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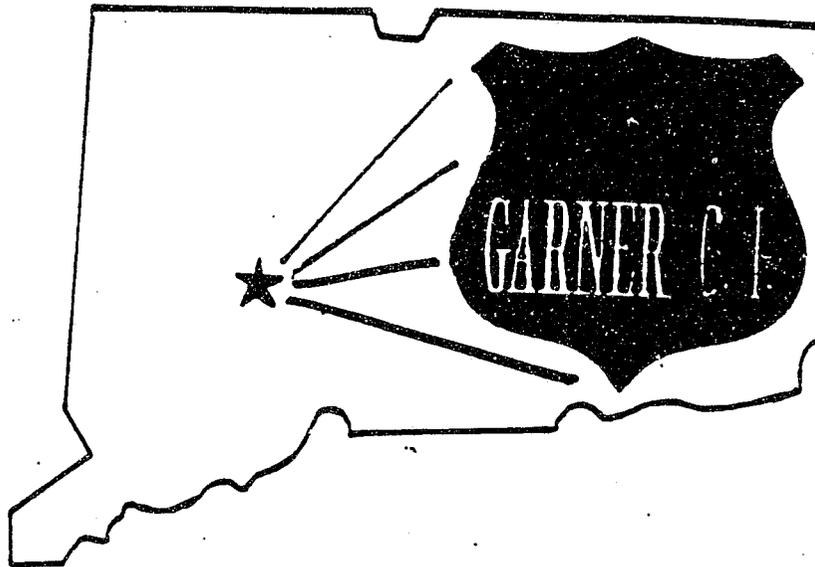
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GARNER CORRECTIONAL INSTITUTION

NCJRS

MAY 24 1995

ACQUISITIONS

CLOSE CUSTODY

PHASE PROGRAM MANUAL

May 9, 1994

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CLOSE CUSTODY

PHASE PROGRAM MANUAL

This manual was developed through the cooperation of the following staff members at Garner Correctional Institution:

<i>Frank Crose</i>	<i>Warden</i>
<i>Pam Richards</i>	<i>Deputy Warden of Operations</i>
<i>Jonathan Hall</i>	<i>Counselor Supervisor</i>
<i>Leonard Rubbo</i>	<i>Captain/Close Custody Unit Manager</i>
<i>Tod Bogdanoff</i>	<i>Psy.D./Mental Health Supervisor</i>
<i>Gail Lovig</i>	<i>R.N.C./Correctional Head Nurse Supervisor</i>
<i>Millie Ortiz</i>	<i>Unit Counselor SWT</i>
<i>Mary Pace</i>	<i>Addiction Services CRSOII</i>
<i>Walter Parker</i>	<i>Unit Counselor CRSOII</i>
<i>Aleshia Green</i>	<i>Secretary II-Operations</i>
<i>Michael Ackerman</i>	<i>Correction Officer-Close Custody</i>
<i>Robert Capodiferro</i>	<i>Correction Officer-Armory/Close Custody</i>
<i>Anthony Carter</i>	<i>Correction Officer-Close Custody</i>
<i>Terry Gatling</i>	<i>Correction Officer-Close Custody</i>
<i>Jeffrey Selander</i>	<i>Correction Officer-Close Custody</i>

CLOSE CUSTODY
PHASE PROGRAM MANUAL

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CLOSE CUSTODY

PHASE PROGRAM MANUAL

INTRODUCTION

Page One of Two

The *CLOSE CUSTODY PHASE PROGRAM* has been developed as the method by which inmates on *CLOSE CUSTODY 4* status may, after successful completion of the Program, be reintegrated into general population. The Program consists of three Phases, identified as *PHASE I*, *PHASE II*, and *PHASE III*.

To complete this Program, inmates will have to successfully participate and complete substantive and relevant programs which deal with areas such as alternatives to violent behavior, dual addiction, cognitive thinking, etc. This will give the inmate the insight and tools necessary to interact appropriately, without the perceived need of gang membership. It will also force the inmate to have to deal with the consequences of their actions.

Prior to entering any of these *PHASES*, the inmate will be required to sign an Acknowledgement of Expectations which clearly outlines their responsibilities for successful Program completion. They will also have to renounce any involvement with any Security Risk Group in the future.

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CLOSE CUSTODY

PHASE PROGRAM MANUAL

INTRODUCTION

Page Two of Two

PHASE I will encourage rudimentary disciplines while gauging inmates in program adaptability and attitude. Cross-cultural sensitization shall be taught encouraging inmates to live and work together harmoniously. During the PHASE I process, inmates will be reviewed by the Close Custody Unit Team for progression into PHASE II. Before acceptance into PHASE II, inmates will be required to sign a "Letter of Intent" stating their intention to renounce any and all gang affiliations upon completion of the PHASE PROGRAM.

PHASE II will develop socialization skills while delving into educational, management, and awareness programming. Programs shall be presented providing an understanding of social delineations and divisions and how to recognize and prevent them. This philosophy shall be incorporated into a program of understanding, awareness, and alternatives to "gangs" membership.

Upon acceptance into PHASE II, inmates will be grouped into "Squads" consisting of eight (8) inmates of differing affiliations with no more than two of the same affiliation in each squad. All activities and daily events will take place as a Squad. Inmates will be required to attend a week-long Orientation and Indoctrination program designed to familiarize inmates with the program and to allow staff to insure their appropriateness for continued participation. Inmates must continue to meet the expectations of PHASE I and PHASE II to progress. Inmates will be continually be evaluated and reviewed by the Close Custody Unit Team for progression into PHASE III. The PHASE II portion of the program will take approximately 60 days to complete.

PHASE III will continue the emphasis on programming by diversifying into anger and violence forums. The cross-cultural sensitization shall continue to be taught in practical application through successful inmate-to-inmate interaction. The ability to channel aggressive feelings into positive modes with real resolutions and expectations shall be explored. The product of PHASE III shall be a culturally-adapted and socially-enlightened individual, capable of dealing successfully with the pressure of incarceration and gang affiliations. Interactive and interpersonal skills will be taught to help inmates of all backgrounds live together in peace. The PHASE III portion of the program will take approximately 90 days to complete.

Finally, upon successful completion of all three PHASES, a formal renunciation will result in the Close Custody inmate's reintegration into General Population.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
STATEMENT OF MISSION

THE GARNER CORRECTIONAL INSTITUTION SHALL PROVIDE A CLOSE CUSTODY UNIT TO ENSURE A SAFE, SECURE, AND HUMANE ENVIRONMENT FOR STAFF AND SECURITY RISK GROUP THREAT MEMBERS WHILE PROVIDING PROGRAMS AND INCENTIVES TO SEVER THEIR AFFILIATION WITH SECURITY RISK GROUPS.

THE CLOSE CUSTODY PHASE PROGRAM IS INTENDED TO INSTILL SELF-DISCIPLINE AND PROMOTE RESPECT FOR OTHERS BY ESTABLISHING GOALS AND OBJECTIVES FOR EACH INMATE WITH THE ULTIMATE GOAL BEING THE RENUNCIATION OF GANG AFFILIATION AND REINTEGRATION WITH GENERAL POPULATION.

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CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM OVERVIEW

The following charts provide a broad overview of the Privileges and Criteria being offered to inmates throughout each Phase of the Program.

CLOSE CUSTODY PHASE PROGRAM

PRIVILEGES

FUNCTION	<i>PHASE I</i>	<i>PHASE II</i>	<i>PHASE III</i>
FOOD SERVICE	Regular meal inside cell	Regular meal in secure unit areas limited to groups of no more than sixteen (16) inmates at one time.	Scheduled meals in Dining Halls.
JOB ASSIGNMENTS	Work assignments within the Unit.	Work assignments within the Unit.	Work assignments within the Unit.
MOVEMENT	Within the unit, not to exceed eight (8) inmates including two Phase II workers.	Within the unit, not to exceed sixteen (16) inmates including workers.	Within the unit or escorted outside of the unit in groups of sixteen (16) or more inmates.
PROGRAMS	Educational and Religious programs provided in cell, as required.	Required programs within the unit, limited to groups of no more than sixteen (16) inmates at one time.	Required programs within the unit, limited to groups of sixteen (16) inmates at one time.
RECREATION	One hour per day, five days each week, not to exceed eight (8) inmates at one time.	One hour per day, five days each week, not to exceed eight (8) inmates at one time.	One hour per day, five days each week either in the Unit or the gym as scheduled, not to exceed sixteen (16) inmates at one time.
TELEPHONES	Three (3) telephone calls per week with the approval of the Unit Manager.	Three (3) telephone calls per week with the approval of the Unit Manager.	Three (3) telephone calls per week with the approval of the Unit Manager.
VISITS	Two non-contact visits per week. No extended family visits.	Two non-contact visits per week. No extended family visits.	Two non-contact visits per week and two contact visit per month in the professional visiting room. No extended family visits.

CLOSE CUSTODY PHASE PROGRAM

CRITERIA

<i>PHASE I</i>	<i>PHASE II</i>	<i>PHASE III</i>
Prerequisite for Phase II	Prerequisite for Phase III	Prerequisite for General Population
<p>1) Recommendation by Close Custody Committee and approval by the Unit Manager.</p> <p>2) Adherence to Departmental Code of Penal Discipline and Institutional Rules</p> <p>Review every two weeks; however, for inmates receiving disciplinary reports:</p> <p><u>Disciplines in Phase I:</u> No Class A's for 3 months No Class B's for 2 months No Class C's for 1 month No Informals for 1 month</p> <p>3) Initiate Renunciation Process.</p>	<p>1) Satisfactory completion of all Programming.</p> <p>2) Recommendation by Close Custody committee and approval by the Unit Manager.</p> <p>3) Adherence to Departmental Code of Penal Discipline and Institutional Rules.</p> <p><u>Disciplines in Phase II:</u></p> <ul style="list-style-type: none"> - Class A will result in automatic return to Phase I. - One Class B will result in automatic return to Phase I unless mitigated by the Unit Manager. Any additional Class B will result in an automatic return to Phase I. - Class C or informal disposition will count as one demerit. <p>4) Satisfactory Job Performance rating.</p>	<p>1) Participate in Gang Awareness Program.</p> <p>2) Satisfactory completion of all Programming.</p> <p>3) Recommendation by Close Custody committee, Unit Manager, and Unit Administrator, then forward via chain of command to the Deputy Warden of Operations.</p> <p>4) Adherence to Departmental Code of Penal Discipline and Institutional Rules.</p> <p><u>Disciplines in Phase III:</u></p> <ul style="list-style-type: none"> - Class A will result in automatic return to Phase I. - One Class B will result in automatic return to Phase II unless mitigated by the Unit Manager. A Class B in any Phase may result in return to Phase I if aggravated by the Unit Manager. Any additional Class B will result in return to Phase I. - Class C or informal will count as one demerit. <p>5) Satisfactory Job Performance rating.</p> <p>6) Completion of Renunciation Process.</p>

CLOSE CUSTODY
PHASE PROGRAM MANUAL
INTER-UNIT TASK SQUAD

CLOSE CUSTODY
PHASE PROGRAM MANUAL
INTER-UNIT TASK SQUAD
THEORY AND TECHNIQUE

1. To provide for highly structured sub-communities, each composed of eight (8) PHASE II Close Custody inmates hereafter referenced as "Task Squads Alpha, Bravo, Charlie, Delta, Echo, etc."
2. To assign specific housekeeping assignments for each Task Squad allowing for inter-unit competition and recognition.
3. To stimulate passive community interaction through Task Squad accountability for individual members actions:
 - a. Mandatory successful participation in all programs and groups.
 - b. Participation in Task Squad assignments and activities. Inmates will be expected to participate in all Task Squad assignments including cleaning responsibilities. Mandatory participation will be required in all programs and group meetings.
 - c. Task Squad support of the renunciation process. Inmates will support each other during the renunciation process by identifying specific problems and resolving them through group discussion and problem solving.
4. To provide for progression to Close Custody Phase III.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
INTER-UNIT TASK SQUAD

STRUCTURE

1. Each Task Squads must participate and successfully complete the mandatory violence awareness and management programs. Squads will meet in a group program setting at least of once per day.
2. Each Task Squad shall ideally be composed of eight (8) PHASE II Close Custody inmates of differing designated Security Risk Group affiliations.
3. Task Squads will meet formally on weekly basis. These meetings will last approximately one hour and will discuss problems and allow for suggestions, recommendations, and resolutions to be considered by the Unit Manager.
4. Task Squads' housekeeping assignments will be maintained on a daily basis.
5. Task Squads will eat together.
6. Task Squads will develop and outline attainable objectives. Job assignment objectives will be developed as well as programmatic and social objectives. Groups will monitor progress during weekly meetings.
8. The Unit Manager will hold weekly inspections of the unit and, if warranted, recognize individual Task Squads for outstanding performance and conversely sub-standard performance.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
DEMERIT SYSTEM

CLOSE CUSTODY

PHASE PROGRAM MANUAL

DEMERIT SYSTEM

A Close Custody inmate's progression through the three Phases is dependent not only on successful completion of programming but also satisfactory institutional behavior. Appropriate behavior may both gauge the individual's ability to accept the increased privileges and responsibilities of each phase and ultimately a return to general population.

Any inmate receiving a total of three (3) demerits will be subject to return to a previous Phase. Total demerits will not be carried between Phases.

AREAS FOR DEMERITS:

1) CODE OF PENAL DISCIPLINE

- A. Any Class A will result in an automatic return to PHASE I.
- B. One Class B will result in an automatic return to the prior PHASE unless mitigated by the Unit Manager. A Class B in any Phase may result in a return to PHASE I if aggravated by the Unit Manager. Any additional Class B discipline will result in a return to PHASE I.
- C. A Class C or an informal disposition of any disciplinary infraction will count as one demerit.

2) ENFORCEMENT OF EXPECTATIONS

- A. Three (3) documented verbal warnings on any housekeeping violation will constitute as one demerit. Any verbal warning will be noted on the inmate's Tracking Sheet and reported to the Unit Counselor.
- B. Any other violation which has been outlined in the Acknowledgement of Expectations will constitute as one demerit.

3) JOBS

Three (3) poor work reports will constitute as one demerit.

CLOSE CUSTODY
PHASE PROGRAM MANUAL

DEMERIT SYSTEM
(continued)

4) PROGRAM PARTICIPATION

The Group Instructor must complete a PROGRAM PERFORMANCE EVALUATION for each inmate after their participation in each program session. Three (3) unsatisfactory Evaluations will constitute as one demerit.

REVIEW PROCESS:

- 1) All demerits are submitted to the Unit Counselor.
- 2) All recommended demerits will be reviewed by the Unit Team by the next business day. A decision to uphold the demerit will be made by the Unit Team.
- 3) Demerits, except those resulting from a disciplinary infraction, may be appealed to the Unit Manager within five (5) days of the date of the violation.
- 4) If an inmate receives enough demerits to cause him to be returned to a previous Phase, the inmate must restart and complete the entire Phase Program.

CLOSE CUSTODY PHASE PROGRAM

DEMERIT NOTICE

On _____ at _____ a.m./p.m.,

Inmate _____ # _____

was in violation of the following regulation:

Bed not made	Failure to Address Staff Properly
Pictures on walls	Insulting Language
Windows/Ledges Covered	Refusal to Participate in Phase Programming
Clothesline/Curtains in Cell	Poor Job Performance
Failure to Maintain a Clean Cell	Failure to Stand By Cell Door at Count Time
Failure to Comply with Inmate Dress Code Regulations	Communicating with Other Inmates Outside Cell
Dismissal from Program Session	Disruptive Behavior
Disorderly Conduct	Malingering
Violation of Unit Rule	Other Sanitary/Housing Unit Violation

OTHER: _____

COMMENTS: _____

INMATE'S SIGNATURE: _____

OFFICER'S NAME: _____ UNIT: _____ SHIFT: _____

DECISION OF DEMERIT REVIEW TEAM: UPHELD / RESCINDED DATE: _____

DECISION APPEALED: YES/NO DATE OF APPEAL: _____

OUTCOME OF APPEAL: UPHELD / RESCINDED DATE: _____

SIGNATURE OF UNIT MANAGER: _____ DATE: _____

CLOSE CUSTODY PHASE PROGRAM

PROGRAM PERFORMANCE EVALUATION

Program Name: _____

NAME: _____ NUMBER: _____ SQUAD: _____ PHASE: _____

	<u>OUTSTANDING</u>	<u>SATISFACTORY</u>	<u>UNSATISFACTORY</u>
ATTENTIVENESS	_____	_____	_____
GROUP PARTICIPATION	_____	_____	_____
COMPLETION OF ASSIGNMENT	_____	_____	_____

=====

OVERALL SCORE:

Inmate participant must "satisfactorily" complete in all three categories in order to successfully pass the session

=====

INSTRUCTOR'S COMMENTS:

=====

INSTRUCTOR'S NAME: _____

DATE: _____

INSTRUCTOR'S SIGNATURE: _____

=====

PLEASE NOTE: Three unsatisfactory group sessions will constitute a demeri

CLOSE CUSTODY

UNIT TRACKING SHEET

FOR THE WEEK OF: _____ TO _____

INMATE NAME: _____ NUMBER: _____

DATE

STAFF SIGNATURE

RECREATION:

1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

SHOWERS:

1)	_____	_____
2)	_____	_____
3)	_____	_____

TELEPHONE:

1)	_____	_____
2)	_____	_____
3)	_____	_____

IN-UNIT MOVEMENT (Haircut/Work Assignment/Etc.):

OUT-OF-UNIT MOVEMENT:

VERBAL WARNING ISSUED:

TYPE OF VIOLATION: _____

STAFF MEMBER ISSUING WARNING: _____ DATE: _____

NUMBER OF WARNINGS TO DATE: _____ PHASE: _____

CLOSE CUSTODY
PHASE PROGRAM MANUAL
ORIENTATION

CLOSE CUSTODY

PHASE PROGRAM MANUAL

ORIENTATION

A comprehensive orientation program at the beginning of each phase shall be presented by the Close Custody Unit Team which consists of the Unit Manager, Unit Counselor and Unit Officers.

PHASE I: Upon admission, each prospective inmate shall be provided a Close Custody Unit Handbook to study prior to commencement of the orientation program.

The initial one-hour orientation will emphasize mandatory program participation and completion to advance out of PHASE I. Inmates will be introduced into the daily routine of the Close Custody Program and informed of all aspects of the CLOSE CUSTODY PHASE PROGRAM.

A detailed description of each Phase in the Program will include an explanation of the Statement of Mission, Task Squad Concept and Assignments, Demerit System, and Mandatory Program participation. Any questions regarding the procedures implemented by the Unit Team to select PHASES II and III inmates can also be clarified at this time. During this initial orientation every inmate will be required to sign the Acknowledgement of Expectations for PHASE I and given an opportunity to sign the Letter of Intention to Renunciate. Refusals to sign the Acknowledgement of Expectations will be noted on the form and witnessed by a staff member.

PHASE II: The PHASE II orientation program shall be conducted over five (5) days during which time the inmate shall be observed for program adaptation.

There shall be four (4) one-hour sessions of orientation each day. Additional sessions may be added as required. The sessions shall cover understanding and dealing with "gangs" and the personal need and social status of belonging; there will be discussions on how to change your lifestyle. Alternatives to violent and unpredictable gang socializations shall be provided. A description of PHASE III will be given which includes the expectations, privileges, and programming requirements.

Upon successful completion of the orientation program, the candidate shall be reviewed by the Close Custody Committee for approval to continue with PHASE II of the program.

PHASE III: A two-hour orientation program will be conducted at the commencement of PHASE III of the program. This session shall further emphasize the continuation of Programming aspects being addressed in PHASE II as well as the expectations and privileges of PHASE III. The requirements for progression into General Population will be described in detail, and the renunciation procedure will be explained.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS
ACADEMIC

RATIONALE:

Inmates in the Close Custody Phase Program come from a wide variety of socio-economic backgrounds. There is much cultural diversity, that these men have few if any common denominators except criminality and gang participation.

The three educational modules from *PHASE II* will establish a commonality of terms and concepts so that the inmates can find an effective language to use with each other and with authority. This common language and shared understanding of concepts within a tightly supervised structure will enable the inmates to possess and ability to comprehend and complete the programs offered in *PHASE III*.

PHASE III will consist of three separate modules as outlined in the following. The modules in *PHASE III* will be referred to as; Anger Management and Conflict Resolution, Cognitive Rational Thinking, and Adventure-Based Counseling.

At the conclusion of *PHASE III*, these inmates will understand their past choices with a new perspective and see the possibility of fresh and more positive actions, behaviors, and choices in the future.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS
ACADEMIC

THESIS:

The success or failure of the Academic Component will depend on the preparation of the participants for maximum receptivity to its philosophical components. Translators and special accommodations will be made for non-English speaking students. Illiterate inmates shall have their program modified so that they have alternative methods of fulfilling the same criteria as literate inmates.

PHASE II classes will meet two times per week for two hours with a short break. There may be different instructors.

A three-step education component will be embedded in PHASE II. It would consist of three four-week modules each containing a very structured and uniform educational course with repeatable materials that can be easily taught by a variety of instructors. After this program of instruction, the inmate should be able to progress to PHASE III.

PHASE III classes meet between four and eight times per module. The sessions will vary from one to one and a half hours in duration as outlined in the following.

All classes will be run in a disciplined, structured way. Instructors will be addressed with respect. No swearing or street language will be tolerated. An inmate may only speak if permission is granted to do so. Materials for these classes will include dictionary, pencils, paper, and color felt tip pens.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT

The *PHASE II* portion of the Gang Awareness and Behavior Management Component will be comprised of eight weekly sessions.

This eight-week format will focus on gang membership as an addiction. The objective will be to educate the individual on the process of addiction as it relates to the emotional illusion that is the gang mentality.

It will be our objective to heighten self-awareness through lecture, discussion, and group exercises. The information and exercises will be constructed in a manner that allows the inmate to identify gang membership as an externally and internally destructive process.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
DAILY SCHEDULES

The following Daily Schedules are organized to reflect an anticipated maximum inmate population and a full staff compliment.

04/27/94

**GARNER CORRECTIONAL INSTITUTION
PHASE PROGRAMMING DAILY SCHEDULE
MONDAY: RECREATION/SHOWERS**

CELL #s TIME	LOWER TIER							UPPER TIER			
	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE III	PHASE III	PHASE III	PHASE III
	Squad A 101-104	Squad B 105-108	Squad C 109-112	Squad D 113-116	Squad E 117-120	Squad F 121-124	Squad G 125-127	Squad H 201-204	Squad I 205-208	Squad J 209-212	Squad K 213-216
5:00 am								Wake Up	Wake Up	Wake Up	Wake Up
5:30 am	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	A-Dining	A-Dining	B-Dining	B-Dining
6:00 am	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Lock Up	Lock Up	Lock Up	Lock Up
6:30 am											
7:00 am											
7:30 am	Cell Insp			Cell Insp			Cell Insp	Cell Insp	Cell Insp		
8:00 am	Rec Yard	Cell Insp	Cell Insp	Acad Multi	Cell Insp	Cell Insp	Acad Multi	Gang Quiet	Gang Quiet	Cell Insp	Cell Insp
8:30 am					Prog Cell	Prog Cell				Telephone	Telephone
9:00 am	Showers	Rec Yard	Telephone	Prog Cell							
9:30 am	Acad Quiet		Prog Cell		Acad Quiet	Squad Multi	Telephone	Acad A-D	Acad A-D	Acad B-D	Acad B-D
10:00 am		Showers		Telephone		Rec Yard					
10:30 am	Meal Quiet	Meal Cmn	Meal Multi	Meal Cmn	Meal Quiet			A-Dining	A-Dining	B-Dining	B-Dining
11:00 am	Prog Cell	Prog Cell	Rec Yard		Acad Quiet	Meal Quiet	Meal Quiet	Acad Multi	Acad Multi	Prog Cell	Prog Cell
11:30 am				Meal Multi		Acad Quiet	Acad Quiet				
12:00 pm	Gang Multi	Gang Multi	Shower	Rec Yard				Prog Cell	Prog Cell		
12:30 pm						Shower	Prog Cell			Acad Quiet	Acad Quiet
1:00 pm	Unit Task	Telephone	Gang Multi	Shower	Gang Multi			Rec Yard	Rec Yard		
1:30 pm		Acad Quiet				Telephone	Acad Quiet				
2:00 pm	Telephone			Gang Multi		Gang Multi		Shower	Shower	Rec Yard	Rec Yard
2:30 pm	Acad Quiet	Acad Quiet	Prog Cell		Telephone			Prog Cell	Prog Cell		
3:00 pm					Rec Yard		Prog Cell			Shower	Shower
3:30 pm	Prog Cell	Prog Cell	Acad Quiet	Acad Quiet		Prog Cell		Telephone	Telephone	Prog Cell	Prog Cell
4:00 pm					Showers		Rec Yard				
4:30 pm		Meal Quiet	Meal Quiet	Meal Cmn	Meal Cmn			A-Dining	A-Dining	B-Dining	B-Dining
5:00 pm	Meal Cmn		Acad Quiet	Acad Quiet		Meal Quiet	Meal Multi	Acad Multi	Acad Multi		
5:30 pm	Prog Cell	Unit Task			Prog Cell		Shower				
6:00 pm			Unit Task	Prog Cell		Acad Quiet				Acad Multi	Acad Multi
6:30 pm											
7:00 pm	THIS TIME CAN BE USED TO COMPLETE REQUIRED ACTIVITIES IF NECESSARY										

04/27/94

**GARNER CORRECTIONAL INSTITUTION
PHASE PROGRAMMING DAILY SCHEDULE
TUESDAY: RECREATION/TELEPHONES**

CELL #s TIME	LOWER TIER							UPPER TIER			
	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE III	PHASE III	PHASE III	PHASE III
	Squad A	Squad B	Squad C	Squad D	Squad E	Squad F	Squad G	Squad H	Squad I	Squad J	Squad K
	101-104	105-108	109-112	113-116	117-120	121-124	125-127	201-204	205-208	209-212	213-216
5:00 am								Wake Up	Wake Up	Wake Up	Wake Up
5:30 am	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	A-Dining	A-Dining	B-Dining	B-Dining
6:00 am	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Lock Up	Lock Up	Lock Up	Lock Up
6:30 am											
7:00 am								Cell Insp	Cell Insp	Cell Insp	Cell Insp
7:30 am	Cell Insp			Cell Insp				Acad Multi	Acad Multi	Rec Yard	Rec Yard
8:00 am	Acad Quiet	Cell Insp	Cell Insp	Acad Quiet	Cell Insp	Cell Insp	Cell Insp				
8:30 am			Prog Cell			Acad Multi	Acad Multi	Rec Yard	Rec Yard		
9:00 am	Prog Cell	Acad Quiet			Acad Quiet						
9:30 am			Acad Multi	Acad Multi		Rec Yard				Acad B-D	Acad B-D
10:00 am		Squad Quiet			Prog Cell						
10:30 am	Meal Cmn	Meal Quiet	Meal Multi	Meal Cmn		Meal Multi	Meal Multi	A-Dining	A-Dining	B-Dining	B-Dining
11:00 am		Prog Cell	Prog Cell	Prog Cell	Meal Quiet	Prog Cell	Rec Yard	Acad Multi	Acad Multi	Unit Task	Unit Task
11:30 am					Squad Quiet						
12:00 pm	Rec Yard	Acad Quiet			Acad Quiet		Unit Task	Prog Cell	Prog Cell	Acad Multi	Acad Multi
12:30 pm											
1:00 pm	Acad Quiet	Prog Cell	Rec Yard	Acad Quiet	Unit Task	Acad Quiet	Prog Cell	Acad Multi	Acad Multi	Prog Cell	Prog Cell
1:30 pm											
2:00 pm	Prog Cell	Rec Yard	Acad Quiet	Prog Cell	Prog Cell		Acad Quiet	Unit Task	Unit Task	Gang Multi	Gang Multi
2:30 pm						Prog Cell					
3:00 pm			Squad Quiet	Rec Yard	Unit Task		Prog Cell	Prog Cell	Prog Cell		
3:30 pm	Acad Quiet	Acad Multi	Acad Quiet			Acad Multi				Prog Cell	Prog Cell
4:00 pm				Unit Task	Acad Quiet		Acad Quiet				
4:30 pm	Meal Quiet	Meal Multi	Meal Quiet			Meal Multi		A-Dining	A-Dining	B-Dining	B-Dining
5:00 pm	Unit Task	Unit Task		Meal Multi	Meal Multi		Meal Quiet				
5:30 pm					Rec Yrd			Acad Multi	Acad Multi	Acad Quiet	Acad Quiet
6:00 pm			Unit Task	Unit Task							
6:30 pm											
7:00 pm											
7:00 pm	THIS TIME CAN BE USED TO COMPLETE REQUIRED ACTIVITIES IF NECESSARY										

0427/94

**GARNER CORRECTIONAL INSTITUTION
PHASE PROGRAMMING DAILY SCHEDULE
WEDNESDAY: RECREATION/SHOWERS**

CELL #s TIME	LOWER TIER							UPPER TIER			
	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE III	PHASE III	PHASE III	PHASE III
	Squad A	Squad B	Squad C	Squad D	Squad E	Squad F	Squad G	Squad H	Squad I	Squad J	Squad K
	101-104	105-108	109-112	113-116	117-120	121-124	125-127	201-204	205-208	209-212	213-216
5:00 am								Wake Up	Wake Up	Wake Up	Wake Up
5:30 am	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	A-Dining	A-Dining	B-Dining	B-Dining
6:00 am	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Lock Up	Lock Up	Lock Up	Lock Up
6:30 am											
7:00 am											
7:30 am	Cell Insp	Cell Insp	Cell Insp		Cell Insp					Cell Insp	Cell Insp
8:00 am	Acad Multi	Rec Yard	Acad Multi	Cell Insp	Prog Cell	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Gang Quiet	Gang Quiet
8:30 am						Prog Cell	Prog Cell	Telephone	Telephone		
9:00 am	Rec Yard	Showers		Acad Multi	Acad Multi						
9:30 am		Acad Quiet	Telephone			Prog Cell	Acad Quiet	Acad A-D	Acad A-D	Acad B-D	Acad B-D
10:00 am	Showers		Rec Yard	Squad Multi							
10:30 am	Meal Quiet	Meal Quiet		Meal Multi	Meal Cmn	Meal Cmn	Prog Cell	A-Dining	A-Dining	B-Dining	B-Dining
11:00 am	Squad Cmr	Prog Cell	Meal Cmn	Rec Yard	Acad Quiet	Acad Quiet		Acad Multi	Acad Multi	Telephone	Telephone
11:30 am			Showers				Meal Multi				
12:00 pm											
12:30 pm	Telephone	Acad Multi	Acad Multi	Showers	Rec Yard	Acad Quiet	Acad Quiet	Prog Cell	Prog cell	Unit Task	Unit Task
1:00 pm				Telephone							
1:30 pm	Acad Multi	Telephone	Prog Cell	Prog Cell	Shower	Rec Yard	Acad Multi	Prog Cell	Prog Cell	Acad Quiet	Acad Quiet
2:00 pm		Prog Cell			Telephone						
2:30 pm	Prog Cell		Acad Quiet	Prog Cell	Acad Quiet	Shower	Rec Yard	Acad Multi	Acad Multi	Prog Cell	Prog Cell
3:00 pm						Telephone					
3:30 pm	Acad Multi	Acad Quiet	Prog Cell	Acad Quiet	Prog Cell	Acad Multi	Shower	Acad A-D	Acad A-D	Acad B-D	Acad B-D
4:00 pm							Telephone				
4:30 pm	Meal Quiet	Meal Cmn		Meal Quiet	Meal Multi	Meal Multi	Meal Cmn	A-Dining	A-Dining	B-Dining	B-Dining
5:00 pm	Prog Cell		Meal Cmn	Acad Multi	Acad Multi					Rec Yard	Rec Yard
5:30 pm											
6:00 pm								Rec Yard	Rec Yard	Shower	Shower
6:30 pm										Prog Cell	Prog Cell
7:00 pm								Shower	Shower		
7:00 pm	THIS TIME CAN BE USED TO COMPLETE REQUIRED ACTIVITIES IF NECESSARY										

04/27/94

**GARNER CORRECTIONAL INSTITUTION
PHASE PROGRAMMING DAILY SCHEDULE
THURSDAY: RECREATION/TELEPHONES**

CELL #s TIME	LOWER TIER							UPPER TIER			
	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE III	PHASE III	PHASE III	PHASE III
	Squad A	Squad B	Squad C	Squad D	Squad E	Squad F	Squad G	Squad H	Squad I	Squad J	Squad K
	101-104	105-108	109-112	113-116	117-120	121-124	125-127	201-204	205-208	209-212	213-216
5:00 am								Wake Up	Wake Up	Wake Up	Wake Up
5:30 am	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	A-Dining	A-Dining	B-Dining	B-Dining
6:00 am	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Lock Up	Lock Up	Lock Up	Lock Up
6:30 am											
7:00 am											
7:30 am		Cell Insp				Cell Insp		Cell Insp	Cell Insp	Cell Insp	Cell Insp
8:00 am	Cell Insp	Acad Quiet	Cell Insp	Cell Insp	Cell Insp	Acad Quiet	Cell Insp	Rec Yard	Rec Yard	Acad Multi	Acad Multi
8:30 am			Prog Cell								
9:00 am	Acad Quiet	Prog Cell		Acad Quiet	Acad Multi	Prog Cell	Acad Multi	Squad A-D	Squad A-D	Rec Yard	Rec Yard
9:30 am								Acad A-D	Acad A-D		
10:00 am		Acad Multi	Acad Multi	Rec Yard	Prog Cell	Squad Quiet	Prog Cell			Squad B-D	Squad B-D
10:30 am	Meal Quiet					Meal Quiet		A-Dining	A-Dining	B-Dining	B-Dining
11:00 am	Rec Yard	Meal Cmn	Meal Cmn	Meal Multi	Meal Quiet		Meal Quiet	Acad Multi	Acad Multi	Prog Cell	Prog Cell
11:30 am					Acad Quiet	Unit Task	Acad Quiet				
12:00 pm			Rec Yard	Prog Cell				Prog Cell	Prog Cell	Acad Multi	Acad Multi
12:30 pm	Acad Quiet	Acad Quiet				Prog Cell	Unit Task				
1:00 pm					Rec Yard			Acad Multi	Acad Multi	Prog Cell	Prog Cell
1:30 pm	Prog Cell		Acad Quiet	Acad Quiet			Prog Cell				
2:00 pm		Prog Cell			Prog Cell	Rec Yard				Acad Multi	Acad Multi
2:30 pm	Acad Quiet		Prog Cell	Prog Cell			Acad Quiet	Prog Cell	Prog Cell		
3:00 pm		Rec Yard			Acad Multi	Acad Multi					
3:30 pm			Acad Quiet					Acad A-D	Acad A-D	Acad B-D	Acad B-D
4:00 pm	Meal Cmn	Meal Cmn			Meal Multi	Meal Multi	Rec Yard				
4:30 pm	Prog Cell		Meal Quiet	Meal Quiet				A-Dining	A-Dining	B-Dining	B-Dining
5:00 pm				Acad Quiet		Acad Quiet	Meal Cmn	Acad Multi	Acad Multi		
5:30 pm											
6:00 pm											
6:30 pm											
7:00 pm	THIS TIME CAN BE USED TO COMPLETE REQUIRED ACTIVITIES IF NECESSARY										

04/27/94

**GARNER CORRECTIONAL INSTITUTION
PHASE PROGRAMMING DAILY SCHEDULE
FRIDAY: RECREATION/SHOWERS**

CELL #s TIME	LOWER TIER							UPPER TIER			
	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE III	PHASE III	PHASE III	PHASE III
	Squad A 101-104	Squad B 105-108	Squad C 109-112	Squad D 113-116	Squad E 117-120	Squad F 121-124	Squad G 125-127	Squad H 201-204	Squad I 205-208	Squad J 209-212	Squad K 213-216
5:00 am								Wake Up	Wake Up	Wake Up	Wake Up
5:30 am	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	A-Dining	A-Dining	B-Dining	B-Dining
6:00 am	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Lock Up	Lock Up	Lock Up	Lock Up
6:30 am											
7:00 am											
7:30 am			Cell Insp							Cell Insp	Cell Insp
8:00 am	Cell Insp	Cell Insp	Rec Yard	Cell Insp	Gang Multi	Gang Multi					
8:30 am	Telephone	Acad Quiet		Prog Cell	Prog Cell		Acad Quiet	Prog Cell	Prog Cell		
9:00 am	Rec Yard		Shower			Telephone					
9:30 am			Telephone		Acad Quiet	Acad Quiet	Prog Cell	Acad A-D	Acad A-D	Acad B-D	Acad B-D
10:00 am	Shower	Rec Yard	Squad Cmn	Squad Multi							
10:30 am	Meal Cmn		Meal Cmn	Meal Multi	Meal Quiet	Meal Quiet	Meal Multi	A-Dining	A-Dining	B-Dining	B-Dining
11:00 am	Acad Quiet	Meal Multi	Prog Cell	Rec Yard	Prog Cell	Acad Quiet	Squad Cmn			Unit Task	Unit Task
11:30 am		Shower					Prog Cell				
12:00 pm	Prog Cell	Telephone	Acad Quiet	Shower	Acad Quiet	Prog Cell		Rec Yard	Rec Yard	Acad Multi	Acad Multi
12:30 pm							Telephone				
1:00 pm		Acad Quiet	Prog Cell	Acad Multi	Acad Multi	Acad Quiet	Acad Multi	Shower	Shower	Rec Yard	Rec Yard
1:30 pm	Prog Cell							Telephone	Telephone		
2:00 pm		Prog Cell	Acad Quiet	Acad Multi	Rec Yard	Prog Cell	Acad Quiet	Prog Cell	Prog Cell	Shower	Shower
2:30 pm										Telephone	Telephone
3:00 pm	Acad Quiet	Acad Quiet	Unit Task	Telephone	Shower	Rec Yard					
3:30 pm				Acad Quiet	Telephone			Acad A-D	Acad A-D	Acad B-D	Acad B-D
4:00 pm		Prog Cell				Shower	Rec Yard				
4:30 pm	Meal Quiet		Meal Multi	Meal Quiet	Meal Cmn	Meal Cmn		A-Dining	A-Dining	B-Dining	B-Dining
5:00 pm	Acad Quiet	Meal Cmn	Acad Quiet	Prog Cell			Meal Cmn	Acad Multi	Acad Multi	Prog Cell	Prog Cell
5:30 pm							Shower				
6:00 pm											
6:30 pm											
7:00 pm											
7:00 pm	THIS TIME CAN BE USED TO COMPLETE REQUIRED ACTIVITIES IF NECESSARY										

04/27/94

**GARNER CORRECTIONAL INSTITUTION
PHASE PROGRAMMING DAILY SCHEDULE
SATURDAY: CELL CLEANING**

CELL #s TIME	LOWER TIER							UPPER TIER			
	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE III	PHASE III	PHASE III	PHASE III
	Squad A	Squad B	Squad C	Squad D	Squad E	Squad F	Squad G	Squad H	Squad I	Squad J	Squad K
	101-104	105-108	109-112	113-116	117-120	121-124	125-127	201-204	205-208	209-212	213-216
5:00 am								Wake Up	Wake Up	Wake Up	Wake Up
5:30 am	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	A-Dining	A-Dining	B-Dining	B-Dining
6:00 am	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Lock Up	Lock Up	Lock Up	Lock Up
6:30 am											
7:00 am											
7:30 am											
8:00 am	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp
8:30 am	Cell Clean										
9:00 am											
9:30 am		Cell Clean									
10:00 am											
10:30 am	Meal Quiet	Meal Cmn	Meal Multi					A-Dining	A-Dining	B-Dining	B-Dining
11:00 am				Meal Quiet	Meal Cmn	Meal Multi					
11:30 am							Meal Quiet				
12:00 pm			Cell Clean								
12:30 pm											
1:00 pm				Cell Clean							
1:30 pm											
2:00 pm					Cell Clean						
2:30 pm											
3:00 pm											
3:30 pm											
4:00 pm											
4:30 pm	Meal Cmn	Meal Quiet	Meal Multi					A-Dining	A-Dining	B-Dining	B-Dining
5:00 pm				Meal Cmn	Meal Quiet	Meal Multi					
5:30 pm							Meal Quiet				
6:00 pm											
6:30 pm											
7:00 pm											
7:30 pm											
8:00 pm											
9:00 pm											
9:30 pm	THIS TIME CAN BE USED TO COMPLETE TUJRED PHASE I ACTIVITIES, IF NECESSARY										

03/29/94

**GARNER CORRECTIONAL INSTITUTION
PHASE PROGRAMMING DAILY SCHEDULE
SUNDAY: CELL CLEANING**

CELL #s TIME	LOWER TIER						UPPER TIER				
	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE II	PHASE III	PHASE III	PHASE III	PHASE III	
	Squad A	Squad B	Squad C	Squad D	Squad E	Squad F	Squad G	Squad H	Squad I	Squad J	Squad K
	101-104	105-108	109-112	113-116	117-120	121-124	125-127	201-204	205-208	209-212	213-216
5:00 am								Wake Up	Wake Up	Wake Up	Wake Up
5:30 am	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	A-Dining	A-Dining	B-Dining	B-Dining
6:00 am	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Meal Cell	Lock Up	Lock Up	Lock Up	Lock Up
6:30 am											
7:00 am											
7:30 am											
8:00 am	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp	Cell Insp
8:30 am											
9:00 am											
9:30 am											
10:00 am											
10:30 am	Meal Cmn	Meal Multi	Meal Quiet					A-Dining	A-Dining	B-Dining	B-Dining
11:00 am				Meal Cmn	Meal Multi	Meal Quiet					
11:30 am							Meal Quiet	Cell Clean	Cell Clean		
12:00 pm											
12:30 pm											
1:00 pm										Cell Clean	Cell Clean
1:30 pm											
2:00 pm											
2:30 pm						Cell Clean					
3:00 pm											
3:30 pm							Cell Clean				
4:00 pm											
4:30 pm	Meal Quiet	Meal Cmn	Meal Multi					A-Dining	A-Dining	B-Dining	B-Dining
5:00 pm				Meal Quiet	Meal Cmn	Meal Multi					
5:30 pm							Meal Quiet				
6:00 pm											
6:30 pm											
7:00 pm											
7:30 pm											
8:00 pm											
8:30 pm											
9:00 pm	THIS TIME CAN BE USED TO COMPLETE REQUIRED PHASE III ACTIVITIES IF NECESSARY										

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PHASE I

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE I ORIENTATION

Upon admission, each Close Custody inmate shall be provided a Close Custody Unit Handbook to study prior to commencement of the orientation program.

The initial one-hour orientation will emphasize mandatory program participation and completion to advance out of *PHASE I*. Inmates will be indoctrinated in the daily routine of the Close Custody Program and informed of all aspects of the CLOSE CUSTODY PHASE PROGRAM.

A detailed description of each Phase in the Program will include an explanation of the Statement of Mission, Task Squad Concept and Assignments, Demerit System, and Mandatory Program participation. Any questions regarding the procedures implemented by the Unit Team to select *PHASES II* and *III* inmates can also be clarified at this time. During this initial orientation every inmate will be required to sign the Acknowledgement of Expectations for *PHASE I* and given an opportunity to sign the Letter of Intention to Renunciate. Refusals to sign the Acknowledgement of Expectations will be noted on the form and witnessed by a staff member.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE I ORIENTATION

CLOSE CUSTODY INMATE UNIFORM REGULATION

When leaving the cell, inmates shall be properly clothed in the approved uniform. The approved uniform includes a white T-shirt with sleeves (no sleeveless shirts are permitted); navy blue or grey sweat pants and/or sweatshirt; boots, shoes, or sneakers; or yellow jumpsuit. Inmates shall not be permitted to leave the housing unit unless they are wearing a yellow jumpsuit.

All clothing items must be buttoned, zipped, or tied as is appropriate. Pants may be cuffed, but not above the ankle. To insure proper safety, all laced footwear must be laced and tied.

Identification cards shall be worn whenever leaving the housing unit. The identification card shall be affixed to the front of the jumpsuit in the chest area, facing forward at all times.

EXPECTATIONS TO THE STANDARD UNIFORM ARE AS FOLLOWS:

- 1) Inmates enroute to recreation activities in the recreation yard may wear gym shorts.
- 2) Inmates enroute to the housing unit showers may wear a bathrobe and shower shoes.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE I UNIT RULES

Page One of Two

- 1) Inmates are required to stand and remain in a stationary position when being addressed by staff.
- 2) Staff should be addressed by title; i.e., Officer (Name), Lieutenant (Name), Captain (Name), Warden (Name), etc.
- 3) You must obey any order issued by a staff members. If more than one order has been given; obey the most recent order given. Failure to comply with an order will result in disciplinary action.
- 4) Inmates shall be under escort whenever they are out of the unit.
- 5) Cells will be inspected daily. Beds are to be made by 8:00 a.m. and are to remain made until 8:00 p.m.
- 6) Inmates will be allowed three (3) 15-minute showers per week.
- 7) The only work assignments will be housekeeping assignments within the unit. There will be NO SEVEN-DAY CREDIT AWARDED.
- 8) Meals will be eaten inside of the cells.
- 9) Recreation privileges will be for one (1) hour, five (5) days per week in the unit recreation yard.
- 10) All programs will be provided within the cells.
- 11) Commissary will be consistent with the rest of the facility.
- 12) Inmates will be allowed two (2) NON-CONTACT visits per week.
- 13) Legal telephone calls must be approved by the Warden or designee.
- 14) Whenever possible, inmates will be allowed three (3) 15-minute monitored telephone calls per week which must be approved by the Unit Manager in writing.
- 15) Inmates will be allowed to have and use radios (with headsets) and televisions. If an inmate receives either a Class-A or Class-B misconduct report, it will result in the loss of television privileges for a minimum of 30 days. In double cells, BOTH INMATES will lose their television privileges.
- 16) Whenever your cell door is opened, you must stand and move to the rear of the cell.

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PHASE I UNIT RULES
Page Two of Two

- 17) Whenever you are out of your cell, you are not allowed to approach any other cells.
- 18) Loud, threatening, inappropriate language will not be allowed.
- 19) Razors will be provided by the Unit Officer upon request. An I.D. must be surrendered and shall be returned upon return of the razor.
- 20) Haircuts will be provided once per month by request to the Unit Officer. Haircuts will be done daily or as needed.
- 21) Not more than a total of five (5) pictures may be displayed on the wall in any inmate cell regardless of if it is a single or double cell. The pictures may only be displayed in the area directly in front of the desk and neither nude nor sexually explicit pictures shall be openly displayed.
- 22) Transferring of commissary or personal property is prohibited.
- 23) Cell windows and window sills are to remain clear at all times.
- 24) Clotheslines and curtains are not allowed.
- 25) Excessive property and/or commissary is not allowed and is subject to confiscation.
- 26) Occupants of each cell are responsible for the cleanliness and sanitary condition of their cell.
- 27) You may use only the electrical outlets assigned to your bunk, there shall be no tampering with electrical outlets.
- 28) Smoking is prohibited.
- 29) Any defacing or deliberate misuse of state property will result in disciplinary action.
- 30) Inmates will be dressed in accordance with the CLOSE CUSTODY INMATE UNIFORM REGULATION whenever leaving their cell.
- 31) Inmates requesting to see a counselor may obtain a request to see a staff member form from the Unit Officer. The request should clearly state the reason for the request and any previous action taken. The request should be placed in the Counselor's mailbox located within the housing unit.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

ACKNOWLEDGEMENT OF EXPECTATIONS PHASE I

You have been assigned to Close Custody status and must successfully complete the Close Custody Phase Program as outlined below:

By signing this document, you acknowledge that you understand what is expected of you in Phase I and what is required of you to be considered for progression to Phase II.

1. No violations of Administrative 9.5, Code of Penal Discipline.
2. Compliance with departmental Rules and Regulations, Institutional Rules and Regulations and specific Close Custody Unit Rules and Regulations.
3. No communicating to other inmates outside your cell unless at recreation.
4. No passing notes or contraband to other inmates.
5. No tampering with electrical outlets or any other area of the cell or unit.
6. No smoking.
7. You must make your bed by 8:00 a.m. and it must remain made until 8:00 p.m.
8. You must maintain a neat and clean cell at all times free of clotheslines, curtains, and covered windows and ledges.
9. You must stand and move to the rear of the cell whenever the cell door is opened.
10. You must request permission from a staff member to speak before continuing to converse with that staff member.
11. You must stand and remain stationary when being addressed by staff.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

ACKNOWLEDGEMENT OF EXPECTATIONS PHASE I (continued)

12. You must stand by your cell door at any count performed between the hours of 6:00 a.m. and 9:00 p.m.
13. You must comply fully with the Close Custody Inmate Uniform Regulations.
14. You must address all staff by title and last name.
15. You must obey all orders given by staff.
16. You must sign a Letter of Intention to exclude yourself and sever all ties with all security risk groups (SRG) and willingness to be housed with other SRG members.
17. While in Phase I, you must not receive any Class "A" disciplines for a minimum of four months, or Class "B" disciplines for a minimum of two months, or Class "C" disciplines for a minimum of 30 days.
18. You will be reviewed twice each month based upon the following criteria:
 - a. Compliance with Phase I Expectations
 - b. Length of time on Close Custody status.
19. To progress in the Phases, you must be recommended by the Close Custody Review Committee.

I hereby acknowledge and understand the expectations outlined herein and have participated in an orientation of the Phase Program.

Inmate Name and Number

Date

Staff Witness

**CLOSE CUSTODY PHASE PROGRAM
LETTER OF INTENTION**

Date

From:

Inmate Name and Number

To: Close Custody Review Committee

Subject: Intention to renounce affiliation with all Security Risk Groups and willingness to house with other inmates regardless of affiliation.

By my signature below, I hereby state and certify my intentions to renounce formally and in spirit affiliation with all security risk groups. I further express my willingness to cohabitate with any other inmate regardless of previous affiliation.

Inmate Signature

Staff Witness

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PHASE I
DAILY SCHEDULES

Academic

As Required

Recreation

One hour per day

Showers

Three per week

Telephones

Three . 15-minute
calls per week

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PHASE II

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE II ORIENTATION

The *PHASE II* orientation program shall be conducted over five (5) days during which time the inmate shall be observed for program adaptation.

There shall be four (4) one-hour sessions of orientation each day. Additional sessions may be added as required. The sessions shall cover understanding and dealing with "gangs" and the personal need and social status of belonging; there will be discussions on how to change your lifestyle. Alternatives to violent and unpredictable gang socializations shall be provided. A description of *PHASE III* will be given which includes the expectations, privileges, and programming requirements.

Upon successful completion of the orientation program, the candidate shall be reviewed by the Close Custody Committee for approval to continue with *PHASE II* of the program.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE II ORIENTATION

SESSION #1

The instructors shall be the Unit Officers, Unit Manager, Unit Counselor and a representative from Mental Health and Addiction Services.

- 1) Overview: The Close Custody Committee will present an overview of the Phase Program consisting of the following:
 - a. The Mission Statement shall be read and reviewed.
 - b. The Task Squad concept shall be explained.
 - c. The Demerit System shall be explained.
 - d. Program descriptions shall be provided.
 - e. Monthly Process and procedure shall be explained.
- 2) Squad Assignments: Each inmate shall be assigned to a squad by the Close Custody Committee. The squads shall consist of eight (8) inmates of differing affiliations. The candidates shall have explained the squad concept and be introduced to the other members of their squad.

SESSION #2:

The instructor shall be the Unit Officer with introduction by the Unit Manager or Unit Counselor.

- 1) Unit Rules: Each inmate shall be provided a listing of the Close Custody Phase II Unit Rules and Regulations. The instructor shall provide an over-view and explanation of the contents.
- 2) Demerit System: The Unit Officers shall present an over-view of the Demerit System including the overall disciplinary process.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE II ORIENTATION

SESSION #3:

The instructors shall be the Unit Officer with introduction by the Unit Manager or Unit Counselor.

- 1) Job Assignments: The job assignment process shall be reviewed incorporating the Task Squad concept.
- 2) Inmate Presentation: The Unit Officer, Unit Manager and Unit Counselor shall provide guidelines for inmate presentation, i.e., how to address staff, when to stand, when to sit, and uniform regulations.

SESSION #4:

Instructors shall be the Unit Manager, Unit Counselor and Unit Officer.

- 1) Structured Regimentation: The Unit Officer shall present the concept of structured regimentation. Disciplines for walking, sitting and general presentation shall be covered. Mandatory exercise programs shall be covered including morning calisthenics.
- 2) Setback Process: The Unit Manager or Unit Counselor shall provide an over-view of what constitutes "Automatic setback to Phase One" and "Repeating a Phase". The specific guidelines and requirements shall be covered.

SESSION #5:

Program Coordinators and Unit staff shall present.

- 1) Programming: Program descriptions shall be provided by the Program Coordinators. Subject matter, agendas and class decorum shall be reviewed.
- 2) Review: The Unit Manager or Unit Counselor shall provide a review of the past week's orientation followed by a question and answer period.

CLOSE CUSTODY PHASE PROGRAM MANUAL

PHASE II UNIT RULES

Page One of Three

- 1) Inmates are required to stand and remain in a stationary position when being addressed by staff.
- 2) Staff should be addressed by title; i.e., Officer (Name), Lieutenant (Name), Captain (Name), Warden (Name), etc.
- 3) You must request permission from a staff member to speak before continuing to converse with that staff member.
- 4) You must obey any order issued by a staff members. If more than one order has been given, obey the most recent order given. Failure to comply with an order will result in disciplinary action.
- 5) Inmates shall be under escort whenever they are out of the unit.
- 6) Cells will be inspected daily prior to 8:30 a.m. Beds must be made by 8:00 a.m. and remain made until 8:00 p.m.
- 7) Inmates will be allowed three (3) 15-minute showers per week.
- 8) The only work assignments will be housekeeping assignments within the unit. There will be NO SEVEN-DAY CREDIT AWARDED.
- 9) Squads will eat meals together within the unit unless otherwise directed.
- 10) Recreation privileges will be for one (1) hour, five (5) days per week in the unit recreation yard.
- 11) All programs will be provided to squads within the unit.
- 12) Commissary will be consistent with the rest of the facility.
- 13) Inmates will be allowed two (2) NON-CONTACT visits per week.
- 14) Unmonitored legal telephone calls must be approved by the Warden or designee.
- 15) Whenever possible, inmates will be allowed three (3) 15-minute monitored telephone calls per week which must be approved by the Unit Manager in writing.
- 16) Inmates will be allowed to have and use radios (with headsets) and televisions.
- 17) Receipt of a Class A disciplinary report will result in an automatic return to Phase I. Receipt of one Class B will result in automatic return to PHASE I unless mitigated by the Unit Manager. Any additional Class B will result in an automatic return to PHASE I. Receipt of a Class C or informal disposition will count as one demerit.

CLOSE CUSTODY PHASE PROGRAM MANUAL

PHASE II UNIT RULES Page Two of Three

- 18) Whenever your cell door is opened, you must stand and move to the rear of the cell.
- 19) You must stand at your cell door during all counts being held between the hours of 6:00 a.m. and 9:00 p.m.
- 20) Whenever you are out of your cell, you are not allowed to approach any other cells.
- 21) Loud, threatening, inappropriate language will not be allowed and will result in disciplinary action.
- 22) Razors will be provided by the Unit Officer upon request. An I.D. must be surrendered and shall be returned upon return of the razor.
- 23) Haircuts will be provided once per month by request to the Unit Officer. Haircuts will be done daily or as needed.
- 24) Not more than a total of five (5) pictures may be displayed on the wall in any inmate cell regardless of if it is a single or double cell. The pictures may only be displayed in the area directly in front of the desk and neither nude nor sexually explicit pictures shall be open^{ly} displayed.
- 25) Transferring of commissary or personal property is prohibited.
- 26) Cell windows and window sills are to remain clear at all times.
- 27) Clotheslines and curtains are not allowed.
- 28) Excessive property and/or commissary is not allowed and is subject to confiscation.
- 29) Occupants of each cell are responsible for the cleanliness and sanitary condition of their cell.
- 30) You may use only the electrical outlets assigned to your bunk, there shall be no tampering with electrical outlets.
- 31) Smoking is prohibited.
- 32) Any defacing or deliberate misuse of state property will result in disciplinary action.
- 33) Inmates will be dressed in accordance with the CLOSE CUSTODY INMATE UNIFORM REGULATION whenever leaving their cell.

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PHASE II UNIT RULES
Page Three of Three

- 34) Inmates requesting to see a counselor may obtain a request to see a staff member form from the Unit Officer. The request should clearly state the reason for the request and any previous action taken. The request should be placed in the Counselor's mailbox located within the housing unit.
- 35) You must participate in mandatory programming.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

ACKNOWLEDGEMENT OF EXPECTATIONS PHASE II

You have been assigned to Close Custody status and must successfully complete the Close Custody Phase Program as outlined below:

By signing this document, you acknowledge that you understand what is expected of you in *PHASE II* and what is required of you to be considered for progression into *PHASE III*.

1. Maintain compliance with all expectations of *PHASE I*.
2. Maintain a job assignment within the unit.
3. Successful participation in all required programs.
4. House with another inmate as assigned regardless of affiliation.

PRIVILEGES

1. Eating meals in small groups within the unit.
2. Availability of limited group programs.
3. Progression to *PHASE III* upon successful completion of required programs.

I hereby acknowledge and understand the expectations outlined herein and have participated in an orientation of the Phase Program.

Inmate Signature

Staff Witness

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE II ACADEMIC COMPONENT

MODULE I:

An initial orientation into the Academic program will determine each inmate's level of education and comprehension. Accommodations will be arranged for illiterate or non-English speaking inmates.

Clusters of words will be defined by the instructors. These words will revolve around a series of common themes; the following examples will be considered:

- e.g. 1) Theme of emotions with words, such as love, hate, anger, fear, sorrow, trust, loneliness, frustration.
- 2) Theme of community and family life with words, such as home, unity, family, community, group, neighborhood, brotherhood, parents, child.
- 3) Racial and Sexual theme: Female, male, black-negro, hispanic, white-caucasian, native american, multi-national.
- 4) Theme of future and goal direction terms with words, such as sacrifice, social, relationships, harmony, job, career calling, retirement, marriage, parenting.
- 5) Theme of violent and negative words: war, hate aversion, murder, antagonism, mistrust, destruction, failure.
- 6) Theme of positive ideas, unification, cohabitation, coworkers, advancement, success, contentment.
- 7) Words that bond: friend, friendship, help, cooperation, generosity, trust workers.
- 8) Spiritual words: God, help, faith, religion, miracle, spiritual-connection.
- 9) Important words from past lecture reintroduced verbal with feedback.
- 10) Test on comparison of constructive words and destructive words. Inmate make list dividing words they remember.
- 11) Each inmate chooses eleven words that he does not like and states his reasons aloud.
- 12) Each inmate chooses eleven words that have a positive connotations for him and states his reasons aloud.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE II ACADEMIC COMPONENT

MODULE 2:

Words into action reintroduces old words and each inmate must bring new work he thinks would make a contribution to others and explain and put it in one of the above categories. Continually adding to list of words/concepts - perhaps group would need to elect an inmate secretary to keep new words and write them on other list. Twelve classes (no discussion of why words were picked).

MODULE 3:

Discussion will now be allowed. Themes and certain concepts implied by the choice of the vocabulary will be introduced by the inmates and examined by relating these words to group behavior and dynamics with the purpose of assessing how they positively or negatively affect group movement or unity or if they fracture community trust. Also how do these words affect inmate self concept/respect and how can they help inmates to seek goals that they might want to achieve in the future. What words will help keep the inmate in the place he is, or what words with actions will help him change his life. What does he want to choose. How can the group change by adopting certain goals and can they visualize accomplishing complex tasks as a group.

At this point the group should be ready for advancement into *PHASE III* programming.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT
PHASE II

Covered in these eight sessions will be an explanation of the process of addiction and an interpretation of gang membership as an addictive compulsive process.

Information will be presented in an accessible and non-judgmental manner as to promote learning and participation.

A curriculum format for the eight weekly sessions is as follows:

SESSION #1

TOPIC: Orientation.

- Facilitator introduction; group members introduction; explanation of group objectives.

SESSION #2

PRESENTATION TOPIC: A description and definition of addiction.

- The different types of addictions and their common denominators.
- Examples of addictive behaviors.

DISCUSSION TOPIC: Identification of addictive behaviors within gang activity.

DISCUSSION/
WRITING ASSIGNMENT: Describe at leave five separate examples of addictive behavior.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT
PHASE II

SESSION #3

PRESENTATION TOPIC: Addictive Relationships: How and Why They Form

DISCUSSION TOPIC:

- Writing assignment from Session #2
- Identification of addictive relationships within gang activity.

**DISCUSSION/
WRITING ASSIGNMENT:** Describe an addictive relationship that you have experienced or that someone you care for has experienced.

SESSION #4

PRESENTATION TOPIC: Results of Addictive Behavior

DISCUSSION TOPIC:

- The attraction of addiction
- Assignment from Session #3
- The attraction to and consequences of gang activity.

**DISCUSSION/
WRITING ASSIGNMENT:** What negative consequences have you experienced due to gang affiliation.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT
PHASE II

SESSION #5

PRESENTATION TOPIC: The First Stage of Addiction: The emergence of the addictive personality.

DISCUSSION TOPIC:

- Assignment from Session #4
- What types of gang activity could meet the needs of an addictive personality.

**DISCUSSION/
WRITING ASSIGNMENT:** Create a fictional character who has an addictive personality: Describe what this person is like physically and emotionally.

SESSION #6

PRESENTATION TOPIC: The Second Stage of Addiction: The change to a predominately negative lifestyle.

DISCUSSION TOPIC:

- Assignment from Session #5
- Examples of addictive promises

**DISCUSSION/
WRITING ASSIGNMENT:** What does independence mean to you? How is this impacted by a gang lifestyle?

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT
PHASE II

SESSION #7

PRESENTATION TOPIC: The Third Stage of Addiction: Breaking down of body, mind, and spirit.

DISCUSSION TOPIC:

- Assignment from Session #6
- Identification with "breaking down" during gang affiliation.

**DISCUSSION/
WRITING ASSIGNMENT:** Have you reached points in your life when you have felt out of control? When and Why? Describe.

SESSION #8

PRESENTATION TOPIC: Unhealthy and Healthy Rituals: Breaking the cycle of shame.

DISCUSSION TOPIC:

- Assignment from Session #7
- Identification with feelings of shame during gang affiliation.

WRAP UP DISCUSSION: Change from unhealthy to healthy life rituals.

**CLOSE CUSTODY
PHASE PROGRAM MANUAL**

**PHASE II
DAILY SCHEDULES**

Academic	Three hours per day
Academic Assignments	Two hours per day
Gang Awareness and Behavior Management	One hour per week
Meals	Three 30-minute meals per day
Recreation	One hour per day
Showers	Three per week
Telephones	Three 15-minute calls per week

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PHASE III

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE III ORIENTATION

A two-hour orientation program will be conducted at the commencement of *PHASE III* of the program. This session shall further emphasize the continuation of Programming aspects being addressed in *PHASE II* as well as the expectations and privileges of *PHASE III*. The requirements for progression into General Population will be described in detail, and the renunciation procedure will be explained.

CLOSE CUSTODY PHASE PROGRAM MANUAL

PHASE III UNIT RULES

Page One of Three

- 1) Inmates are required to stand and remain in a stationary position when being addressed by staff.
- 2) Staff should be addressed by title; i.e., Officer (Name), Lieutenant (Name), Captain (Name), Warden (Name), etc.
- 3) You must request permission from a staff member to speak before continuing to converse with that staff member.
- 4) You must obey any order issued by a staff members. If more than one order has been given, obey the most recent order given. Failure to comply with an order will result in disciplinary action.
- 5) Inmates shall be under escort whenever they are out of the unit.
- 6) Cells will be inspected daily prior to 8:30 a.m. Beds must be made by 8:00 a.m. and are to remain made until 8:00 p.m.
- 7) Inmates will be allowed three (3) 15-minute showers per week.
- 8) The only work assignments will be housekeeping assignments within the unit. There will be NO SEVEN-DAY CREDIT AWARDED.
- 9) Squads will eat meals together in the dining hall unless otherwise directed.
- 10) Recreation privileges will be for one (1) hour, five (5) days per week in the unit recreation yard.
- 11) All programs will be provided to squads within the unit and the facility gymnasium.
- 12) Commissary will be consistent with the rest of the facility.
- 13) Inmates will be allowed two (2) NON-CONTACT visits per week and two contact visits per month in the professional visiting room.
- 14) Legal telephone calls must be approved by the Warden or designee.

CLOSE CUSTODY PHASE PROGRAM MANUAL

PHASE III UNIT RULES Page Two of Three

- 15) Whenever possible, inmates will be allowed three (3) 15-minute monitored telephone calls per week which must be approved by the Unit Manager in writing.
- 16) Inmates will be allowed to have and use radios (with headsets) and televisions.
- 17) Receipt of a Class A disciplinary report will result in automatic return to PHASE I. Receipt of one Class B will result in automatic return to PHASE II unless mitigated by the Unit Manager. A Class B in any phase may result in return to PHASE I if aggravated by the Unit Manager. Any additional Class B will result in return to PHASE I. Receipt of a Class C or informal will count as one demerit.
- 18) Whenever your cell door is opened, you must stand and move to the rear of the cell.
- 19) You must stand at your cell door during all counts being held between the hours of 6:00 a.m. and 9:00 p.m.
- 20) Whenever you are out of your cell, you are not allowed to approach any other cells.
- 21) Loud, threatening, inappropriate language will not be allowed and will result in disciplinary action.
- 22) Razors will be provided by the Unit Officer upon request. An I.D. must be surrendered and shall be returned upon return of the razor.
- 23) Haircuts will be provided once per month by request to the Unit Officer. Haircuts will be done daily or as needed.
- 24) Not more than a total of five (5) pictures may be displayed on the wall in any inmate cell regardless of if it is a single or double cell. The pictures may only be displayed in the area directly in front of the desk and neither nude nor sexually explicit pictures shall be openly displayed.
- 25) Transferring of commissary or personal property is prohibited.
- 26) Cell windows and window sills are to remain clear at all times.
- 27) Clotheslines and curtains are not allowed.
- 28) Excessive property and/or commissary is not allowed and is subject to confiscation.

**CLOSE CUSTODY
PHASE PROGRAM MANUAL**

**PHASE III UNIT RULES
Page Three of Three**

- 29) Occupants of each cell are responsible for the cleanliness and sanitary condition of their cell.
- 30) You may use only the electrical outlets assigned to your bunk, there shall be no tampering with electrical outlets.
- 31) Smoking is prohibited.
- 32) Any defacing or deliberate misuse of state property will result in disciplinary action.
- 33) Inmates will be dressed in accordance with the CLOSE CUSTODY INMATE UNIFORM REGULATION whenever leaving their cell.
- 34) Inmates requesting to see a counselor may obtain a request to see a staff member form from the Unit Officer. The request should clearly state the reason for the request and any previous action taken. The request should be placed in the Counselor's mailbox located within the housing unit.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

ACKNOWLEDGEMENT OF EXPECTATIONS PHASE III

You have been assigned to Close Custody status and must successfully complete the Close Custody Phase Program as outlined below.

By signing this document, you acknowledge that you understand what is expected of you in *PHASE III* and what is required of you to be considered for progression into General Population.

1. Maintain compliance with all the expectations of *PHASE I* and *PHASE II*.
2. Maintain a job assignment within the unit.
3. Completion of Alternatives to Violence/Gang Awareness and other programs as assigned.
4. Completion of the renunciation process.

PRIVILEGES

1. Two escorted/supervised contact visits per month, approved by the Unit Manager.
2. Escorted/supervised library visits.
3. Eating meals in small groups in the dining hall.
4. Recreation programs within the unit and/or escorted to the gym.
5. Progression to General Population upon successful completion of required programs.

I hereby acknowledge and understand the expectations outlined herein and have participated in an orientation of the Phase Program.

Inmate Signature

Staff Witness

[ccman509]

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS
ACADEMIC - PHASE III

MODULE 1: COGNITIVE-RATIONAL THINKING TRAINING

PURPOSE: Using the principles of rational-emotive therapy and cognitive-based therapy, a series of four weekly consecutive one-hour group session will be utilized to teach these problem-solving/coping techniques. Didactic and interactive teaching strategies will be employed. Handouts, visual aids, and homework assignments will also be utilized.

OBJECTIVE: At the end of the series of group sessions, the inmate will be able to:

1. Understand the difference between logical and illogical thinking and how to identify and correct errant thought processes.
2. Understand the connection between thoughts and behaviors; how stimuli (events) do not lead directly to reactions, but rather, to a thought feeling which is interpreted and transformed into actions; a change in attitudes or thoughts will lead to a behavior change.
3. Examine his own self-talk or how he structures thoughts using internal sentences.
4. Understand certain universal myths or false assumptions which inevitably lead to problematic behaviors or feelings.

SESSION #1

TOPIC: Introduce the inmate to the concepts of rational-emotive or cognitive thinking. Provide examples, examine origins, and provide homework assignments.

SESSION #2

TOPIC: Review Session #1, answer questions. Introduce the A-B-C concept of thinking (events lead to thoughts which lead to feelings and actions). Assign homework.

CLOSE CUSTODY
PHASE PROGRAM MANUAL
PROGRAM COMPONENTS

ACADEMIC - PHASE III

MODULE 1: COGNITIVE-RATIONAL THINKING TRAINING (continued)

SESSION #3

TOPIC: Review A-B-C concept, answer questions, introduce commonly experienced faulty thoughts and myths (musts, shoulds, oughts); learn how to challenge experienced faulty thoughts and myths (musts, shoulds, oughts); learn how to challenge such errant thoughts; examine self-talk; explore how thoughts can lead to such emotions as anger or feeling disrespected. Assign homework.

SESSION #4

TOPIC: Review previous lessons; continue to examine the challenging of thoughts process (the D and E of the A-B-C equation); learning to ask for proof of assumptions-whys; corrective thinking as answers to why questions; overview of how process works.

MODULE 2: ANGER MANAGEMENT AND CONFLICT RESOLUTION

PURPOSE: The purpose of this module is to present participants with alternative ideas and coping skills when they are faced with conflict situations. Cognitive techniques will be used to offer group members new ways of thinking, with the goal of reducing the incidence of angry reactions. Also, control of the individual's stress response will be improved through exposure and training in stress reduction and relaxation techniques. And, finally, behavioral alternative to aggression and violence will be taught and explored. Ten one-hour groups meeting once weekly are projected.

MATERIALS: A workbook entitled Cage Your Rage, will be distributed to each participant. The completion of written homework and group participation will be required and tracked for each group member.

EXAMPLE: After completion of the Anger Management Module, inmates will be able to demonstrate and utilize newly-learned non-aggressive coping skills for dealing with angry feelings.

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

ACADEMIC - *PHASE III*

MODULE 2: ANGER MANAGEMENT AND CONFLICT RESOLUTION (continued)

SESSION #1

TOPIC: Introductions, individual and group goals, group rules and objectives. Introductory discussion of 'anger' as an emotional response.

HOMEWORK: Chapter 1, Cage Your Rage; begin an Anger journal.

SESSION #2

TOPIC: "ANGER-Past and Present": Making a commitment to doing the work and being open to new ideas; taking a look at one's history of anger in childhood, family, relationships, up to the present. Individual sharing on homework. Collect homework for credit.

HOMEWORK: Chapter 2, Cage Your Rage; Increased attention to angry thoughts and physical reactions to anger; recording these in the Anger journal.

SESSION #3

TOPIC: "Anger and Aggression": Discuss anger as an emotion, its benefits and costs for the individual; ways of stopping anger before it becomes a problem; how anger affects you physically -- immediately and in the long term. (Use presentation pad to record group ideas on these topics.) Collect chapter 2 and Anger journal pages.

HOMEWORK: Chapter 3, Cage Your Rage; continue daily Anger journal.

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

ACADEMIC - *PHASE III*

MODULE 2: ANGER MANAGEMENT AND CONFLICT RESOLUTION (continued)

SESSION #4

TOPIC: "What Causes Anger?": Present cognitive model; explain the connections between the situation, your interpretation and thoughts and your emotional reaction. Explain 'self-talk'. Review Chapter 3: encourage group discussion (i.e., how do group members identify with the concept of negative thoughts and problems like tension, ill humor, and hostility. Collect homework for credit.

HOMEWORK: Chapter 4, Cage Your Rage; continue daily Anger journal.

SESSION #5

TOPIC: "How to Manage Your Anger"; discussion of 'the stress response' (arousal when angry); the benefits of calming down and relaxation techniques. Tech brief form of Progressive Relaxation exercise. Explain Relaxation Log.

HOMEWORK: Review Chapter 4; practice relaxation two times per day and complete Relaxation log.

SESSION #6

TOPIC: Discuss questions and reactions to Progressive Relaxation exercise as homework. Discuss concept of 'staging' (dealing with anger situations in steps). Introduce 'affirmations' (positive thoughts). Collect homework (Chapter 4 and Relaxation log) for credit.

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

ACADEMIC - *PHASE III*

MODULE 2: ANGER MANAGEMENT AND CONFLICT RESOLUTION (continued)

SESSION #7

TOPIC: Role playing: Solicit ideas from group for a situation that might lead to anger. Have two members role play; ask for new ideas of alternative 'interpretations' of the situation, and alternative behavioral responses. Ask group members what they are doing differently that is working better for them -- encourage changes. Close with a brief guided imagery exercise for stress reduction.

HOMEWORK: Continue to practice Progressive Relaxation or alternate with imagery exercise; record on Relaxation logs. Assess your progress so far; notice what you are doing, are you thinking differently or better.

SESSION #8

TOPIC: Present and discuss behavioral alternatives to aggression. Look at guidelines for thinking through a conflict situation. Encourage group response and additional ideas for better coping. Teach deep breathing and a three-minute meditation. Collect Relaxation logs.

HOMEWORK: Written assignment on "How things were better or different this week" and continue with relaxation technique of your choice.

SESSION #9

TOPIC: Review; encourage discussion of any ideas, questions, or problems. Discuss communications skills and their role in Anger management.

HOMEWORK: One page written assignment on "The most helpful ideas and skills I have learned in this program". Continue relaxation and journal of successes this week.

CLOSE CUSTODY
PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

ACADEMIC - PHASE III

MODULE 2: ANGER MANAGEMENT AND CONFLICT RESOLUTION (continued)

SESSION #10

TOPIC: Process termination. Review homework (successes). Identify individual areas for future work. Play a relaxation tape and/or do a guided imagery exercise.

**MODULE 3: THERAPEUTIC RECREATION GROUP
ADVENTURE-BASED COUNSELING**

PURPOSE: The purpose of Adventure-Based Counseling is employed to provide referred individuals the opportunity to engaging in experiential learning opportunities. These experiences will allow these individuals to learn group cooperation, effective listening skills, and group decision-making. This group will also aid the referred individuals in personal self-exploration as to their strengths and weaknesses and how they can contribute to the group and society in a positive and functional manner. These groups will center on the positive attributes of individuals and their ability to use these skills to provide positive results.

METHODOLOGY: This group will meet for eleven sessions throughout PHASE III. These sessions should be scheduled for one and one half hour periods of time to be most effective and to provide ample time to effectively debrief the group after participation in the activities.

EXAMPLE: After completion of the Adventure-Based Counseling module, inmates will be able to demonstrate cooperative efforts and improved interpersonal skills on experiential tasks (i.e., human pyramid) requiring group decision making and trust with inmates of different gang affiliations.

CLOSE CUSTODY
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PROGRAM COMPONENTS

ACADEMIC - *PHASE III*

MODULE 3: THERAPEUTIC RECREATION GROUP
ADVENTURE-BASED COUNSELING (continued)

SESSION #1

TOPIC: Briefing; Introduction to purpose of group and individual goals setting; establishing a full value contract; ice-breaker activities to provide the group the opportunity to begin feeling comfortable with each other while engaging in Adventure-Based Activities. These will be initiatives and games that are primarily fun, non-threatening, and need to be performed together. Debriefing of activity.

SESSION #2

TOPIC: Begin with more ice-breaker activities; session briefing. Initiate De-Inhibitizer activities, these activities will provide a forum whereby group participants are able to take some risks as well as make improvements in appearing inept in front of others. Activities will allow the group to develop a cooperative and supportive atmosphere to further encourage participation and increase confidence for all members of the group. Activities will involve emotional risk, in order for the group to show support for each other in the participation of the activities. Debriefing of the activity.

SESSION #3

TOPIC: Briefing of activity: Focus of the session will be trust activities. These activities will be initiated to provide opportunities for group members to trust their physical and emotional safety to others through a graduated series of activities. Debriefing of the activity.

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PHASE PROGRAM MANUAL
PROGRAM COMPONENTS

ACADEMIC - *PHASE III*

**MODULE 3: THERAPEUTIC RECREATION GROUP
ADVENTURE-BASED COUNSELING (continued)**

SESSION #4

TOPIC: Briefing of activity: Focus of the session will be on effective group communication. Session will provide opportunities for the group to enhance their ability to communicate thoughts, feelings, and behaviors more appropriately by participating in activities which will emphasize listening, verbal and physical skills in the group decision-making process.

SESSIONS #5 and #6

TOPIC: Briefing of activity: Focus of these sessions will be to provide an opportunity for group members to continue effective communication skills. Cooperation, and compromising while participating in the graduated series of group problem solving activities ranging from very simple to complex. Successful completion of these activities will demand group members demonstration of abilities to listen, cooperate, and compromise. Debriefing of session.

SESSIONS #7, #8, and #9

TOPIC: Briefing of activity: Focus of sessions will be to provide activities and a forum for the group to build upon all previous gains made and to promote individual social responsibility within the group. Success in these activities will be dependent upon individuals being supportive of each other and encouraging each other's efforts. The group will be forced to plan ahead, rather than to act impulsively, randomly, or trial-and-error method. Activities will help participants develop skills in assessing problems and formulating appropriate solutions for the group. The debriefing of this group will focus on the participants social responsibility to the "outside" as well as the prison community.

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PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

ACADEMIC - *PHASE III*

**MODULE 3: THERAPEUTIC RECREATION GROUP
ADVENTURE-BASED COUNSELING (continued)**

SESSION #10

TOPIC: Briefing of activity: Focus of session will be to provide activities to promote personal responsibility within the community. This will include value identification and clarification activities. Personal activity planning and personal contracting to follow through with self-set goals to maintain activities related to identified personal value systems. Program evaluations will be given to participants as "homework".

SESSION #11

TOPIC: Briefing of activity: Focus of this session will be the termination of the group. Program evaluations will be reviewed. Group's focus will be the sharing experiences from the session and how the "activities" relate to their personal experiences and how they will be applied. This session will be a full debriefing session with a social component as a reward for the accomplishments of the group and individual growth throughout the program. Implementation of this social activity will be the last group initiative.

EVALUATION: Participants will evaluate program effectiveness through program evaluations.

LOCATION: Groups will be held within the Unit, in the multi-purpose room, and in the facility gymnasium.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PHASE III

GANG AWARENESS AND BEHAVIOR MANAGEMENT

The *PHASE III* portion of the Gang Awareness and Behavior Management Component will be comprised of twelve weekly sessions.

Based on the belief that low self-esteem is the affect which causes many destructive behaviors, the first four weeks of this format will focus on the development and maintenance of self-esteem. The final eight weeks will be dedicated to modeling the sources and consequences of shame and choices for nonviolent living.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT PHASE III

PURPOSE: This group is designed to help the 'Close Custody' inmate to develop and maintain a positive belief system. Information will be given about lack of self-esteem, negative thinking, and why they become a part of our lives. The issue of shame is discussed. Information and techniques will be given for the development of self-awareness and the reversal of negative thinking patterns.

A curriculum format for the initial four-weekly sessions is as follows:

SESSION #1

PRESENTATION

TOPIC:

Self-Esteem: A definition.

- Basic orientation on objectives of the initial four sessions.
- A definition of self-esteem established by group and written handouts.
- Defining characteristics of an esteemed individual and one who lacks self-esteem.

DISCUSSION/ WRITING

ASSIGNMENT:

Self-Esteem Worksheet

- Specific questions relating to ones sense of self worth.

SESSION #2

PRESENTATION

TOPIC:

Core Beliefs

- Information/discussion group regarding basic belief systems and the consequences of negative or positive belief systems.

CLOSE CUSTODY

PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT PHASE III

DISCUSSION/
WRITING
ASSIGNMENT:

Self-Esteem Worksheet

- Identifying negative messages we may have received.

SESSION #3

PRESENTATION
TOPIC:

Critical Thinking-Awareness and Change

- Recognizing negative thoughts.
- Thought distortion - What and Why?
- Developing a realistic view of yourself and your environment.

DISCUSSION/
WRITING
ASSIGNMENT:

Self-Esteem Worksheet

- Various questions on expectations of yourself and your environment.

SESSION #4

PRESENTATION
TOPIC:

The Power of Words

- Information/discussion/exercises
- How the written and spoken word can have a powerfully negative or positive impact on our lives.
- Group summary/closure

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PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT PHASE III

PURPOSE: The purpose of the following eight-weekly sessions is to identify with the sources and consequences of unhealthy shame in his life.

In addition, tools will be taught for dealing in a nonviolent way with feelings of shame.

A curriculum format for the eight weekly sessions is as follows:

SESSION #1

PRESENTATION

TOPIC:

Healthy vs. Unhealthy Shame

- Explanation of the expression of healthy shame.
- Explanation of the expression of unhealthy shame.
- Group examples/discussion

**DISCUSSION/
WRITING**

ASSIGNMENT:

Describe a scenario where a person expresses both healthy and unhealthy shame.

SESSION #2

PRESENTATION

TOPIC:

Shame as the As the Source of Addiction

- Explanation of the Addictive cycle regenerated by shame.
- Discussion of assignment from Session #1

**DISCUSSION/
WRITING**

ASSIGNMENT:

Handout: Shaming Messages from Childhood.
Review for discussion.

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PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT PHASE III

SESSION #3

PRESENTATION
TOPIC:

Debilitating Guilt

- The development of unhealthy guilt and its relationship to shame.
- Discussion of handout from Session #2

DISCUSSION/
WRITING
ASSIGNMENT:

Self-Esteem Worksheet: Various questions on expectations of yourself and your environment.

SESSION #4

PRESENTATION
TOPIC:

The Sources of Shame

- Shame as developed during significant relationships.
- The family system and shame.
- Multi-generational shame.

DISCUSSION/
WRITING
ASSIGNMENT:

Describe an experience you have had with unhealthy shame.

SESSION #5

PRESENTATION
TOPIC:

Shame and Abandonment

- Physical abandonment/Emotional abandonment
- Abandonment of needs
- Discussion: Assignment from Session #4

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PHASE PROGRAM MANUAL

PROGRAM COMPONENTS

GANG AWARENESS AND BEHAVIOR MANAGEMENT PHASE III

DISCUSSION/
WRITING

ASSIGNMENT: Describe an experience with abandonment in your life.

SESSION #6

PRESENTATION
TOPIC:

Shame and Perfectionism

- Perfectionism as a family system rule
- Cultural perfectionism
- Discussion: Assignment from Session #5

DISCUSSION/
WRITING

ASSIGNMENT: Describe perfectionism as it may have effected you negatively in your life.

SESSION #7

PRESENTATION
TOPIC:

Our Defense Against Feelings of Shame

- Explanation of "Layers of Defense Against the Agony of Internalized Shame" (author: John Bradshaw)
- Discussion: Assignment from Session #6

DISCUSSION/
WRITING

ASSIGNMENT: Review handout: Rechanneling Violent Tendencies that are the Result of Shame.

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PHASE PROGRAM MANUAL
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GANG AWARENESS AND BEHAVIOR MANAGEMENT
PHASE III

SESSION #8

PRESENTATION
TOPIC:

Violence and Shame

- Explanation of violence as related to shame.
- Tools for working through shame.
- Examples of non-violent choices for living.
- Group summary/closure

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PHASE PROGRAM MANUAL

PHASE III
DAILY SCHEDULES

Academic	Four hours per day
Academic Assignments	Two hours per day
Gang Awareness and Behavior Management	One and a half hours per week
Meals	Three 30-minute meals per day
Recreation	One hour per day
Showers	Three per week
Telephones	Three 15-minute calls per week