

Approved

Date

Stephen R. Cloud 1-27-84

MINUTES OF THE HOUSE COMMITTEE ON GOVERNMENTAL ORGANIZATIONThe meeting was called to order by Rep. Stephen R. Cloud at
Chairperson9:12 a.m./p.m. on January 25, 1984 in room 522-S of the Capitol.

All members were present except:

Committee staff present:

Avis Swartzman - Revisor
 Carolyn Rampey - Legislative Research Department
 Julian Efird - Legislative Research Department
 Russ Mills - Legislative Research Department
 Jackie Breymeyer - Committee Secretary
 Conferees appearing before the committee:

Michael Barbara, Secretary, Department of Corrections

The meeting of the House Governmental Organization Committee was called to order at 9:12 a.m. by Rep. Stephen R. Cloud, Chairman. The minutes of the January 23 meeting were approved. The Chairman announced that the subcommittees would begin meeting next week. They will meet on Monday, Wednesday and Friday. These subcommittees will be designated "A", "B", and "C", with Rep. W. Fuller chairperson of "A", Rep. Hassler, Chairperson "B", and Rep. Louis, Chairperson "C". "A" will study the Department of Corrections, Commission on the Hearing Impaired, and the Board of Healing Arts; "B" will study the Division of Information Systems and Computing and a review of the sunset laws; "C" will study the Department of Human Resources. The Chairman asked to be contacted by Friday if members want to shift from one subcommittee to another. Staff changes may also be made on these subcommittees.

The Chairman introduced Michael Barbara, Secretary, Department of Corrections. Mr. Barbara was present to give a brief overview of the Department. Each committee member was provided with a copy of Mr. Barbara's testimony (Attachment I). He outlined the divisions of the department and by whom the divisions are headed. Richard Mills is Deputy Secretary of the Division of Institutional Services; Richard Schultz, Deputy Secretary of the Division of Management Services; Donna Bergen, Deputy Secretary, Division of Community Services. Mr. Barbara stated that many things were contributing to the increase in the inmate population; the rate of parole, the rate of District Court sentences and HB 3104, which extended minimum sentencing, have all contributed to the problem. A 'philosophy of sentencing' could occur and legislative attitude could be reflected through the statutes, but what the public wants also has to be anticipated. The emergency funding that just took place in the legislature will not be enough, the Department will have to come back next year.

Rep. W. Fuller, chairperson of the interim committee on corrections, said that HB 3104 and the impact it had on the prison population, had been discussed. It was hoped that it would have further study this session by some committee. It was suggested that the subcommittee look into this.

Mr. Barbara continued and said that overcrowding causes more than a security problem. It causes management problems, computer problems, as well as others. He stated that maximum capacity is reached when it exceeds the operational situation. One person - 1 cell is optimum; overcrowding is reached when there are more persons per cell and living space has to be used. Mr. Barbara cited many statistics dealing with various aspects of the Corrections Department and told of a meeting to be held in Racine, Wisconsin with Chief Justice Berger, that will be attended by Kansas officials.

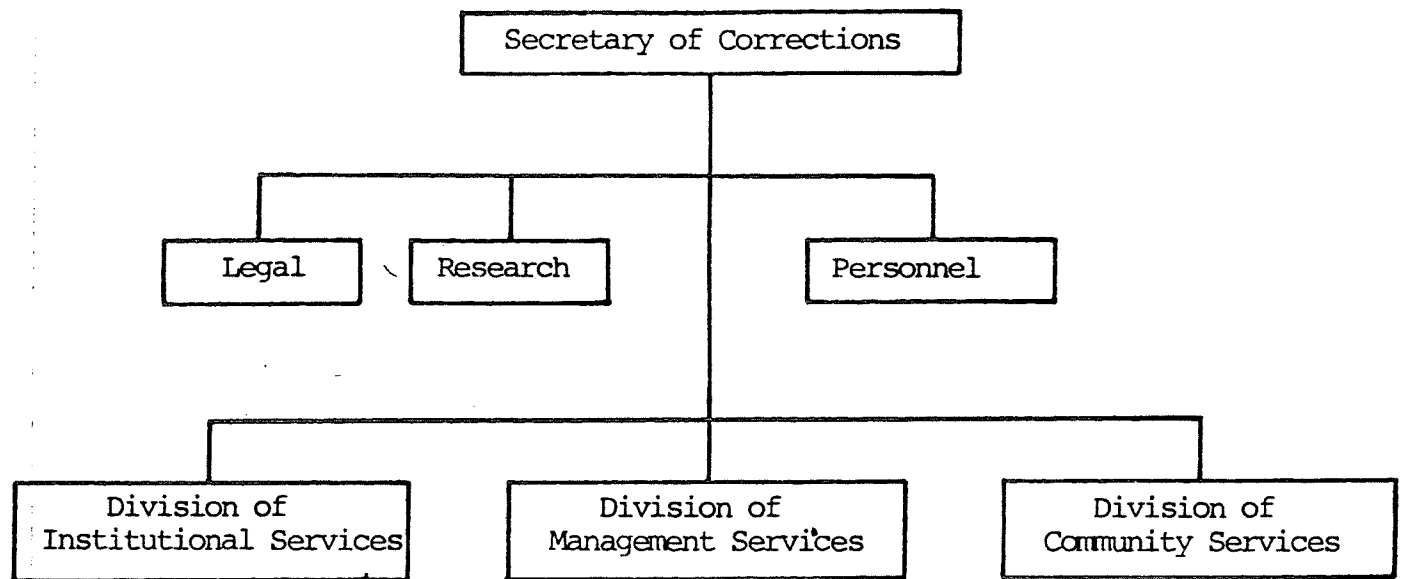
The Chairman thanked the Secretary for appearing and stated that the Committee has a positive attitude in this area. He announced that the agenda for January 26 would be an overview of the Division of Information Systems and Computing. The meeting was adjourned at 10:26 a.m.

**A BRIEF OUTLINE
OF
DEPARTMENT OF CORRECTIONS**

Michael A. Barbara, Secretary

January, 1984

Attch. I



Security
 Medical
 Investigation
 Architectural
 Facilities
 ● KSP
 ● KSIR
 ● KSIL
 ● KCVIC
 ● SRDC
 ● Honor Camps

Data Processing
 Management Analysis
 Records
 Fiscal
 ● Accounting
 ● Auditing
 ● Purchasing
 ● Payments

Parole
 Jail Inspection
 Community Corrections
 Work Release
 Pre-Release

KANSAS DEPARTMENT OF CORRECTIONS
 Organizational Chart

DEPARTMENT OF CORRECTIONS**Functions By Division****Secretary of Corrections**

- Chief Executive Officer appointed by Governor.
- In charge of overall management and supervision.

The Department is divided into three separate divisions:

Institutional Services
Community Services
Management Services

Additionally, the Secretary has direct staff for Legal, Research, Planning and Accreditation, and Personnel and Training.

The Secretary of Corrections has the general supervision and management of the correctional institutions of the state and such other facilities for the housing of offenders in his custody. All prisoners sentenced to the custody of the Secretary of Corrections by Kansas district courts shall be confined in any institution or facility under the Secretary's supervision and management or to any contract facility as directed by the Secretary.

The Department has no control over the number of inmates sentenced to the custody of the Secretary, as the authority lies solely in the district courts of the state.

The Kansas Adult Authority has the sole authority to release inmates on parole.

Under K.S.A. 21-4603, the Secretary of Corrections may recommend to the sentencing court a reduction of the minimum sentence for an inmate. The court, upon hearing in open court, may reduce the minimum term of confinement at any time before the expiration thereof when such reduction is recommended by the Secretary of Corrections and the court is satisfied that the best interests of the public will not be jeopardized and that the welfare of the inmate will be served by such reduction.

Division of Institutional Services

- Headed by a Deputy Secretary of Corrections.

- Currently has seven correctional facilities:

Kansas State Penitentiary
Kansas State Industrial Reformatory
Kansas Correctional Institution at Lansing
Kansas Correctional-Vocational Training Center
State Reception and Diagnostic Center
Toronto Honor Camp
El Dorado Honor Camp

- The FY 1985 budget contains a third honor camp.
- Security Chief also handles transfers and reviews furloughs.
- Special Investigator.
- Development of Correctional Industries.
- Inmate Medical Services.
- Architectural Services Coordinator.

Division of Community Services

- Headed by a Deputy Secretary.
- This division has three main units:
 - Parole Services
 - state is divided into 5 regional field offices.
 - supervises individuals released from institution by KAA.
 - supervises interstate compact probation and parole cases.
 - caseload currently averages 62 clients per parole officer.
 - develops individualized correctional plans using a variety of community services to maximize the opportunities for offenders to remain in the community as a law-abiding self-reliant citizen.
 - Jail Inspection Services
 - develops advisory safety and sanitation standards for local confinement.
 - periodical inspections.
 - presents to local officials and judges needed improvements.
 - Work Release
 - Hutchinson, capacity 21.
 - Topeka, capacity 45.
 - Wichita, FY 85 capacity 75.

- Pre Release

- prepares offenders for parole through educational programs designed to assist their successful and productive re-entry into society.
- two facilities are being established in existing SRS buildings in Topeka and Winfield.

- Community Corrections Grants

The Kansas Community Corrections Act was passed by the Legislature in 1978 to both provide less costly alternatives to incarceration and reduce the number of non-violent offenders admitted to state correctional institutions. Counties that choose to participate are eligible for a state subsidy to help develop and fund local correctional services such as restitution programs, victim services, prevention or diversionary programs, and treatment for offenders. The Department provides technical assistance to participating counties in developing programs suited to non-violent felons and juvenile offenders.

A FY 1985 budget request of \$4,839,277 includes \$130,000 for Montgomery County, \$30,000 in planning funds for three counties or county units, and \$487,000 for reinstatement of Johnson County in January, 1985.

Division of Management Services

- Headed by a Deputy Secretary.

- Provides support services in four major areas:

- Data Processing

- operates a small IBM System 34 from Central Office.
- on-line terminals at five institutions.
- currently, 61% is dedicated to the KDOC Inmate Tracking System.
- Inmate Payroll, Inmate Trust Fund, and Custody Classification use 9% of the system space.
- Department Salary and Wages, Accounting and Obligation Control assume 10% of the space.
- operating systems and support use 20% of the space.
- system provides a valuable research tool for the entire department.
- \$47,000 is requested in FY 1985 budget for system upgrade to allow for the continuation of service delivery with increasing populations.

•Fiscal Management

- prepares budget for submission.
- processes purchasing and payments for:
central office divisions
honor camps
work release centers
pre release centers
- performs routine audit functions.
- controls agency funds and expenditures and contract monies.
- purchases and controls inventory, supplies.

•Management Analyst

- prepares reports.
- writes fiscal notes.
- performs fiscal research.
- analyzes staffing patterns.
- routine support functions.

•Inmate Records Section

- maintains inmate files.
- microfilms and preserves records.
- verifies parole eligibility lists.
- supervises security of records.

Other Direct Staff to Secretary

•Personnel

- Supervises EEO and Training.
- Oversees recruitment, promotion and retention.
- Develops policy for employee relations such as grievances.

•Research

- Serves department for research, planning, evaluation and accreditation projects.

•Legal

- Provides advice and counsel on department legal matters.
- Handles inmate grievances and disciplinary appeals.
- Provides advice on statutory questions and legislative action.
- Prepares defense on departmental litigation as requested.

•Administrative Assistant to Secretary

- Serves the Secretary as public information officer.
- Legislative liaison, interdepartmental coordinator.

- Responds to inmate correspondence as assigned.
- Prepares responses to outside requests for information.

Kansas State Penitentiary

- Maximum security institution located at Lansing. Population is generally older.
- Two outside dormitories in addition to four cellblocks located within the major perimeter.
- Programming consists of education, vocational training, facility maintenance details, and industries. Non prison paid employment through Zephyr Industries.
- As of 1/22/84, housed 1760 offenders with an FY 1984 to date ADP of 1654.
- Several capital improvement projects scheduled for completion and/or requested in FY 1985 budget:
 - medium security unit
 - reconfiguration of electrical system
 - reserve for water system improvements
 - study for steam generating system
 - new locking system in "B" cellhouse
 - renovation of locking system in "C" cellhouse

Kansas State Industrial Reformatory

- Maximum security institution located at Hutchinson. Houses a generally younger population.
- A, B and C cellhouses recently renovated. D cellhouse scheduled for renovation over FY 1985 and FY 1986.
- 96 man modular unit on line October, 1984.
- Programming emphasizes education and vocational training. Maintenance details and one industries operation are also included in program efforts.
- As of 1/22/84, housed 1210 offenders (including HWRC) with an FY 1984 to date ADP of 1158.

Kansas Correctional Institution at Lansing

- Minimum security co-correctional facility at Lansing.

- Programming includes education, maintenance details, an industries operation, and access to non-prison paid employment via Zephyr Industries.
- As of 1/22/84, housed 193 offenders (161 females and 32 males). The FY 1984 to date ADP was 168, or 125 females and 43 males.
- New food service facility requested for FY 1985 and FY 1986.

Kansas Correctional-Vocational Training Center

- Co-correctional minimum security facility located at Topeka.
- Primary programming emphasis is on vocational training. Programs of education and institutional maintenance are also available.
- As of 1/22/84, housed 198 offenders.

State Reception and Diagnostic Center

- Post-sentence evaluations on all male felons committed to Secretary of Corrections.
- Pre-sentence evaluations upon request.
- Housed 133 offenders awaiting evaluation on 1/22/84. Year to date ADP for FY 1984 was 128.

Honor Camps

- Minimum security facilities located at Toronto and El Dorado Reservoirs.
- Third honor camp planned for FY 1985.
- Housed 61 at Toronto and 55 at El Dorado on 1/22/84. Respective FY 1984 to date ADP's were also 61 and 55.

Correctional Industries

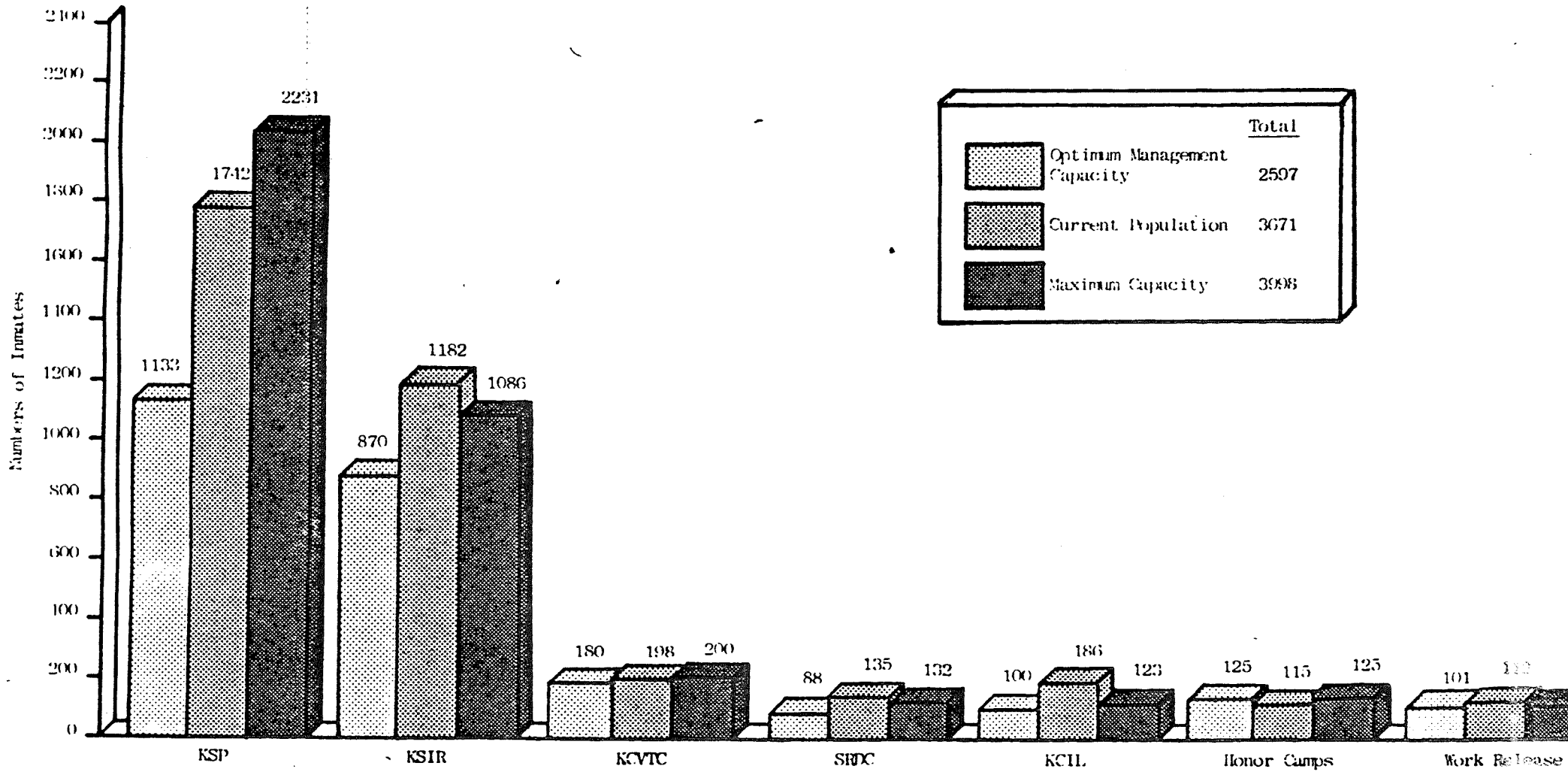
The Department is committed to improve opportunities for all inmates to develop marketable skills to better prepare them for the job market upon release. In addition to the various industries operated by the Department including farm, furniture, clothing, manufacture of paint, soap and wax products, signs and metal products, the Department encourages the private sector to contract for the employment of inmates within and without the walls of our prisons. Presently, a private entrepreneur employs approximately 20 inmates in the Zephyr plant in Lansing and approximately 12-14 inmates in the paint factory within KSP.

In FY 1985, a data entry project is planned to enter data on computer tape cards or disks on a contract basis. With an additional 10-15 inmates on this new project, it will bring our total inmate job employment to over 200 planned positions in our correctional industries project.

A correctional industry advisory committee, consisting of business, labor, and public sector offers invaluable assistance and advice for the Secretary in formulating policy and direction for enhancement of industrial development with a rational approach.

KANSAS DEPARTMENT OF CORRECTIONS

Current Population Compared to Optimum Management Capacity and Maximum Capacity
Census as of 12-31-83*



*Capacity figures are taken from the Department of Corrections, Correctional Facility Capacity Report, January 1984 (Revised).
Inmates assigned to Larned State Hospital or in contract jail placement are not included in any of the figures.

SUMMARY OF BUDGET REQUESTS/GOVERNOR'S RECOMMENDATION

	<u>FY 83</u> <u>ACTUAL</u>	<u>FY 84</u> <u>ESTIMATE</u>	<u>C LEVEL</u>	<u>GOV. BUDGET</u>
KCIL	\$ 1,982,874 72.0	\$ 2,610,261 78.0	\$ 3,292,152 97.0	\$ 2,889,860 82.0
KCVTC	3,122,248 102.4	3,376,608 102.4	4,491,227 104.0	4,100,378 103.5
<u>CENTRAL</u>				
CENTRAL	1,438,896 41.5	1,496,352 39.5	1,802,905 42.5	1,664,293 40.5
INDUSTRIES	2,926,000 25.0	3,344,369 26.0	3,866,800 27.0	3,868,366 27.0
COMM. SVS.	2,670,378 99.5	3,990,926 204.5	6,357,053 215.0	5,929,303 205.5
HONOR CAMPS	986,311 31.0	1,123,763 31.0	1,634,990 51.0	1,495,954 46.0
CCA	2,600,303 4.0	3,836,075 4.0	5,458,769 4.0	4,971,969 4.0
CAP. IMP.	<u>466,175</u>	<u>2,373,273</u>	<u>2,090,430</u>	<u>1,750,000</u>
TOTAL	11,088,063 201.0	16,164,758 305.0	21,210,947 339.5	19,679,885 323.0
OMBUDSMAN	-----	NOT INCLUDED	-----	-----
KSIR	10,095,359 301.5	11,246,665 305.5	16,210,139 358.5	14,256,747 329.5
KSP	19,348,453 417.5	23,256,857 431.5	28,431,019 578.0	23,448,290 525.5
SRDC	2,826,381 107.5	3,051,222 105.6	3,288,500 107.6	3,244,456 105.6
GRAND TOTAL	\$48,463,378 1,201.9	\$59,706,371 1,328.0	\$76,923,984 1,584.6	\$67,619,616 1,469.1

FY 1984 EMERGENCY FUNDING: \$2,432,778

FY 1985 AND EMERGENCY: \$70,052,394

RAS:mkb
01/12/84

Staffing Category by Classification/ Area of Responsibility	Positions Kansas Department of Corrections - FY '84											1/24/84
	KSP	KSIR	KCIL	SRDC	KCVTC	HC	WRC	WPR	TPR	KCI	OTHER	TOTAL
Secretary/Director	1	1	1	1	1	1	-	1	1	1	1	10
Deputy Director/Secretaries	2	2	1	-	1	-	-	-	-	-	3	9
Admin. Officer/Corr. Admin.	4	2	1	1	1	-	-	1	1	-	4	15
Work Release Supervisor	-	1	-	-	-	-	2	-	-	-	-	3
Corr. Classification Admin.	1	1	-	-	-	-	-	-	-	-	-	3
Corrections Supervisor	16	14	4	6	6	2	1	1	1	-	-	51
Corrections Officer	254	172	41	48	53	20	21	41	24	-	-	674
Construction Supervisor	4	-	-	-	-	-	-	-	-	-	-	4
Carpenter	1	4	-	-	1	-	-	-	-	-	-	6
Electrician/Air Conditioning	5	3	-	1	1	-	-	-	-	-	-	10
Painter	2	2	-	-	-	-	-	-	-	-	-	4
Plumber	4	2	-	1	-	-	-	-	-	-	-	7
Physical Plant Supervisor	3	3	1	1	-	-	-	-	-	-	-	8
Architect	-	-	-	-	-	-	-	-	-	-	1	1
Maintenance Technician	8	-	1	1	2	-	-	1	1	-	-	14
Power Plant Operator	6	5	5	-	-	-	-	-	-	-	-	16
Food Service	15	11	5	7	8	2	3	-	-	-	-	51
Farm Manager	-	-	-	-	-	-	-	-	-	1	-	1
Prison Industries Supt.	-	-	-	-	-	-	-	-	-	13	-	13
Medical Doctor	2	1	0.5	0.6	0.4	-	-	-	-	-	-	4.5
Psychiatrist	-	1	0.5	5	-	-	-	-	-	-	-	6.5
Nurse	3	6	1	2	2	-	-	1	1	-	-	16
Medical Assistant	7	-	2	-	-	-	-	-	-	-	-	9
Psychologist	4	3	1	7	1	-	-	-	-	-	-	16
Personnel Officer	1	1	-	-	-	-	-	-	-	-	2	4
Social Worker	2	1	1	9	4	-	-	2	1	-	-	20
Corrections Counselor	19	17	3	-	6	2	5	4	2	-	-	58
Probation & Parole Officer	-	-	-	-	-	-	-	-	-	-	36	36
Probation & Parole Supv.	-	-	-	-	-	-	-	-	-	-	6	6
Unit Team Manager	7	5	1	-	1	-	-	-	-	-	-	14
Athletic	2	2	-	-	2	-	-	-	-	-	-	6
Chaplains	2	2	-	1	1	-	-	-	-	-	-	6
Training	1	1	-	-	1	-	-	-	-	-	-	3
Dentist	1	1	-	-	-	-	-	-	-	-	-	2
Pharmacist	1	0.5	-	-	-	-	-	-	-	-	-	1.5
Attorney	1	1	-	-	-	-	-	-	-	-	2.5*	4.5*
Other	52.5	40	8	13	10	4	5.8	11	8	-	-	-
Total	431.5	305.5	78	105.6	102.4	31	37.8	63	40	11	51.7	215
										26	107.2*	1328.0*

ABT:mkb

*0.5 attorney carried against limitation of Governor's Office.

KANSAS DEPARTMENT OF CORRECTIONS

Additional Positions Requested for FY 1985

Class	KSP	KSIR	KCVTC	KCIL	SRDC	DOC				TOTAL
						HC	WR	IND.	CENT.	
Correctional Supervisors and Officers	*76.0	*17.0		1.0		*12.0	1.0			107.0
Unit Team Supervisors and Corr. Counselors	*10.0	*5.0								15.0
Food Service	*6.0	*2.0		2.0		*1.0				11.0
Athletics & Recreation	*1.0			1.0						2.0
Medical Doctors and Nurses			1.1							1.1
Storekeeper/Supply	*1.0									1.0
Industries Supervisor								1.0		1.0
Clerical						*2.0			1.0	3.0
TOTAL	94.0	24.0	1.1	4.0		15.0	1.0	1.0	1.0	141.1

*Positions directly tied to capital improvement projects resulting in increased population capacity.

1/17/84
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