



# Juvenile Services



## Kansas Juvenile Correctional Complex RESIDENT HANDBOOK



Superintendent Megan Milner has over two decades of experience working with justice-involved persons. She began her career in 2000, working at the Juvenile Intake and Assessment Center in Wyandotte County, where she worked with youth and families to access community-based services to prevent deeper involvement in the juvenile justice or child welfare systems.

Ms. Milner later worked at a drug and alcohol rehabilitation center in Kansas City, Missouri before joining the Kansas Department of Corrections as a Reentry Case Manager at Lansing Correctional Facility. While there, she assisted adult residents in preparing for release back to the community and finding critical support networks for them, such as jobs, family, support groups, etc.

Ms. Milner's heart is to work with teenagers so she accept a job with the Juvenile Justice Authority to work with community corrections agencies in delivering community-based services for justice-involved youth. In 2012, Ms. Milner took the opportunity to join KJCC as the Deputy Superintendent, where she served for 5 years before moving to KDOC Central Office as the Director of Community-based Services.

In 2021, Ms. Milner returned to KJCC as the Superintendent.

Superintendent Milner has a Bachelors Degree in Psychology from Washburn University and a Master's in Science in Criminal Justice from the University of Cincinnati.

## Message from the Superintendent

I want to welcome you to the Kansas Juvenile Correctional Complex (KJCC). Your time here presents you with an incredible opportunity to make important changes that will have a lasting impact on your future. You will have the chance to complete your high school diploma or GED, even take some college vocational classes. We will also provide you with the programs and treatment groups to teach you how to change your thinking and therefore change your actions. Much of this power lies with you, though, and whether you will seize this opportunity to grow. Myself and our KJCC staff are committed to creating an environment that is safe for you, an environment of opportunities for you to take advantage of. I hope you will grab hold of these so you will be better prepared when you return to the community. By working together, you and us, we can accomplish all of these things!

Again, welcome to KJCC. If you have any questions, please feel free to ask me or any of our other staff. We are here to help you!



## Kansas Department of Corrections

### Mission

Partnering to Promote Safety and Responsibility  
through Best Practices

### Vision

Transforming Lives for the Safety of All

# 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 / Programs.....	24
Chaplaincy & Volunteer Services.....	25
M4S.....	26
Recreation / Canteen.....	27
Video Visitation / Tablets.....	28
Re-entry.....	29
Juvenile Council.....	31
Honor's Unit.....	32




# WELCOME TO KJCC

You have been committed by the courts to a juvenile correctional facility and will begin your stay here at 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. Good behavior and school/program/work participation will be important for releasing on your EPRD. Negative behavior, refusal to participate in required programs and/or school could result in your release date being pushed back. KJCC is here to assist you in completing your time with as much ease as possible, and helping you to leave better prepared to re-enter the community as a productive citizen.

Someone will go over this handbook with you during your orientation to explain this information in more detail. If you should have any questions about what is written here, please ask one of our staff members so we can answer your questions.



Kansas Juvenile  
Correctional Complex  
1430 NW 25th St.  
Topeka, KS 66608  
(785) 354-9800

# KJCC "SPEAK"

## Frequently Used Terms and Acronyms

ART = Aggression Replacement Training  
A/RH = Administrative Restrictive Housing  
AT = Activity Therapy  
BEST = Basic Employability Skills Training  
CCII = Corrections Counselor II  
CR = Conditional Release  
CSA = Community Supervision Agency  
DR = Disciplinary Report  
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  
M4S = Mentoring4Success  
MDT = Multi-Disciplinary Team  
MO = Money Order  
PbS = Performance-based Standards  
PC = Protective Custody  
PREA = Prison Rape Elimination Act  
RDU = Reception and Diagnostic Unit  
RH = Restrictive Housing  
RHU = Restrictive Housing Unit  
ROP = Restriction of Privileges  
SJ = Summary Judgment  
SSO = Special Security Orders  
T4C = Thinking for a Change  
UTM = Unit Team Manager  
WER = Weekly Expectation Review  
YLS/CMI = Youthful Level of Service/Case Management Inventory





## KJCC Photos



Graduation



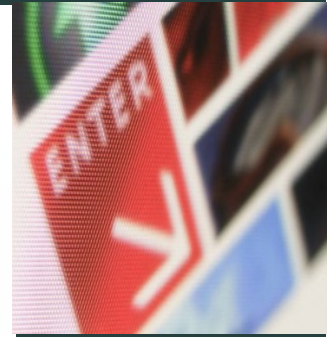
Summer Graffiti Contest



Running Free 5k Race



Playhouse built  
by youth in the  
Washburn Tech  
Construction  
Class



What happens to your belongings when you arrive?

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

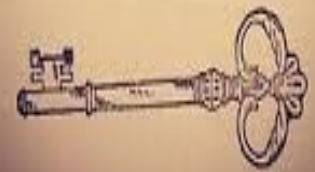
For success, attitude is equally as important as ability.

Harry F. Banks

## What to expect when you first arrive ....

As you arrive at KJCC, you will initially be placed in an intake unit. This initial 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 your intake process, you will participate 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, also referred to as case manager) who you will work with during your stay. Your CCII has many roles—they are your case manager, they are your advocate (though they will hold you accountable as needed), they help to teach groups, and many other duties. They 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 our goals for you, but these are the goals you can set for yourself to accomplish here 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.

Don't give up.  
Normally it is  
the last key on  
the ring which  
opens the door.



Do not give up, the beginning is  
always the hardest.

# 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. Please don't confuse them.

**EVERY  
HUMAN  
HAS  
RIGHTS**





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

Clothing and hygiene items (see list to the right) will be issued upon your entrance into the intake unit. 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.

## What's for dinner?.....

Three meals and an evening snack are served every day. You and the other youth living on your unit will eat meals together on your unit. 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 to recognize 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 Recreation department arranges for carry-out meals from local restaurants, which you can purchase based on your incentive level. These meals are in addition to the regularly served meals and snacks.

### Clothing:

Pajamas, pants, shirt, gender appropriate undergarments, sweats, shorts, t-shirts, socks, shoes, khaki pants and polo shirts for females and scrub pants and t-shirts for males.

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

### Hygiene:

Shampoo/conditioner, soap, toothpaste, toothbrush, comb, deodorant, and lotion. Feminine hygiene products for the females.

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.

# 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 without prior approval

There may be consequences if you violate these restrictions.

YOUR ADDRESS IS:

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

KJCC Phone number 785.354.9800

**Incoming and outgoing** mail must have your full name, your ID number, KJCC living 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 and if approved for mailing, will bring it to administration for processing.

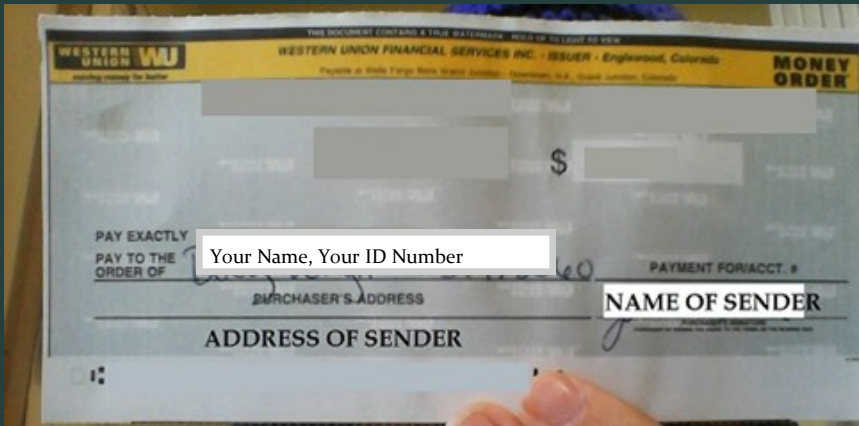
**Incoming mail:** All standard mail will be opened for a brief review and checked for contraband, language and specific restrictions. No more than 5 pictures will be allowed per envelope. Pictures may not include any gang references, hand signs, or be sexually explicit. Incoming 1<sup>st</sup> class letters will need to be no larger than 9" x 6". 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. Any legal, 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  
1430 NW 25th St.  
Topeka, KS 66608

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. They may also be dropped off during visitation in the Money Order drop box in the KJCC lobby area. 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. Money orders should include the following information: Resident name, Resident ID number, name and address of sender.

## 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 15 minutes in length.

# Visitation Procedures

## Visitation Hours

- \* Each Saturday and Sunday, from 8:00am to 4:00pm in 2 or 4 hour blocks based on incentive level
- \* 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

## Inappropriate Dress for Visitation Includes:

- \* Tank Tops / Tube Tops / Spaghetti Strap Tops
- \* Revealing, low-cut necklines
- \* See-through clothing
- \* Skirts, shorts, or skorts that are shorter than three (3) inches above the knee
- \* Hats, jackets, and coats
- \* Attire that displays gang affiliation, promotes drug or alcohol use, and/or otherwise displays 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:

- \* Please do not bring any items to visitation with you to have your visitors take home with them, 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 resolution”). However, if the informal process is not working, 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 communication between the two parties. This could include face-to-face conversation or use of the Form 9 (form for communication with staff; available on your unit).  
                  ⇒ If you use the Form 9, allow 10 days for a response from staff.

Step 2      If you receive no response from staff in Step 1 or are not satisfied with the resolution to your concern, you may start the formal grievance process, using the formal grievance form, as outlined in the Offender Rule Book (K.A.R. 123, Article 15). Please refer to your rule book for this process.



Place it in the box labeled  
Grievance—located  
throughout the facility

# 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 to 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



**F**or 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



All young people, regardless of sexual orientation or identity, deserve a safe and supportive environment in which to achieve their full potential.

meetville.com

Harvey Milk

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 as possible.

At a minimum, the following 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 demonstrate positive behaviors and follow the rules and expectations of the facility.

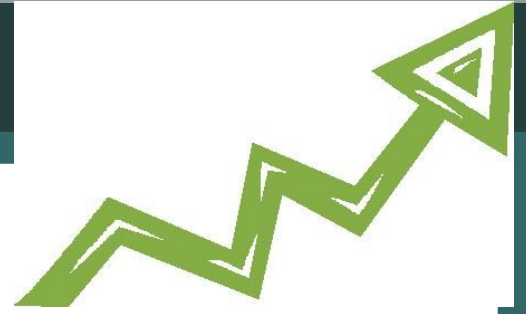
As you achieve a higher level, there are increased privileges and incentives associated with each level. It is also possible to lose a level, depending on any disciplinary reports you receive or if you earn low scores on your WER. Your behaviors also affect the good time you are eligible to earn, so 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 85% on your WERs

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

- Remain free of Class I and Class II DR's
- Have no pending Class I and/or Class II DRs
- Participate in all required educational, treatment, and work programs
- Earn at least 90% on your WERs for five (5) weeks, with the last four (4) being consecutive
- 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 the same requirements as Level 1, and
- Earn at least 92% on your WERs for five (5) consecutive weeks
- The minimum amount of time spent at level 2 is 5 weeks

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

- Meet the same requirements as Level 2, and
- Earn at least 95% on your WERs for five (5) consecutive weeks
- The minimum amount of time spent at level 3 is 5 weeks

**Level 4:** to remain on this level, you will need to earn at least 98% on your WERs





---

## 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.

# 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!

# Lawrence Gardner High School



Lawrence Gardner Lions

You are probably curious about your schooling while you are here. LGHS is a fully-accredited 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. We understand the important role your family plays in your education and want to include them as much as possible, whether that is through an IEP meeting or our annual open house event where your family is invited to the school to meet your teachers and see your work. 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.



Mike Monaghan,  
Principal of LGHS



# 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.

# CASE MANAGEMENT / PROGRAMS

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 at KJCC. 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 .

Additionally, we offer many programs and groups that will help provide skills and tools to address your areas of need. You will be referred to specific programs based on your YLS assessment, and your CCII along with our facility program/treatment providers will help to get you enrolled into those groups. Examples of available programs include: Thinking for a Change, Aggression Replacement Training, Substance Abuse Treatment, Sex Offender Treatment, etc.

**This is**  
**your plan -**  
you will  
get out of  
it what you  
put into  
it, so be  
an active  
participi-







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 pro-

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

.....Former resident expressing her Mentoring4Success experience.



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 skills - model pro-social attitudes and actions; help identify high risk areas and build a plan for avoiding those

"My Mentor's like a Mom but also a best friend. It's a really rewarding relationship".

Mentors can make a difference in your world!



# Time for fun...

from the Recreation Department

During your stay at KJCC you will be encouraged to participate in a variety of recreation and leisure activities that spark your interest. You will have the opportunity to get involved in activities that you may enjoy doing and/or find a hobby that you may not know you are good at. We offer a wide variety of different equipment and activities to choose from. It is at your own desire to want to get involved. We can't guarantee that you will like every activity offered, BUT the choice is yours to either participate or stay on the living unit. If you choose to participate, you will receive a well-rounded recreation and leisure experience.

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! All Juveniles have the opportunity to attend different events that the recreation department puts on including; DR Free movie night, programs such as; (running free, strength and condition, soccer camps, etc.) and tournaments with appropriate behavior. Studies show that those who participate in recreation and leisure activities have healthier lifestyles, have a more positive outlook on life, and live longer!

## Canteen

While at KJCC you will be able to purchase a wide 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. Canteen items are ordered over the phone. A menu is posted on each unit. Receipts should be kept for the life of electronics and until food and hygiene products are consumed.



Basketball Tournament



Football camp with Washburn University Football team





# Video Visitation

We understand that communication with your family members is extremely important. In addition to regular in-person visitation, you will also have the ability to participate in video visitation with your approved visitors.

Your visitors will be able to purchase up to 30 minutes of video visitation at a time and will schedule these visits from a list of available days/times to include:

Monday-Friday 4:00pm-9:00pm

Saturday-Sunday 8:00am-9:00pm

You will not be able to attend video visits during count, during your assigned job's work hours, during recreation, or after your curfew — **please let your visitors know what times you are NOT available, so that they do not schedule visits during those times.**

If you have any issues or questions with video visits, please ask your CCII.



# Tablets



Once you complete RDU and move to your general population living unit, you will begin to have access to use a tablet. These devices will provide several features including e-mail, canteen ordering, updating phone lists, submitting form 9's/grievances, as well as education and entertainment options. You will have the opportunity to engage in a wide range of educational activities including anything from budgeting, general school subject material, even learning a foreign language. Your participation in these educational activities will earn you "credits" or "minutes" which you can then use to access entertainment such as music, movies, and games.

## 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 an important lesson to keep a clean working environment and be taught how to use specialized equipment to complete these tasks

Work crew—Learn how to do a variety of daily cleaning duties around the facility

Laundry—Learn to operate industrial washers and dryers

**AND MORE...**

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!



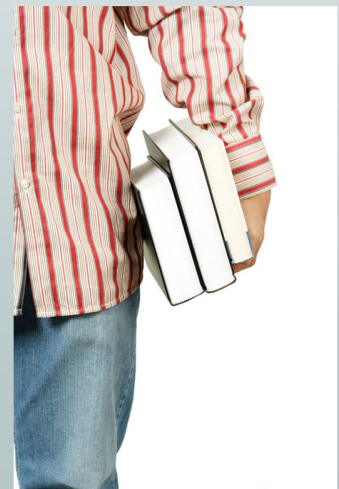
## More from the Re-entry Department .....

Re-entry offers many different 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 have to 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.



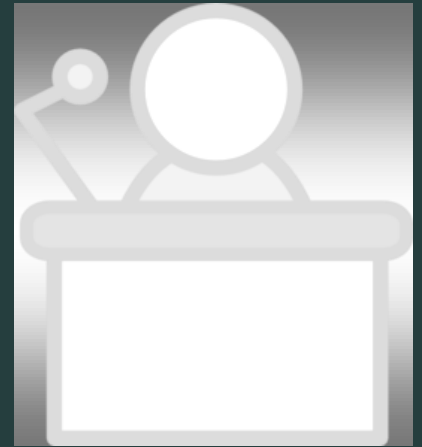
When it is time for you to leave, the Re-entry department will meet with you to make a list of all you have learned and provide any recommendations on where there are resources that meet your skills. We will help you have a smooth transition back into the community. Check out the current resources we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



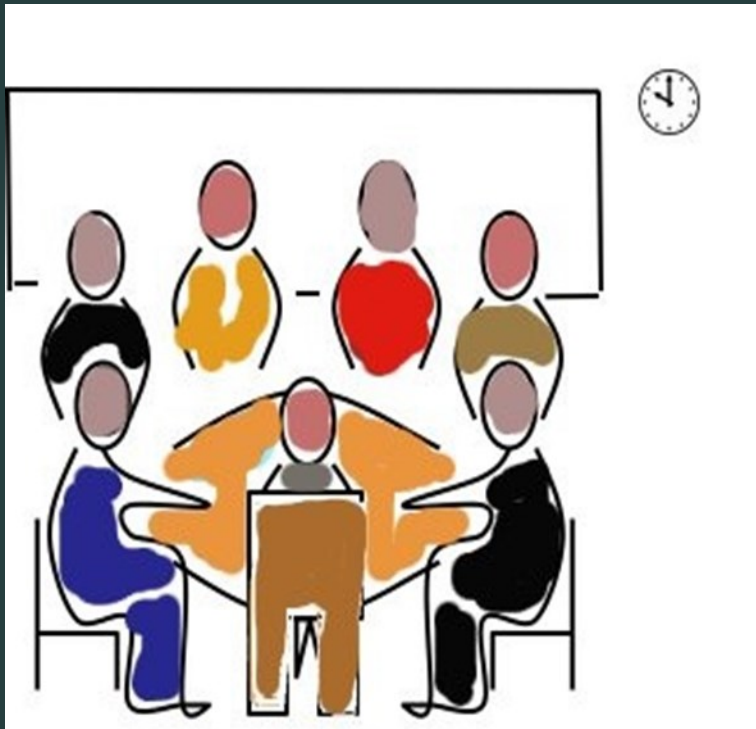
## Juvenile Council: your voice being heard.....

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 Up

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 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 who, like you, have decided to set a higher standard.

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

The future depends on  
what we do in the present.

~ Mahatma Gandhi

Pillars of Honor:

- \*Honesty
- \*Respect
- \*Integrity
- \*Personal Responsibility

