

Kansas Juvenile Correctional Complex (KJCC)

East Campus Males



West Campus Females



Parent Handbook

Kansas Juvenile Correctional Complex

MISSION

The Kansas Juvenile Correctional Complex will provide juvenile correctional programs that ensure public safety, accountability and community reintegration to:

1. Promote public safety;
2. Hold youth accountable for their behavior;
3. Improve the ability of youth to live productively and responsibly in the communities;
4. Maintain conditions of confinement that are secure, safe, dignified and rehabilitative; and,
5. Operate within the expectations of community norms and customer needs.

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

VISION

Through effective and positive juvenile management techniques, our vision at KJCC is to provide a safe and healthy learning environment that supports and promotes reintegration back into the community.

For further information please call or write to:

Kansas Juvenile Correctional Complex
P.O. Box 8098
Topeka, KS 66608
785-354-9800

* **When calling, ask for the youth resident's Social Worker/Case Manager.**



**KJCC Telephone Numbers
(785) 354-9800**

Case Managers Extensions

CCII David Arellano 586
SW Susan Bergman 555
CCII Steve Bonner..... 647
CCII Megan Bradshaw 254
CCII Candice Byrd..... 658
CCII Ron Erwin..... 655
CCII Susan Heim..... 560
CCII James Johnson 551
CCII Hal Richardson..... 671
CCII Juwana Rivers..... 661
CCII Kelly Rodriguez 595
CCII Christine Thornton..... 679

Kansas Juvenile Correctional Complex
1430 N.W. 25th Street
Topeka, KS 66618-1423
(785) 354-9800

P.O. Box 8098
Topeka, KS 66608

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PARENT HANDBOOK

Kansas Juvenile Correctional Complex

GUIDE FOR PARENTS

Kyle B. Rohr..... Superintendent
Megan Milner Deputy Superintendent
Dustin Karr Program Director
Tammy Smith..... Health Services Director
..... Chief Psychologist
Becky Donnelson Social Work Supervisor
Roger Green Chaplain
Gregg Nielson School Principal

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

Introduction

Kansas Juvenile Correctional Complex East & West (KJCC)

KJCC is a maximum-security facility for male youth (East Campus) and female youth (West Campus) between the ages of 10 and 22 ½. The youth residents are provided a variety of services and programming to include:

- Academic education through an accredited high school- Lawrence Gardner High
- College courses
- Vocational education opportunities
- WIA/Work Readiness
- Mental health services
- Substance abuse programming
- Cognitive Behavioral Restructuring/Skills-based programming
- Life skills
- Health services/Dental services
- Religious services/Volunteer services
- Activity/Recreational services
- Horticulture/Landscaping

General Programming

Behavior Management

The Kansas Juvenile Correctional Complex system has 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 a.m. with personal hygiene and room care; breakfast at 6:30 a.m.; and school from 8 a.m. to 3:30 p.m. From 2:32 p.m. to 3:30 p.m., residents attend a recommended group by a certified group leader or an advisor-based class with educational staff. The evening meal is at 5 p.m. After dinner, there are campus activities such as gym, religious services, unit meeting and individual time. Lights are out at 10 p.m.

Aftercare Services

The case manager, mental health staff, medical staff and other KJCC staff may make recommendations regarding aftercare services. However, KJCC is not involved in aftercare services. The community case management agency (CCMA) dictates the appropriate aftercare and assumes the resident's case once released from KJCC custody.

Housing Units

Reception and Diagnostic Unit (RDU)

Upon admission, a resident undergoes a comprehensive diagnostic evaluation process that examines health, mental health, education and programming needs and a substance abuse assessment. Residents transfer from the unit with a Reception and Diagnostic Initial Report which guides facility placements and treatment plans. Following a conference, this report is sent to the resident's community case manager (CCMA, ISO) and guardian to discuss recommendations.

General Population Units

Residents may be transferred to these units to complete program recommendations. Residents participate in programming (i.e., meals, education programs, groups, etc.) outside of their assigned housing units. Residents are also allowed daily "free time" that includes participating in

activities (i.e., reading, listening to their radio, card games, TV, etc.,) of their choice on the unit.

Segregation Units

This self-contained unit provides all services (i.e., meals, education programs, etc.,) within the unit's confines. Residents requiring heightened security housing or those identified as having serious, violent and/or chronic behavior problems are housed here.

What the Parent/ Guardian May Expect

Upon admission, a resident is housed at the diagnostic unit where within 21 days an **Initial Diagnostic Report** is completed. The case manager, resident, community case manager and parent/guardian then participate in a conference to discuss assessments, program recommendations and other necessary topics.

Each week, residents work toward the expectations established for their living units, personal daily behaviors, program participation and daily tasks. Each resident also receives a **Weekly Expectation Report (WER)**. This documents the resident's behaviors for the week and informs the resident of the privileges granted and level advancement achieved, good time awarded and any behavior issues. The reports are mailed monthly to the parent/guardian and the community workers.

After 180 days, the case manager compiles a **180-Conference and Report** on the resident's progress and any programming plans. As the parent/guardian, you are asked to participate in the conference by phone or in person with the community case manager.

Release Planning Conference is scheduled at least 30 days prior to release from KJCC. At this conference, the community case manager will review aftercare recommendations and expectations. Placement is confirmed and transportation arrangements are finalized. The resident also has an opportunity to ask questions of everyone involved in their release and the conditions set forth.

Policies

Telephone Policy

KJCC has a special telephone system for residents to make collect calls or pre-paid debit calls to pre-approved phone numbers. Residents are allowed to call only pre-approved family and friends according to level system. When receiving a call, a computer voice states, "Hello, you have a collect call from (Caller's Name) a juvenile at the Kansas Juvenile Correctional Complex." The recording will also give you the rates for the call. You must decide whether to accept the call or hang up. Because of security features in this phone system, charges are higher than regular telephone services.

One security feature blocks three-way calling. Attempting a three-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 your call with the resident. You may check with your local phone company on how to disable the call waiting feature. The resident will not be reimbursed for calls disconnected because of a three-way attempt. If caught attempting a three-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 dropped calls made to cell phones.

You must call the resident system telephone company, IC Solutions, to establish 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.

Calls from KJCC will display as "unavailable number" on some caller ID systems. For those that have a feature that blocks "unavailable" numbers, 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.

Money

Parents/guardians may provide spending money. There is no limit to the amount of money that may be sent, but an average of \$4.00 per week is recommended for a spending allowance. Parents/guardians must provide additional money for other special purchases. Visitors may 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 Kansas Juvenile Correctional Complex, with the resident name and identification number indicated. The resident will receive a receipt. **PLEASE SEND MONEY ORDERS ONLY.** Cash, checks, etc., will be returned to the sender.

KJCC has an account where money may be deposited for residents. A separate ledger records all deposits and withdrawals for each resident.

Please mail to: **Kansas Juvenile Correctional Complex
Attention Residential Fund
P.O. Box 8098
Topeka, Kansas 66608**

Authorized Absences from Campus

While KJCC 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. Any absence from the facility is for a specific purpose such as a medical appointment. The Superintendent approves all absences. Adequate supervision of the resident while absent from the facility is essential.

Residents Property

KJCC 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.
- Writing/drawing materials.
- No more than 20 photos kept in their personal possessions box.
- Electric Razor (must be secured by unit staff).
- Five books or magazines in any combination provided through the facility as long as the number only adds up to five. Books/magazines used for school/program requirements and written material relevant to specific correctional treatment programs are not counted as part of the five. Residents assigned to the Segregation Unit may have only one

personal book at a time. They also may have one religious book. (Soft back books only.)

- Religious articles must be commercially made. The value of any religious item may not be more than \$15.00.

Religious articles used in religious practices are allowed and maintained by staff in a locked area. The resident is given the article at such time he/she will use it for a personal religious activity.

If a resident has expensive possessions or items he/she does not want to risk having lost, stolen or damaged, he/she shall send them home. The cost associated with sending property home is the resident’s responsibility. Arrangements also can be made to send the property home at the conclusion of a visit. **THE FACILITY IS NOT RESPONSIBLE FOR ITEMS DESTROYED, STOLEN OR LOST.**

Clothing

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.

Mail

Constructive correspondence between residents and their families and others is important as a means to maintain ties with the community. KJCC maintains 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 purchase stamped envelopes in the canteen. **(Do not send stamps to the residents.)**
- You may send up to 5 pictures in each envelope.
- All mail is subject to search.
- All mail sent to a resident must have a return address with your first and last name or it will be returned.
- All incoming mail will be opened by the Information Center 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:

Resident name and identification number
Kansas Juvenile Correctional Complex
P.O. Box 8098
Topeka, KS 66608

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.
- JO number was not included on the 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 tobacco are also considered contraband and therefore not allowed on KJCC grounds.

If barred from a facility for undue familiarity or trafficking in contraband, the person will not be allowed to have 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

Shift Manager

KJCC is staffed 24 hours a day. A shift manager, who is on duty at all times, ensures the safety and security of the residents and manages routine facility operations.

Case Manager

A case manager assigned to each resident serves as a liaison between KJCC and the community and between the resident and his/her family. The case manager plays an important role in a resident’s program plan by arranging visits and phone contacts and by making recommendations for groups, privileges/level advancement and release planning.

Psychologist

Upon admission, each resident meets with a psychologist to determine the level of care needed for mental health services. Based on the assessment, the resident is assigned a psychologist and may be asked to participate in individual counseling and/or group therapy.

Drug and Alcohol Counselors

KJCC offers the curriculum *Pathways to Self-Discovery and Change: a Guide to Responsible Living*. Services also include comprehensive assessments and referrals for community resources for aftercare. Based on recommendations from an assessment completed within 21 days of admission, residents are placed into the appropriate programming. If a resident is unable to receive substance abuse services at KJCC, a referral is made to a community-based program upon his/her release. *Pathways to Self-Discovery and Change* utilizes group and individualized counseling along with didactic and psycho-educational groups. Group topics include medical effects and consequences of alcohol and drug use, thinking errors and its effect on behavior, anger and self-esteem.

Educational Staff

A teacher advisor assigned to each resident monitors the resident’s educational programming. The school’s staff also includes a principal, a full-time school counselor and a work study coordinator. KJCC offers an educational program through Lawrence Gardner High School, which is accredited by the Kansas State Department of Education. Each resident is assigned a daily seven-hour school program. Special education services also are available. Residents may graduate from the high school upon accumulating the required 23 credits or may transfer credits to another school. Students also can earn a General Equivalency Diploma (GED) and Adult Alternative Diploma. College courses are offered through Highland Community College where a resident may earn an AA degree. Vocational and job training opportunities are also available. Qualified residents may be involved in paid job placements provided at the KJCC.

Teacher Advisor

Each resident who is enrolled in high school and who is working towards a high school diploma or GED is assigned a teacher advisor. The advisor assists in identifying course work and additional services needed for educational/vocational success.

Chaplaincy/Volunteer Services

A full-time chaplain and a part-time Catholic priest are available to residents upon request for individual spiritual support or during religious services. Weekly worship and bible studies are available in the chapel and on the behavioral units. Special events occur during the holiday seasons and periodically. Participation is strictly voluntary. The chaplaincy department also supervises volunteers who play a large role in KJCC's religious programming.

Health Services

Upon arrival, each resident receives a physical and any necessary health-related services. Up-to-date immunization records are required so that health services is aware if immunizations are needed. Each resident has an annual physical. KJCC has full-time nursing staff with contracts for physician, psychiatric, optometric and dental services. Medical forms are available for resident access. Residents needing emergency care are taken to a local hospital.

The KJCC physician may refer a resident to an appropriate specialist in the community when necessary. Residents are not permitted to take any medications unless prescribed by the KJCC physician. KJCC supplies all prescribed medications. If you have questions, please contact the resident's case manager. **If you have health insurance coverage for the resident, please indicate this on the medical release.** *If a resident needs to be seen by an off-campus doctor or hospital, KJCC may file a claim to collect for the cost of the service.*

Activity Department

This department is dedicated to increasing the physical and recreational abilities of residents through structured activities on evenings, weekends and holidays. This is designed to teach the importance of physical activity for health and to use leisure time constructively.

Juvenile Corrections Officers (JCOs)

These staff members provide care and supervision 24-hours a day, seven days a week. 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.

Barber

A part-time barber provides hair care to all residents. All residents must follow KJCC's specifications on length restrictions.

Visitation

Visits are scheduled through the case manager during regular business hours. Visits must be scheduled at least 24 hours in advance and no later than 5 p.m. on the Thursday prior to the scheduled weekend visit. Residents are allowed visits according to their level as outlined on the Privileges and Incentives Program Chart. An approved adult visitor must accompany anyone under the age of 18 who also has prior authorization to visit.

Visitation is provided during the following times:

- Saturdays and Sundays: 9 a.m. to 4 p.m. Visitors will not be allowed in after 3:30 p.m.
- Holidays as approved by Superintendent.

Visitor Registration

Visitors 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 are required to successfully pass through a metal detector and check all personal items into an assigned locker.

Visitor Conduct

- All visits are monitored by KJCC staff and by cameras. All visits are subject to video recording and these video recordings may be used in prosecution if required in the event of legal charges.

- Visitors may not bring any items to be left for the resident during visits. These must be sent through the U.S. mail system and only following previously mentioned mail guidelines.
- Children must be supervised at all times by the parents or responsible adult. The parent or responsible adult is responsible for the child's conduct while in the visitation room.
- Touching is 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.) will not be tolerated and visits will 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 is 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. The treatment team may impose further restrictions, corrective action or sanction based on the reason for the termination.
- Smoking is not allowed at the Kansas Juvenile Correctional Complex. 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 Approved Dress

All visitors must come appropriately dressed and neatly groomed.

Inappropriate dress includes, but is not limited to:

- Tank Tops
- Tube Tops
- Spaghetti Strap Tops
- Revealing low cut necklines

- See-Through clothing
- Skirts or skorts that are 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
- Attire that displays gang affiliation, promotes drug or alcohol use and otherwise portrays an anti-social message.

*KJCC 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.

Allowable Visitor Personal Property

- Cash currency or coins are not allowed in the visitation area on East Campus (male residents) and are not allowed in the hands of West Campus (female residents). 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 cell phones, cameras and/or audio/video recorders are prohibited from entering the secure facility.
- KJCC 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.

Driving Directions

Local

Once you reach the intersection of Highway 24 and Rochester streets, turn north on Rochester. You will need to immediately turn left onto 25th street, which runs parallel to Highway 24 in front of the Dillons supermarket (like a frontage road). You must make a right hand turn on 25th street (there is a small green sign for KJCC and a right arrow). Follow this street as it curves around until you see a facility sign.

From Kansas City

Coming from Kansas City take I-70 west, take Highway 4 east off of the Turnpike to Highway 24. Take Highway 24 west toward Manhattan to the Tyler/Rochester intersection and then follow local directions.

From Wichita

Coming from Wichita on I-35 (Turnpike), take the west Topeka exit and take Topeka Boulevard north to Highway 24. Take Highway 24 west to Tyler/ Rochester intersection and then follow local directions.

From Salina

Coming from Salina, take I-70 east to Highway 75 then take Highway 75 north to Highway 24. Take Highway 24 east toward Lawrence to the Tyler/Rochester intersection, and then follow local directions.

