Kansas
Department of Corrections

Juvenile Services

KANSAS
JUVENILE
CORRECTIONAL
COMPLEX

YOUTH HANDBOOK

Wendy Leiker, KJCC Superintendent

Message from the Superintendent

The staff and I at the Kansas Juvenile Correctional Complex (KJCC) welcome you as you begin your stay with us. Together, we are committed to helping you achieve your goals.

A decision has been made by the courts to place you in our custody for a set amount of time. Therefore, the facility staff and I have a direct responsibility to assist you with your programming and academic needs, as well as your behavioral needs, while you are here.

I expect you to work with us so you are prepared for the challenges ahead of you once you leave our facility and return to your community. I am dedicated to helping you succeed and will provide you with the tools and resources to help you do so. I wish you the very best and look forward to getting to know you and work with you. If you have any questions, please feel free to ask.

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 offenders by managing offenders in the community and by actively encouraging and assisting offenders to become law abiding citizens.

Where you can find.....

Welcome 4
KJCC Speak 5
What to Expect 7
Your Rights 8
Clothing & Meals 9
Your Mail 10
Your Money 11
Visitation 12
Grievances 14
Contraband 15
Disciplinary Procedures 16
PREA 17
Behavior Management System 19
PbS 21
Education 22
Medical and Behavioral Health 23
Case Management 24
Chaplaincy & Volunteer Services 25
M4S..... 26
Recreation 27
Re-entry 28
Juvenile Council 30
Honor's Unit 31

Kansas Juvenile
Correctional Complex
1430 NW 25th St.
PO Box 8098
Topeka, KS 66608

WELCOME TO KJCC

You have been committed by the courts to a juvenile correctional facility and will begin your stay here at the Kansas Juvenile Correctional Complex (KJCC). At the end of your time here, you will return to the community and will be on Conditional Release (CR) status, unless the court did not assign you any CR time.

The judge has set a time that you are legally required to stay here. A date was set that is the minimum or the earliest that you can be released. This is called the Earliest Possible Release Date (EPRD). Releasing on this EPRD is mostly up to you and your behavior at the facility. KJCC is here to assist you in completing your time here with as much ease as possible and helping you to take advantage of your time here so that you leave better prepared to re-enter the community as a productive citizen.

The State of Kansas operates two juvenile correctional facilities: KJCC and Larned Juvenile Correctional Facility (LJCF). All male youth have the potential to be transferred to the LJCF after your time in intake. If you are selected to transfer, your parent/guardian and Intensive Supervision Officer (ISO) will be notified on the day of your transfer.

Someone also will review this handbook with you during your orientation.

KJCC "SPEAK"

Frequently Used Terms and Acronyms

ART = Aggression Replacement Training
AS = Administrative Segregation
AT = Activity Therapy
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
HSR = Health Services Request
IEP = Individualized Educational Plan
IMPP = Internal Management Policy and Procedure
ISO = Intensive Supervision Officer
JCF = Juvenile Correctional Facility
JCO = Juvenile Corrections Officer
KDOC = Kansas Department of Corrections
LGHS = Lawrence-Gardner High School
LJCF = Larned Juvenile Correctional Facility
M4S = Mentoring4Success
MO = Money Order
PbS = Performance –based Standards
PC = Protective Custody
PREA = Prison Rape Elimination Act
RDU = Reception and Diagnostic Unit
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

KJCC Photos

Graduation

Summer Graffiti Contest

Running Free 5k Race

Playhouse built by youth in the Washburn Tech Construction Class

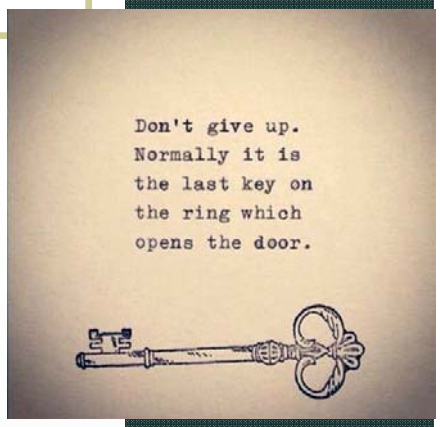
What happens to your belongings when you come in?

When you arrived, your clothes and other personal belongings were sealed in a box and are currently being stored at the KJCC Commissary. Your box will be given to your ISO on their next visit to the facility. They will keep it for you until your release.

"For success, attitude is equally as important as ability."

— Harry F. Banks

What to expect when you first arrive ....



As you arrive at KJCC, you will be placed into one of our Reception and Diagnostic Units (RDU). This placement typically lasts for about 21 days and is a time when you will be able to get familiar with the facility rules, schedules and available services. A few assessments will be done so that we can learn more about you.

At the end of the RDU process, you will take part in an initial program conference where your case manager will discuss your assessments, recommended groups and help answer any questions you may have. This information is used to write your individual case plan goals that you will work on here. KJCC staff are dedicated to helping you complete your goals on your case plan. Your participation in this evaluation process is very important to us and you. With the assessments complete, you will be moved to a general population housing unit, and you will be assigned to a corrections counselor (CCII) who you will work with during your stay.

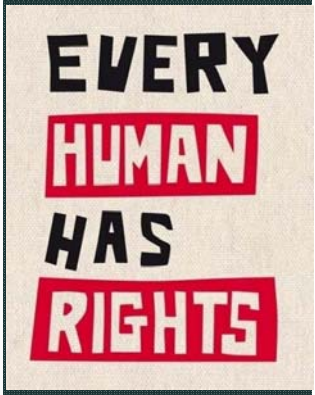
Your CCII has many roles. The CCII is your case manager and your advocate (though they will hold you accountable as needed). CCIIs help to teach groups as well as manage many other duties. CCIIs are here to help you. You will need to do your part too, of course, in working with them and participate in the groups and services that have been identified for you. It is important to us that you are an active participant in developing the goals on your case plan. The case plan is not made up of our goals for you. Rather, these are the goals you set for yourself to accomplish at KJCC to make a smoother transition into the community.

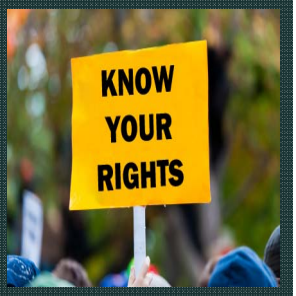
You are encouraged to use the time you are here in a wise manner. There are many opportunities here for you to better yourself, whether that be through education, college courses, employment opportunities, programs, treatment, etc.

YOUR rights while you are 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 Privileges and Incentives
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 or Grievance procedure.
4. Proper, safe and sanitary shelter, nutritious food, and security in 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. The juvenile is informed of these procedures while in the Reception and Diagnostic Unit (RDU)/ Intake. All juveniles will receive, 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 your program plan and active participation in it
9. Access to your facility CCII
10. Appropriate educational services
11. Juveniles 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 your attorney, the Superintendent, clergy, and the Deputy Secretary
14. Correspondence within the rules of the KJCC General Orders. All incoming standard correspondence sent to the juvenile shall be opened at the Information Center. All items deemed appropriate, and not contraband, will be forwarded on to the juvenile's living unit for distribution
15. Daily showers and showers after strenuous exercise
16. Food will not be used as a disciplinary measure

Remember: There are rights and there are privileges. Don't confuse them.





How do you get clothing and hygiene items?.....

Intake clothing and hygiene items (see list to the right) will be issued upon your entrance into the intake unit (jumpsuits for males and green shirt/pants for females).

Regular clothing will be issued once you transfer from RDU to your assigned housing unit in general population.

Clothing must remain unaltered and in its original form: no tearing, cutting, or writing on your clothing. You are allowed to wear one layer of clothing, with exception during winter when you are allowed to wear a sweatshirt as well.

Please wear your clothing appropriately: shirts should be tucked into the pants, no sagging of the pants; no inside-out clothing, etc.

Clothing:

- Pajamas
- Jumpsuits
- Gender appropriate undergarments
- Sweats
- Shorts
- T-shirts
- Socks
- Shoes
- Jeans/khaki pants and polo shirts.

KJCC has its own on-site laundry facility. There is a clothing pick up and delivery unique to each housing unit. The laundry process for males and females is different. Your staff will explain this process to you.

Hygiene:

- Shampoo
- Soap
- Toothpaste, toothbrush
- Comb
- Shaving cream, razor
- Deodorant, plus hair conditioner, hair grease, lotion
- Feminine hygiene products for the female offenders.

Haircuts are available, but not required. The only requirement is to keep your hair neatly groomed and clean.

To sign up for a haircut, please see your CCII.

What's for dinner?.....

Three meals and an evening snack are served every day. Most living units go to the dining rooms at mealtime. The facility participates in the National School Lunch and Breakfast programs, so your meals will meet the guidelines of these programs.

Special meals are prepared in recognition of holidays such as Easter, Thanksgiving and Christmas.

If you require different food for reasons such as an allergy, medical condition or for religious purposes, the health care provider or chaplain will provide written instructions to the food service department. Substitutions or different menu items will then be prepared and served to you.

The food service contractor makes special meals that are available for you to purchase and the Recreation department arranges for carry-out meals from local restaurants, usually on Fridays. You can purchase one of these meals based on your incentive level. These meals are in addition to the regularly served meals and snacks.

Your Mail—very important.....

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

- If the court orders a restriction
- If parents/legal guardians of children receiving mail from you don't want that to happen
- If you try to contact victims
- If you are attempting to correspond with an individual in another correctional facility (adult or juvenile) without prior approval

There may be consequences if you violate these restrictions.

Your Mailing Address:

Kansas Juvenile Correctional Complex
PO Box 8098
Topeka, KS 66608-0098

KJCC Phone Number:

(785) 354-9800

Incoming and outgoing mail must have your full name, your ID number, Unit and return address on the envelope.

- 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 will log all correspondence and inspect for contraband. 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.

Outgoing mail: Your CCII will review your letter. If approved for mailing, the CCII will bring it to administration for processing.

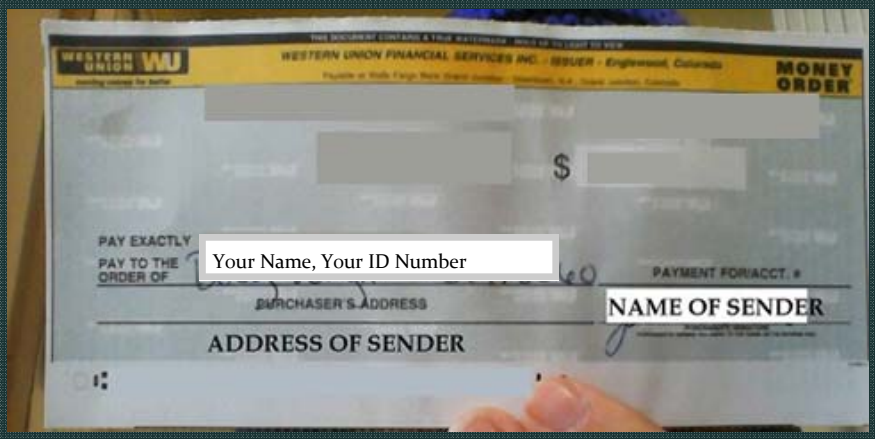
Incoming mail:

- All standard mail will be opened for review and checked for contraband, language and specific restrictions.
- 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, you will receive a memo indicating whom you 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.
- Confidential or privileged mail will be sent to your CCII and you will open and review together if necessary.

Your name and ID number
KJCC & Unit Name
PO Box 8098
Topeka, KS 66608-0098

Person's name
House number and street name
City, State, Zip code

Your Money—Very Important.....



Money Orders

In order for us to get your money to you as quickly as possible, the money order needs to have:

YOUR name

YOUR ID number

Name of Sender

Any money that family sends you needs to be in the form of a money order (MO) and sent to the facility in care of the Student Bank. Any cash or personal checks will be automatically returned. Money orders should come in a separate envelope and not be included with a personal letter. The envelope that the money order comes in will be sent to you, as any other letter. Written on the front of the letter will be MO and the amount. Example: MO $20. You will also receive a receipt from the Business Office when the money order is deposited in your account.

Restitution

If you have court-ordered restitution, it will be verified through your CCII monthly. If you owe restitution of any kind, the KJCC has the authority to hold those funds for payment on restitution.

Telephone calls

You are allowed to contact pre-approved family members and friends through the youth phone system at your own expense.

- Calls can be monitored and recorded.
- You will be asked to submit to your CCII a list of persons to place on your phone list for approval prior to making any phone calls.
- All calls may be up to 10 minutes in length.

Visitation Procedures

Visitation Hours

- Each Saturday and Sunday, from 9:00 a.m. to 4:00 p.m.
- Holidays, as approved by the Superintendent

Procedures

Persons wishing to visit you must complete a visitor application, which they can obtain from your CCII. All visits must be scheduled through your CCII by contacting them during regular business, Monday through Thursday. If your visitors cannot attend visitation during the hours listed above, we do make arrangements for special visits to occur during the week. Please work with your CCII to make this request.

We reserve the right to suspend a visit that has already started, if the visitor is dressed inappropriately, brings in or attempts to bring in contraband, or behaves inappropriately during the visit.

Visitation Dress Code/Allowable Property/ Conduct

Appropriate Dress for Visitation Includes:

- Being neatly groomed for visitation
- Coming to visitation in your appropriate clothing
- Appropriate hygiene (teeth brushed, hair combed, etc.)

Allowable Visitor Personal Property:

- Please do not bring any items to visitation with you to have your visitors take home with you, unless you have received prior approval to do so
- You may not accept any items from the visitors to take back with you

Conduct During Visitation:

- Visitors may purchase food for you from the vending machines in the facility's lobby area. Please consume all food prior to the end of your visit, as you are not allowed to take it back with you
- There are games, books and toys available for use during visitation. These can be obtained through the staff working visitation.
- Children must be supervised at all times by the parents or responsible adult
- Touching is limited to a brief embrace between you and your visitor 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 have the discretion to end visits in this event
- You are allowed to hold your own infant/toddler during the visit
- Please do not use inappropriate language (i.e. cussing) and make sure your behavior is appropriate during the visit. This includes not disrupting other visits taking place or behaviors that cause safety and security issues. Our staff will be supervising you and your visitors during this time and may terminate a visit at any time if these things occur
- If your visit is terminated by staff because of any inappropriate language or behaviors, your treatment staff will need to review the situation prior to visits being reinstated

Have a complaint? Steps to Resolving.....

Grievance, what is it?

A grievance is a formal complaint regarding a condition, circumstance, or action considered to be unfair. If you have a concern or complaint, we encourage you to first try to find a solution by talking with the staff involved (this is what we call "informal verbal communication"). However, if the informal process is not working or if you prefer not to address the issue informally, you may file a grievance. All grievance forms can be located on your unit. If you need help completing the grievance form, you may contact your CCII. Please do not take matters into your own hands; use the grievance process and allow it to work for you to resolve your issues and/or concerns.

Step 1 — Appropriate informal verbal communication between the two parties.

Step 2 — If not successful with Step 1, then write an Offender Request to Staff, and place in unit or med-line Grievance box.

Step 3 — Wait 5-7 days for response. If not satisfied with the response to your request, you may file a formal grievance. The first step in the formal grievance will go to your program team.

Place it in the box labeled Grievance—in the day area of your unit.

Contraband ....

Contraband is defined in the Kansas Administrative Regulations (KARs), which can be found in the Offender Rule Book. Prohibiting and searching for contraband in the facility makes this a safer place for you during your stay, as well as making it a safer place for staff and other guests of the facility. Facility policy states we are to have room searches conducted on a monthly basis. The searches are conducted by operation's 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
- Is not issued by KJCC, sold through canteen, or specifically authorized or allowed by the facility to be in your possession
- No youth is allowed to possess, hold, sell, transfer, receive, control, distribute, or solicit any dangerous contraband
- Violation of this regulation is a **Class I offense**, which is considered the most serious offense

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

- Moderately dangerous
- Is not issued by KJCC, sold through canteen, or authorized by agency/facility policy and procedure
- No youth is allowed to possess, hold, sell, transfer, receive, control, distribute, or solicit any dangerous contraband
- Violation of this regulation is a **Class II offense**

If you don't report it, what happens?

If you or someone you know is bringing in contraband to KJCC and you do not report it, you may be committing a felony and action may be taken, including criminal charges. Contraband in the facility makes this an unsafe place for you, other residents, and KJCC staff.

Searches

In an effort to find and remove contraband, we regularly search the facility. Only staff trained in searches will conduct searches. At no time will you be allowed to search another youth. Only staff are allowed search you. We conduct thorough searches consistently and constantly in an effort to provide a safer facility for you and for our staff. You will only be searched by a staff member of the same gender as you. The only exception to this would be in an emergency situation.

What are your rights to the disciplinary process?

- The Disciplinary Report (DR) must be written and served within 48 hours of the incident, not including Saturdays, Sundays and holidays. A DR may also be written 48 hours after the completion of an investigation, excluding Saturdays, Sundays and holidays.
- To receive advance, written notice of the offense that you are alleged to have committed and a fair hearing by an impartial hearing officer.
- To be present at the hearing.
- To present documentary evidence.
- To testify on your own behalf.
- To have witnesses called to testify on your behalf.
- To confront and cross-examine witnesses.
- To be furnished with staff assistance according to K.A.R. 123-13-408.
- To Appeal the outcome of any Class I and II violations to the Deputy Secretary or designee and any Class III violation to the Superintendent or designee.

Disciplinary Procedures

For specific and detailed information regarding facility disciplinary procedures, Disciplinary Reports, Summary Judgments, your rights, etc., read your Offender Rule Book, (**Blue Book**). The following information will give you a brief snapshot of what the Offender Rule Book contains.

There are 3 Classes of offenses and penalties:

- ***Class I*** **(the most severe)**
- ***Class II***
- ***Class III*** **(the least severe)**

Summary Judgments: Cases involving alleged Class III offenses as well as some Class II offenses are eligible for a Summary Judgment (SJ). The reporting staff may offer you the option of resolving the matter through the summary judgment procedure as an alternative to writing a DR. If you agree to the Summary Judgment and the sanction that the staff member has imposed, you will not lose your level. However, if you refuse the summary judgment, it will automatically go to formal discipline as a DR.

Disciplinary Reports: DRs are a formal disciplinary process. A DR can be written on any Class I, Class II and at times, Class III violations. Once the DR is served, you will be provided with a notice of the hearing date within a few days. At the formal hearing, you will be able to present your defense and your plea of guilty, no contest or not guilty. If you plead guilty, no contest, or are found guilty, the hearing officer will give you the imposed sanction and you will automatically lose 1 level, with the exception of Class III violations. In some cases, depending on the charged violation, your level may drop to level 1.

If you are found not guilty of the violation, the DR will be removed from your file permanently.

What is PREA?

Prison

Rape

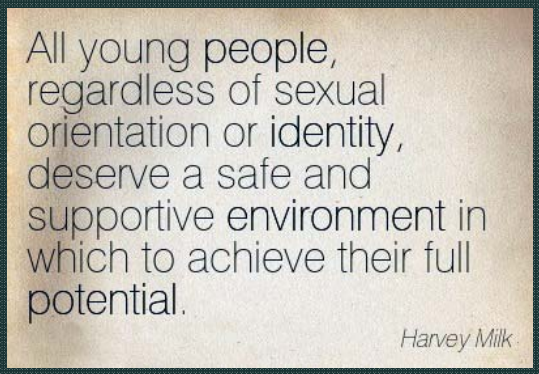
Elimination

Act

The Prison Rape Elimination Act was enacted by Congress in 2003 to protect incarcerated individuals from sexual abuse.

KJCC has a ZERO TOLERANCE policy regarding sexual abuse. While at KJCC, you will receive 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



"We cannot cure the world of sorrows but we can choose to live in Joy."

— Joseph Campbell

Preventing chances of sexual assault:

- Be aware of situations that make you uncomfortable. If it feels wrong, tell a staff member you trust!
- Don't be afraid to say "no" or "stop it now"
- Walk and stand with confidence. Many perpetrators choose victims who look weak
- Avoid talking about sex or being partially dressed
- Do not accept canteen items or gifts from other youth
- Don't put yourself in debt to another youth
- Avoid secluded areas. Position yourself in plain view of staff members

What to do if you are sexually assaulted:

- Get to a safe place
- Report the attack to a staff member or to the abuse hotline by dialing #50 on the phone on your unit
- Request immediate medical attention
- Do not shower, brush your teeth, use the restroom or change your clothes
- Seek assistance from a staff member in Behavioral Health Services

End the Silence

Sexual abuse is

an act of violence.

Any resident who reports that he or she has been sexually assaulted shall be offered immediate protection.

Behavioral Health Staff will meet with you as soon a possible.

At a minimum, the follow services will be provided to all youth who claim to be a victim of sexual abuse or assault while at KJCC:

- Medical examination, documentation and treatment of injuries arising from an alleged sexual assault, including testing for HIV and other sexually transmitted diseases
- Behavioral Health crisis intervention, assessment of treatment needs, and psychiatric referral
- Social/family support and/or peer support
- Staff actions to prevent future assaults

Intentionally making a false allegation will result in disciplinary action.

Behavior Management System…

KJCC uses a 5 level behavior management system. Your progression through the levels depends on your behaviors and participation in education, groups, programs, etc. Each week, your behaviors will be documented on the Weekly Expectation Review (WER). You will review your WER each Monday with your CCII.

To progress through the levels, we ask that you demonstration positive behaviors and follow the rules and expectations of the facility.

As you achieve a higher level, there are increased privileges and incentives associated with each level. It is also possible to lose a level, depending on any disciplinary reports you receive or if you earn low scores on your WER. Your behaviors also affect the good time you are eligible to earn, so it is important to try your best. We all make mistakes sometimes and our goal is not to penalize you for a mistake. Rather, we are looking for consistent behavior that is positive and appropriate.

You will learn more during your time in intake about the privileges of each level of the behavior management system. Some examples include:

- ***Later bed time***
- ***More personal property allowed in room***
- ***Longer visits with those on your 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***

Behavior Management System…

Intake Level: *you will be assigned to this level when you first arrive here. It will last for at least 3 weeks. To successfully complete this level, you will need to:*

- *Participate in the orientation process and complete all assessments and evaluations*
- *Have no pending DRs*
- *Earn at least 75% on your WERs*

Level 1: *to successfully complete, you will need to:*

- *Remain DR free*
- *Have no pending DRs*
- *Participate in all required educational, treatment, and work programs*
- *Earn at least 80% on your WERs*
- *The minimum amount of time to get from level 1 to level 2 is 5 weeks*

Level 2: *to successfully complete, you will need to:*

- *Meet same requirements as Level 1, and*
- *Earn at least 85% on your WERs*
- *The minimum amount of time spent at level 2 is 6 weeks*

Level 3: *to successfully complete, you will need to:*

- *Remain DR free*
- *Have no pending DRs*
- *Participate in all required educational, treatment and work programs*
- *Earn at least 90% on your WERs*
- *The minimum amount of time spent at level 3 is 8 weeks*

Level 4: *to remain on this level, you will need to earn at least 95% on your WERs*

Performance-based Standards (PbS)

PbS is a process that allows us to identify, monitor and improve conditions and treatment at KJCC. Based on the information we collect, we build plans for improvement to help us do a better job.

Each April and October, we hand out a Youth Climate Survey. Please take the time to complete this. This is one of the ways you are heard and can make a difference at KJCC! Because of these surveys, we have made several positive changes to improve care and provide a safe and secure environment for both youth and staff.

We will also ask you to complete a Youth Exit Survey when you near the end of your stay. It will have some of the same questions, but it will mainly focus on your programming and aftercare needs. Your response matters to us!

PbS

Performance-*based* Standards

YOUR VOICE!

PbS is for you! It gives you a voice to improve your stay with us by ensuring your safety, your connection to your family, and improving your living conditions.

Lawrence Gardner High School

Mr. Backman has been employed by KJCC for over 27 years. He began as a teacher in our PE/ Health classes and moved up to school administrator. He believes everyone benefits from a good education and is set on KJCC providing that benefit to you.

Lawrence Gardner Lions

I'm sure you are curious about your schooling while you are here. Let me describe our school. All of our classes are online.

Students work at their own pace to earn credits in this year-round school. If you are incomplete on a credit when you leave, you can continue your classes through the Smoky Hill Education Service Center. We partner with Washburn Tech and if qualified, you have the option to enroll in vocational classes while receiving dual credit in high school and college. We also test and provide assistance programs for those wishing to pursue their GED. We even give scholarships to students who pass their GED or receive their high school diploma.

Part time work study programs are pursued as credit objectives are met. With multiple rewards programs built into our curriculum, many students are able to have credit recovery, accumulate college credits, and even receive their GED or High School Diploma while receiving rewards for respectful and appropriate behaviors. Lawrence Gardner High School is a wonderful opportunity to receive more assistance in smaller classes while you catch up on your credits or even graduate or pass the GED. I look forward to watching you grow while building your future through education.

Health Services

Upon arrival, you will receive a physical and other health related assessments. Medical services will be provided upon request and as needed at the facility, but at a minimum, you will have a yearly physical.

We provide you with 24-hour access to medical care. We also have a Physician, Psychiatrist, Optometrist, and Dentist who are at the facility several times each week. You can access medical care by filling out an "**HSO Request Form**" that is available on your unit. If you require emergency care, you will be assessed and treated by internal and external medical personnel, as needed.

Behavioral Health Services

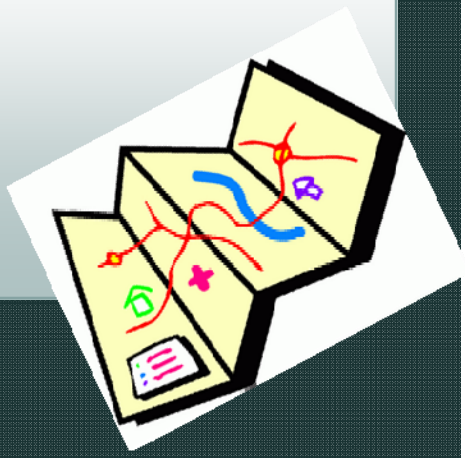
When you arrive, you will meet with a psychologist for a screening. This will tell us how we can best help you. You will have a psychologist assigned to you during your stay at KJCC. They are available to help you access services, deal with difficult situations, and provide individual and group counseling. KJCC also offers drug and alcohol treatment. The screening you receive during intake will let us know if this is a service you would benefit from.

To access these services, please complete the "**Mental Health Request Form**", which can be found on your unit.

Programs / Case Management

Your CCII will work with you to develop a case plan, which is your "road map" for the things you will focus on during your stay and the groups/services that you will participate in. You and your CCII will work together to identify the things you would like to improve or get help with, and your CCII will help you to set goals for yourself.

It is important to understand that this is your plan – you will get out of it what you put into it, so be an active participant.



You will also meet with your CCII each week to review your most recent Weekly Expectation Review (WER). All of the staff members that work with you throughout the week are able to contribute to this report and add their comments regarding your daily behavior, program participation, etc. The WER controls your progress through the incentive level system and is a tool that is used to calculate good time awarded or withheld. While your CCII will meet with you weekly to review the WER, these documents are also mailed to your parent/guardian and your ISO each month .

This is **your** plan – you will get out of it what you put into it, so be an active participant.

Chaplaincy & Volunteer Services.....

The Chaplaincy department is here to help you meet your spiritual needs. You may request services by using the **Chaplain Request Form** located in the day area of your unit. KJCC has one full time and one part time Chaplain. We have Protestant and Catholic Christian services offered on a weekly basis, along with several Bible studies. Through the holiday seasons, we also offer special events.

Volunteers add so much to enrich your stay here. Their help allows us to provide so much more than just the necessities. We offer programs such as: Running Free, Bible Studies, Book Club, Poetry Group, Teens 4 Christ, Christian Rap, Epiphany Ministries, KAIROS, Acapella Singing, Music/band, Jayhawk DREAM and Girl Scouts.

Some of you may experience grief while in the facility. We can offer a supportive presence by working with the Chaplain and your CCII when this happens.

KJCC offers spiritual guidance for all personal beliefs. Volunteers throughout the community come from many walks of life and offer a variety of faiths.

Kansas Department of Corrections—Juvenile Services

Mentoring4Success is a program to help you and your family, by matching you with someone from your community or surrounding area. This mentor is here to encourage and help you along, both here at KJCC and when you return to the community. When you are within six to twelve months of your release, you can enroll in this program. Your CCII will help you through the enrollment process.

Matching

Visits

Release Day

What Can Mentors Do for You?

- Employment - mock interviews; review resumes
- Housing - how to be a good renter; troubleshoot with landlords
- Families - model and reinforce responsible parenting & healthy relationships
- Treatment - help navigate systems'; help set recovery goals; help practice coping skills
- Survival needs - help address identification (driver's license) issues; help identify paperwork and information needed for benefits applications
- Cognitive/pro-social - model pro-social attitudes and actions; help identify risk areas and plan for avoiding

Mentors can make a difference in your world!

"I THOUGHT I CAME TO A PLACE WHERE I WOULD NOT HAVE ANY HOPE, BUT I CAME TO KJCC AND FOUND HOPE"

- Former resident describing her Mentoring4Success experience.

"My mentor's like a mom but also a best friend. It's a really rewarding relationship."

Time for fun...

from the Recreation Department

You will be **encouraged** to participate in a **variety** of recreation and leisure activities that spark your interest. You will have the opportunity to preview activities on the **activity calendar** that is posted in every living unit. We can't guarantee that you will like every activity offered, BUT the **choice** is yours to participate or to stay on the living unit. If you choose to participate, you will receive a well-rounded recreation and leisure experience.

Basketball Tournament

Although **sports** like football, basketball and softball are very popular, we know that not everyone enjoys participating in physical activities. We believe it is just as important to offer activities like **High Level Music,** and **Express Yourself (creative writing).** As you achieve higher incentive levels, more opportunities will become available to you including **movies**, **game systems** and **outside meals!** Studies show that those who participate in recreation and leisure activities have **healthier lifestyles**, have a more **positive outlook on life** and **live longer!**

Football camp with
Washburn University Football team

Canteen

You are able to purchase a range of **snacks**, **hygiene products** and **electronics** on a weekly basis.

Canteen limitations are determined by the incentive level you are able to achieve based on your behavior. It is very important that canteen sheets are filled out **accurately** and **completely** to ensure forms are processed in a timely fashion.

Receipts should be kept for the life of electronics and until food and hygiene products are consumed.

Job? Earn Money? —I'm In.....

The Re-entry Department offers employment opportunities so you can learn job skills, trades, leadership abilities, earning responsibility and most importantly, working as a team player. We currently have job opportunities in:

Dietary — Learn about working in a cafeteria-style setting using industrial machines and cooking for large groups

Maintenance — Learn skills such as carpentry, landscaping, general maintenance, auto mechanics, electricity and welding

A.T. Assistant — Work with the recreation department in many activities

Custodial Maintenance — Learn to keep a clean working environment and to use specialized equipment to complete these tasks

Porters — Learn general custodial skills in an assigned area of the facility

Work crew — Learn how to do various daily cleaning duties around the facility

Laundry — Learn to operate industrial washers and dryers

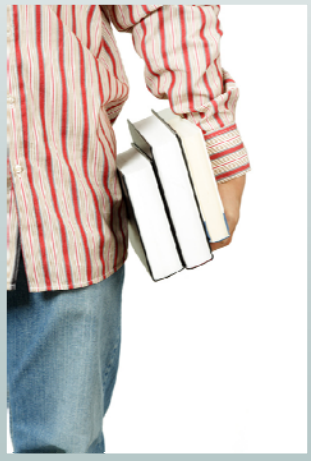
Many of these employment opportunities will not interfere with your education. Some are before school and some are after school.

School and treatment/programming needs do come first!

More from the Re-entry Department .....

Re-entry offers many programs to assist you in a successful return to the community. During intake, you will be given an evaluation to help us learn what skills you possess in the area of job, readiness, employability and financial readiness. Based on this evaluation, we will list all programs we offer and find out which of those will most benefit and interest you. We will help you build a successful plan to increase your job skills and give you tips for employment opportunities.

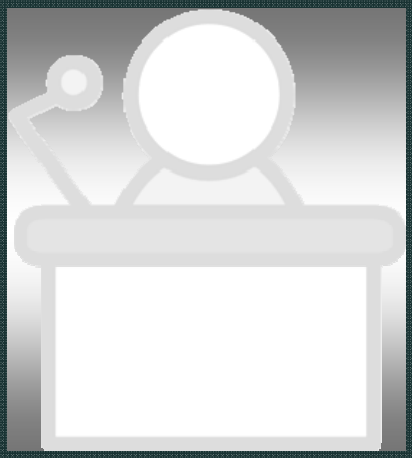
When it is time for you to leave, the Re-entry Department will meet with you to make a list of all you have learned and provide any recommendations on where there are resources that meet your skills. We will try and help you have a smooth transition back into the community. Check out the current resources we have available for you:



- Kansas Kids Gear Up enrollment/services
- Kansas Driver's License Handbook and Practice Exam
- FAFSA registration
- Work Opportunity Tax Credit (WOTC)
- Selective Service registration
- Photo Identification (to assist in getting an ID)
- Vocational Rehabilitation Services and Enrollment
- Basic Employability Skills Training (BEST)
- Financial Literacy Training
- Job Workshops (Resumes, Job Applications, Mock Interview practice)
- Career Fairs
- College Enrollment/Information
- Big Brothers/Big Sisters P3 enrollment
- Leisure Planning Packets

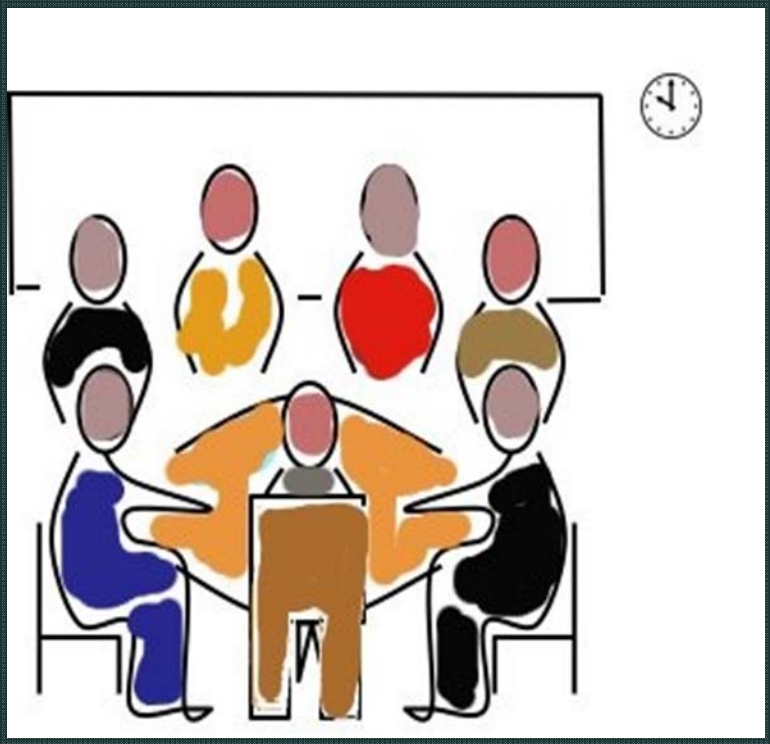
Juvenile Council: your voice being heard.....

On a monthly basis, a representative from each unit is invited to meet with facility administration to discuss current issues and concerns from your units. Members are selected from your living units and approved by your CCII to represent your unit and to act on behalf of your interests and concerns. The council provides you with direct communications with administration and the opportunity to develop leadership skills. This is also an opportunity for facility administration to share with you new/proposed policies or procedures for the facility.



Juvenile Council

Discussion



Decision

Follow

KJCC Honor's Unit

You may ask why an Honor's Unit? Honor is of particular importance - personal integrity influences, and ultimately determines, many of our actions and beliefs. Becoming a member of an Honor's Unit is an expression of trust and willingness to uphold the ideals that will empower its community members an opportunity to succeed in the world that awaits their re-entry.

Inclusion in the Honor program will afford a variety of experiences, privileges and opportunities. You will live in a community with others, like you, who have decided to set a higher standard.

To learn more about how you can move to the Honor's Unit, talk with your CCII.

*Currently, this is a male-only unit

"The future depends on what we do in the present."

— Mahatma Gandhi

- ***Pillars of Honor:***
- ***Honesty***
- ***Respect***
- ***Integrity***
- ***Personal Responsibility***

KANSAS
JUVENILE
CORRECTIONAL
COMPLEX