

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

MONDAY, APRIL 28, 2003

9:00 A.M.

- Convene
- Pledge of Allegiance

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders
- (b) Finding of the County Commission determining that the requested annexation of approximately two (2) acres of land located at 1588 N 1400 Road will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Douglas County, as provided by K.S.A. 15-520c. (Dave Corliss)

REGULAR AGENDA

- (2) Consider approval of FY2004 Community Corrections Plan (Ron Stegall)
- (3) Review and approve Juvenile Justice Authority Grant Funding Applications for the 7th Judicial District (Pam Weigand)
- (4) Consideration of projects for inclusion into the Capital Improvement Program (Keith Browning)
- (5) Other Business
 - (a) Consider approval of Accounts Payable (if necessary)
 - (b) Appointments
 - (c) Miscellaneous
 - (d) Public Comment
- (6) Adjourn

WEDNESDAY, APRIL 30, 2003

6:35 P.M.

- Convene
- Pledge of Allegiance

PROCLAMATION

- Proclaim the month of May as "Mental Health Month"

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders
- (b) Consider approval of resolution authorizing and providing for the sale, issuance and delivery of \$8,115,000* principal amount of General Obligation Sales Tax Refunding Bonds, Series 2003-A of the Douglas County, Kansas, for the purpose of providing funds to refund a portion of the issuer's outstanding general obligation sales bonds and notes; providing for the levy and collection of an annual tax for the purpose of

paying the principal of and interest on said bonds as they become due; making certain covenants and agreements to provide for the payment and security thereof and authorizing certain other documents and actions connected therewith. (Pam Madl)

- (c) Consider approval of resolution authorizing and providing for the sale, issuance and delivery of \$1,315,000* principal amount of General Obligation Refunding Bonds, Series 2003-B, of the Douglas County, Kansas, for the purpose of providing funds to refund a portion of the issuer's outstanding general obligation bonds; providing for the levy and collection of an annual tax for the purpose of paying the principal of and interest on said bonds as they become due; making certain covenants and agreements to provide for the payment and security thereof and authorizing certain other documents and actions connected therewith (Pam Madl)

REGULAR AGENDA

(2) Planning Item: SP-03-20-03: Site Plan for Steve's Place, a reception/meeting hall at 1388 1293 Road (Sandra Day)

(3) Receive report from Douglas County Extension on Rural Urban Issues Seminar (Trudy Rice)

(4) Discussion of nursing program for the school district (Charles Jones)

(5) Other Business

(a) Consider approval of Accounts Payable (if necessary)

(b) Appointments

(c) Miscellaneous

(d) Public Comment

(6) Adjourn

MONDAY, MAY 5, 2003

-No Commission Meeting

WEDNESDAY, MAY 7, 2003

-No Commission Meeting

WEDNESDAY, MAY 14, 2003

-Planning item: CUP-12-16-02: Conditional Use Permit request for Eudora Quarry #68. The property is generally described as being located at the northwest corner of N 1200 Road and E 2400 Road. Requested by N.R. Hamm Quarry, Inc., for Katherine L. Neis, property owner of record) (Brian Pedrotti)

MONDAY, MAY 19, 2002

- Consider approval of open burn regulations proposal (Douglas County Fire Chiefs Association)

MONDAY, MAY 26, 2003

-Memorial Day – No Commission Meeting

WEDNESDAY, MAY 28, 2003

-No Commission Meeting

MONDAY, JUNE 2, 2003

-Light Agenda

WEDNESDAY, JUNE 4, 2003

-No Commission Meeting

MONDAY, JUNE 9, 2003

-No Commission Meeting

WEDNESDAY, JUNE 11, 2003

-No Commission Meeting

MONDAY, JUNE 16, 2003

-Light Agenda or no meeting

WEDNESDAY, JUNE 18, 2003

5:30 P.M.

-Rededication of Judicial & Law Enforcement Center and Youth Services

MONDAY, JULY 14, 2003

-Light agenda or no meeting

WEDNESDAY, JULY 16, 2003

-Light agenda or no meeting

MONDAY, JULY 21, 2003

-No Commission Meeting

WEDNESDAY, JULY 23, 2003

-No Commission Meeting

MONDAY, JULY 28, 2003

-Light agenda or no meeting

WEDNESDAY, JULY 30, 2003

-Light agenda or no meeting



MIKE WILDGEN, CITY MANAGER

City of Lawrence

KANSAS

CITY OFFICES

BOX 708

TDD 785-832-3205

8 EAST 8th

785-832-3000

FAX 785-832-3405

www.lawrenceks.org

CITY COMMISSION

MAYOR
BUE HACKCOMMISSIONERS
DAVID M. DUNFIELD
JAMES R. HENRY
MARTIN A. KENNEDY
MIKE RUNDLE

April 15, 2003

Craig Weinaug
Douglas County Administrator
1100 Massachusetts Avenue
Lawrence, KS 66044

Dear Craig,

The City of Lawrence has received an annexation request for approximately two acres of land located at 1588 N. 1400 Road. The property owners, Phillip and Helen Everley, submitted the enclosed annexation request on March 25, 2003. Pursuant to K.S.A. 12-520c, the City must receive approval from the County to annex this property.

Attached is Resolution No. 6462, adopted April 8, 2003, respectfully requesting the approval of the Board of County Commissioners of Douglas County. Please advise me concerning Commission consideration.

Please call with any questions you may have.

Sincerely,

David L. Corliss
Assistant City Manager
Director of Legal Services

CC: Mike Wildgen, City Manager
Phillip and Helen Everley
11 East 7th
Eudora, KS 66025



RESOLUTION NO. 6462

A RESOLUTION OF THE CITY OF LAWRENCE, KANSAS REQUESTING THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY MAKE CERTAIN FINDINGS REGARDING THE ANNEXATION OF PROPERTY.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:

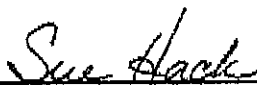
Section 1. The Governing Body finds that the City of Lawrence has received a request for the annexation of the property described below. The Governing Body further finds that such property does not adjoin the contiguous boundaries of the City, and that annexation into the City is appropriate. The Governing Body further finds that the provisions of K.S.A. 12-520c require that the Board of County Commissioners of Douglas County make certain determinations concerning the property.

Section 2. The property is legally described to wit

Beginning at a point 586.1 feet West of the Northeast corner of the South 10 acres of the East Half of the Southeast Quarter of Section 5, Township 13 South, Range 20 East of the 6th P.M.; thence North 265.13 feet; thence West 164.3 feet; thence South 529.86 feet, more or less, to the North line of the right-of-way line of Kansas State Highway No. 10; thence East 164.3 feet along said North right-of-way line; thence North 263.51 feet, more or less to the point of beginning, in Douglas County, Kansas.

Section 3. The Governing Body hereby respectfully requests that the Board of County Commissioners of Douglas County find and determine that the requested annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Douglas County, all as provided by K.S.A. 12-520c.

Adopted this 8th day of April 2003.


Sue Hack, Mayor

ATTEST:


Frank S. Reeb, City Clerk

ANNEXATION APPLICATION
City of Lawrence, Kansas

RECEIVED

MAR 25 2003

CITY MANAGERS OFFICE
LAWRENCE, KS

Requirements for application:

1. Complete application form.
2. Execute Consent to Annexation form. This will require an accurate legal description of the property proposed for annexation.
3. Provide a copy of the last recorded deed of the property. - Current LEGAL DESCRIPTION
4. Provide map of requested annexation area. (If applicant does not have access to appropriate maps, contact the Planning Department.)
5. Return above documents to the Planning Department, City Hall, 6 E. 6th Street, P.O. Box 708, Lawrence, Kansas, 66044. (832-3150).

General Procedure:

Upon receipt of items 1-4 listed above, City staff will review the application and place the request for annexation on the City Commission agenda.

If the request for annexation is 10 acres or greater, the request is referred by the City Commission to the Lawrence-Douglas County Planning Commission for a recommendation.

If the request for annexation is less than 10 acres, the City Commission will consider adoption of an ordinance annexing the property.

Property that does not adjoin city boundaries requires certain approvals from the County Commission.

Property annexed into the City requires a City zoning designation.

Generally, there is no fee or charge for City annexation, unless title issues require further legal work. The City requires property owners to pay compensation for rural water district facilities that the City must purchase pursuant to K.S.A. 12-527.

The annexation is effective after the annexation ordinance has been approved on first and second readings, and the ordinance is published in the city newspaper.

General Information:

Name of Property Owner(s): PHILLIP A. EVERLEY
HELEN J. EVERLEY

1.81a

PIN 103-05-0-40-02-002.00-0
1588 N 1400 RD

the property is owned by a married couple, both individuals must execute the Consent to annexation.

Address of Property Owner(s): 11 EAST 7th
ELLDORA, KS 66025

PETITION AND CONSENT TO
ANNEXATION INTO THE
CITY OF LAWRENCE, KANSAS

To: The Governing Body of the City of Lawrence, Kansas:

The undersigned owners of record of the following described tract of real property hereby petition the Governing Body of the City of Lawrence, Kansas (the "City") to annex such land to the City pursuant to the laws of the State of Kansas. The land to be annexed is legally described in Attachment A, which is attached to this petition and incorporated by reference as if fully set forth herein.

Such land lies upon or touches the City of Lawrence, Kansas boundary line. (If this is not accurate, delete this provision. Additional procedures will be necessary for the annexation of property not adjoining City boundaries.)

The undersigned further warrants and guarantees that they are the only owners of record of the tract of property described in Attachment A. The petition and consent to annexation shall be binding upon all successors in title, assigns, and heirs.

Property Owner of Record: Phillip A. & Helen J. Everley
Address of Owner: 11 EAST 7th EUDORA, KS. 66025

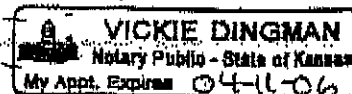
Property Owner signature: Phillip A. Everley & Helen J. Everley
(If property is owned by married couple, both must sign. If corporate or partnership entity holds title, please note authority to execute petition.)

STATE OF KANSAS)
COUNTY OF DOUGLAS)

Phillip A. Everley & Helen J. Everley
The foregoing petition and consent to annexation was acknowledged before me this
20th day of March, 2003, by Phillip A. & Helen J. Everley
IN TESTIMONY WHEREOF, I have hereunto set my hand
and affixed my official seal on the day and year last above written.

Vickie Dingman
Notary Public

Date: 03-20-03



Douglas County, Kansas








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To view the location of this property, click the 'Map It' button.
For help using the 'Map It' application, click the '?' icon in each section.

Owner Information:

Year: 2003 Pin Number: 023-103-05-0-40-02-002.00-0 Plate #: 800661C01 MAP IT	
Owner1: EVERLEY PHILLIP A	
Owner2: EVERLEY HELEN J	
In-Care-Of: (no record)	
Property Address: 1588 N 1400 RD, WAKARUSA TWP, KANSAS	
Sec-Twp-Rng: 5-13-20 Delinquent Tax: No School: USD 497	

Value Information:

Class	Appraised			Assessed		
	Land	Improvements	Total*	Land	Improvements	Total
CR	\$210,490	\$50,100	\$260,590	\$52,620	\$12,525	\$65,145

*Market or Ag use

Legal Information:

1.8192A 5-13-20 BEG AT PT 586.1 FT W OF NE COR OF S 10A OF E1/2 SE 1/4 SD SEC
TH N 265.13 FT TH W 164.3 FT TH S 529.86 FT TO N LINE OF R/W KS ST HIGHWAY
NO 10 TH E 164.3 FT ALONG SD N R/W LINE TH N 263.51 FT TOPT BEG, LESS .177A
TR #5 DIST CT CASE #25586 (NEW DESC 1992)

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Douglas County Property Value Map



Disclaimer

A service of the State of Kansas Geographic Information Systems Policy Board and the Data Access and Support Center

Douglas County Property Value Map

help

reset

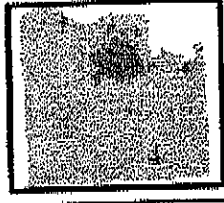
home



Reference Map



Overview Map



Legend

- ☐ Parcels
- ☐ Roads
- ☐ Interstate
- ☐ US Highway
- ☐ State Highway
- ☐ County
- ☐ Railroad
- ☐ Bypass
- ☐ Road
- ☐ Parks
- ☐ Lake
- ☐ River
- ☐ State Park
- ☐ Wildlife Refuge
- ☐ Public Use
- ☐ Private
- ☐ Public Hunting
- ☐ Restricted Hunting
- ☐ City Boundaries
- ☐ County Boundary

Zoom Level: ☒ Zoom In ☐ Zoom Out
☐ Pan ☐ Identify ☐ View Property Info
☒ Overview Map On | Full Extent | Clear Highlight

Table of Contents

Visible

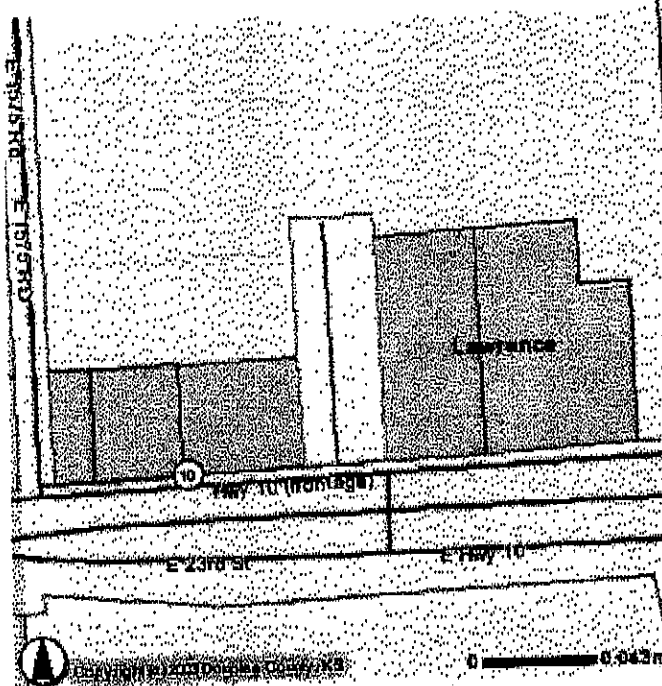
- ☒ Parcels
- ☐ Sections
- ☒ Roads
- ☐ Tax Units
- ☒ Parks
- ☒ City Boundaries
- ☐ View Aerials
- ☒ County Boundary

Active Layer

Parcels

update map

print map



7040 Ordinance
 Generator 1 Page Addition
 #1
 1 also annotation

(2)

COMMUNITY CORRECTIONS ACT AGENCIES APPLICATION FOR FY 2004 GRANT FUNDS

PART I APPLICANT IDENTIFICATION

KDOC USE ONLY Date received:		Received by:
Applicant Agency		(Main Office)
Name: Douglas County Community Corrections		
Address: 111 East 11 Street – Basement Level		City: Lawrence Zip Code: 66044
Telephone 785/832-5220		E-Mail: www.douglas-county.com
Fax: 785/330-2800		
Governing Authority: Douglas County District Court		
Agency Director		
Name: Ron Stegall	Title: Chief Executive Probation Officer	Telephone Number: 785/832-5220
Address (if different from agency)		E-Mail rstegall@douglas-county.com
Same		
Area(s) of Service		
List Counties that will be served by this grant: Douglas		
List Judicial Districts that will be served by this grant: Seventh		
Satellite Offices (Please attach additional sheets as necessary to list all offices)		
(S-1)	(S-2)	(S-3)
Address:	Address:	Address:
Phone:	Phone:	Phone:
Fax:	Fax:	Fax:
E-Mail:	E-Mail:	E-Mail:
# Staff:	# Staff:	# Staff:
Grant Period: July 1, 2003 through June 30, 2004		
Projected Funding from Other Source(s): \$ 0 <i>Additional funding from City/County for CSW program</i>		
My signature certifies that I did assist in the development, completion and review of my agency's FY 2004 Comprehensive Plan, attached hereto. I further certify that the plan complies with the written directions, applicable Statutes, and Kansas Administrative Regulations sent to me by the Department of Corrections.		
_____ Signature of Director		_____ Today's Date
My signature certifies that the Community Corrections Advisory/Governing Board did actively participate in the development of the attached FY 2004 Comprehensive Plan. The Board did review the plan for accuracy and compliance with applicable Statutes, and Kansas Administrative Regulations. [K.S.A. 75-5299]		
_____ Michelle Chabert Advisory/Governing Board Chairperson		_____ 4/22/03 Today's Date

TABLE OF CONTENTS

Part II: Introduction	3
Plan Due Date	3
Part III: General Directions.....	4
Part IV: Executive Summary	7
Part V : Service/Intervention Description.....	12
Part V.A.(1) : Statement of Problem/Need	12
Part V.B.(1): Objectives.....	13
Part V.C (1): Methods	14
Part V.D.(1): Evaluation	15
Part V.A.(2): Statement of Problem/Need.....	16
Part V.B.(2): Objectives.....	17
Part V.C.(2): Methods.....	19
Part V.D.(2): Evaluation.....	20
Part VI: Non-Community Corrections Funding Sources.....	21
Appendices	22
Appendix A: Signatory Approval	22
Appendix B: Advisory/Governing Board Membership.....	23
Appendix C: Board(s) of County Commissioners.....	25
Appendix D: Ancillary Services.....	26
Appendix E: Organizational Chart.....	27
Appendix F: Personnel Data	28

*Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs.
(Community Corrections Field Services Standard #1A-ADM-102)*

PART II INTRODUCTION

The Kansas Community Corrections Act provides grants to Kansas's counties to develop, implement and sustain a range of programs for adult offenders assigned to community corrections agencies.

The History of Community Corrections Act in Kansas

Community Corrections in Kansas was established through enactment of K.S.A. 75-5290 by the 1978 Legislature. Patterned after the Minnesota Community Corrections Act, Community Corrections in Kansas was intended to provide alternatives to both incarceration and new prison construction. Initially, Community Corrections was optional and counties were not required to establish community corrections programs. However, with the passage of Senate Bill 49 in 1989, counties not previously participating in community corrections were required to establish programs – either singly, in groups, or by contracting with existing programs. Adult offenders were the primary population until the 1994 Legislature provided for statewide expansion of juvenile services through community corrections. The responsibility for juvenile offender supervision was transferred to the Juvenile Justice Authority by the 1997 Legislature.

The 2000 Kansas Legislature approved legislation that defined the target population to be served by community corrections agencies. Probation violators must be assigned to community corrections before being revoked and sent to prison unless the violation includes a new conviction or the court makes a finding that public safety and/or the offender's welfare will not be served by doing so. The law further provides that community corrections agencies may provide services to juveniles if the local advisory/governing board grants approval. However, community corrections grant funds cannot be used for this purpose.

Currently, thirty-one (31) community corrections agencies provide services for adult offenders in all 105 Kansas counties.

The Purpose of the Comprehensive Plan

The comprehensive plan is the working document developed by local community corrections agencies that describes the programs and services projected for the ensuing fiscal year. Each plan shall include specific goals and objectives, the types of services available, offender behavioral characteristics for each service, and the number of staff and their function.

KSA 75-5296, and amendments thereto, state that no county shall be qualified to receive grants under the Community Corrections Act unless and until the Secretary of Corrections approves the comprehensive plan for such county, or group of counties.

Comprehensive Plan Due: May 1, 2003

The Kansas Department of Corrections must receive an electronic copy (via e-mail or diskette) of the comprehensive plan and all original Signatory Pages by 5:00 PM, Thursday, May 1, 2003. Please send to: Kathleen Graves, Director, Community Corrections Services, LSOB, 900 SW Jackson, Suite 400, Topeka, Kansas 66612-1284, or KathleenG@KDOC.dc.state.ks.us.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

PART III GENERAL DIRECTIONS

The Kansas Statutes Annotated (K.S.A.) and Kansas Administrative Regulations (K.A.R.) for Community Corrections Act agencies are available as attachments to this document. Please refer to them for guidance as you complete the agency's FY 2004 grant application.

1. Application Identification – Enter all information on this sheet, as requested. If for example, a satellite office has no fax machine or e-mail address, you must enter "None". Do not enter N/A or Not Applicable.
 - Governing Authority – By this we mean, who retains all authority for the expenditure of moneys, implementation and operations under the approved comprehensive plan, approval of the comprehensive plan, authority to hire and terminate the employment of the director, and governs all personnel matters. For some the governing authority is the Board of County Commissioners, and for others, such authority rest with a body independent of the commission. You must specify where such authority rest, e.g. Green County Board of County Commissioners, or Board of Trustees for Lincoln Community Corrections. Refer to K.S.A. 75-5292
 - The Projected Funding from Other Sources only reports projections. Agency management is encouraged to seek out other funding sources to help sustain current services and/or add new services. Enter the total of your request to all sources.
2. Grant Application Due Date - The Department must receive all FY 2004 Comprehensive Plans by 5:00 PM, May 1, 2003. Any request for an extension shall be in writing, and shall require the approval of the Director of Community Corrections Services. The Department must receive the request at least two (2) weeks before the May 1 due date. The maximum allowable extension shall be 15 working days.
3. Executive Summary – This section should minimally summarize, a) the current program and financial status of the agency, b) impact of local and state concerns on operations, c) outcomes of FY 2003 Objectives for the first three quarters (July 1, 2002 – March 31, 2003), d) collaboration and partnerships with local, State, and other resource providers. Highlight agency strengths and challenges, and any new initiatives for the ensuing fiscal year.
4. Service/Intervention Description – You must complete PART V A through D for each service/intervention that meets the recommended criteria for this section. Only complete this section for services/interventions that:
 - Targets specific criminogenic needs, or focus on a specific group of probationers from the target population, e.g. criminal thinking, substance abuse, negative peer association, unemployment, and mental health problems.
 - Requires attendance for a designated period.
 - Are available throughout the fiscal year, not just a one-time occurrence.
 - Have objectives and methods for implementation, and a process for evaluation.
 - Are funded with community corrections grant funds, other funding sources, in partnership with a resource provider, or any combination thereof.
 - Are facilitated by agency staff, or through contractual agreement with a non-agency staff.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

The Service/Intervention Description includes four sections (V A-D). Please adhere to the instructions for each section:

- a. Statement of Problem/Need (V.A.) - The statement of problem/need represents the reason(s) for proposing to provide the service/intervention. It specifies the conditions that the agency and the advisory/governing board on behalf of the local community wish to change. The service/intervention should be supported by agency experience, local correctional needs, concerns that may have statewide implications, and principles of "what works". Please state the problem/need first, be concise.
 - b. Objectives (V.B.) - The objectives specify the outcomes the agency is seeking as a result of proposing the service/intervention. Keep the objectives simple, consider following the S.I.M.P.L.E. acronym on page 8 of the application. You may want to limit the number of objectives, keep them manageable and achievable.
 - c. Methods (V.C.) - This section must describe the service/intervention activities in detail, and how the agency will achieve each objective. The methods must include the sequence and interrelationship of all activities as well as staff duties/tasks. State exactly what will occur during each service/intervention (assessment, evaluation, daily attendance, Surveillance, drug testing). Present a clear picture of the behaviors of the target population of probationers (pattern of not reporting, positive drug test, rule violations and a pattern of non-compliance with treatment requirements), and the selection process. Describe the precise steps that will be taken to carry out each objective, including what will be done, who will do it, and when it will be done. Keep asking and answering the "What's Next" question.
 - d. Evaluation (V.D.) - Measurable objectives identify what to evaluate. Discuss how you will summarize and measure each objective. Discuss how you will identify barriers that may contribute to objectives not being met. The Department is not asking for an elaborate and complicated evaluation design. However, we do want to know if the service/intervention accomplished what it was designed to do and to what degree. Additional information should include the numbers referred, completed and successfully discharged, and the number revoked as a condition violator following the completion of the service/intervention.
5. Anticipated Non-Community Corrections Funding Sources - Use this section to identify potential funding sources other than the community corrections grant. The following example shows how to complete this section.

EXAMPLE ONLY

Funding Source	Type	Amount of Request	Purpose	Award Notice Date
Byrne Grant	Federal	\$86,500	Treatment for probationers addicted to Methamphetamine	June 20, 2003
Alcohol/Drug Tax Revenue	City	\$18,200	Transitional housing assistance for single parents with custody of children 16 years and under	July 1, 2003
Optimist	Non-Profit Organization	\$7,500	Childcare for probationers with children 6 years and under.	July 1, 2003
St. John County Commissioners	County	\$15,000	Help defray cost of supervising county probationers - AISP.	July 1, 2003

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

6. Appendix A through F – includes:

- Signatory Approval (A) – The Comprehensive Plan requires the signature of the agency's director or representative, Advisory/Governing Board Chairperson, and the Chairperson of the Board of County Commission of the governing county as well as the Commission Chairperson for each county cited in an Inter-local Agreement. Please print or preferably type each name to help ensure legibility. The Department must receive documents with original signatures.
- Advisory/Governing Board Membership (B) – Provide all information, including latest appointment dates and appointment expiration dates. The racial and gender make-up as well as other requirements must be consistent with K.S.A. 75-5297.
- County Commissioners (C) – Provide the required information for each county commissioner. Do not forget to enter the name of the county.
- Ancillary Services (D) – These services may include those the agency routinely provides for all probationers, or provide on an as needed basis. Such services may include, but not limited to, drug testing, any type of fee collection, community service work, surveillance, job search, clothing/housing/food/transportation assistance, and referrals to community providers.
- Organizational Chart (E) – The chart must list all current and proposed staff positions for Adult Intensive Supervision (AISP) and Adult Residential Centers (ARES). Reflect the span of control and functions of all positions, and use an asterisk (*) to identify proposed positions or services/interventions. The chart must list contractual providers and identify the agency position responsible for the oversight and monitoring of contracts/agreements. Do not forget to add the date for which the chart will become effective.
- Personnel Data (F) – Must include all current and proposed staff for AISP and ARES, and the percentage of time staff (including proposed) will spend working in each program. You must also provide the percentage of time staff will dedicate to Juvenile and other non-community corrections programs and activities.

The apportionment of salary and benefits must be consistent with the percentage of work hours they dedicate to adult community corrections program(s), and other non-community corrections programs and activities. The following example shows how to complete this section.

Also, you must indicate the office to which the staff is assigned (see the office(s) listed in Part I --- e.g., Main, S-1, S-2, S-3). If the staff is assigned to more than one office, please list only the staff's principle office assignment.

SAMPLE

Name	Position/Title	Principle Office Assignment (E.G. Main, S-1, S-2, S-3)	FT or PT	% Of Time To Spend on Activities		Proposed FY 2004 Salary		Proposed FY 2004 Benefits	
				AISP or ARES Activities ¹	Juvenile and/or Other	KDOC Funds	Other Funds	KDOC Funds	Other Funds
Joe Green	AISP Supervisor			80%	Juvenile 15% Other 5%	\$24,000	Juvenile \$4,500 Other \$1,500	\$4,800	Juvenile \$900 Other \$300

¹ "Activities" include case management, administrative, support, and supervisory duties.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

PART IV EXECUTIVE SUMMARY

A. Current Program and Financial Status of the Agency

Admissions to the Program

During FY2002, there were 323 offenders served by Douglas County Community Corrections. Of this number, 136 were new admissions to the program. Program admissions were as follows:

At Sentencing	95
From Other Counties	26
Court Services Revocations	13
Labette Follow Up	2

Total Offenders Served

The number of total offenders served in FY2002 increased from FY2000 and FY2001:

FY2002	323
FY2001	305
FY2000	293

Admissions to Program by Gender and Race

Of the 136 admissions to the program in FY2002, male Caucasian offenders continue to represent the highest number:

Male 108	Caucasian	97
Female 28	African American	28
	Hispanic	5
	American Indian	5
	Asian	1

Admissions to Program by Offenses for FY 2002

Drug Offenses, Felony	67
Drug Offenses, Misdemeanor	15
Property, Felony	42
Property, Misdemeanor	14
Person, Felony	35
Person, Misdemeanor	19
Weapon	1
Sex Offenses	10
Traffic Offenses, Felony	5
Traffic Offenses, Misdemeanor	5
Other, Felony	10
Other, Misdemeanor	3

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

Program Discharges

Conditional violator discharges represented 18% of the total discharges in FY2002:

Successful Completions	48
Revoked-Conditional Violator	19
Revoked/Terminated-Other	16
Transfer Back to Orig. Juris.	22
Other	1

Average Daily Population (ADP)

The year-to-date (YTD) ADP rose sharply from FY1998 to FY1999. A decline in ADP was noted towards the end of FY2000 due to the passage of Senate Bill 323. ADP has steadily climbed since Senate Bill 323:

	FY1998	FY1999 *	FY2000 *	FY2001 *	FY2002 *	FY2003 *
July	94	124.6	117.3	88.6	89.9	124.0
August	100	129.7	115.3	85.5	96.7	117.1
September	100	131.2	119.3	80.2	95.5	120.1
October	105	122.9	122.6	82.3	97.2	125.3
November	106	128.2	117.7	75.8	95.7	130.8
December	109	120.3	110.5	75.9	99.7	138.0
January	110	113.2	106.8	77.2	105.6	142.9
February	117	110.3	106.2	85.0	109.6	142.3
March	117	111.4	107.2	88.0	116.7	N/A
April	119	113.3	99.6	91.0	122.7	N/A
May	119	119.9	95.4	94.5	129.8	N/A
June	116	118.2	94.8	92.5	130.4	N/A

** Numbers based on TOADS reports*

Community Service Work (CSW) Program

Douglas County Community Corrections and outside agency offenders are referred to the CSW program as a consequence of their offense and as intermediate sanctions. The following summarizes the community service work program for FY2002:

Program Referral Sources

District Attorney Office's Diversion Program	161
Court Services	37
Community Corrections	20
Municipal Court	111
District Court	3
Other (Shelter)	24

7966 hours were completed in FY2002 with \$3205.00 (641 hours) in lieu of court costs.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

Anger Management Training

During FY2002, a total of 31 offenders from both Community Corrections and Court Services were referred to the Anger Management Training class provided by Douglas County Community Corrections. Referrals are as follows:

	FY2000	FY2001	FY2002
Referred	39	32	31
Successful Completions	23	21	22
Unsuccessful Completions	5	3	1
"No-shows" after Referral	11	8	8
Waiting List at FY2002 Year-End	6	5	10

Financial Status of the Agency

Due to rising case loads and continued reduction in funds, we eliminated our half time resource specialist position as of November 2002 and made that position into an ISO position. Since our resource specialist was already a half time ISO this change simply made his position into a full time ISO. This has helped to alleviate the problem somewhat, but our ADP continues to rise and we now have over 140 active cases. There is clearly a need for greater funding for more staff in order to provide for adequate offender supervision, which in turn provides for public safety as well as offender reformation.

With the expected elimination of the CV grant, we are now also faced with the possibility of losing our surveillance officer. Our surveillance officer has been a vital part of our program for several years and if the lack of funds does result in the elimination of that position we will no longer be able to provide to the community, the courts, or the offender an intermediate alternative between normal intensive supervision and prison. There is no question this would have a very significant negative impact on our program.

In addition to these factors, other costs continue to rise, most notably the cost of health insurance for our employees. Recently program fees were instituted to help offset the reduction in funds and the increase in costs. Now we are looking at other, more radical, fees that could be instituted to replace the funding we will lose with the elimination of the CV grant. Needless to say, the overall financial status of the agency is not encouraging.

B. Impact of Local and State Concerns on Operations

Due to local and state financial cutbacks, Douglas County Community Corrections implemented a monthly supervision fee for all active offenders in July 2002 in addition to reimbursements received for urinalysis and alco-sensor screenings and electronic monitoring. These offender reimbursements will be utilized to make up for lack of funds to finish up FY2003.

While we are anticipating that the Conditional Violator program will not be funded for FY2004, we are working with the local administrators to develop creative ways to continue funding for a surveillance program. The surveillance program has been crucial in maintaining offender supervision during the off-hours (evenings and weekends), to ensure a community presence of offender supervision.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

C. Outcomes of FY2003 Objectives

- *80% of all offenders assigned through 7th Judicial District to Community Corrections in FY2003 will have their cases staffed prior to assignment:*

Thus far in FY 2003 (through March 28, 2003), we have received 146 referrals to the program. 108 were referrals from Court Services (either revocations from Court Services or pre-sentence referrals), 23 referrals were from other jurisdictions, 14 referrals were directly from District Court, and 1 referral is unknown. All Court Services and other jurisdiction referrals are staffed ahead of time via review of case materials, contacts with the pre-sentence investigator (Court Services Officers) and original supervising officer of the referring jurisdiction. Of the 146 referrals thus far, only 7 were not staffed prior to assignment, totaling more than 95% of cases being staffed.

- *During FY2003, Community Corrections and Court Services will meet together every other month (6 times per year):*

At a minimum, managers from both Community Corrections and Court Services met monthly during FY2003 to staff issues at hand (referrals, joint supervision, administrative issues, etc).

- *During FY2003, 80% of all Community Corrections unemployed offenders referred to the Resource Specialist will obtain employment within 30 days of being referred:*

The half-time Resource Specialist position was eliminated in November 2002. The position was converted into a full-time ISO position. For FY2003 through November 2002, there were 41 offenders referred to the Resource Specialist for job placement assistance. Of the 41 offenders, 27 of them were placed within 30 days of being referred representing 66%.

- *During FY2003, 90% of all employable offenders will maintain employment for 90 days prior to a successful discharge from Community Corrections:*

Thus far for FY2003, 75% of employable offenders maintained employment for 90 days prior to a successful discharge from Community Corrections.

- *10% of all offenders referred to CSW will participate in the Food for Service (FFS) program in FY2003:*

290 referrals have been received through the CSW program for FY 2003 so far. Of these referrals, 40 have participated in the Food for Service program, representing a 13.7% participation rate.

- *\$2000 worth of non-perishable food goods will be distributed to community agencies in FY2003:*

Thus far in FY 2003, 4365 ½ pounds of food has been distributed at an average rate of \$.85 per pound, totaling \$3710.67. Over 161 hours of community service work was utilized for the Food for Service program equaling 1014 pounds of food that has been received so far in FY 2003.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

D. Collaboration and Partnerships

As in the past, staff will continue to assist and support offenders to be successful in numerous ways. The staff has familiarized themselves with the numerous community agencies Douglas County has to offer to provide additional resources and support in many areas. A surveillance program is provided by Douglas County Community Corrections as a crucial method in maintaining offender supervision during the off-hours (evenings and weekends) and to ensure a community presence of offender supervision. Anger control classes are also facilitated by Douglas County Community Corrections staff at a reasonable fee.

Substance abuse resources continue to be a strong correctional need for offenders. Offender needs include inpatient and outpatient treatment, funding for appropriate treatment referrals, monitoring of substance abuse via testing, and continuing recovery support in the community. Douglas County Community Corrections identifies those with substance abuse needs during the plan development stage (pre-sentencing) and/or during the intake session (after sentencing). Identifiers include conviction information, self-reported drug use, past and/or current substance abuse treatment participation, and past criminal history. ISO's refer identified offenders to appropriate agencies for resource recommendations and/or treatment. Also, AA and NA support group information is available from the ISO, as appropriate. Verification of the use of the treatment intervention is conducted through collateral contacts with the treatment agency. In-house testing is conducted as well as off-site laboratory confirmation to detect the use of illicit substances. The Conditional Violator program is a tool to monitor activities of selected offenders during the weekend and evening hours to include alco-sensor testing, random urine analysis screenings, and continue supervision during the off-hours by the Surveillance Officer.

Other correctional needs are identified through the plan development and/or intake session. Offenders with property convictions may be referred to the Theft Offender Program offered in the community. Offenders with mental health issues are referred to the local community mental health agency or other private facilities. Domestic batterers are referred for intensive batterers intervention groups. Sex offenders participate in specialized groups for their particular offense. Clothing, medical, and housing needs, community financial assistance programs, and continuing vocational and educational needs are identified and matched to the appropriate community resource for services.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

PART V SERVICE/INTERVENTION DESCRIPTION

Service/intervention may include, but is not limited to: Cognitive Skills Groups, Individual/Group Substance Abuse or Mental Health Counseling, Sex Offender Treatment, Therapeutic Community, Day Reporting Center and Surveillance.

Service/Intervention: Anger Control Management Classes

Program Type: ☒ AISP ☐ ARES ☐ Both

STATEMENT OF PROBLEM/NEED – V.A.

Douglas County Community Corrections has offered an Anger Management Control class internally since 1997. It is a comprehensive eight-week class initially modeled after the "Anger Regression Therapy (ART)" concept. Cognitive behavior change has been integrated into the coursework along with materials from a variety of sources by the facilitators. The class is been developed and modified to provide tools for anger management control for offenders assigned to community supervision. The class is offered internally as a means to provide general, cost-effective anger management that was not otherwise found in the community. It is offered quarterly throughout the year. The class is funded by Community Corrections' grant funding. An ISO and the Community Service Work Coordinator currently facilitate the class.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

OBJECTIVES – V.B.

[Service/Intervention: Anger Control Management Class]

Keep the objectives simple, consider following the S.I.M.P.L.E. acronym. These categories are not mutually exclusive, however, each of your objectives should meet at least two or three of the six criteria. Do not bury the objectives in narratives.

Specific – state precisely what you intend to change through the intervention. How might it impact the criminogenic needs of probationers within the target population?

Immediate – provide the time frame during which the problem(s) will be addressed.

Measurable – cite what you will accept as proof of success. Discuss the impact you expect this intervention to have on the target population.

Practical – state how each objective is a real solution to a real problem. Discuss how this service/intervention will contribute towards public safety, offender and agency accountability.

Logical – discuss how each objective will contribute to eliminating, decreasing, or stabilizing the problem/need.

Evaluation – indicate how much change has to occur for the service/intervention to be effective.

The objective is to create a sense of self-awareness in the offender regarding ownership of their anger and effects of their anger on themselves and others. Tools are provided and practiced within the class for continuing behavior modification and personal responsibility for actions. The 8-week class is offered quarterly throughout the year based on different topics of anger management. Success is based on attendance, participation, and completion of the program. For FY 2000-2002, the success rate of participants is 86%. We strive to maintain an 80% success rate for participants. The class is offered internally as a means to provide general, cost-effective anger management that was not otherwise found in the community.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

METHODS – V.C.

[Service/Intervention: Anger Control Management Class]

Each class will have from ten to fifteen openings for participants referred by the staff of Community Corrections or Court Services. Targeted offenders are those on probation (Community Corrections or Court Services) for person offenses of a violent/aggressive nature. Letters are mailed out prior to the class to each referred participant outlining the class expectations, including attendance for the 8 weeks. The class is laid out in a progressive step method. The facilitators outline the steps necessary for successful completion specifically to the participants during the first class, including attendance. Participants are allowed one excused absence but, because of the condensed nature of the class, the absence must be made up. The class follows a weekly outline on topics of anger management including the negative aspects of substance abuse and the negative social interactions in employment, family, and community relationships. The facilitators notify each supervising officer weekly of class attendance. Documentation is maintained on attendance and success rates from year to year by the facilitators.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

EVALUATION – V.D.

[Service/Intervention: Anger Control Management Class]

Each participant is given a pre-test during the first class and a final test during the last class to examine the educational changes that have occurred. Participants must participate in group discussions and exercises. Upon completion, the participants' success is based on their participation throughout the eight weeks, their attendance, and their ability to understand their anger and what precipitated that anger. Statistics are reviewed at a minimum of annually to ensure success of the program.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

PART V SERVICE/INTERVENTION DESCRIPTION

Service/intervention may include, but is not limited to: Cognitive Skills Groups, Individual/Group Substance Abuse or Mental Health Counseling, Sex Offender Treatment, Therapeutic Community, Day Reporting Center and Surveillance.

Service/Intervention: Surveillance/Conditional Violator Program

Program Type: ☒ AISP ☐ ARES ☐ Both

STATEMENT OF PROBLEM/NEED – V.A.

The purpose of Intensive Supervision is to assure that offenders adhere to the conditions of their probation, as ordered by the Court and their assigned officer. The goal of intensive supervision is to supervise offenders in the community while minimizing the risk to public safety.

The Surveillance program now in its sixth year. Surveillance of offenders provides an extension of the services being provided by the assigned ISO and other support staff. Offender contacts made by the Surveillance Officer will allow for added supervision during the evening and weekend hours when the assigned ISO is not on duty. Through unscheduled visits, the Surveillance Officer is able to observe and report to the ISO information that would not normally be available to the ISO during an office visit.

Through the work of the surveillance program, we are able to have the offenders checked during the evening and weekend hours when the offices are closed. This gives the client another resource to reach out to if problems were to arise. It also gives the Surveillance Officer an opportunity to see the offender in their own element, which can be observed and noted because these visits are unscheduled. The role of the Surveillance Officer is a vital position in contributing towards enhancing the safety of the public while in the community as well as making sure that the offender is maintaining compliance with their conditions of assignment.

Offenders that are placed on the Conditional Violator Program are adults that are being supervised by Community Corrections. These offenders have violated the conditions of their probation and, in lieu of revocation, are referred to the Surveillance Officer as a deterrent to keep them from continuing to violate. It is our goal, that once surveillance is in place, the offender will come into compliance with their probation and maintain community supervision.

The primary reason for the surveillance program is to enhance public safety by making the offenders accountable through more intense supervision while allowing them to remain in the community which in turn reduces the number of offenders that would otherwise be incarcerated. The reasons an offender is referred to the Surveillance Officer are usually for non-reporting or substance abuse. These issues can be addressed by the Surveillance Officer making contact with them in their homes and at the same time gathering information to obtain needed services.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

OBJECTIVES – V.B.[Service/Intervention: Surveillance/Conditional Violator Program]

Keep the objectives simple, consider following the S.I.M.P.L.E. acronym. These categories are not mutually exclusive, however, each of your objectives should meet at least two or three of the six criteria. Do not bury the objectives in narratives.

Specific – state precisely what you intend to change through the intervention. How might it impact the criminogenic needs of probationers within the target population?

Immediate – provide the time frame during which the problem(s) will be addressed.

Measurable – cite what you will accept as proof of success. Discuss the impact you expect this intervention to have on the target population.

Practical – state how each objective is a real solution to a real problem. Discuss how this service/intervention will contribute towards public safety, offender and agency accountability.

Logical – discuss how each objective will contribute to eliminating, decreasing, or stabilizing the problem/need.

Evaluation – indicate how much change has to occur for the service/intervention to be effective.

1. To hold offenders accountable for their actions by implementing a fee for each positive Alco Sensor that was obtained;

Having the Surveillance program to conduct Alco-sensor testing, along with monitoring directed curfews and conducting home and collateral contacts during evenings and weekends when offenders are most vulnerable is a deterrent from consuming alcohol. Community Corrections has made the offender aware of the consequence related to consuming alcohol. The offender will be in violation of their probation and required to pay a fee for a positive test;

2. To continue to strive to detect the needs of our offenders and attempt to seek out programs that will help them to succeed;

Conducting unannounced home visits provides the Surveillance Officer an opportunity to see how an offender behaves in their own environment. Offenders appear to communicate more openly when they are in their own surroundings, making it more comfortable to talk about issues that they are concerned with. These visits can give the Surveillance Officer a better insight as to offender needs, that may otherwise go undetected during office visits with their ISO. The ISO then utilizes the information to assist the offender in seeking additional services in order to successfully complete their program. Examples of this include:

- ♦ An offender who is home alone contemplating suicide when the Surveillance Officer has come by to check on them. The Surveillance Officer acts as a liaison for the offender to assist them in obtaining the services that are immediately needed.
- ♦ An offender has just received information on a Friday evening that a family member has died and is requesting a travel permit. In this situation because of the off hours, surveillance was able to intervene and assist in having a travel permit ready for the following day.
- ♦ An offender conveys information from their past to the Surveillance Officer that they had not shared with their ISO. Surveillance acts as a liaison to report this information to the ISO, which could be used to address the situation or direct the offender to a service that could be of assistance to them.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

3. To decrease the number of offenders going to prison on condition violations;

Studies have shown how supervising offenders in the community is far less expensive than incarceration, and that offenders have better success rates by staying in the community than being incarcerated. To have an offender remain in the community will allow them to become productive citizens of the community allowing them to continue to work and pay taxes while providing support for their families. Without the intervention of the surveillance program for the condition violators, it certainly limits the alternatives outside of incarceration.

The program is designed to have the Surveillance Officer conduct random home visits during evening and weekend hours. The duration of this intervention is based upon the discretion of the ISO, as they deem necessary, which may be implemented multiple times during the duration of their probation as appropriate. The ISO will evaluate each Conditional Violator on the program to determine their progress and completion of the program.

An offender will be assigned to the surveillance program as an intervention in order to obtain compliance without the risk of going to prison. Working more closely with an offender who is a condition violator enhances the ability to talk with them about their issues, while giving them the added help and incentives to successfully complete their probation.

Through the overall structure of Community Corrections, needed services are provided in order for them to become productive citizens in the community. By utilizing the Surveillance Officer as an additional resource and intervention of Community Corrections, we can provide continued contact with offenders at their residence for alcohol testing, curfews, random UA's, and electronic monitoring.

Evaluating change is a difficult thing to do. However, keeping just two condition violators out of prison without compromising public safety pays for the whole program without taking into consideration all the additional benefits that accrue to the community, the family of the offender, and the offender himself/herself.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

METHODS – V.C.

[Service/Intervention: Surveillance/Conditional Violator Program]

When an offender has violated one or more of the conditions of his/her probation and is in danger of being revoked, the ISO makes a written referral of the offender to the Conditional Violator program as an intermediate intervention. The primary reasons for this referral are non-reporting or substance abuse.

When the Surveillance Officer receives the referral, the case is staffed with the ISO. The Surveillance Officer typically makes an average of 15-20 unannounced and unscheduled offender contacts per shift in the community during the evening and weekend hours. These visits will consist of curfew checks, collateral contacts, surveillance, substance abuse testing and communications with law enforcement. House arrest with electronic monitoring has proven to be a viable alternative to incarceration for condition violators that the Surveillance Officer monitors. Currently, the Surveillance Officer is responsible for setting up, downloading (when applicable), and disconnecting electronic monitoring equipment.

The Surveillance Officer carefully documents all contacts made with offender and collateral contacts at the residence or other community site, as well as noting any collateral contacts made with other residents in the neighborhood. This information is noted and given to the ISO for their review on the following day. The Surveillance Officer and the ISO are in constant contact as to the status of each offender and their case regarding the specific surveillance and follow-up needed. The ISO takes the information provided by the Surveillance Officer and determines the best course of action to follow and, if any, refers additional services as needed. The ISO will evaluate and determine the closure of each case, as they deem necessary for completion (successful, unsuccessful, death, etc).

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

EVALUATION – V.D.

[Service/Intervention: Surveillance/Conditional Violator Program]

The surveillance program has a clearly defined beginning and end. The duration of the surveillance program for any one offender can be up to 180 days, but is subject for review by the ISO for continued placement in the program. The surveillance case is initiated by the referral to the surveillance program due to the offender's failure to comply with his/her conditions of probation. The surveillance program provides a much higher level of accountability for the offender, including monitoring for alcohol and drug use (Objective A) through unannounced visits on off-hours by the Surveillance Officer. The surveillance program also provides a great deal of additional information about the offender (Objective B) through seeing him/her out in the field at unexpected times and in unexpected situations. The success of the objectives is documented through the contacts of the Surveillance Officer. Ultimately, however, the real success of each of these objectives is measured by the client coming back into compliance with the conditions of his/her probation and being successfully discharged from the surveillance program. In addition, it is through measuring the numbers of successful completions of the surveillance program that we can measure the success of the final objective to decrease the number of condition violators going to prison. (Objective C)

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

**PART VI
ANTICIPATED NON- COMMUNITY CORRECTIONS
FUNDING SOURCES**

Funding Source	Type	Amount Requested	Purpose	Award Date

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)

APPENDIX A

BOARD (S) OF COUNTY COMMISSIONERS

I hereby certify by my signature below that the Board of County Commissioners did review and approve the attached FY 2004 Comprehensive Plan as submitted by the Community Corrections Advisory/Governing Board or other governing body. I further certify, as County Commission **Chairperson**, that the plan is in compliance with applicable Statutes, and Kansas Administrative Regulations.

Douglas
County

Bob Johnson
Name (Typed or Printed)

Signature

Date

Douglas
County

Name (Typed or Printed)

Signature

Date

Douglas
County

Name (Typed or Printed)

Signature

Date

Douglas
County

Name (Typed or Printed)

Signature

Date

Please attach additional sheets as necessary to obtain all county commissioner chairperson signatures.

Organizational Changes should be reported to KDOC as soon as possible but at least within thirty (30) days after the event occurs. (Community Corrections Field Services Standard #1A-ADM-102)