Message from the Superintendent

The staff and I welcome you to Kansas Juvenile Correctional Complex. Together, we are committed to help you and your loved one achieve goals so you can reunite with the necessary tools for continued success. Like most parents who have a loved one committed to our custody, you may have a lot of questions and concerns. This guide will help to answer some of those.

At KJCC we are dedicated to providing second chances. We believe that although the past may have put us where we are today, it does not necessarily define our future. We all can make changes that will lead to success.

There will be challenges you and your child will face and my staff are committed to working with you to overcome them. Your input and participation is very valuable to the success of your child. I encourage you to be an active participant in your child’s stay with us. Please feel free to call us at the facility should you have any questions or concerns. I wish you the very best and I look forward to supporting you and your child in your success.

Kansas Department of Corrections

A safer Kansas through effective correctional services.

The Department of Corrections, as part of the criminal justice system, contributes to the public safety and supports victims of crime by exercising safe and effective containment and supervision of youths by managing youths in the community and by actively encouraging and assisting youths to become law abiding citizens.
Table of Contents

Welcome ..................................................2
KJCC Speak..............................................3
Names/Numbers........................................3
When Your Child First Arrives ......................4
A Typical Day at KJCC.................................5
Visitation Procedures and Schedules ..............6
Contraband..............................................9
Phones, Restitution, Money..........................10
Mail.....................................................11
Your Child’s Rights While Here.....................12
Discipline...............................................13
PREA.....................................................14
Behavior Management System, Honor’s Unit.....15
Performance Based Standards ......................16
Lawrence Gardner High School ....................17
Description of Departments.........................18
Driving Directions to KJCC.........................21

KJCC Speak

ART = Aggression Replacement Training
AS = Administrative Segregation
BEST = Basic Employability Skills Training
CCII = Corrections Counselor II
CR = Conditional Release
CSA = Community Supervision Agency
DR = Disciplinary Report
DS = Disciplinary Segregation
EPRD = Earliest Possible Release Date
FAFSA = Free Application for Federal Student Aid
GED = General Education Development
HIPPA = Health Insurance Portability and Accountability Act
IEP = Individualized Educational Plan
ISO = Intensive Supervision Officer
JCO = Juvenile Correctional Officer
KDOC = Kansas Department of Corrections
LGHS = Lawrence-Gardner High School
LJCF = Larned Juvenile Correctional Facility
PbS = Performance-based Standards
RH = Restricted Housing
ROP = Restriction of Privileges
SJ = Summary Judgment
SSO = Special Security Orders
T4C = Thinking for a Change
WER = Weekly Expectation Review
YLS/CMI = Youthful Level of Service/Case Management Inventory

Names and Numbers You Need to Know

Your Youth’s KDOC Identification Number _________________

KJCC Main Phone Number 785-354-9800

Corrections Counselor Name: ___________________________ Number: __________________

ISO Name: _________________________________________ Number: __________________

Note: A contact list is also available on the KDOC website, found at: http://www.doc.ks.gov/juvenile-services/facilities/kjcc/contact
What the Parent/ Guardian May Expect

Upon admission, your child will stay in an intake unit for about 21 days before being assigned to a general population living unit. During their time in intake, they will meet with a variety of staff members to help give us direction on how to best work with you and your child. This includes medical, behavioral health, case managers, education, recreation, chaplaincy, etc. These meetings will consist of interviews and assessments that help us get to know your child better. From these assessments, we will create a case plan, or a list of goals and programs that your child will participate in and work to accomplish while here. We recognize that no one else knows your child quite as well as you do, so we invite and encourage you to participate in creating this case plan. This plan will also be discussed at the initial conference, which occurs around 21 days after your child is admitted here. You will be invited to attend this either in person or over the phone. These conferences occur every 6 months until your child releases from KJCC.

Each week, your child will receive a Weekly Expectation Review (WER) that documents their behaviors for the week and informs them of privileges granted, level advancement achieved, good time awarded and any behavior issues. The reports will be mailed monthly to you and your child’s intensive supervision officer (ISO).

Your child will have a Corrections Counselor (CCII) working with them while here. This CCII is not only here to work with your child, but to also assist in answering any questions or concerns you may have. The CCII will be your greatest resource while your child is here. Please do not hesitate to contact them with any questions.

When Your Child First Arrives........

Each living unit in the facility includes the following:

- A general living area, with a television, table, chairs, etc.
- Classroom for groups or meetings
- Telephones
- Outside recreation area
- Two single-person showers
- 15 bedrooms, all single occupancy

Each unit also has an assigned CCII whose office is on that unit.

One of two dining rooms. Youth eat all meals here and also have the opportunity to work here during their stay.
A TYPICAL DAY AT KJCC...

A typical day for your child may be something like this:

6:00am to 8:00am—Wake up, breakfast, hygiene care, preparation for school or work
8:00am to 11:45am—Morning school hours. See page 17 for a more thorough description of educational services
11:45am to 1:00pm—Break for lunch
1:00pm to 2:45pm—Afternoon school hours
2:45 to 5:00pm—Program or treatment groups (for those recommended to participate) or free time on the unit
5:00pm to 6:00pm—Dinner meal
6:00pm to 8:00pm—Organized recreational activities and opportunity for voluntary participation in other extra-curricular activities (i.e. faith-based groups, Girls Scouts, art/music appreciation, etc.)
8:00pm to 9:30pm—Preparation for night time. Bed time depends on what level of the behavior management system your child is on.

This schedule can vary and times are approximations.

If your child is a high school graduate, they have the opportunity to work instead of going to school. We offer a wide variety of jobs at the facility for your child, including landscaping, dietary, laundry, maintenance/custodial crew, etc.

If you have your child’s social security card and/or birth certificate, please contact your child’s CCII. We would appreciate obtaining copies of these items to assist with reentry planning for you and your child.
Visitation Procedures and Schedules

The staff at KJCC believe it is important to keep families and caregivers engaged. Most often, your son or daughter will be motivated to do well by having regular contact and visits with family members. We encourage involvement from family and other supportive people. If you are unable to attend visitation in person, please speak with your child’s CCII about availability of video visitation.

Visitation hours are every Saturday and Sunday, from 8:00 a.m., to 4:00 p.m. We also invite visitors on holidays, as approved by the Superintendent.

Visits are scheduled using a block schedule: either a 2-hour or a 4-hour visit in the morning or the afternoon on either a Saturday or Sunday.

Visits are scheduled through your child’s CCII. Space is limited in our visitation rooms, so if a table is not available at the time requested, your CCII will accommodate you with the next best time.

NOTE: If for some reason, you are late to your scheduled time we will still allow the visit, but the time it was scheduled to be over will still apply or you may choose to wait until the next available block schedule.

Visitation Procedures

♦ Persons wishing to visit must complete a visitor application, which can be obtained from your child’s CCII. (Coming soon: you will be able to find this application on the KDOC website: www.doc.ks.gov/juvenile-services/facilities/kjcc.)

♦ To schedule a visit, please contact your child’s CCII. All visits must be scheduled by Thursday, 4 p.m., for the visit to occur that weekend.

♦ If you cannot attend visitation during the days/ hours listed above, we do allow special visits to occur during the week, pending approval from the Superintendent. Please work with your child’s CCII to make this request.

♦ Please bring a photo ID or driver’s license with you to visitation. You will be asked to exchange that for a visitor’s badge. Please wear the visitor’s badge while in the facility. We will return your photo ID/driver’s license to you at the conclusion of your visit.

♦ You will be asked to successfully pass through the metal detector prior to your visit.

♦ If you choose to exit the facility during your visit time, you will not be allowed back into the visitation room.

♦ Please talk in a normal conversational tone to help keep noise levels down.

♦ A brief embrace is acceptable at the beginning and end of each visit.

♦ Smoking is prohibited on all KDOC properties. This includes the KJCC parking lot.
Visitation Procedures and Schedules Continued

Inappropriate dress includes, but is not limited to:

- Tank tops, tube tops, or spaghetti strap tops
- Revealing, low cut or see-through clothing
- Skirts/skorts that are shorter than 3 inches above the crease on the back of the person’s knee
- Shorts (except for children 10 years old and younger)
- Attire that displays gang affiliation, promotes drug/alcohol use, and/or otherwise portrays an inappropriate message

**KJCC reserves the right to deny entrance to any visitor when it is determined that the visitor’s attire is unacceptable. This decision will be made by the highest ranking officer on duty.**

Conduct during visitation:

- 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.
- Please do not bring any items to be left for your child during visits. These must be sent through the U.S. mail system and must follow KJCC mail guidelines.
- Children must be supervised at all times by the parent or responsible adult. The parent or adult is responsible for the child’s conduct while in the visitation room. You may bring in one diaper, one bottle, one blanket, one pacifier and a small amount of wet wipes. All other items may be placed in the assigned locker, including the diaper bag.
- Touching is limited to a brief embrace 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.
- Your child is 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 rules, behavior that is disruptive to the visitation room and other visitors, or any behavior that breaches the safety/security of the visitation room and visitors.
- If staff for any reason terminates a visit, no future visits may be scheduled until your child’s treatment team reviews the termination. There may be further restrictions or corrective action, depending on the reason for the termination.
Visitation Procedures and Schedules, cont.

Because we care about the safety of your child as well as our staff, please do not bring the following items into the facility:

- Cigarettes or Tobacco Products, including matches or lighters
- Any personal electronic device, including cell phones, cameras, recorders, radios, MP3 players, etc.
- Batteries or Personal Tools
- Alcohol, Narcotics, or Illegal Drugs
- Guns, Knives or Weapons
- Personal Restraints or Personal Restraint Keys
- Pets (Unless Used to Assist a Disabled Visitor)
- Purses or Packages (Family Visitors)

- If you have any questions regarding what is allowed in the facility, please feel free to ask and we are more than happy to let you know!

- You may bring in cash, currency or coin, not to exceed $10.00 in total, to purchase food from the vending machines for your child.

- No money may be given to your child.

- No outside food may be brought into the facility. The only food/drink items you may provide for your child is what is purchased in the facility vending machines.

Your feedback is important to us! A suggestion box is located in the front lobby.

We welcome any suggestions you may have. There is also a separate locked box where you can drop off money orders when you are at the facility for a visit.

Pictured right: one of our para-professionals assists a student with their class work
Contraband

Prohibiting and searching for contraband in the facility makes this a safer place for visitors, staff and youths. Facility policy states we are to have room searches conducted on a monthly basis. The searches are conducted by operation staff or investigators.

**Dangerous Contraband** is defined as any item, part of an item, or instructions on creation of an item, that is:

- Capable of causing serious damage to an individual or is likely to produce seriously dangerous situations or conflict;
- No youth is allowed to possess, hold, sell, transfer, receive, control, distribute, or solicit any dangerous contraband; and,
- Bringing dangerous contraband into the facility may effect all future visitations.

**Less Dangerous Contraband** is defined as any item, ingredient, component or instruction that is:

- Moderately dangerous, such as cell phones, tobacco products, books, etc.;
- No youth is allowed to possess, hold, sell, transfer, receive, control, distribute or solicit any less dangerous contraband; and,
- If contraband is passed to a youth, it could result in a violation and would be a **Class II offense for the resident**.

**Your help is important to us.**

Contraband in the facility makes this an unsafe place for you, your child, and KJCC staff. We would like your help in reporting what you see. If you believe someone is bringing in contraband to KJCC please report it to any staff member.

**Searches**

We conduct thorough searches consistently and constantly in an effort to provide a safer facility for everyone. Anyone entering the facility is subject to be searched.
Communication with family members is a vital part of the youth’s program. Your child and their CCII will meet during the intake process to create an approved phone list. Your child will only be able to call those individuals on the approved phone list. All phone calls can be monitored and recorded.

Length of calls can not exceed 15 minutes, however there is no limit to the number of calls they can make. Phones may be used between the hours of 7:00 am and 8:30 p.m.

In case of an emergency, contact your child’s CCII or the facility directly at 785-354-9800, as incoming calls are not allowed on the youth phone system.

Funds may be added to the youth phone system by following the directions in the CenturyLink brochure provided by the facility or found on the KDOC website: www.doc.ks.gov/juvenile-services/facilities/kjcc.

It is imperative that all youth, regardless of the seriousness of their offenses, leave the system understanding that actions have consequences and that they are responsible for their own actions.

KJCC makes all reasonable efforts for the collection and payment of court-ordered and/or in-house restitution owed by your child. All income earned and supplemental funds received shall be subject to an automatic withholding of 50 percent for court ordered restitution. In-house restitution shall be taken from any money credited to your child’s account but not to interfere with court ordered restitution. Your child may be ordered to pay in-house restitution if they damage or destroy any facility property.

In-House Restitution: A condition that is imposed through the formal disciplinary process by KJCC or another juvenile correctional facility that requires the offender to pay and/or work off through labor.

If you wish to send money to your child, it needs to be in the form of a money order (MO) and sent to the facility in care of: KJCC Business Office, P.O.Box 8098, Topeka, KS 66608. Your child will be notified of any money order received on his/her behalf.

In order for us to process the MO as quickly as possible, it needs to have your child’s name and ID number on it as well as the name of the sender. Please make sure that the information is legible.

Any cash or personal checks will be automatically returned.
**Mail—Very Important**

Youth have the right to receive and send mail unless restrictions apply. These restrictions could include:

- A court order
- Recipient or guardian request no contact
- If youth tries to contact victims
- If youth is attempting to correspond with an individual in another correctional facility (adult or juvenile) without prior approval

Incoming mail cannot have sexual remarks, profanity, gang-related material, or references to delinquent activities (weapons or drugs, for example) either in the letter or on the envelope. Staff log all correspondence, open, and inspect all standard mail for contraband, language and specific restrictions. Unless extraordinary circumstances arise, all mail will be distributed to the units the day it is received. No mail will be delivered on weekends or state/federal holidays. No more than 5 pictures will be allowed per envelope. Incoming 1st class letters will need to be no larger than 9 ½ x 4, or standard birthday card size. All other sizes may be returned (i.e. brown clasp style envelopes, packages, or padded envelopes). If a letter is returned to sender, the youth will receive a memo indicating whom they got a letter from and why it was returned. A sticker will be placed on the back of the envelope indicating to the sender why it is being returned. Any confidential or privileged mail will be sent to the youth’s CCII for the youth to open and discuss the contents with the CCII if necessary.
Your Child’s Rights While Here

1. Access to written rules of the KJCC program and the consequences of violations contained in the Offender Rule Book and Behavioral Management System.

2. Knowledge of and access to the grievance procedure without interference as defined in agency policy.

3. Opportunity to appeal an alleged violation of rights or undeserved consequences as defined in Behavioral Management System or Grievance procedure.

4. Proper, safe and sanitary shelter, nutritious food, and security of self and personal possessions.

5. A safe, healthy, and rehabilitative environment free from personal abuse, corporal/physical punishment, personal injury, disease, property damage and harassment.

6. Freedom from unusual, hazardous and experimental research programs.

7. Direct access to health care and a procedure for making complaints. These medical complaints are monitored and responded to daily by medically trained staff. Your child is informed of these procedures while in the Reception and Diagnostic Unit (RDU)/Intake. All youth will receive health services including but not limited to, a complete medical, dental, and mental health assessment during the intake process, and all findings will be appropriately documented.

8. Information about their program plan and active participation in it.

9. Access to their facility CCII.

10. Appropriate educational services.

11. Youth with disabilities will have access to appropriately designed housing, education, equipment, facilities and the support necessary to perform self-care and personal hygiene in a reasonably private environment.

12. Freedom from discrimination based on race, religion, national origin, sex, physical handicap, or political views in the making of administrative decisions and in providing access to programs.

13. Confidential contact and communication with their attorney, the Superintendent, clergy, and the Deputy Secretary.

14. Send and receive correspondence in accordance with facility policy.

15. Daily showers and showers after strenuous exercise.

16. Food will not be used as a disciplinary measure.
Discipline

While your child is at KJCC there are facility expectations and Kansas Administrative Regulations (K.A.R.) that are to be followed. Your child will be advised of the facility/unit expectations and will be provided an Offender Rule Book that will list all of the K.A.R. violations and the possible penalties for not following them.

The steps in addressing behavioral misconduct, starting with informal discipline, can be a verbal redirection, a markdown on their Weekly Expectation Review (WER), a Summary Judgment (SJ). The last resort is a Disciplinary Report (DR), which is formal discipline. However, if it is a Serious Act of Misconduct (below), they will automatically receive a DR.

When the violation is severe, it is possible they will be moved to a different unit pending the outcome of their hearing in order to allow them time to cool off and work through their issues. KJCC will only use Restrictive Housing (separation from general population) when your child is at risk to harm themselves or others. We will make every attempt to work with your child to correct behaviors before ever getting to this point. If the violation is severe, it might effect his/her visitation privileges. The CCII will advise you of their status when you schedule a visit.

Other sanctions your child might receive due to misbehavior could be any of the following or a combination of: loss of good time, extra work detail, restriction to their room, restriction of certain privileges, restitution (in cases of property damage), loss of level and/or a verbal or written reprimand.

If your child does not agree with the outcome of the hearing, the sanction, or feel they were not afforded their rights, they have the right to appeal the decision of the Hearing Officer.

**Serious Acts of Misconduct are:**

Aggravated assault on staff or youth; Sexual assault; Kidnapping; Arson; Escape; Rioting; Possession of a weapon or dangerous instrument; Possession or use of Drugs or toxic vapors; Deliberate damage to state, staff, or peer property; Unlawful assembly; Participating in or assisting a criminal organization; Leading or participating in a criminal street gang; Tampering with, or possession of a security device; and Substantial disruption of the facility.
PREA—PRISON RAPE ELIMINATION ACT

KJCC has a ZERO TOLERANCE policy regarding sexual abuse. During intake, we provide your child with training regarding:

⇒ How to protect yourself against sexual abuse
⇒ How to report sexual abuse
⇒ What happens after you report it
⇒ The consequences of committing sexual abuse

There are several ways for your child to report any sexual abuse or sexual harassment incident.

⇒ On the units, your child will have access to two telephones. When they pick up the receiver, it directs you immediately to the Kansas Protection Center where the call is answered, the information is recorded and a report is prepared. The information in that report is then sent to the Attorney General’s office, facility investigators and PREA Compliance Manager. KJCC will investigate all such reports. During the investigation, a letter from the Superintendent will be sent to the parents or guardian to let you know there has been an incident. Please call the Superintendent if you have questions.

⇒ You child has access to the emergency grievance forms on their unit.

⇒ They are able to tell their unit officer, their school teacher, medical staff or any other staff person.

⇒ They are able to let you know either over the phone or during visitation and ask you to make the report on their behalf. The phone number to the Kansas Protection Center is: 1-800-922-5330.

KJCC’s ultimate goal is for everyone entering this facility to be safe from abuse and harassment of any kind.

End the Silence
Sexual abuse is an act of violence.
Behavior Management System

KJCC uses a 5 level behavior management system. The progression through the levels depends on your child’s behaviors and participation in education, groups, programs, etc. Each week, behaviors are documented on the Weekly Expectation Review (WER). Each Monday, the CCII will sit down with your child to review these.

To advance through the levels, we ask for your child to make good choices and to follow the rules of the facility. With each step to a higher level, comes an increase in privileges and incentives. However, it is possible for your child to lose a level depending on their behavior. Their behaviors also affect the good time they are eligible to earn, so it is important for them to try their best. Realizing that we all make mistakes sometimes, the goal of our behavior management system is to help your child learn from theirs. We are looking for consistent behavior that is positive and appropriate.

Privileges change at each level of the behavior management system. Some examples include:

- Later bed time
- More personal property allowed in room
- Longer visits with those on the approved contact list
- Ability to add more individuals to approved contact list
- Access to paid employment
- Ability to purchase meal from a restaurant outside the facility (for example, McDonalds, Burger King, etc.)
- Increased spending limit on canteen

Honor’s Unit

All male youth are eligible for the Honor’s Unit. Achieving eligibility for this unit is based on their behaviors that display the pillars of Honesty, Respect, Integrity, and Personal Responsibility. Inclusion in this program affords your child with a variety of experiences, privileges and opportunities. To learn more, please talk with your child’s CCII.
Performance-based Standards (PbS)

Performance Based Standards (PbS) is a quality improvement process created by the Council of Juvenile Corrections Administrators (CJCA) and recognized by the Department of Justice. PbS is a system for juvenile correctional agencies across the country to identify, monitor, and improve conditions and treatment services provided to incarcerated youth utilizing national standards and outcome measures.

PbS seeks to improve conditions of confinement for youth by treating every youth like they are one of our own.

Parent/Guardian Survey

Prior to your child’s release, you will receive a PbS Family Survey in the mail, along with a self addressed stamped envelope. We ask families/guardians for your perceptions and experiences as part of the national PbS program. PbS collects information about the quality of life and services in facilities. We will use your answers from the surveys to identify ways to better serve our youth and their families. We also collect data on facility safety, education, fairness, rehabilitation programming, health services, behavioral health services, and planning for the youth to return to the community.

We ask that you please take a few minutes to complete the survey as your answers will help KJCC continue providing effective services, as well as identifying areas of improvement. The PbS Family Survey is completely voluntary and your responses and comments will be kept completely anonymous and confidential. Neither your name nor your child’s name will be associated with the survey information.

Thank you for completing the survey to help us be more effective in our services. It is greatly appreciated.
Lawrence Gardner High School (LGHS) is an accredited school that serves all youth seeking their GED, high school diploma, and/or vocational training. We administer on-line learning through Odyssey and Plato learning systems. Class sizes do not exceed 12 students. All classes are taught by a licensed teacher and some include a certified para educator as well. For those students that qualify (16 years of age and a junior in HS), Washburn Institute of Technology offers dual credit courses (high-school and college credits) in areas of Occupational Safety and Health Administration certification, Computer Aided Drafting, Certified Production Technology, Electrical, Plumbing, and National Center for Construction Education and Research classes – at no expense to the student. We firmly believe in the use of rewards to help motivate youth and do so through our point-based behavior management system, (imitation) money rewards, and a grocery store that gives students recognition for their efforts and behaviors while learning a valuable money management skill (they can even collect interest on their money that is placed in savings). Our extracurricular activities such as our Student Council, Science Fair, Spelling Bee, monthly Physical Extravaganzas and multiple holiday competitions give our students opportunities for fun and interactive learning in a structured environment. Finally, we have an annual Open House that encourages communication with family members wishing to meet our school staff and experience LGHS first hand. Hopefully, all of this makes for an enjoyable learning experience for your child while here at KJCC.

If your child leaves KJCC before finishing their diploma or GED, we will ensure that their school records and credits are sent to their next school. Your child also has the option of continuing their unfinished coursework online after they leave KJCC through Smoky Hill Education Service Center.

Please do not hesitate to contact us at Lawrence Gardner High School if you have any questions about your son or daughter’s educational services. Our school office phone number is (785) 354-9798.
Programs:

Your child may be recommended to attend facility groups/programs. These may include the following:

Motivation to Change - designed to increase a youth’s motivation to change their behaviors.

Aggression Replacement Training - teaches coping skills and strategies for appropriately dealing with one’s anger.

Thinking for a Change - focuses on the thinking patterns that support negative behaviors, seeking to replace negative thoughts and thought processes with those that encourage positive behaviors. Teaches social skills to assist with the youth’s new thinking.

Girl’s Circle (girls only) - seeks to promote strong self-awareness in girls and develop strength, courage, confidence, honesty and communication skills.

Health Services:

Upon arrival, your child will receive a physical and other health related assessments. Your child will have a yearly physical. Additional medical services will be provided upon request and as needed at the facility. We provide 24-hour access to medical care. We also have a Physician, Psychiatrist, Optometrist, and Dentist who are at the facility several times each week. Your child can access medical care by filling out an “HSO Request Form” that is available on the unit. If they were to ever require emergency care, they will be assessed and treated by internal and external medical personnel, as needed. If your child receives emergency care, you will be notified.

Behavioral Health Services:

When your child arrives, they will meet with a psychologist for a screening. This will tell us how we can best help them. They may have a psychologist assigned to them during their stay at KJCC to help them access services and deal with difficult situations. Behavioral Health offers a wide variety of treatment services including individual and group counseling as well as treatment for sexually motivated offenses and substance use.
**Mentoring4Success** is a program to help your child by matching them with a positive adult role model. This mentor will provide encouragement and help to you and your child, both here at KJCC and when they return to the community. When your child is within six to twelve months of release, they can enroll in this program. Their CCII will guide them through the enrollment process.

**Activities/Recreation**—Fun times! During each youth’s stay, they are encouraged to participate in a variety of recreation and leisure activities. We post an activity calendar in every living unit and give them an opportunity to participate. Your child has access to more activities as they progress up the level system. The recreation department oversees the canteen program where your child can purchase hygiene items and food items.

**Employment and Re-Entry**—We provide paid opportunities for your child to learn job skills while at KJCC, such as food service, maintenance, custodial, laundry and landscaping. Jobs are available before and after school for those still in school, and if they have graduated, they may work full time. This employment provides skills, leadership abilities and experience working as a team. It also starts to build a resume for when they go back into the community. When it is time to leave, our staff meets with your child and together they work on resume building, interviewing skills, independent living skills and much more. We also help with Kansas Driver’s License Handbook and Practice Exam preparation, FAFSA registration, Selective Service registration and connecting to resources in their community.
Religion and Volunteer Services Department is here to help with any spiritual needs your child may have. KJCC has one full time and one part time chaplain to provide services to persons of various faiths. Religious services are offered on the weekends along with other special events and activities throughout the week. There may be a time when your child experiences grief or loss while in the facility. We are here to offer a supportive presence to help them work through this difficult time.

Volunteers provide critical support to youth and the Kansas Juvenile Correctional Complex. Volunteers are caring, nurturing role models helping youth to gain a sense of hope and self-worth. Many volunteers provide religious services and events throughout the year and are a resource for educational and career development. In many cases volunteers are there just to listen when youth need someone to talk to.

Operations Department. The goal of the operations department is to ensure the security of the facility in order to keep youth and staff safe while here. They also manage all routine daily facility operations. In addition to security, Officers assist your child by helping them problem solve situations and serve as role models of appropriate behaviors. There is an officer with your child 24-7.
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-70west, 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.
KJCC Gymnasium

Individual school instruction

Members of Washburn University Football team put on football camp

Unit decorating contest during the holidays

Graffiti contest during the KJCC Summer Games
Youth are able to learn a wide variety of skills and earn a wage for doing so. Pictured right, a youth on the landscaping crew mows part of the facility lawn.

For additional information regarding the Kansas Juvenile Correctional Complex and the Kansas Department of Corrections, including an electronic copy of this handbook, please feel free to visit our website at www.doc.ks.gov/juvenileservices.

When you arrive at this website, you are also able to find:

- Additional Facility Contact Information
- Overview
- Youth Handbook
- Programs
- History
- Superintendent biography
- Visitors application
- A link to Century Link Phone System

The Kansas Department of Corrections is also now available on Facebook at https://www.facebook.com/KSCorrections

KJCC will soon be starting a Parent/Family Orientation, where you can meet facility leadership and become more familiar with the facility! Keep an eye out for an invitation to arrive in the mail.