

LEADING ON THE MARGIN:
SERVING CITIZENS OUTSIDE THE MAINSTREAM

TUESDAY, SEPTEMBER 27, 2005

Substance Abuse Services in a Regional Jail Setting

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Reviewed By: Sanford B. Wanner, County Administrator



Virginia Peninsula Regional Jail

MEMORANDUM

TO: Sanford B. Wanner, James City County Administrator

FROM: Major Sheryl Castellaw, Assistant Jail Administrator

DATE: August 19, 2005

SUBJECT: Substance Abuse Services

Virginia Peninsula Regional Jail Administration and Staff benefit from an excellent working relationship with our local Community Services Board. Colonial Community Services Board now has two full-time substance abuse counselors who are housed at VPRJ. In addition, the Substance Abuse Coordinator visits VPRJ weekly for supervision purposes.

Colonial Community Services Board currently offers three different types of substance abuse programs. The largest of these programs is our Life Without a Crutch program. This is a fifteen-session psychoeducational program which meets twice weekly and is offered to both males and females. This program is an introduction to recovery from alcohol/drug addition/abuse. It describes the nature of addiction, its causes and effects, the rewards of overcoming it, and presents some ideas on how to begin to change. Some inmates volunteer for this program and others are court ordered into the program. Upon successfully completing Life Without a Crutch, inmates may also volunteer to take Life Without a Crutch a second time as a mentor to help new participants.

A second substance abuse program is our Relapse Prevention Group. This is a twelve-week substance abuse counseling group for males which meets weekly. It is designed to help inmates examine the thoughts, feelings, and actions which led to their alcohol/drug use and to develop new coping and communication skills to handle these situations without resorting to substance use. This group is open for male inmates who have either completed Life Without a Crutch and/or have had a history of substance abuse counseling in the community and are seeking a deeper level of understanding of addiction than is presented in Life Without a Crutch. This group is also open to both volunteers and court-ordered clients who have completed Life Without a Crutch.

Our third, and most intensive substance abuse program, is our "Stepping Stones" Therapeutic Community. This is a program for male inmates who live in the same pod from nine to twelve months to receive/give intensive confrontation on their addictive behaviors. This is a long-term biopsychosocial approach to substance abuse treatment that uses peer role models as well as professional counselors. Our belief is that through living in a community with multiple intense interventions, inmates can learn to internalize pro-social behavior that will lead to a drug-free, positive lifestyle. This is a positive environment in which inmates with substance abuse issues learn

to work and live together to better their lives. It is designed to foster substance abuse recovery, emotional maturity, clearer thinking, and spiritual growth.

To be admitted to the Therapeutic Community, inmates must be willing both to be confronted on their negative behaviors by the professional counselors and their fellow Therapeutic Community members, or "brothers," and to learn how to confront their Therapeutic Community brothers on their negative behaviors in such a way that they learn from each other. Applicants are interviewed by the professional counselors and the inmates. This is a voluntary program, so court-ordered clients who are not interested/willing to examine their own behaviors to promote positive change will find it difficult to successfully complete this program.

STEPPING STONES

MANUAL OF OPERATIONS **(6/30/03)**

**Virginia Peninsula Regional Jail
Therapeutic Community (TC)**

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WELCOME

Welcome to the Virginia Peninsula Regional Jail Stepping Stones Therapeutic Community Program. You are now coming into an environment that encourages change in your attitude and behavior and promotes personal growth and right living. You are expected to actively participate in all components of your treatment.

A. WHAT IS A THERAPEUTIC COMMUNITY

A Therapeutic Community (TC) is a long-term Biopsychosocial approach to substance abuse treatment that uses role models as well as professional counselors. The Therapeutic Community functions from the assumption that substance abuse and criminal behaviors are indications of severe alienation of one's self from society. The belief is that through living in a community with various intense interventions, individuals can learn to internalize pro-social behavior that will lead to a drug free, positive lifestyle. A Therapeutic Community is a positive environment in which people with substance abuse and similar issues learn to work and live together to better their lives. This environment is designed to foster substance abuse recovery, emotional maturity, clearer thinking and spiritual growth.

The TC employs a community style of living. This setting is very structured and it operates like a family, having a counselor representing the "parent" or the authority figure. The members of the TC are constantly challenged by each other and staff to behave in a manner that reflects a non-criminal, drug free lifestyle. They are taught that they are responsible for their own actions and that they have the ability to change. There are three types of rules that members must follow. These rules are Cardinal, Basic, and House Rules (See section G).

The TC is a model for helping people to acquire personal growth by using self-help philosophy, group counseling, psychoeducation, role modeling, learning through experience, setting high expectations, and group sharing. The underlying philosophy of the TC is that being a part of something greater than yourself can facilitate personal growth.

B. BASIC ASSUMPTIONS OF THERAPEUTIC COMMUNITY

Three basic assumptions on which the Therapeutic Community is based are:

1. Honesty is the groundwork of change. In the TC, the members are accountable to each other, 24 hours a day, 7 days a week. If a member is observed violating any of the rules, the violation is immediately brought to his attention. If the member does not change, the violation is presented to the counseling group as a written pull-up for which a learning consequence is assigned.
2. As individuals with an addiction can sometimes get others to use, they can also help to lead others into recovery. Inmates tend to listen to each other more readily than they listen to staff.
3. Inmates change because the alternative of not changing is believed to be no longer tolerable. Therefore the task of the treatment is making the change process less painful than continuing in a drug lifestyle.

Change does not occur immediately, instead it is a process. It takes time to change ones' thoughts and feelings from the criminal to a non-criminal, drug free alternative.

C. THERAPEUTIC COMMUNITY PHILOSOPHY

We have come to realize we are not where we want to be in our lives. Through our drug abuse and addiction, we have created pain and misery for ourselves and for anyone who has loved or cared for us. Now we are brought together by grace to overcome the powers and pressures of addiction, and to restore our hopes and dreams. Knowing that truth can set us free to become responsible, productive people, we recognize it is not the world that must change for us, it is we who must change for the world.

We admit that we alone must do the hard work of growing up ourselves, but we cannot do it alone. With the help and caring of others, we are confident we can find a new way of life. We now know that through positive relationships we can reach our potential to stay clean and sober. Our past lives tell us a drug abuser alone is always in bad company. Therefore, we must stand together in the knowledge that we, as a group, are a source of inextinguishable strength and hope.

We understand that honesty is the foundation of our recovery. We have practiced dishonesty and deceit with our selves and others, and we know the misery it will surely bring us if we choose to return to this way of life. We will learn to practice rigorous honesty in all our affairs.

We also accept the fact that we must take personal responsibility for our actions, and for the consequences our actions bring. As we acknowledge that we cannot change the past but come to have the courage to accept it, and be willing to make amends where ever possible, we will grow into our full potential.

We understand that we must stop running away to avoid coming face-to-face with our real selves. In living by these principles, we know we are able to offer ourselves as a source of hope and inspiration to other addicts who have not yet chosen to break free of their addiction. Today, we are grateful for the opportunity life brings.

D. THERAPEUTIC COMMUNITY OBJECTIVES

The objectives of the Therapeutic Community are to:

- Create a greater awareness of who we are as adult addicts
- Develop better communication skills
- Develop a new lifestyle
- Become responsible to ourselves, family and society
- Develop empathy
- Learn to recognize and deal with our problems
- Become honest with ourselves and others
- Accept our past and work towards the future
- Learn how to live a life free of drugs and alcohol

- Recognize criminal thinking patterns
- Identify the relationship between substance abuse and criminal thinking

E. THERAPEUTIC COMMUNITY APPLICATION PROCEDURE

Inmates who are interested in the TC must complete a VPRJ inmate request form, requesting substance abuse services. The request form will be forwarded to the TC counselor. The counselor responds to the request and at the same time the inmate's name gets added to the waiting list for Life Without a Crutch, which is a prerequisite for admission into the TC.

E. 1 ADMISSION CRITERIA

To be eligible for admission to the TC, inmates must meet the following criteria:

- Male, at least 18 years old
- Must be sentenced with no more than three years to serve.
- Be willing to openly accept and to work on substance abuse problems
- Completed or at least began the Life Without a Crutch psychoeducational group
- Meets DSM-IV criteria for substance abuse or dependence
- Interviewed by the TC counselor and TC members
- No more than 3 jail violations

Criteria for Substance Dependence

A maladaptive pattern of substance use, leading to clinical impairment as manifested by 3 or more of the following, occurring in the same 12-month period:

- 1. Tolerance** as defined by either of the following:
 - a need for markedly increased amounts of substance to achieve desired effect
 - markedly diminished effect with continued use of the same amount of substance
- 2. Withdrawal**, as manifested by either of the following:
 - withdrawal syndrome from the substance
 - the substance is taken to avoid withdrawal symptoms
- 3. Excessive or extended use** -- the substance is often taken in larger amounts or over longer period than intended

4. **Efforts to cut down or control use** -- there is a persistent desire or unsuccessful efforts to cut down or control substance use
5. **Preoccupation** -- a great deal of time is spent in activities to get the substance, use it or recover from its effects
6. **Diminished role functioning** -- important social, occupational, or recreational activities are given up or reduced because of substance use
7. **Use in spite of consequences** -- continued substance use despite knowledge of persistent physical or emotional problems caused by using the substance

Criteria for Substance Abuse

A maladaptive pattern of substance use, leading to clinical impairment as manifested by 1 or more of the following, occurring in the same 12-month period:

1. Continued use resulting in a failure to fulfill major role obligations at work, home, and school
2. Recurrent use in situations in which it is physically hazardous
3. Recurrent substance related legal problems
4. Continued substance use despite having persistent or recurrent social or interpersonal problems caused by or made worse by the effects of the substances

After being interviewed by the TC counselor, the applicant will meet with the members of the TC for an interview. All applicants will be expected to answer a core set of questions by the TC counselor and members. The decision to accept or reject the applicant will be made by the TC counselor with the input from the TC members.

E. 2 INTAKE PROCESS

Inmates who meet the admission criteria and are approved for the TC will complete a substance abuse intake assessment done by the SA counselor. Upon completing the intake battery the inmate will be transferred into the TC (B-1 Housing) from his current housing unit. The transfer is coordinated by the counselor and the appropriate jail staff. New members are assigned to a mentor upon admission and works closely with his mentor to become oriented to the program.

F. GENERAL DESCRIPTION OF THERAPEUTIC PROGRAM

The therapeutic program is divided into two phases - active treatment phase and transition phase. The active phase is further divided into Level I and level II (see level requirements below). The entire program may last from nine to fifteen months. Upon admission into the Therapeutic Community, TC staff will inform the jail's records department that the inmate has been accepted in the TC and a hold will be placed on his case. The hold will allow jail staff to keep the inmate at this facility until he completes the TC program. The expectation is that most of the inmates will stay in the program for at least twelve months.

F.1 PHASE I - ACTIVE TREATMENT

The active phase is divided into two levels. Which level a member completes depend on the member's willingness and motivation to continue in treatment, length of jail sentence and counselor's assessment of member's readiness for completion.

LEVEL I:

Level I is nine months in duration. To be eligible for level I graduation from the TC, members must complete the requirements below:

- Life Without A Crutch
- One defense exercise
- Two resentment exercises
- Step 1 and strongly encouraged to complete steps 2-7 of the 12 twelve step program
- All assigned learning experiences
- Personal Recovery Plan
- Attending the relapse prevention group
- Deemed ready for graduation by counselor's assessment

LEVEL II

Level II is twelve months in duration. To be eligible for level II graduation from the TC, members must meet the following requirements:

- Meet level I criteria
- Participate as a mentor for the Life Without A Crutch program
- Must be willing to return to the TC as a peer counselor
- Strongly encouraged to complete steps 8-12 of the twelve step program
- Must request and be recommended by the counselor for graduation

F.2 PHASE II - TRANSITION

After completing the active treatment phase the inmate will move into the transition phase and transferred to the trustee housing unit. The transition phase is three months in duration. During this phase inmate will have the following opportunities:

- Facilitate a peer recovery group
- Participate in available jail programs as trustees

After completing three months in the transition phase, the counselor will inform the records department of the inmate's status and the hold will be removed from his case. Once the hold is removed the inmate can be shipped to Department of Correction (DOC) whenever he is called.

G. THERAPEUTIC COMMUNITY RULES

In order for a community to be successful and meet the needs of its' residents, there must be rules for everyone to follow. The purpose of rules in the TC is to ensure the safety and health of the community and to make members aware that there is something called "right living". The rules should be obeyed by everyone in the community. Whenever a member violates one of these rules he must face a consequence, also called learning experience.

Learning experiences are intended to make members aware of and attend to their behavior, reflect on their motivations, teach them that there are consequences to their negative behaviors, and encourage them to seek alternative behaviors. Learning experiences vary according to the seriousness of the violation.

Rules for the Therapeutic Community are divided into three types; Cardinal Rules, House Rules and Major Rules.

G.1 CARDINAL RULES

Cardinal rules are designed to protect the community from behaviors that would threaten the life of the community. Violation of these rules will result in the most severe consequences. Consequences may include expulsion from the community, disciplinary actions through the jail's sanction procedures and/or a significant learning experience.

Below is a list of Cardinal Rules:

1. No physical violence, threats of physical violence or intimidation against a person, including no rising from your chair while arguing in group.
2. No stealing, storeboxing, borrowing, selling, trading, or loaning.
3. No drugs, alcohol, paraphernalia, involvement, or knowledge of drug usage (to include all tobacco products).
4. No contraband, as defined by the VPRJ rules.
5. No sexual acting out, including any romantic, sexual physical contact, or homosexual activity.
6. No weapons of any kind.
7. No destruction of property.
8. No gang representations.

9. No refusal to participate in any community activities.
10. No violation of any act defined as a felony by the laws of Virginia or the United States.
11. No gambling or involvement with gambling of any type.
12. No violation of confidentiality (what you see in the TC and what you hear there stays there).
13. Respect the confidentiality and anonymity of each member of the TC. Staff, by law, must report information that relates to imminent danger to self or others, child abuse, or jail security.
14. Personal information shared during TC activities shall not be shared or communicated to other jail inmates or anyone outside of the TC.

G. 2 MAJOR RULES

Major rules define the relationships between the members in the community and identify behaviors to be corrected. The major rules target the behaviors that the TC is committed to changing. Major rules are clear and easily understood to make sure the behavior can be identified quickly.

Violations of major rules are not only expected in the TC but they are necessary as a medium for corrective actions to occur. If these rules are not violated and the members are not being confronted it is safe to assume that change is not taking place among the members. Violations of the major rules will lead to verbal and/or written confrontations (known as pull-ups), and almost always result in a Learning Experience and possibly, disciplinary actions using the jail's established sanctions. Learning Experiences can lead members to develop more appropriate behaviors to replace the problematic behaviors.

Below is a list of the Major Rules:

1. You must stay in the encounter groups and not avoid confrontation even when you feel emotional or upset. Keep breathing!
2. Respect pull-ups even though uncomfortable or inaccurate, they may save your life.
3. Remain quiet and thoughtful after a pull-up or when receiving consequences; you may respond at the next group meeting.
4. Remain respectful to community members or staff.
5. No disrespect, lying, or derogatory comments to community members, counselors or correction officers.
6. No horseplay.

7. No racial, ethnic, or sexual slurs.
8. Pick up after yourself and pick up and dispose any trash properly, whether it's yours or not.
9. Full and sincere participation in all community activities is required.
10. Be on time to all activities, meetings and groups.
11. No "cliquing off" (forming sub groups) in the community
12. No "bad rapping" (belittling someone present or not present).
13. Raise your hand to be recognized to speak except during activities when this is suspended.
14. When beginning a session or when recognized to speak, introduce yourself to the community as follows: "Good morning/ afternoon / evening/. My name is _____ and I'm a recovering alcoholic / addict."
15. After a member has introduced himself, the members should respond in one voice: "Good morning / afternoon/ evening _____."
16. No communication with inmates in other housing units, to include verbal, non-verbal, or written.
17. Maintain good personal hygiene.
18. No profanity or profane gestures.
19. Honesty is a must at all times.
20. Time outs are to be honored promptly and positively.
21. Members must adhere to all instructions given to them by staff.
22. No manipulation of program rules or expectations.
23. No romantic relationship with other inmates or staff.
24. Non-acceptance or refusal to comply with a consequence will result in the next level of sanction.
25. Acknowledge all pull-ups with "Thank you, I'll get on top of that". If you are pulled-up and you do not say, "Thank you, I'll get on top of it," or you say it in a sarcastic , arrogant way or sit before the pull-up is completed, it will be considered a non-acceptance.

26. No pull-ups are to be given out of revenge. You must wait at least two days before you can pull up anyone that has just given you a pull-up. Pull-up must be done out of concern and not anger.

Take into consideration that not all do's and don'ts are included into these expectations. Use good judgment and common sense when you need to pull up another member.

G. 3 HOUSE RULES

House rules are a set of rules that are specific to the VPRJ Therapeutic Community. Cardinal and Major Rules are usually consistent between different TC's but house rules may vary for each TC. Violations of the house rules will result in mandatory pull-ups and learning experience. Remember, adhering to the community's house rules is a means of supporting the integrity of that community and a sign of respect to its members.

The following is a list of House Rules:

HOW the program works...

H - Honesty

O - Openness

W - Willingness

1. Practice unswerving honesty and self-disclosure.
2. During a group activity, you may go to the restroom, but one at a time.
3. You are allowed to bring a beverage to group but do not get a refill during group activity.
4. No drinks when guest speakers or teachers are presenting.
5. Practice responsible concern for others and the community; give your 100% by being willing to confront addict behavior or thinking.
6. Practice social responsibility; you are your brother's keeper.
7. Be fully involved in your community. Make a commitment to "fake it 'til you make it".
8. If you get sleepy during group you may stand briefly.
9. Everyone must sit in a circle during meetings.
10. Everyone must bring their supplies with them to meetings to include homework.
11. No reading, writing, or whispering during meetings.

12. No talking unless recognized by the group's expediter and no "side conversations during group.
13. No preaching or pushing beliefs on others.
14. When you want to get up in group, wait for confirmation from the Expediter before getting up. Group should not be interrupted unless it is for bathroom breaks.
15. You must be prompt in getting to group. You must attend all group sessions unless you are sick.
16. Quiet times are: Sunday - Thursday 10:00pm - 8:00am; Friday - Saturday 11:00pm - 8:00am.
16. Television volume should be at 50% (same as L) during regular times and 40% during quiet times. It can be a little above these percentages if the particular station is hard to hear. Be respectful of each other.
17. Use common courtesy at introductions and finishing. Respect others by greeting and thanking them for sharing.
18. Group can be called at any time by any TC member. Members must be respectful to this and attend when called.
19. Chemicals should not be sprayed while others are eating meals.
20. You must be in the TC for at least 6 months before you can participate in any program activities, except GED, parenting and nurturing father.
21. Daily News Paper should be kept in the community area for at least 24 hours before it can be taken in individual cells. If this is violated, the member who is in violation will lose paper privilege for two weeks.
22. Written pull-ups should be kept by the person giving the pull-up and submitted to the counselor when the counselor asks for any pull-ups.
23. All members must attend at least one AA/NA meeting /week in the program area. If a group is missed one week, it must be made up the next week (member needs to attend at least two meeting the next week).

The consequence for violating a major or house rule may be in the form of therapeutic learning experience which is intended to make the members aware of and attend to their behavior, reflect on their motivations, connect consequences to behavior, or seek alternative behaviors. The consequence for violating a cardinal rule can be as severe as expulsion from the community.

H. CONFRONTATION

Confrontation is an intervention technique that requires individuals to acknowledge their unacceptable behaviors. Methods of confrontation include pull-ups (verbal or written) and encounter groups. Confrontation as a therapeutic tool can either be calm and soothing or strong and discomforting. In either case, it is always caring and provided with the intent of teaching more appropriate behavior. Confrontation is not an angry outburst motivated by frustration or fear. Therapeutic confrontation is bringing to someone's awareness their inappropriate behavior or attitude. This confrontation is motivated by "responsible concern" and is provided with the intent of teaching more appropriate productive behavior.

H.1 Procedure for conducting group confrontation.

A group confrontation is done by having the involved group members sit in the center of the group to address the issue. Both members are asked to sit on their hands while addressing each other. When an understanding is reached, both members rejoin the group circle while the other group members give feedback.

H.2 Pull-Ups (Written and Verbal)

The TC has a system of placing the responsibility for behavioral changes upon the community itself. Pull-ups are a therapeutic tool to help the members in developing responsibility for their actions and bringing awareness to negative behavior in order to:

- bring their awareness to the behavior
- be more accountable for their actions and behaviors
- reinforce attitudes or mutual self help

Pull-ups are a socially constructive way to confront negative behavior and attitudes. There are two types of pull-ups: **Verbal and Written**. The type of pull-up used depends on the severity or repetition of the behavior. Each member in the TC is responsible not only for his actions but also for the actions of the other members.

All pull-ups are considered valid and should be respected. The expectation is that the member doing the pull-up is doing so from responsible concern. The member being pulled-up is required to accept the pull-up without talking back. Members should listen quietly to the content of the pull-up and observe emotions without reacting behaviorally. If the member receiving the pull-up believes the confrontation is motivated by other than responsible concern, he must still accept the pull-up, but may submit a written pull-up to bring this incident to the attention of the counselor.

H.2.1 Procedure for submitting and handling verbal and written-pulls:

Pull-ups are submitted in a three- step process. The first time a violation is observed, the member should be given a verbal pull-up / responsible concern.

The person receiving the responsible concern should respond “thank you, I’ll get on top of that”. If it is observed that the member is actually making an effort to change, positive reinforcement should be given. If the same person is observed with the same violation, after making an effort to change, the person should be given another verbal responsible concern. This should be done as often as necessary if you observe a legitimate effort to change. If, however, the member is not trying to change, the next violation should be discussed in a group setting. If after a group responsible concern is given, the person continues to exhibit the same violation, a written pull-up should be submitted to the counselor, recording the specific behavior/violation.

Written pull-ups should be kept by the person submitting it and given to the counselor in the next group session. Both members are asked to stand with their hands behind them while the counselor reads the pull-up. After the pull-up is read, the member given the pull-up responds “Thanks I will get on top of that.” The member who received the pull-up has 24 hours to think about it before responding. He is given an opportunity to explain and his behavior in the next counseling session. If the member is found to be in violation, a learning consequence/sanction is assigned.

H.3 Learning Experience

The purpose of the learning exercise is to give consequences for negative behavior /attitude, in such a way as to provide opportunities to learn and grow. The goals of the learning experience includes modifying behavior in a positive way, identifying problematic personality characteristics/ criminal thinking errors, and improving social skills. The learning experience can be but is not limited to any of the following: writing assignment, verbal assignment, researching topics, or a teaching on a assignment subject.

I. THERAPEUTIC COMMUNITY SCHEDULE

The members in the TC are provided with a structure that is conducive to meeting their goals and objectives. Structure is created by daily schedules of group activities and job responsibilities within the Therapeutic Community. A weekly schedule is listed below: (this schedule does not reflect jail’s scheduled activities, i.e. meals, lock down etc.) :

Monday:

8:15 AM - 9:00 AM	Creative energy / feelings check
9:30 AM - 11:00 AM	AA Meeting with outside speaker
1:30 PM - 2:30 PM	TC Community Meeting with TC counselors
8:00 PM - 9:00 PM	Peer facilitated recovery related activity / Quiet Time

Tuesday:

8:15 AM - 9:00 AM	Creative energy / feelings check
9:30 AM - 11:00 AM	Counseling group
1:30 PM - 3:00 PM	Education group
8:00 PM - 9:00 PM	NA meeting - Jail based /Quiet Time

Wednesday:

8:15 AM - 9:00 AM	Creative energy / feelings check
9:30 AM - 11:00 AM	Probation group on alternate weeks
1:30 PM - 3:00 PM	Counseling Group
8:00 PM - 9:00 PM	AA meeting with TC

Thursday:

8:15 AM - 9:00 AM	Creative energy / feelings check
9:30 AM - 11:00 AM	Counseling Group
1:30 PM - 3:00 PM	Spirituality Group
8:00 PM - 9:00 PM	AA meeting - Jail based TC/ Quiet time

Friday:

8:15 AM - 9:00 AM	Creative energy / feelings check
9:30 AM - 11:00 AM	Relapse Prevention Group
1:30 PM - 3:00 PM	Straight Talks / Peer facilitated recovery activity
8:00 PM - 9:00 PM	Peer facilitated recovery activity/ game night

Saturday and Sundays:

8:15 AM - 9:00 AM	Creative energy / feelings check
8:00 PM - 9:00 PM	"Touched by an Angel" - Saturday
8:00 PM - 9:00 PM	AA meeting with TC - Sunday

I.1 Required exercises to be presented in counseling groups:

While in the Therapeutic Community members are required to complete a number of exercises geared toward a greater understanding their addictive disease. The required exercises are listed below along with the time frame for completing and presenting them to the group:

Defenses: This exercise should be completed and presented no sooner than 2 months in the program but generally done before 4 months.

Resentments: The members are required to complete 2 resentments exercises. The first one should be completed and presented no sooner than the second month and the second exercise should be completed and presented before the eighth month.

First Step Exercise: This should be completed and presented between month 8 and 9.

Relapse Trigger Inventory: This exercise is the last required exercise and should be completed and presented between the eight and ninth month.

Other exercises are assigned by the counselor at various times throughout the program.

J. TC JOBS

All positions in the TC are held by the TC members. Positions are rotated on a schedule such that each member has an opportunity, if possible, to perform each job. Jobs that are available include: Senior Coordinator, Expediter, Secretary, Straight Talk Coordinator and Service Coordinator, Librarian.

Senior Coordinator

Job description

The Senior Coordinator has the following responsibilities:

- Functions as a role model at all times
- Be accountable for the overall condition and operation of the community and its functions.
- Brings conflicts in the community to the attention of the counselor; interacts / problem solves with the correction officers on behalf of members; and functions as a mediator in conflict situations between TC members
- Announces group start times.

Expediter

Job Description

The Expediter has the following responsibilities:

- Ensures smooth operation of the counseling group sessions.
- Keeps track of members who wants to share in group and lets each member know when it's his time to share.
- Places group sign in the window before each group.
- Checks journals daily

Secretary

Job Description

The secretary has the following responsibilities:

- Keeps track of group attendance to groups
- Documents completed assignments and presentation order
- Documents new ideas / decisions made in community meetings

Service Coordinator:

Job Description

The Service Coordinator has the following responsibilities:

- Oversees the clean-up activities
- Assigns clean-up team
- Assists in problem solving between team members
- Ensures that housing unit is clean at all times

Straight Talk Coordinator

Job Description

The Straight Talk coordinator has the following responsibilities:

- Coordinates speakers at each straight talk session
- Prepares unit for straight talk session (i.e. obtaining and setting up chairs, podium etc.).
- Conveys information on straight talk candidates to the group

Librarian

Job Description

The Librarian has the following responsibilities:

- Keeps library clean
- Reports when copies are needed
- Posts handouts

K. DISCHARGE CRITERIA

There are two levels of discharge from the Therapeutic Community. Members who meet the minimum completion requirement will graduate at level I and those who exceeds the minimum requirements will graduate at level II.

L. THERAPEUTIC COMMUNITY TERMINOLOGY

Accountability	Being aware of the action of other members
Cardinal Rules:	Laws of the community, violation of which may warrant expulsion from the community.
Confidentiality	Who you see here and what they say here stays here
Confrontation	Presenting a member with a description of his behavior and its effects, with the intention that the behavior is explained or changed

Defensiveness	Defending your behavior when confronted. A way of closing off yourself from looking at your behavior.
Encounter Group	A group in which members confront negative attitudes or behaviors, challenge them and demand change.
Feedback	Telling a member what you think and feel about what he said or did (in group)
Feelings:	Emotions.
Honesty	Being true to yourself and others
House Rules:	Set of rules that are specific to the operation of a particular community and may be unique to that community. Violations of these rules result in mandatory pull-ups and will result in learning experience assignment.
Intimidation	Making threatening remarks or gestures at someone to discourage confrontation.
Major Rules:	Define the relationship between individual members and between members and counselors, and bring to the community's attention behaviors to be corrected. Major rules target the behaviors that the TC is dedicated to changing.
Pull-up	(It may be verbal or written) To make someone aware of their negative behavior in order to raise their awareness of the behavior; to reinforce attitudes of mutual self-help; and to make each member more accountable for his actions and behavior.
Push-up	Push-ups are immediate acknowledgment of positive attitude or behavior. They are interchanges between individuals and the group members. Examples are supportive statements, applause, hand shakes, and back pats.
Respecting	Following the rules of the community
Responsible Concern	Verbally making a member aware of a violation or a negative behavior
Therapeutic Community	A residential, drug-free setting in which individuals join together to bring about positive change.

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