER REVIEW</b>
									<b>POSITIVE WEEKLY PROGRAM REVIEW</b>
Daily Behavior Percentage Points Earned		####	####	####	####	####	####	####	Weekly Points Earned %
									Level
PROGRAM PARTICIPATION		M	TU	W	TH	F	SA	SU	
School									95%
Unit Group									90%
									85%
									80%
									75%
									Inmate
									Weekly Point Percentage
									#DIV/0!
Daily Program Percentage Points Earned									Points Week Earned
									#DIV/0!
Good Time Credits awarded per day (Y or N)		####	####	####	####	####	####	####	# Good Time Credits awarded/week
									0
Final Review for the week:									
Staff Signature			Date			Youth Signature			Date

LEVEL III		
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	COMMUNICATION (Phone and Visits)
<p>All Level II property plus ability to purchase approved non-timed personal hygiene items and purchase check out personal radio, watch, electronic devices/games</p> <p>Room Time (with exceptions for programming): 9:20 PM Fri./Sat.: 9:45 PM</p>	<p>All Level II activities and services, plus any other activities authorized by Facility Order</p> <p>Library Access (Only check out four (4) books at a time)</p> <p>Eligible for full-time Industries/Work Program</p> <p>Up to two (2) hours a week allowance to play gaming systems (i.e., Playstation, Wii, X-box, etc) and/or access to Activity Center (Minimum of 30 minutes to two (2) hours maximum)</p> <p>4"x6" photo taken of youth resident/family (allowed to send to parent/guardian once every six (6) months; eligible to purchase up to three (3) additional 4"x6" prints for \$1.50 each print)</p> <p>Eligible to participate in extracurricular activities/special AT activities (i.e., basketball, football, etc.)</p> <p>May have one (1) photo album and can display ten (10) 4"x6" or smaller personal photos</p>	<p>4 - Ten (10) minute phone calls on Phone System per week</p> <p>Three (3) hour visit with Parent(s)/Guardian(s), Spouse, Grandparent(s), Child(ren), Sibling(s), Aunt(s) and Uncle(s) (Four (4) visitors maximum; no visitor shall be allowed to switch out during visit)</p>
	<b>CANTEEN &amp; OTHER PURCHASES</b>	
	<p>Purchases not to exceed \$16 per week for hygiene and canteen</p>	
LEVEL IV		
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	COMMUNICATION (Phone and Visits)
<p>All Level III property plus other property as authorized by Facility Order</p> <p>Attire: Polo T-shirt and Jeans (KJCC-E)</p> <p>Room Time (with exceptions for programming): 9:45 PM Fri./Sat./Sun.: 9:55 PM</p>	<p>All Level III activities and services, plus any other activities authorized by Facility Order</p> <p>Library Access (Only check out five (5) books at a time)</p> <p>Extra five (5) minutes for shower (KJCC-W)</p> <p>4"x6" photo taken of youth resident and/or family picture at visits at facility's expense up to three (3) times a year (allowed to send photo to parent/guardian)</p> <p>Minimum of two (2) hours allowance to play gaming systems during free time (i.e., Playstation, Wii, X-box, etc.) each week</p> <p>Access to all art and craft supplies and activities - at least two art activities a month</p> <p>May have up to two (2) photo albums and display ten (10) 4"x6" or smaller personal photos in room</p> <p>Allowed to grow hair to collar length for last two weeks</p> <p>Honors room or high level zone (gaming systems, board games, movies, snacks, etc.) scheduled at least once a week</p> <p>Weekly movie popcorn night with snacks or pizza available once a month</p>	<p>6 - Ten (10) minute phone calls on Phone System per week (Youth residents may have five (5) pro-social friends on their phone list as approved by the Community Supervision Officer and JCF social worker)</p> <p>Four (4) hour visit with Parent(s)/Guardian(s), Grandparent(s), Spouse, Child(ren), Sibling(s), and other individuals on youth resident's approved visitor list (to include cousins, aunts, and nephews (Youth resident may have five (5) pro-social friends on their visitation list as approved by the Community Supervision Officer and JCF social worker) (Five (5) visitors maximum; no visitor shall be allowed to switch out during visit)</p> <p>Two (2) pro-social friends may visit</p>
	<b>CANTEEN &amp; OTHER PURCHASES</b>	
	<p>Level III canteen privileges not to exceed \$16 per week for hygiene and canteen - No limit on what can be purchased, items have to fit in facility approved area</p> <p>Option to receive extra snack and one (1) soft drink</p> <p>Eligible to have money taken from youth resident's account to purchase outside food for supper once a month (e.g., McDonald's, Burger King, etc.) - Special purchase not included in canteen limit</p>	

**LJCF Telephone Number**

**620-285-0300**

**Corrections Counselors Extensions**

Becky Carter, CCII .....	170
Mary Giles, CCII .....	137
Joyce Haberman, CCII .....	152
Jay Haremza, CCII .....	149
Dauna Herman, CCII .....	154
Kathy Stucker, CCII .....	150

**GUIDELINE BOOKLET**

*Larned Juvenile Correctional Facility*

Administrators

Wendy Leiker.....Superintendent  
 Douglas Lawson.....Deputy Superintendent  
 Brad Collins.....Juvenile Corrections Director  
 Anita Ellison.....Program Director  
 Amy Simmons.....Health Services Administrator  
 Dick Bixler.....School Principal

**PRIVILEGES AND INCENTIVES PROGRAM CHART**

<b>INTAKE LEVEL</b>			
<b>PROPERTY (Use/Access/Possession)</b>	<b>ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)</b>	<b>CANTEEN &amp; OTHER PURCHASES</b>	<b>COMMUNICATION (Phone and Visits)</b>
State issued personal hygiene items and clothing Room Time (with exceptions for programming): 8:15 PM	Library Access (Only check out one (1) book at a time May display two (2) 4"x6" or smaller personal photos in room	None (Items within youth resident's rights are exempt; i.e., stamps, etc.	1 - Ten (10) minute phone call on Phone System per week Two (2) hour visit with Parent(s)/Guardian(s), Child(ren) and Spouse (Two (2) adult visitors maximum; no visitor shall be allowed to switch out during visit)
<b>LEVEL I</b>			
<b>PROPERTY (Use/Access/Possession)</b>	<b>ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)</b>	<b>CANTEEN &amp; OTHER PURCHASES</b>	<b>COMMUNICATION (Phone and Visits)</b>
All intake property and permissible canteen items Room Time (with exceptions for programming): 8:30 PM Fri.: 9:00 PM	All Intake Level activities and services Library access (Only check out (2) books at a time) Access to all Art Supplies May display five (5) 4"x6" or smaller personal photos in room	Purchases not to exceed \$6 per week for hygiene items only	2 - Ten (10) minute phone calls on Phone system per week Two (2) hour visit with Parent(s)/Guardian(s), Spouse, Child(ren), and Grandparent(s) (Three (3) adult visitors maximum; no visitor shall be allowed to switch out during visit)
<b>LEVEL II</b>			
<b>PROPERTY (Use/Access/Possession)</b>	<b>ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)</b>	<b>CANTEEN &amp; OTHER PURCHASES</b>	<b>COMMUNICATION (Phone and Visits)</b>
All Level I property plus access to handheld electronic devices/games/radios Room Time (with exceptions for programming): 9:00 PM Fri.: 9:20 PM	All Level I activities and services, plus special small group activities, request for work program and advisory council Library access (Only check out three (3) books at a time May apply for work position or obtain 1/2 time employment (Only for those youth residents who have graduated, obtained their GED, or after school hours.) May display ten (10) 4"x6" personal photos in room	Purchases not to exceed \$8 per week for hygiene and canteen	3 Ten (10) minute phone calls on Phone System per week Two (2) hour visits with Parent(s)/Guardian(s), Spouse, Grandparent(s) and Child(ren) (Three (3) adult visitors maximum; no visitor shall be allowed to switch out during visit)

### From Kansas City:

Coming from Kansas City take I-70 west. Stay on I-70 W; follow signs for Interstate 70 W/U.S. 40 W/Kansas 4 W/Topeka/Salina. Take Exit 225 for KS-156 towards Ellsworth/Great Bend. Turn left onto KS-156 W. Turn right onto KS-156 W/US-56 W/S Patton Rd.



### Introduction

Larned Juvenile Correctional Facility (LJCF) is one of the two facilities for committed youth residents operated by the Kansas Department of Corrections, Juvenile Division. The youth residents are provided a variety of services and programming to include:

- Academic Education through an accredited high school- West Side High
- College Courses through Barton Community College
- Vocational Education opportunities
- WIA/Work Readiness
- Mental Health Services
- Substance Abuse Treatment
- Sexual Offender Treatment
- Cognitive Behavioral Restructuring/Skills Based programming: Thinking for a Change, and Aggression Replacement Training
- Life Skills
- Health Services/Dental Services
- Religious Services/Volunteer Services
- Activity/Recreational Services
- Re-Entry Services

## GENERAL PROGRAMMING

**Behavior Management:** The Larned Juvenile Correctional Facility system consists of five levels. The higher the level, the more privileges the resident is granted. Specifics of the system are available by written request.

**Daily Routine:** Five mornings a week, the day begins at 6:00 a.m. with personal hygiene and room care; breakfast is at 6:30 a.m.; and the school day beginning at 8:00 a.m. and ending at 2:38 p.m. From 3:15 p.m. to 4:00 p.m. each resident attends a recommended group by a certified group leader or the resident will attend mandatory recreational gym time. The evening meal is at 5:00 p.m. After supper, depending on the day, there are volunteer programs, showers, unit clean-up & individual time. Lights are out at 10:00 p.m.

**Aftercare Services:** The facility Corrections Counselor, Mental Health Staff, Medical Staff and other Facility Staff may make recommendations regarding aftercare services; however, LJCF is not involved in the actual aftercare services. The assigned community case management agency (CCMA) dictates the appropriate aftercare and will assume the residents case once released from LJCF custody.

## HOUSING UNITS

**General Population Units:** These are units where a resident may be transferred to complete their program recommendations. The resident participates in programming (i.e., meals, education programs, groups, etc.) outside of their assigned housing unit. Residents are also allowed “free time” on a daily basis that includes participating in activities (i.e., reading, listening to their radio, card games, TV, etc.) of their choice on the unit.

**Mental Health Unit:** This unit is provided to meet the needs of youth residents who suffer from mental illness or developmental delay. Both group and individual therapeutic interventions are provided & individualized to the needs of the youth residents. Depending on the youth’s behavior, the youth on the mental health unit may also attend, open unit school, gym & meals with the general population. If the youth’s behavior does not allow them to leave the unit, all the above services will be provided on the unit.

### **From Garden City:**

Coming from Garden City, take KS-156 E/ E Kansas Ave. Continue to follow KS-156 E. Turn right onto Broadway Street.



### **From Wichita:**

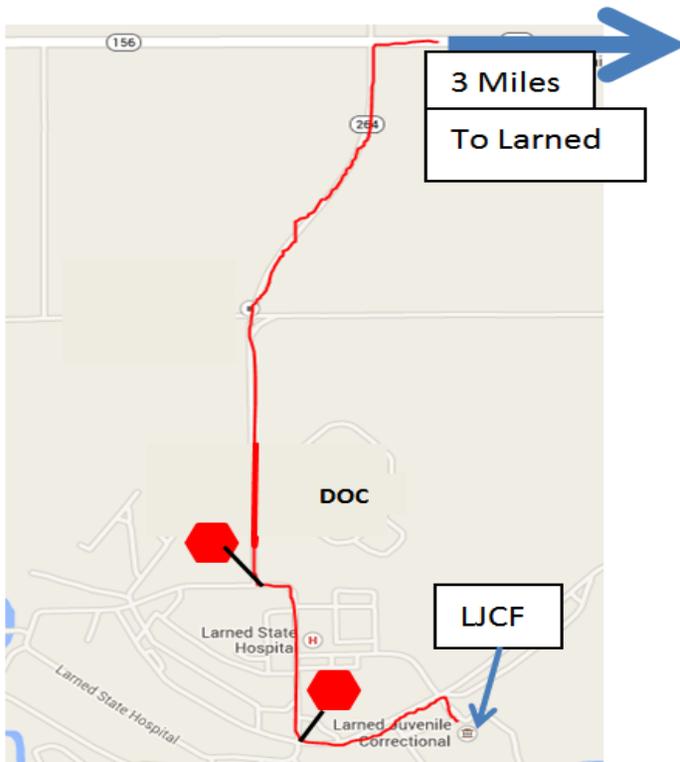
Coming from Wichita on I-235 S; take Exit 13 to merge onto KS-96 W toward Hutchinson. Turn left to merge onto KS-61 S/KS-96 W/US-50 W/W Illinois Ave toward Kinsley/Lyons. Continue to follow US-50 W. Turn right onto US-281 N. Turn left onto KS-19 S/NW 140<sup>th</sup> Street. Continue to follow KS-19 S. Turn right onto KS-19 Spur N (signs for KS-19). Continue onto Broadway Street.



## DRIVING DIRECTIONS

### Local:

From the corner of 156/56 Hwy (14th) and 19 Hwy (Broadway). Continue West on 156 Hwy 3 miles to 140th/HWY 264. Turn left and proceed south 1 mile to the stop sign and turn left and follow the curve. At the next stop sign again turn left and go ¼ mile. LJCF is on the Right side of the road.



**Special Management Unit:** This unit houses youth who are struggling with their behavior or having behavioral problems interacting with other youth. Each youth on this unit has a Behavior Contract that limits their privileges. As the youth improve their behaviors they earn more privileges on and off of the unit, including more time out of their room, meals in the day hall or at the cafeteria, school classes and gym off of the unit, and library privileges. When the youth show that they have improved and can maintain positive behaviors, they are then moved off of the Special Management Unit and back to a general population unit or a mental health unit.

**Segregation Unit:** This unit is self-contained, in that all services (i.e., meals, education programs, etc.) are provided within the confines of the unit. Residents requiring a housing unit of heightened security or those identified as having serious, violent, and/or chronic behavior problems are housed in this unit.

### **What the Parent/ Guardian of a youth may expect:**

Each week the youth resident works toward the expectations set in their living units and personal daily behaviors, program participation and daily tasks. Each week the resident will be presented with their individual **Weekly Expectation Report (WER)**. This report documents how their behaviors were for the week and informs the resident of their privileges and level advancement, good time awarded and any other behaviors they did well on or will need to improve on. These reports are mailed to the parent/guardian monthly and the community case managers weekly.

After 180 days at LJCF the Corrections Counselor will compile a **180-Conference and Report** on the progress completed by the resident and any additional programming plans. As the parent/guardian you are asked to participate in the conference by phone or in person with the Youth's Corrections Counselor.

**Release Planning Conference** will be scheduled at least 45 days prior to release from LJCF. At this conference, the aftercare recommendations and expectations will be determined by the Community Case Manager. Placement will be confirmed and transportation arrangements will be finalized. The resident will be given an opportunity to ask questions of everyone involved in their release and the conditions set forth.

**POLICIES**

**Telephone Policy:** The facility has a special telephone system just for the residents use. The phone system allows the residents to make collect calls to pre-approved phone numbers. The residents are allowed to call only pre-approved family and friends according to the level system. When you receive a call a computer voice will say to you “Hello, you have a collect call from (Caller’s Name) a juvenile at the Larned Juvenile Correctional Facility.” The recording will then give you the rates for the call. You must then decide whether to accept the call or hang up. Because of many security features in this phone system, charges are higher than regular telephone services.

One of the special security features blocks 3-way calling. Any attempt of a 3-way call will disconnect the call, also if you have call waiting on your phone, the click you hear when another call is coming in will disconnect the call with the resident. You may want to check with your local phone company on how to disable this call waiting feature. The resident will not be reimbursed for any calls disconnected because of a three way attempt. If caught attempting a 3-way call the resident will lose phone privileges for 30 days and receive a Disciplinary Report. Although cell phones are allowed, the resident will not be reimbursed for any dropped calls made to cell phones.

You may need to call the resident system telephone company, IC Solutions, to set up a direct bill account, because your local phone company will not bill for these calls. Call toll-free 1-888-506-8407, if you have difficulty receiving calls from the resident.

Due to the way the State phone system is set up, calls from this facility will show up as “unavailable number” on some caller ID systems. For those that have a feature that blocks “unavailable” numbers from coming through, you will need to have this feature either removed or disabled through your local phone service provider. If this feature is not disabled or removed from your line, we may be unable to maintain telephone contact with you.

LJCF Reserves the right to deny entrance to any visitor, when it is determined by the highest ranking JCO Staff that the visitor’s attire is unacceptable.

Inappropriate Clothing	Males	Females	Children
Gray or light blue polo shirts	X	X	X
Short shorts, short dresses or short skirts/skort, and slit skirts of any kind	X	X	*Allowed with discretion as stated below
Garments with plunging necklines or that expose any part of the abdomen, breasts, lower chest area, the back below the shoulder blades, or the armpits	X	X	*Allowed with discretion as stated below
Garments that fit very tightly, including spandex biking shorts/pants, slacks, leggings, or tight knit tops	X	X	*Allowed with discretion as stated below
Garments with pictures or language that may be considered profane or offensive by current public standards; this is to include articles of clothing that encourage or promote the use of illegal drugs or alcohol or any gang involvement.	X	X	X
Any kind of headwear to include bandanas.	X	X	X
Hooded sweatshirts	X	X	X

**Allowable Visitor Personal Property**

- \$10.00 limit on coin or currency allowed to be brought into visitation.
- Visitors may purchase drinks and snacks through the vending machines.
- Personal jewelry, including a medical alert bracelet.
- Eyeglasses, contact lenses, or sunglasses.
- One diaper, one bottle, one blanket, one pacifier and a small amount of wet wipes. All other items associated with any infant child who may be with the visitor shall be placed in the assigned locker, including the diaper bag.
- All other items, subject to search shall be placed in the assigned locker in accordance with IMPP 12-115, Searches of Visitors. All electronic devices, such as but not limited to, cell phones, cameras and/or audio/video recorders are prohibited from entering the facility.
- LJCF may prosecute, according to the provisions outlined in KSA 21-3826, trafficking in contraband, any person who introduces contraband or attempts to introduce any contraband into or upon the grounds.

### **Visitor Conduct**

- All visits shall be monitored by LJCF staff and by cameras. All visits shall be subject to video recording and these video recordings may be used in prosecution if required in the event of legal charges.
- Visitors shall not bring any items to be left for the resident during visits. These shall be sent through the US mail system and only following previously mentioned mail guidelines.
- Children shall be supervised at all times by the parents or responsible adult. The parent or responsible adult shall be responsible for the child's conduct while in the visitation room.
- Touching shall be limited to a brief embrace between visitor and resident at the beginning and end of each visit. Any other displays of physical affection that is considered inappropriate for the family style visitation environment (i.e., kissing, petting etc.) shall not be tolerated and visits shall be terminated. Staff supervising the visitation area has the discretion to end visits in this event.
- Residents may be allowed to hold their own infant/toddler during the visit. Supervising staff may terminate a visit at any time due to inappropriate behavior, language or conversation, violation of visitation room rules, behavior that is disruptive to the visitation room and other visitors or any behavior that breaches the safety and security of the visitation room. This decision shall be at the discretion of the highest ranking Juvenile Corrections Staff.
- If staff for any reason terminates a visit, no future visits may be scheduled until the treatment team reviews the termination.
- treatment team may impose further restrictions, corrective action or sanction based on the reason for the termination.
- Smoking is not allowed at the Larned Juvenile Correctional Facility. Visitors are not allowed to bring tobacco products, lighters, matches or any other type of smoking/tobacco paraphernalia into the facility. *Per Internal Management Policies and Procedures: Tobacco Free Environment*

### **Visitor Dress Code**

All visitors shall come appropriately dressed and neatly groomed. **Inappropriate dress shall include, but not be limited to:**

- Tank Tops
- Tube Tops
- Spaghetti Strap Tops
- Revealing low cut necklines
- See-Through clothing
- Skirts or skorts that is shorter than three inches above the crease on the back of the person's knees.
- Shorts except for children ten and under
- Pants that do not extend below the knee
- Any attire that displays gang affiliations, promotes drug or alcohol use, and otherwise portrays an antisocial message.

**Money:** Parents/guardians may provide spending money for the youth. There is no limit to the amount of money that may be sent. Parents or guardians may also provide additional money for other special purchases. **Visitors shall not give money directly to a resident when visiting. Money must be sent by mail and must be in the form of a money order, payable to the Larned Juvenile Correctional Facility, with the resident name and identification number indicated.** The resident will then receive a receipt. **PLEASE SEND MONEY ORDERS ONLY.** Cash, checks, etc. will be returned to the sender.

**Authorized Absences from Campus:** While LJCF provides opportunities for residents to prepare for release; the facility does not have a program of "passes" for the purpose of visiting with families in the home community. All absences from the facility will be for a specific purpose. For example: specific medical appointments.

The Superintendent shall approve all absences. Adequate supervision of the resident while absent from the facility is essential.

**Residents Property:** The Larned Juvenile Correctional Facility is not responsible for residents' personal possessions that are lost, stolen, or damaged. Therefore, we have limited the personal belongings a resident can have. Allowable personal possessions:

- Jewelry consisting of a wedding band (resident must have a certified marriage license)
- If the resident is on the appropriate level, a moderately priced watch and/or a small AM/FM Radio with headphones and batteries may be purchased in the Canteen.
- No more than 20 photos kept in their personal possessions box.

**THE FACILITY IS NOT RESPONSIBLE FOR ITEMS DESTROYED, STOLEN OR LOST.**

**Clothing:** All residents are issued standardized clothing. This was implemented in an effort to reduce theft and trading. The goal is to facilitate an improved environment and protect the possessions of the residents. The facility will be providing all clothing for each resident.

**Mail:** It is important that there be constructive correspondence between residents and their families and others as a means to maintain ties with the community. LJCF shall maintain practices to inspect, read, and restrict resident mail as necessary to prevent the introduction of contraband, ensure the safety of residents, staff, and others, ensure security, maintain orderly management of the facility, enforce facility rules, and prevent criminal activity. If a resident misuses the mail, restrictions may be placed on his mail. Parents and other relatives are encouraged to write.

- Residents will be able to purchase stamps in Canteen (**do not send stamps to residents**)
- Youth may send up to 5 pictures in each envelope.
- All mail is subject to search
- All mail sent to the resident must have a return address with your first and last name or it will be returned.
- All incoming mail will be opened by Central Control to inspect for contraband.
- Staff will inspect all outgoing mail before the envelope is sealed for mailing.
- All mail should be addressed to the resident as follows:

**Juvenile's Name & ID #**  
**Larned Juvenile Correctional Facility**  
**1301 Kansas HWY 264**  
**Larned, KS 67550**

## VISITATION

Visits shall be scheduled through the Corrections Counselor, during regular business hours. Visits shall be scheduled at least 24 hours in advance and no later than 12 Noon on the Friday prior to the scheduled weekend visit. Resident's shall be allowed visits according to their level as outlined on the Privileges and Incentives Program Chart. An approved adult visitor shall accompany anyone under the age of 18 who also has prior authorization to visit.

Visitation hours shall be provided during the following times:

- Saturdays: 8:00 AM to 12:00 PM, 1:00 PM to 5:00 PM, and 6:00 PM to 8:00 PM.
- Sunday: 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM.
- Holidays as approved by Superintendent.

Special visits may be conducted outside the routine established visiting policy. A youth resident may request only one special visit per calendar month and shall submit the request at least 48 hours prior to the visit. A special visit may be authorized if the visit is in the best interest of the youth resident's rehabilitative goals as determined by the treatment team or the visitor works weekends and has only weekdays available to visit.

### Visitor Registration

Visitors shall check in at the Front Desk and sign in on the Visitor Registration Log. Picture identification (ID) with signature (e.g. valid driver's license, state ID card, student identification card) is required of all visitors 13 years of age and older each time they visit. All visitors shall be required to successfully pass through a metal detector and check all personal items into an assigned locker

Before visitation will be allowed, it is required that a security background check be completed for any visitor over the age of 10. An Authorization and Request to Release Information (Contracted Service Providers, Volunteers & Visitors) Form must be completed by each person that would like to visit.

With each completed form, A copy of your current driver's license and/or State issued photo ID (if applicable) must accompany your completed form.. Each security background check will be reviewed individually and any mitigating circumstances will be considered individually regarding your visitation status.

**Activity Department:** The Activity Therapy Department is dedicated to increasing the physical and recreational abilities of all residents through structured activities on evenings, weekends, and holidays. This element of the LJCF Program is designed to teach residents the importance of physical activity for health and to use leisure time constructively.

**Juvenile Corrections Officers:** These staff provide 24-hours a day, seven days a week care and supervision. They function as advisors, role models, and the authority figures for the residents and are responsible for enforcing the expectations, safety and security of the facility.

**Beautician:** Two part-time Beauticians provide hair care to all residents. LJCF has a specification in length restriction that must be followed for all residents.

**Justification for Returned/Confiscated Mail**

- Contains writing/drawings on the outside of envelope.
- Unapproved correspondence from another correctional or detention facility.
- No return address or full name on return address.
- Contraband - Stamps, cash/checks, newspapers, books, musical cards.
- Inappropriate – Pictures, hand signs, gang reference, multiple writers and language.

KSA 21-3826 “Trafficking in Contraband” states that trafficking of firearms, ammunition, explosives or a controlled substance is a severity level 5 non-person felonies. Trafficking in any of the above contraband in a juvenile correctional institution is a severity level 5, non-person felony. Except as provided above, traffic of contraband in a facility is a severity level 6 non-person felony.

Contraband is defined as any item that has not been approved for introduction into the juvenile correctional facility by law, regulation, and policy or otherwise specifically authorized by the Superintendent. Illegal substances, cigarettes, and Smokeless tobaccos are also considered contraband, and therefore not allowed on LJCF grounds.

If barred from a facility because of undue familiarity or for trafficking in contraband, the person shall not be allowed to have any visits with any resident for a minimum of two (2) years after the effective date of the order barring the person from the facility.

## STAFF WORKING WITH YOUTH RESIDENTS

**Shift Manager:** LJCF is a 24 hour staffing facility. There is a Shift Manager on duty at all times to ensure the safety and security of the residents and manage the routine facility operations.

**Corrections Counselor:** Each resident is assigned to a Corrections Counselor. The Corrections Counselor will serve as a liaison between the facility and community and between the resident and his/her family. The Corrections Counselor plays an important role in the resident's program plan, in arranging visits, phone contact, recommendations for groups, privileges and level advancement, and release planning.

**Psychologist:** Each resident upon admission will meet with a Psychologist and have a psychological screening. The Psychologist will determine the level of care needed for mental health services and based on the assessment may be assigned a Psychologist and asked to participate in individual counseling, group therapy and possible referral to a psychiatrist.

**Sex Offender Therapists:** Sexually Abusive Juvenile Treatment – Focuses on youth resident accountability for their sexual crimes, defense mechanisms, and ownership of previous deviant behavior. Also assists the youth in identifying and recognizing future danger signals and high-risk situations for re-offending.

**Drug and Alcohol Counselors:** The services include possible referral to additional community resources for aftercare. An assessment is completed within 21 days of admission and based on those recommendations; residents are placed into the appropriate programming to match their needs areas. If a resident is unable to receive substance abuse services while at LJCF, a referral is made to community based programming upon his/her release. Teen and Young Adult Matrix Model utilize group and individualized counseling along with didactic and psycho-educational groups. Topics discussed in group include the following: medical effects and consequences of alcohol and drug use, thinking errors and its effect on behavior, anger, and self-esteem. Prior to release a relapse prevention plan will be completed by the youth & reviewed by a Substance Abuse Counselor.

**Educational Staff:** Each resident is assigned a Teacher Advisor, who monitors the resident's educational program. In addition to the School Principle, the school provides a full-time School Psychologist and a School Academic Coordinator. The facility offers a comprehensive educational program through the Westside High School. Every resident is assigned a daily six-hour school program. Special education services are available. The school is accredited by the Kansas State Department of Education. Residents may transfer credits earned at the facility to other schools. They may also graduate from Westside High School if they accumulate the required 21 credits. The General Equivalency Diploma (GED) and Adult Alternative Diploma are offered at Westside High School. The facility also offers college courses through Barton Community College where a resident may earn an AA degree. Extensive vocational and job training opportunities are also available. Qualified residents may be involved in paid job placements provided at the facility.

**Chaplaincy/Volunteer Services:** LJCF has one full time Chaplain and one part time Catholic Priest who are available to residents upon request for individual spiritual support or during religious services. Weekly worship and bible studies are available both in the Chapel and on the behavioral units. Special events occur during the holiday seasons and periodically. Participation to religious services is strictly voluntary. Volunteers play a large role in the religious programming at LJCF and are supervised by the Chaplaincy department.

**Health Services:** Upon arrival every resident will receive a physical and any necessary health related services while at LJCF. Up to date immunization records on all residents are required. All records should be provided so that health services are aware if any additional immunizations are needed. Each resident will be provided with a yearly physical. Health services has a full time nursing staff and provisions are made to provide contractual physician, psychiatrist, optometrist and dental services. Health request forms are located on each unit and youth are encouraged to utilize these to access clinic appointment times. In emergent circumstances youth may be taken to the local emergency room, or services sought from a specialist provider.