

# Greentree South Program



Sowing the seeds of change

## Greentree Program Objective

The GreenTree South Substance Abuse and Behavior Modification Program is a residential therapeutic community (TC) which treats people with a wide range of substance abuse, addictions and criminal behavior problems. GreenTree South provides a drug free environment which is separated from the rest of the inmate population. As a resident in the community, clients in treatment are expected to adhere to strict and explicit behavioral norms. These norms are reinforced with specific contingencies (rewards and punishments) directed toward developing self-control and responsibility. GreenTree South uses the "family" as a method of change to help clients identify and change negative patterns of thinking and behavior through individual and group therapy, peer groups, tutoring, mentoring, confrontation, and classes.

GreenTree South clients are expected to become "role models" who actively reflect the values and teachings of the community. Routine structured activities are intended to counter the characteristically disordered lives of program clients and teach them how to plan, set, and achieve goals and be accountable. For further details of the GreenTree South Program, please refer to the GreenTree South Program Manual (revised April 2012) and the Therapeutic Instructor's Handbook.

## **A. Program Characteristics:**

1. Program Name: GreenTree South
2. Program Director: Veronica L. Burke
3. Program Location: Minimum Building – Sussex Correctional Institution
4. The program began operating October 15, 2004
5. The program goals are:
  1. Assist clients in adequately assessing and addressing issues which lead to addiction, criminal, and antisocial behavior.
  2. Provide clients with a safe environment to address issues and behavior.
  3. Assist clients in developing a realistic relapse prevention plan
  4. Prepare clients to return to society equipped to live a pro-social lifestyle.
6. The GreenTree South Program utilizes Cognitive Therapy, Substance Abuse Treatment, and Behavioral Modification Treatment as an approach to meet the goals listed above.

## **B. Program Eligibility and Admissions:**

1. Court Ordered and/or classified– those with substance abuse and/or behavior problems.
2. Those that are deemed ineligible by medical and/or mental health.
3. Inmates sentenced to a lengthy period of incarceration. There are exceptions for Court orders and/or classified.
4. Those with less than a year do not have time to complete the short-term 6-9 months and flow down to CREST/work release the last 180 days. This is determined by the court and classification.
5. What criminogenic needs/deficits does the program seek to address?

The program seeks to address Anti-social thinking and attitudes, Substance Abuse and recovery, weak decision making/problem solving skills, educational deficits, employment preparation, history of abuse and neglect, criminal associations, aggression and anger management, self-discipline, and personal awareness.

6. Offenders needs are assessed through observation and self-report.
7. The program uses the needs assessment information to develop individual treatment plans and resources.

8. The program capacity is 56 clients.

9. Clients are selected for participation in the program through a court order, classification recommendation, or they volunteer.

### **C. Program Structure:**

1. The activities that constitute the program are group meetings, mentoring, individual counseling, classroom instruction, and role playing.

2. The program setting is classroom, one-on-one, therapeutic community, and self-study.

3. Program sessions are 1 hour.

4. Formations are held 5 days per week (Mon. thru Fri.), morning and afternoon, for 1 to 2 hours per session. They can be held at any other time deemed necessary by program staff. Classroom sessions include 12 classes (Mon. thru Fri.) with each lasting an hour. Hot Seat group sessions are held Mon. thru Thurs. with each lasting 90 minutes. Peer-to-peer counseling sessions are held as needed and last 1 to 2 hours.

5. The program lasts 6-18 months.

6. There are Three Phases in the Program (Orientation-Phase 1, Hot Seat-Phase 2, and Transactional Analysis-Phase 3). The Orientation Phase lasts a minimum of 30 days, the Hot Seat Phase lasts 3-6 months (or until completion), and the Transactional Analysis phase lasts 3 to 6 months. Each client must appear before the Special Group Committee for review before proceeding to the next phase. Clients appearing before the Special Group Committee must demonstrate sufficient knowledge and growth in a particular phase before being permitted to proceed to the next phase. Clients also appear before the Special Group Committee for a mid-term assessment to determine if they are meeting the goals of the program and if the program is meeting the client's needs.

7. A client must successfully complete, Orientation, Hot Seat, Transactional Analysis, all twelve secondary groups, and have served the minimum amount of time under their program commitment before being considered for a successful completion. For example: A short-term client must have completed all of the above and served at least six months before being considered for a completion. A long-term client must have served at least 12 months.

8. Yes, the Program utilizes cognitive behavioral and social learning methods as a form of treatment.

9. Program staffers utilize one-on-one counseling – individual assessments designed to challenge thinking and beliefs, behavior modeling, and tutoring to encourage offender motivation to change.

10. The program provides tutoring and mentoring on an as needed basis to address client needs in these areas. The program attempts to provide positive peer support to those most in need of it.

11. The program offers clients extra privileges, such as movie day, as a way to motivate and reinforce positive behavior.

12. The program employs Learning Experiences as a means of sanctions for non-compliance in the program (see attached).

13. Program participants are encouraged to communicate with their families, share their program journey, and elicit information from family to help foster understanding and support.

Community Support: The Way Home Program is one of the primary community support systems.

The GreenTree south program encourages and fosters communication and sharing resources with the Key South Program.

#### **D. Staff Qualifications/Selection/Training:**

1. There are three (3) staffers dedicated to the program.

2. Program staffers are trained through hands on and related training as available.

3. Two (2) program staffers have undergraduate degrees. (Positions currently unfilled)

A. two (2) staffers have degrees in a helping profession. (positions currently unfilled)

4. Yes, the current program director was involved in the design of the program.

6. The program director has 30 years of experience working with offenders.

7. Yes, the director of the program has a degree in social work or a related field. A Master's in Community Counseling – undergrad in Behavioral Science.

#### **E. Measurement and Evaluation:**

1. The program collects:

1. Client Intake

2. Core Issues and Behavior package – pre & post.

3. half-time reports.

2. Yes, the program maintains a database on all client activities.



# GreenTree South Program Client Contract

## Short-Term (6 to 9 months)

- Must sign informed consent clarifying information maybe released.
- Must **Respect & Keep** the rules of confidentiality.
- Religious Worship will be confined to official established day of week only:
  - Protestant Service – Sunday 1:00pm – 2:30pm
  - Muslim Service – Friday, 12:30pm – 2pm
  - Catholic Service – Thursday, (2<sup>nd</sup> & 4<sup>th</sup>) of each month, will attend one.
- Recreation will be separate from general population.
- I realize I am entering a program that uses behavior analysis, and I am responsible and accountable for all of my behaviors in and out of the program.
- I understand that I cannot exceed over 15 accountabilities within the first (90) days. If I exceed over said amount of accountabilities I can be placed on a last chance contract
- I understand that after the first (90) days if I get (3) or more accountabilities a month I will appear before the Special Groups Committee pending termination.
- I understand upon entry into Green Tree South I am subject to the rules and regulations of both the institution and the program. I am accountable to both entities for my behaviors.
- I understand once I enter the GreenTree South program if I am terminated or I remove myself from the program the circumstances surrounding the termination or self-removal may be used at classification.
- I agree that any and all GreenTree participants can confront me with any negative / destruction behavior(s) I may display.
- I agree that I will hold other clients accountable for any negative/destructive behavior(s) they may display in and out of the program.
- I understand that I may be terminated and written up for disorderly / threatening behavior towards other residents and or staff.
- I understand **FREE TIME** is a privilege, **NOT** an entitlement in the GreenTree program and all time is structured in the program.
- I understand that I am responsible to follow all the rules of the GreenTree tier until I physically leave the tier.
- The rules listed below will lead to an automatic **dismissal** from the GreenTree South Program:
  - A. **No fighting or violent behavior** - as long as you remain a participant in the GreenTree South Program, fighting or violent behavior will not be tolerated.
  - B. **Security notification** - it is that individual's responsibility if involved in any altercation, or incident involving the head, face, or any injury whereby blood is present (if physically and / or verbally able) to notify security immediately. In cases of incapacity, the responsibility for security notification will fall on those GreenTree South participants who visibly witness, encounter, and / or are within hearing of incident.
  - C. **No drugs, alcohol, or tobacco products** - as a client of the GreenTree South Substance Abuse & Behavior Modification Program, drug usage or distribution, alcohol consumption, distribution or manufacturing; & tobacco usage or distribution will not be tolerated. There will be random urine tests done weekly. Any client found to have "dirty urine" will automatically be terminated from the program. A client is not to be in possession of, or use, medication belonging to another inmate, and/or misuses his own medication.
  - D. **Off Limits** - any client found to have gone onto the South side tier in the Minimum Building will be terminated from the program immediately.
  - E. **Stealing** – stealing is unacceptable in the building or in any area outside the building. This includes bringing food, beverages, etc. from the dining hall.

F. **Breaking Confidentiality** - anything discussed in the program {groups, formations, etc.} is to remain in the program. All clients are to maintain other client's confidentiality as this enhances the building of trust & adds to the atmosphere of the "safe" environment desired by GreenTree South Program Staff.

G. **No implicit or explicit sexual behavior will be tolerated.**

H. **Unauthorized Appliances** - no client is to be in possession of electronic appliances (television, fan, radio, Walkman, headphones) that does not belong to him.

I. **Gambling** - gambling in any form will not be tolerated within the GreenTree South Program.

J. **Extortion** - extortion will not be tolerated within the GreenTree South Program. No client will be charged a fee/favor for assistance for any assignment, to get out of accountability, or for special privileges/exemptions within the program. Nor will **bribery**, in any form, be tolerated within the GreenTree South Program.

I, \_\_\_\_\_, have read the GreenTree South *short-term* program contract and I understand that by signing this contract I will abide by it. I understand that if I quit or am terminated any **time after** signing this contract, I will receive a Class I write up, *1.29. This will result in 20 days isolation and 20 days lost of goodtime.*

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

# GreenTree South Program Client Contract

## Long-Term (12 to 18 months)

- Must sign informed consent clarifying information maybe released.
- Must **respect** & **Keep** the rules of confidentiality.
- Religious Worship will be confined to official established day of week only:
  - Protestant Service – Sunday, 1:00pm – 2:30pm
  - Muslim Service – Friday, 12:30pm – 2pm
  - Catholic Service – Thursday, (2<sup>nd</sup> & 4<sup>th</sup>) of each month, will attend one.
- Recreation will be separate from general population.
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Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

# GreenTree South

Substance Abuse & Behavior Modification Program

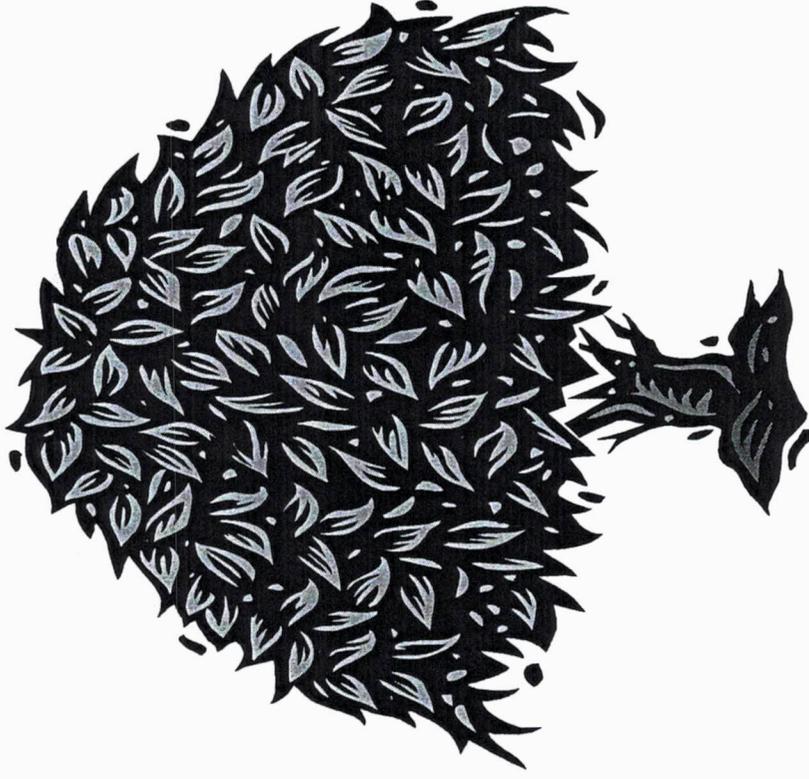
## Orientation Manual

By Khalil Abd Ar-Rashid, Therapeutic Instructor

Est. October 15, 2004 / Revised April 1, 2012

Veronica Burke, Director

Terry Miller, Asst. Director



~ Notice ~

Failure To Read This Manual Is To Your Own Detriment

# GETTING STARTED



**IF YOU DO THE  
WORK AND PRACTICE  
THE IDEAS IN THIS  
PROGRAM, A BETTER  
LIFE IS YOURS FOR  
THE TAKING.**

## GreenTree Motto

**I AM!**

**COMMITTED TO CHANGE.**

**I AM!**

**DETERMINED..... TO CONTROL MY LIFE**

**AND MY DESTINY.**

**I REFUSE!**

**TO LET THE NEGATIVE FORCES OF YESTERDAY,**

**BLOCK!**

**HE PATH OF MY FUTURE.**

**WITH ADDED STRENGTH,**

**FROM THE POWERS THAT BE.**

**I WILL CHANGE MY LIFE**

**AND COMPLETE GREENTREE.**

**NOTHING!**

**WILL KEEP ME FROM MY PRIZE!**

## TRAILBLAZER'S CREED

I've acquired the inner fortitude to make a positive change  
within my life.

Sharing my knowledge and experience from me to you;  
each one teaching one, each one reaching one.

Challenging myself to be positive and productive  
so I may develop into a new me: mind, body, and soul.  
I'M a Trailblazer !

I stand for respect, truth, and humility.

I'M a Trailblazer !

I stand for honor, love, and compassion.

I'M a Trailblazer !

Blazing the trail of change through the wilderness of *Sussex*  
*County*.

Burning all negative images, ideas, and concepts ,  
while breathing life into the lifeless soul,  
and sowing the seeds of change into freshly fertilized soil.

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# Introduction

Welcome to the GreenTree South Substance Abuse & Behavior Modification Program. GreenTree South is a Level 5 Therapeutic Community {TC} located at the Sussex Correctional Institution. GreenTree South is a slightly modified version of the more traditional, autocratic style therapeutic communities that most are familiar with {Key, Reshape, Crest, etc.}.

GreenTree South employs a more democratic style, with DOC Counseling Staff & inmate staff working together to address the needs & concerns of all GreenTree South clients. It is this democratic style that is largely responsible for the longevity, success & effectiveness of the GreenTree South Substance Abuse & Behavior Modification Program. This style allows us to break away from the rigidity found in the traditional TC's & is more innovative & creative in treating the disease of addiction.

When a potential client comes to the GreenTree South Substance Abuse & Behavior Modification Program, he has done so as a volunteer, institutional classification, or court order. A client's stay may be 6 months, 9 months, 12 months, or 18 months (depending on his length of sentence). However, GreenTree South DOC counseling staff retains final decision-making authority on all client completions. GreenTree South DOC counseling staff, after consulting with inmate staff, meeting with individual client, & accessing client's behavior & treatment progress during stay in the program, may decide that the client needs additional time in the program. (The pie chart below illustrates each area the client will be evaluated on for consideration of successful program completion. Each of these areas counts 20% towards a client's successful completion of the program). If it is determined that a client needs additional time in the program a "Treatment Contract Extension" will be issued for a term to be determined by the GreenTree South DOC counseling staff.

## Special Needs Groups

Within the GreenTree South Substance Abuse & Behavior Modification Program, we have allocated time for special needs groups. These groups focus on areas of special needs such as, education, gambling, etc. These areas, we have found require our attention just as the main areas of focus.

We have tutoring classes that help those clients who enter the program lacking in the areas of reading, writing, math, etc. We at the GreenTree South Program want to do everything we can to address all areas of concern with our GreenTree South Program clients.

## Therapeutic Studies

The GreenTree South Substance Abuse & Behavior Modification Program has a period of time allotted to allow clients the opportunity to work on Program activities. This time is Monday through Sunday from 11:15am - 1:15pm. Clients who have sub-group homework, education homework, would like to prepare for a session or a seminar may use this time after receiving permission from Program Staff.

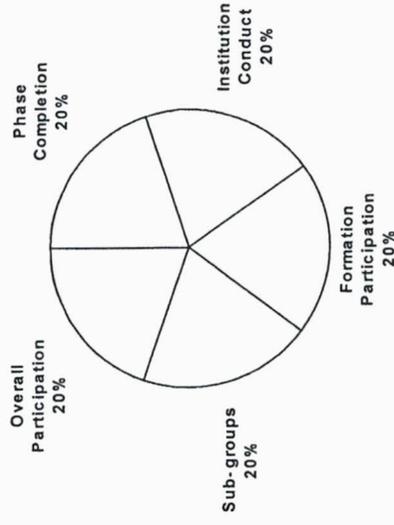
## GreenTree South Library

The GreenTree South Program Library is open Monday through Sunday during the hours of 8:30am - 10:15am, 11:15am - 1:15pm, & 5:30pm - 7:15pm. Clients may check out a book, puzzle or educational materials during this time. Any time checked out of the Library must be done with the permission of the Librarian. No one is permitted in the Library without the permission of Program Staff.

Prior to the completion of this orientation phase, each client must write an essay 500 words entitled "What Does The GreenTree Motto Mean To Me?" May your journey through self-discovery be more rewarding than reaching your final destination.

Sub-Group List:

1. Parenting
2. Principles of Recovery
3. Life Management
4. Cage Your Rage
5. Relationships
6. You, Drugs, & Effects
7. Stress Management
8. Positive Image
9. Houses of Healing
10. Employment For Life
11. Decisions In Action
12. Self Assessment



When a client enters into the GreenTree South Substance Abuse & Behavior Modification Program, he will find himself entering into an emotionally intense, highly confrontational environment that is unlike any other within the prison. The GreenTree South Substance Abuse & Behavior Modification Program has established an environment, which is physically, mentally, emotionally & spiritually "safe".

In the GreenTree South Substance Abuse & Behavior Modification Program we use system of punishment & positive reinforcement to transform antisocial thinking & behavior into more socially acceptable thinking & behavior patterns. In the GreenTree South Substance Abuse & Behavior Modification Program we use various forms of Cognitive & Substance Abuse Therapies to address the disease of addiction, the behavior associated with addiction, & the core issues that lead to criminal activity.

By utilizing these 3 forms of therapy Behavior Modification, Substance Abuse, & cognitive, we are able to provide all GreenTree South Program clients with a more balanced treatment plan. When a client has signed a commitment agreement (contract), he will be placed into an orientation phase. All new clients must attend orientation. Orientation is 1 hour a day, 5 days a week. The orientation phase last a minimum of 30 days. The orientation phase is designed to educate new clients to the GreenTree South Program on the rules & regulations as well as prepare clients for participation in the therapeutic process. Once a client has completed the orientation phase of the program, he will appear before the Special Group Committee to determine if client is ready to progress to next phase of program.

# PHASE I

## ORIENTATION

Note: This group runs on a continuous, open ended cycle, with clients rotating through approximately every thirty days. Orientation is one (1) hour a day, five (5) days a week.

### OBJECTIVE:

To introduce new clients to the therapeutic process. Clients learn about program rules and regulations, therapeutic terminologies, therapeutic objectives, and purpose of treatment. Clients are introduced to the concepts of triggers and core issues. Clients also learn the expectations for being considered for a program completion. While in the Orientation Phase, client will perform a number of community service task as instructed by Orientation Instructors.

Upon completion of the Phase I (Orientation) portion of program, client must appear before the Special Group Committee for evaluation to determine if client is ready to progress to the Phase II portion of the program.

### THE CURRICULUM:

The phases and sub-groups uses as its core, a problem solving approach embellished by both cognitive restructuring and social skills interventions. While each of the concepts are presented systematically, the participant quickly learns and appreciates that cognitive restructuring does require some cognitive skills methods, as does cognitive skills require an objective, systematic approach to identifying thinking, beliefs, attitudes, and values. Each phase last a minimum of 6 months.

### SUB-GROUP FORMAT:

The sub-groups are comprised of 8 sessions. Meeting for an hour once or twice a week with a capacity to extend the group indefinitely, depending upon how many cognitive skills are taught. Based upon the evaluation of each participant any additional skills will be further assessed by the GreenTree Staff. In this way, each group member is invested and empowered to participate in his own learning and self development, providing a forum for continued skill and cognitive development.

Each session is formatted similarly. It begins with a summary and rationale in which the scope, breadth, and reason for teaching the session are provided. This is followed by concepts and definitions, which outline the key points of the session. The session objectives are then outlined, followed by major activities in the session.

## PHASE III

### TRANSACTIONAL ANALYSIS

This group runs on a continuous, open ended cycle, with clients rotating through approximately every three to six months.

#### OBJECTIVE:

Upon completion of the Phase II - Hot Seat portion of the program, a client is placed into the Phase III - Transactional Analysis portion of the program.

Phase III consists of an in depth study of Transactional Analysis. Clients learn about ego states, contamination, and the various life scripts. Clients will be able to identify the roles of ego states and how these roles affect the way we communicate.

Clients who progress to the Phase III portion of the program will be required to serve as positive peer role models within the program and overall prison community. They will be asked to take on greater responsibility within the program by instructing groups, overseeing formations, and assisting in any areas requested by program staff. Clients in Phase III will also begin attending groups outside of the program, such as Vo-Tech, Tempo, etc., as well as, will be eligible to seeking employment outside of the program. Clients who successfully complete the Phase III portion of the program are from whom future Therapeutic Instructors are selected.

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Sussex Correctional Institution  
GreenTree South Program  
Phase III - Transactional Analysis

#### I. Cardinal Rules - these are rules which if violated will lead to an automatic dismissal from the GreenTree South Program. There are 8 Cardinal Rules:

- A. **No fighting or violent behavior** - as long as you remain a participant in the GreenTree South Program, fighting or violent behavior will not be tolerated.
- B. **Security notification** - it is that individual's responsibility if involved in any altercation, or incident involving the head, face, or any injury where blood is present (if physically and / or verbally able) to notify security immediately.
- In cases of incapacity, the responsibility for security notification will fall on those GreenTree South participants who visibly witness, encounter, and / or are within hearing of incident.
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- G. **No implicit or explicit sexual behavior will be tolerated.**
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- J. **Extortion** - extortion will not be tolerated within the GreenTree South Program. No client will be charged a fee/favor for assistance for any assignment, to get out of accountability, or for special privileges/exemptions within the program. Nor will bribery, in any form, be tolerated within the GreenTree South Program.



**Examples:**

1) For each of your core issues do the following:

a) State what your core issue/belief is and what life event / problems caused you to have this Issue.

b) List the negative behaviors and attitudes that resulted from this core issue.

A. Shame - Both my parents abuse drugs and alcohol and I became ashamed to have friends over. Our home was not as clean nor was our furniture nice or in good shape. I started using drugs and alcohol with my friends. The streets and alleys became my home.

B. Isolation Substance Abuse

Self-injury Lying

Victim Stance Denial

C. Men should be men - I was told constantly that men are the bread winners and that men should never cry. This led me to be abusive toward women. I would not listen to others that tried to guide me in the right way.

D. Stuffed feelings Inflexible

Denial of feelings Sense of Entitlement

Blaming Tunnel Vision

08. No profanity - profanity will not be tolerated by GreenTree South Program staff nor clients (this rule applies for the entire institution).
09. Obey all written & unwritten rules, policies & procedures.
10. Use privileges appropriately - any misuse of privileges will not be tolerated.
11. Always wash your hands with soap after utilizing the lavatory.
12. Always wash your hands with soap prior to going into the ice chests.
13. Do not leave anything in the bathroom or shower.
14. Always clean off toilet seats with cleaning solution & sinks being sure to dry them off thoroughly. If cleaning solution in buckets becomes low, call inspector to have buckets refilled with bleach and soap balls.
15. Formations are held at 7:00am & 3:00pm however; the GreenTree South Program Staff can at any time or any place deem them necessary. All formations are opened with the Motto and closed with the Creed and Motto.
16. Neither talking in the hallway, nor passing of items will be permitted while the tier is shut down.
17. When tier is off limits (Tues, Thurs, & Sun), permission to leave the tier must be given by Tier monitor, Tier officer, or specifically called for by Therapeutic Instructor or counselor.
18. All beds must be made and trash emptied prior to reporting to formation.
19. Phones are off-limits during formations only.

20. All clients must participate in the family services cleaning. Family Services times are 6:00am, 9:30am, 2:30pm, & 9:30pm. Showers will be off-limits during this time.

21. There will be no talking in the bathroom, or dining hall.

22. No threats of violence.

23. No horse playing.

24. Room inspections will be held prior to each formation or at any time deemed necessary by GreenTree South Program Staff.

25. There is to be no loitering by the water fountain or the area surrounding the water fountain.

26. All clients are responsible for keeping his area of his room neat & clean at all times.

27. You must wash your hands with soap before filling the coffee pot.

28. No loitering in the hallway leading to the dining hall for any reason. Wait on the tier for chow call & then proceed quietly to the dining hall.

29. Tier G.I. & room G.I. are held during the first and third weekend of every month. However, they can be held at any time deemed necessary by the GreenTree South Program Staff.

30. The microwave is on - limits Monday, Wednesday, Friday, and Saturday from 3:00pm - 9:30pm (only).

31. The microwave is to be cleaned after every usage.

32. Do not slam microwave door.

## **Beliefs**

In the RET Class we teach you about beliefs and how they affect your thoughts, feelings, and actions.

Some common beliefs may be things such as "men are better than women", or "all women are whores and deserve what they get". Others may be racial beliefs, "All blacks are ignorant and thieves" or "The white man is out to get me". Still others might be "it's me against the world" or "a man must be masculine (men don't cry, shouldn't have feminine tendencies or do things that are associate with women labeled duties such as being a nurse, cooking, sewing, etc.)"

## **NEGATIVE BEHAVIORS**

(These are just labels for behaviors. You must be able to specifically identify how you displayed these behaviors)

Abuse (physical, mental, sexual, emotional, substance)	Minimizing
Blaming	Passivity
Childishness	People Pleasing
Compartmentalizing	Perfectionism
Denial	Power Play
Elitism	Procrastination
Enemy / Victim Stance	Protectiveness
Exhibitionism	Rationalizing
Generalizing	Religiosity
Gluttony	Ridiculing
Grandiosity	Satiation
Impulsive/ Compulsive Behavior	Self Mutilation
Inflexibility	Sense of Entitlement
Isolation	Super Optimism
Justifying	Tunnel Vision
Lying	Vagueness
Masturbation	Victim Stance

**Fear of Abandonment** - A fear that you will be abandoned or left.

*Someone who lost a parent through divorce or even death may develop a fear of abandonment. If you moved a lot then you may develop this issue. Deep down people can develop the belief that everyone at some point will abandon them. This issue may be seen when a couple starts to have problems. You may go cheat on the girl before she can leave you. In effect you left her before she could hurt you. Some may never allow themselves to become emotionally close to anyone. They jump from girl to girl.*

**Acceptance** - You do things to be accepted. Being accepted or belonging was more important than taking care of you.

*I started to smoke pot to be accepted. It made me feel good to be included in or to be a part of something. I started to show off and become the class clown to be accepted even though my grades were dropping.*

**Fear of Rejection** - A fear of being rejected or not accepted. Low Self-Esteem plays a big role in this.

*I wouldn't wear clothes I liked because it didn't match what my friends were wearing and I would be teased or rejected.*

33. Do not sit anything on top of the microwave, nor remove the microwave plate (unless for cleaning purposes).
34. A client is not permitted on the tier without a shirt on or in boxer shorts while counseling staff is in the building.
35. During morning formation clients must have on DOC pants, shoes (laced), cleaned T-shirt (tucked inside summer only), V-neck (winter or summer), or sweatshirt. No hats or doo-rags will be worn during morning formation. During afternoon formation clients may wear shorts, shower shoes, & T-shirts. A client may not come to formation in boxer shorts for any reason.
36. Daily room clean-up begins at 8:30am and must be done prior to 9:30.
37. No cell-to-cell visitation or crossing of any cell threshold (except when performing an L.E.) unless permission is given by GreenTree South Program Staff.
38. Do not place any items in the windowsills nor remove windows from frame.
39. Slamming of doors will not be tolerated.
40. You must be able to lead the GreenTree Motto and Creed within 3 weeks.
41. No hanging in the doorway or talking across the hall while tier is off limits.
42. Excessive accountability will not be tolerated. Any excessive accountability will result in an appearance before the Special Group Committee.
43. No getting hot water, ice, or using microwave during formations or why the tier is off limits unless given permission by floor operator.

44. Any refusal of treatment will result in ban pending disposition by the GreenTree South Program Staff.

45. Do not go into supply closet unless given permission by the appropriate persons.

46. No loitering past microwave for any reason.

47. No nicknames permitted in the program.

48. No contraband is to be placed in the coolers for any reason.

49. Only authorized barbers are permitted to use barber supplies, unless given permission by Program Director and/or Security.

50. There will be no sitting down during formation or leaning on the walls unless specifically instructed by Facilitator overseeing formation, or unless there is a valid medical reason verified through a medical memo. You are to stand with your feet on the second line from the wall.

51. You are responsible for the noise that comes out of your room.

52. There will be no loitering in the dining hall for any reason. If you are not in a group you will either be in the yard or on the tier.

53. No hats are to be worn on the tier.

54. Do not yell down the hallway leading to the counselors' office unless given specific permission by the counselors.

55. You are not permitted to cook food in the microwave for distribution to South side tier residents.

**CORE ISSUES:**

**Core Issues/Beliefs** are thoughts or emotional responses linked with a belief, and has a corresponding pattern of behaviors brought about by a situation in your past. In others words you will act or react in the same way time after time every time that issue or belief is triggered.

The five core issues are:

- 1. Shame
- 2. Low Self-Esteem
- 3. Fear of Abandonment
- 4. Fear of Rejection
- 5. Acceptance

**Shame** - To feel that there is something wrong with you. This is not to be confused with guilt or a healthy shame. Healthy shame says I did something bad or wrong and will not do it again.

My parents were alcoholics and every time my friends came over they saw my parents falling down drunk etc. I was teased about having bucked teeth, being fat, being skinny, etc.

**Low self-esteem** - Lack of belief in yourself or a lack of respect for yourself (self- image or how you see yourself).

I didn't feel confident in myself. I passed up opportunities to do things because I felt I would fail at it.

56. You are not permitted to take bowls of prepared food into the yard for any reason.
57. You are not permitted to be in possession of nor wear altered clothing (shorts, T-shirts, etc.) while in in the GreenTree South Program.
58. The mop closet will not be used for personal hygiene or cleaning of utensils.
59. On off-tier days, no client is permitted to call another client to the top of the tier unless it is specifically related to their job function.
60. You are not permitted to socialize with or get anything from a client performing an L.E. unless authorized by a T.I. or counselor. (Butler Service not included in this.)
61. The bathroom is off-limits for hygiene at 6:45am Mon.-Fri.
62. When you get ice you must have on a shirt and shorts/pants.
63. Do not peel the paint off the walls for any reason.

Any violation of these or any other rules will result in accountability deemed appropriate by GreenTree South Program Staff. Rules are subject to change at the discretion of GreenTree South Program Staff.

6. Client is to tell story from the perspective of corresponding age - associating feelings with experiences.

7. Client should indicate appearance of core issues whenever possible - relating impact of experience on himself and those around him (attitude, behavior, etc.)

8. Client must speak to only what he knows and not speculate.

9. Hot Seat participants are required to take notes and ask questions regarding person's story. Listen attentively and do not ask questions already asked.

10. Keep the focus on client in the "Hot Seat". Save assessment for final closing.

#### **WARNING**

Anyone not following this format will be removed from the "Hot Seat" and placed at the end of the list! Any disruptive behavior will result in client being removed from Hot Seat Group. The integrity of the Hot Seat must be maintained at all times.

## Accountability {Learning Experiences}

The purpose of a "Learning Experience" is a client reflection: a chance to stop & think about the thought or thoughts that led to their incorrect action (s), the consequences of those actions, & those affected by their actions. The client's awareness & ability to learn will determine the amount of progress gained. A "Learning Experience" may come in various forms, such as essays, family service (s), self-verbal confrontations, or hot seat, etc., as a way to modify unacceptable client behavior.

It is understood that all client (s) will not equally respond to or hold themselves accountable for their action (s). Therefore, GreenTree South, as with all therapeutic Communities, utilizes and encourage, positive per influence as a way to help clients learn social norms and develop more effective social skills. Client (s) who outright refuse to submit to accountability will be suspended, pending termination from the program.

**A. Run-up:** A run-up is the process that a client uses when he feels that he has been dealt an injustice, needs to see the Counselor to have a question regarding the program answered, bed rest (must be requested prior to 6:00am and a sick call slip must be submitted), or a personal problem to address. A run-up will be written & sent up the chain through the proper channels, beginning with the secretary. If you are going to run-up your accountability, it must be done within 24 hours of receiving said accountability.

### Run-up Format

*To:*  
*From:*  
*Date:*  
*Subject:*

- Were you dating or married to the same or opposite sex?
  - Were you sexually involved with the same or the opposite sex?
  - Did you have children?
  - What was the quality of your relationship with them?
  - Are there any painful memories with your children?
  - Are there any pleasant memories with your children?
  - What was your relationship like with their mother (s)?
  - Are there any painful sexual secrets in your life? Involving whom?
  - Has anyone close to you died? Describe that experience?
  - What kind of social life do you have?
  - What are some of your interests / hobbies?
  - What type of schooling did you receive?
  - What type of student were you?
  - What types of activities were you involved with in school?
  - Is there anything unusual in your health history?
  - Was there any form of substance abuse in your family (self, parents, etc)?
  - Who administered discipline in your life and how was it administered?
  - What were criminal behaviors displayed (convicted or not)?
4. Client is to answer each of the questions (for each year), briefly elaborating.
5. Client is not to analyze his own story as he tells it.

## Hot Seat Guide

The following format will be adhered to for all Hot Seat participants to assist in the telling and presenting of their life story:

1. Client introduces himself stating age, birth date, birth place, parent(s) name(s), name, age and number of siblings (if any)
2. Client will tell story on a year-by-year basis; beginning at age five (5). This can be done from birth day-to-birth day or year-to-year. Client must clearly indicate the year / age as he tells his story. This will enable other Hot Seat participants to follow story.

**Example:** 5 years old - such and such happened; 6 years old - such and such 1965 - such and such happened; 1966 - such and such.....

3. Client will answer the following questions, as they apply, for each age / year:
  - What were your parents like?
  - What was your home life like?
  - What was your relationship with your parents like?
  - Were there any painful memories?
  - Were there any happy memories?
  - Were there any conflicts or disagreements in the home?
  - What was your spiritual life like?
  - What was your relationship like with your siblings?
  - Did anything happen that caused stress in your family (accidents, diseases, deaths)?

## B. Hold Self-Accountable: *The process of holding yourself accountable is as follows:*

1. Greet the family & proceed to the center red line making sure that your T-shirt is tucked in, shoes tied, fingertips on the seam of your pants, & that you are standing with your heels & toes together.
2. Clients will then say "I would like to hold myself accountable reason:" *(state behavior)*. How did I display this behavior? *{Briefly state how behavior was displayed}*.
3. Client will then be addressed on particular behavior displayed by other clients.
4. Once this has been completed, the Therapeutic Instructor that is overseeing the process will issue the "Learning Experience" which best addresses offense committed.
5. Client will be issued an accountability ticket indicating "Learning Experience" and duration of "Learning Experience".
6. Client checks box indicating wish to or not to run-up "Learning Experience". If client decides to run-up accountability, he must fill out reverse side of accountability ticket and submit to secretary within 24 hours of receiving ticket. If client decides not to run-up accountability, he must submit ticket to Lead T.I. within 24 hours of receiving ticket.
7. Client *does not* write start or end dates on accountability ticket, nor does he fold, wrinkle, or tear ticket.
8. Once client has completed "Learning Experience" he is to immediately submit ticket to Lead T.I.

**C. To hold someone else accountable a client simply states:**

“Hold yourself accountable for” [state behavior witnessed]. Client being held accountable will simply respond with a “Thank you”. This will show that he acknowledges his wrong action (s).

He will then hold himself accountable at the next available opportunity, unless specifically instructed by the T.I. or GreenTree South DOC Counseling Staff to do so on the spot. This process usually takes place during afternoon formations (3:00pm). However, this process can take place at any time deemed necessary by T.I. and / or GreenTree South DOC Counseling Staff.

Once a client has been held accountable, brought to the line for Accountability, Feelings and Issues, or E.G. he may not address another client (unless he is issuing a positive stroke or pull-up), for 24 hours. Clients coming to the line for accountability may only stand on the line with other clients if they have the same behaviors.

**Example:**

*Client A* holds himself accountable for L.O.A. - D.Y.O.T - L.O.C.

*Client B* holds himself accountable for D.Y.O.T. and Flagging.

*Client C* has to hold himself accountable for Non-Caring Attitude.

*Client B* must wait until *Client A* completes the holding accountable process. He will then greet the family go to the line, and begin holding himself accountable.

*Client C* must wait until *Clients A & B* has been dismissed from the line before he can approach it.

**PHASE II**

**HOT SEAT**

Note: This group runs on a continuous, open ended cycle, with clients rotating through approximately every three to six months.

**OBJECTIVE:**

Upon completion of Hot Seat client should be able to identify their triggers, core issues, and anti-social thinking patterns that led to poor decision making. Client should also be able to recognize the correlation between their present circumstances and past experiences.

The life story outline is designed to help assist clients, Counselors, and Therapeutic Instructor through the process.

Clients participating in short-term GreenTree will also focus on relapse prevention while in the Phase II portion of the program. Upon completion of Hot Seat, clients participating in long-term GreenTree will appear before the Special Group Committee for evaluation to determine if client is ready to progress to the Phase III portion of the program.

### Co-Therapeutic Instructor (C.T.I.)

- Monitors the Sgt. of Arms to ensure duties are being performed.
  - Monitors Formation.
  - Facilitates two seminars twice a month.
  - Monitors client's group and treatment schedules.
  - Provides weekly reports to Therapeutic Instructor.
- Oversees tier G.I. twice a month.

### First Sgt. of Arms

- Makes sure clients are informed of hospital appointments & visits, etc.
  - Oversees Formation.
  - Cell inspection 8:30a.m.
  - Weekly report to Therapeutic Instructor.
- Monitors treatment on the tier.

### Second Sgt. of Arms

- Monitors hallway for loud noise(s), radio, TV's, etc.
  - Monitors the passing of items off the tier, visitors, & permission to leave the tier.
  - Monitors clients for loitering.
- Provides weekly report to Therapeutic Instructor.

### Secretary

- Ensures Tier Resident Board and Community Services boards are changed.
- Orientates new tier clients on the rules.
- Submits morning and afternoon formation books, daily, to clerk.
- Handles all paperwork.
- Takes all Formation notes.

## Accountability

Example: Client (s) who is accused of threatening behavior for a 2<sup>nd</sup> time and who truly believes he has been falsely accused, may take his fate up the chain to the T.I., who along with client (s) and accuser will review client's behavior pattern.

Both client (s) and accuser (s) will be heard and the T.I. will make a decision at that time. If client (s) is not satisfied he may run it up to the Lead T.I. The Lead T.I., along with both client (s) and accuser (s) will present their case.

The Lead T.I. will make a decision at that time. If client (s) is not satisfied, he may request to see his Counselor or the Coordinator, along with his accuser (s), and the Lead T.I. This will be the last stop. Once the Counselor or the Coordinator has made a decision, client (s) will have to accept the decision if he's guilty, or risk being suspended for (2) weeks and returned back to Orientation to restart.

If he is found innocent, accuser will receive accountability. All accountability will be administered in an unbiased fashion. It will not be administered out of jealousy, envy, or any kind of discriminatory stance. Those who operate in this fashion will be held accountable pending suspension or termination.

**NOTE:** if you lose your run-up your accountability will automatically be doubled.

## D. Formation Procedures:

I. Morning formation- each client will conduct a formation. Formations will rotate from room to room for the duration of a client's stay in the program.

Once a client has been scheduled for a formation, he must submit a Formation request slip to his counselor stating "morning formation approval". The Formation must be approved no later than three (3) days prior to the scheduled formation, (weekends do not count towards three days).

The formation will operate as follows:

- Ten minutes prior to formation meet with Secretary to present formation format
  - Formation called 7:00 a.m.
  - Room inspections conducted
  - Greet family
  - Read "Affirmation", explain what "Affirmation" means to you
  - Recite "GreenTree motto"
  - Conduct aerobic exercises. Exercises will consist of a variety of different exercises (a minimum of 6 a maximum of 10 with no less than 30 repetitions and no more than 50)
  - Read "Thought of Day"
  - Formation topic no less than (1) hour (floor cannot be opened for questions prior to 7:30am)
  - Chain member announcements
  - Room clean-up schedule
- Close formation with Creed and Motto

II. Afternoon formations are held each afternoon after "count" cleared and mail has been distributed, or at 3:00 p.m. Formation is to be opened with the Motto and closed with the Creed and Motto.

Afternoon formations will consist of Accountability, Feelings and Issues, Seminars or anything program staff deems appropriate.

### Therapeutic Instructor (T.I.) 3

- Monitors co-Therapeutic Instructor and Sgt. of Arms to ensure all duties are being performed.
- Facilitates primary and secondary groups as needed.
- Meets with one client a day.
- Overseer of "Special Projects".

Meets with Therapeutic Instructors and Co-Therapeutic Instructors regularly.

### Therapeutic Instructor (T.I.) 4

- Meets with one client a day.
  - Oversees all maintenance duties and information gathering for program.
  - Facilitates primary and secondary groups as needed.
  - Meets with Therapeutic Instructors and Counselor regularly.
  - Assists in running of the tier.
  - Handles all Relapse Prevention Planning.
  - Oversees all activities relating to the tier.
- Overses all accountability (Learning Experiences) given on the tier.

These duties are subject to change as needed.

## Therapeutic Instructor's Duties:

### Lead Therapeutic Instructor (L.T.I.)

- Makes sure all helpers are performing their duties.
- Discusses client's behavior(s) and progress with Counselor(s)
- Meets with Therapeutic Instructors and Counselors regularly.
- Makes sure clients are attending programs and activities they are scheduled for.
- Coordinates all primary and secondary groups.
- Facilitates primary and secondary groups as needed.
- Oversees overall program functioning.
- Issues start and end dates for all Learning Experiences given in the program.
- Responsible for handing out and overseeing all job details given out in program.
- Ensures group leaders submit client names and paperwork to clerk upon completion of group cycle.

### Therapeutic Instructor (T.I.) 2

- Makes sure all helpers are performing their duties.
- Discusses client's behavior(s) and progress with Counselors.
- Meets with Therapeutic Instructors and Counselors regularly.
- Oversees all activities relating to the tier.
- Oversees all accountability {Learning Experiences} given on the tier.
- Responsible for maintaining the overall structure of tier.

Facilitates primary and secondary groups as needed.

## Self-Disclosure Format

Self-Disclosure means that a client must give a brief disclosure of his life; his upbringing, family life, environment, and what led him to prison. The following format must be adhered to:

Introduce yourself (name and age)

Name your parents or guardians.

How many brothers or sisters do you have? Mention their ages relative to your own.

How many children do you have? Mention their ages.

Describe your upbringing - include schooling (type of student you were, etc.), family life, and relationship with parents and siblings as you grew up, any extracurricular activities, painful memories, etc.

Describe your addiction - when it began, how it began, and how it escalated.

Describe your criminal history.

Your formation can not end prior to 8:00am, however can go on indefinitely.

You must tell your story in chronological order, beginning from age 5; integrating each of the points mentioned above. From ages 5 thru 18 you must tell your story year by year. After age 18 you can begin to tell your story 2-3 years at a time; being sure to cover all the points mentioned above. You may also continue to tell your story on a year by year basis after age 18, if this is easier. Always provide your age associated with each particular event in your life story. Be sure to elaborate on these things as you tell them, providing details. Share your thoughts, feelings, and attitude with regard to the things you mention as they were at the time they took place. When you have concluded your self-disclosure everyone should have a clear picture of who you are, where you come from and how you ended up here. Do not jump around in your story. Do not get stuck glamorizing your addiction/criminal behavior; however, be factual. Speak loud enough for everyone to hear you. You do not have to stand at the top of the tier. You may walk the hallway while presenting your formation.

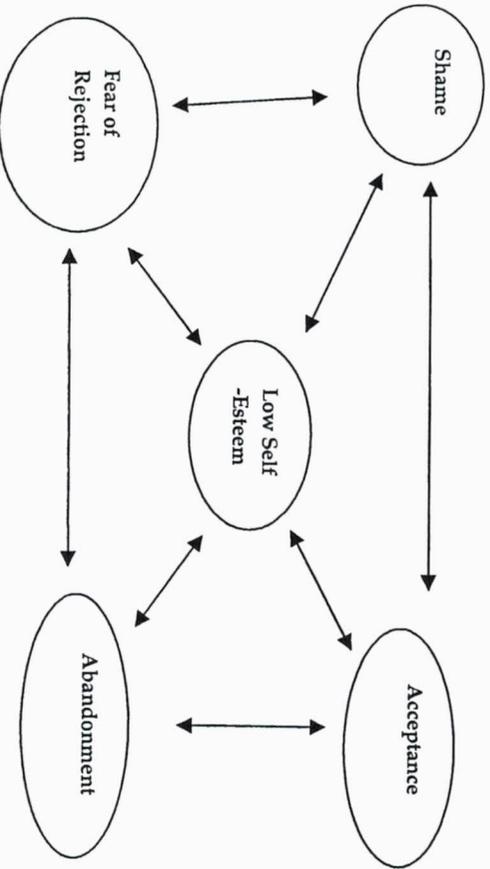
## Core Issues Format

Core Issues are thoughts or emotional responses linked with a belief, and has a corresponding pattern of behaviors brought about by a situation or situations in your past. In other words you will act or react in the same way, time after time, every time that issue or belief is triggered.

The five core issues are: Shame, Low Self-Esteem, Fear of Abandonment, Fear of Rejection, and Acceptance.

1. You must introduce yourself.
2. Identify your core issue (s) one at a time, explaining the life event or events that lead to each particular core issue. (For examples see page 33 of the GreenTree south Manual.
3. You must identify the behaviors and attitudes that resulted from your core issue (s); elaborating in detail the impact these behaviors have had on your life. (See GreenTree South Manual page 36)
4. You must explain, in detail, how you are working on each core issue.
5. Your formation may not end prior to 8:00am, however can go on indefinitely.

Note: Each of the Core Issues is connected; in that, one can lead you to having another. They all are connected to Low Self-Esteem. This means that if you have one of the others than you will experience Low Self-Esteem as well, however, the reverse is not necessarily true. Refer to Self-Disclosure format for other rules.



## GreenTree South Program Chain of Command

The GreenTree South Program chain of command consists of DOC Counseling Staff, inmate Staff [Therapeutic Instructors], & tier client staff. All clients must follow the chain command in all instances. The GreenTree South Program Staff are as follows:

<b>DOC Counseling Staff</b>
1- Director
1- Asst. Director
2- Counselors
1- Administrative Assistant

<b>Inmate Staff</b>
1- Lead Therapeutic Instructor
3- Therapeutic Instructor
1- Clerk
1 - Secretary

<b>GreenTree South Tier Client Staff</b>
Co - Therapeutic Instructor
1 <sup>st</sup> Sgt. of Arms
2 <sup>nd</sup> Sgt. of Arms

GreenTree South Tier Client Staff are subject to the approval of the GreenTree South DOC Counseling Staff. There are other job responsibilities handed out within the program. Any client assigned to a job or program responsibilities cannot refuse. Some of these jobs are as follows:

<b>Job Detail</b>	
Iceman (2)	Barber(s)
Inspector (2)	Guard Post 7 worker
Janitor	Librarian (1)
Law Library Janitor (1)	Table / Chair (2)

Clients are expected to perform the duties of their jobs with integrity, a good spirit & a positive attitude. These jobs are distributed at the discretion of

## Triggers and Goals Format

Triggers are a series of actions or events that set you off. They trigger your addiction or the criminal behaviors associated with your addiction.

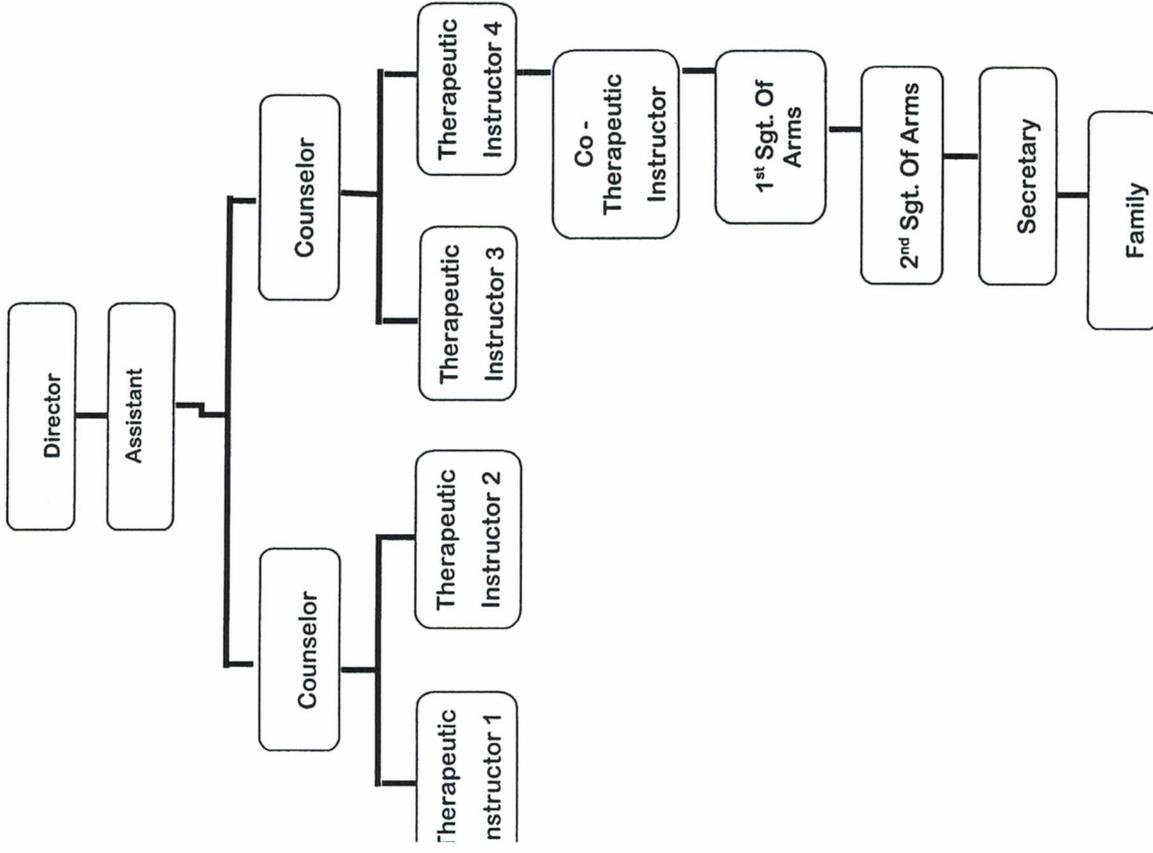
1. You will introduce yourself.
2. You will list your triggers, one at a time.
3. For each trigger you will list at least three ways that you will cope with the trigger; explaining in detail how these coping techniques will benefit you.
4. You must explain your short-term goals (6 months to 1 1/2 years), one at a time.
5. You must explain your long term (3-5 years) goals, one at a time.
6. For each of your long term goals you will explain the steps that you will take to reach your goals.

## Hot Seat Review Format:

Hot Seat Review is a review of your Hot Seat. The following format must be followed when presenting your Hot Seat Review:

1. Introduce yourself.
2. Give a brief summary of where you came from and how you ended up here (in prison).
3. You will share the information that was given to you during your Hot Seat Closing.
4. For each of the statements that you present you must explain your thoughts since you've had time to reflect on the information given.
5. Your formation can not end prior to 8:00am.

NOTE: Refer to self-disclosure format for other rules.



If your formation is shut down the following penalties will automatically be assessed:

First Offense:

Seven (7) days homeless

Seven (7) days loss of phone and visits

Second Offense:

Seven (7) days loss of phone, yard, visits, commissary, and gym

Third Offense:

Special Group pending termination from the program.

**E. Counselor Appointment Request:**

Any client who wishes to see his counselor must fill out a counselors request slip. The slip must state specifically and clearly the issue client wishes to see counselor about. The slip must then be dropped into the box marked "GreenTree Counselors." Once the counselor receives the slip, he/she will send for the client through a T.I., have officer call for client, or go on tier and call for client his/herself.

In the event of an emergency (death, illness, legal), client must write a run-up stating the emergency, and send it up the chain.

No client is to stop a counselor on the compound, yard, school, chapel, dining hall, tier, or etc. and start a conversation. You must wait to be called by your counselor before discussing your issues.

All issues relating to accountability must follow the chain process before being discussed with counselor. This ensures the integrity of the process will be maintained.

- **Hostility** – A gut level response to get the point across.
- **Engrossment** – To exaggerate & magnify the situation to see the reality in it.
- **Ridicule** – To make mockery or fun of.
- **Identification** – To identify factually as well as emotionally.
- **Karom Shot** – An indirect confrontation, means saying something to someone but it is meant for another person.
- **Compassion** – Top modify even the harshest of words.
- **Trouble Shooter** – client assigned to act in the capacity of various chain members to address client behaviors, train chain members on the proper way to do their job, oversee the therapeutic process.
- **Feelings & Issues** – Given so clients have an opportunity to express feelings about personal matters, issues needing to be addressed, needing to vent, or needing someone to listen to.
- **Dope Friend** – Diabolical sinister individual, Filthy Addict. Person addicted (to drugs).
- **Role Model** – A person who models a particular behavior to serve or work as a model. A person who models behavior worthy of imitation.
- **Red Crossing** –Covering up, preventing someone to receive treatment /or accountability
- **Targeting**–pointing out only specific person (s) behaviors and turning a blind eye to others.
- **Vindictive Behavior**–Getting back at a person , setting someone up or holding someone accountable from a bad place.
- **Feedback** – not saying ‘Thank you’ when addressed on a behavior displayed. This also occurs when a client says, ‘Thank You’ and continues to talk about the situation. ‘Thank You’ defuses all situations.

There are other behaviors & various therapeutic community terminologies that are referred to in the GreenTree South Program. Some may be similar to those used in other therapeutic communities. However, they are applied differently in the GreenTree South Program. If you are open & willing to work the process established at the GreenTree South Substance Abuse & Behavior Modification Program, you may find this experience very rewarding.

## Learning Experiences/Therapeutic Tools:

- **Not Acknowledging a Pull-up** - Not saying "Thank You" or not correcting the behavior when someone pulls you up.
- **Non-Caring Attitude** - Not caring about the well being of yourself or others. Displaying an indifferent attitude about change.
- **Not following Directions** - Not doing what you are told.
- **Sense of Entitlement** - Feeling that you are better than others or that you know it all.
- **Stroke** - A sign of approval, such as a pat on the back or verbal recognition given for positive behavior & or progress.
- **Jailing** - Holding on to negative patterns. When 2 or more clients come together & discuss negative concepts or reminisce about the 'good times' of their addiction/criminal behavior.
- **Lug Dropping** - Giving a hint or clue.
- **Taking a Trip** - Evading a question.
- **Doing Your Own Thing** - Doing what you want to do with no regard for the rules of the program.
- **Hang Up** - A problem area where someone is having trouble solving.
- **Reacting** - A verbal facial expression.
- **Playing it Safe** - Doing just enough to get by.
- **Images** - A façade or shield.
- **Listen up** - A verbal warning given to get clients attention. When a listen up on the floor everyone must stop moving & pay attention to information being dispensed.
- **Stuffing Feelings** - Keeping all your feelings inside & never expressing them, that mean you will explode.
- **Personalizing** - Taking what someone said as a personal remark.
- **Curve** - An indirect way of getting what you want.
- **Projection** - To tell someone about himself or herself & at the same time you see it in yourself, mirror image.

1. **Ban/Suspension** - A client is placed on Ban/Suspension for refusing treatment. While on Ban/Suspension status a client may not participate in any program activities, interact with any program clients, nor will he be permitted to attend yard, gym, or go to commissary. A client on Ban/Suspension can only be reinstated to active program status by his counselor.
2. **Walking Dead** - A client in placed on Walking Dead to temporarily remove him from the program. When a client is placed on Walking Dead status he may not interact with any program clients nor may he participate in any program activities. A client placed on Walking Dead status must be addressed by a Therapeutic Instructor to determine if he is ready to be reinstated to active program status or if further action is necessary (i.e. Ban/Suspension).
3. **Mattress Row** - (A) From 7:00am - 2:30pm (Monday - Friday) all clients' beds must be made and kept neat. (B) Clients are not permitted to lie down during these hours. If a client is observed to be in violation of this, (A&B) he will be asked to hold his mattress while facing the wall for no less than thirty (30) minutes and no more than an hour. (C) All beds must be made prior to reporting to formation; there is to be nothing left lying on your bed. (D) If you are still in your room when room inspection is conducted or when the formation operator opens the formation, you will be considered late to formation. If you are in violation of this (C&D), you must hold your mattress during that entire formation. If you are leaving the tier for at least fifteen (15) minutes, your bed must be made neatly, leaving nothing on it. If you are in violation of this (E), you will be asked to hold your mattress facing the wall for no less than thirty (30) minutes and no more than an hour.

4. **Essays** - Essays are given as determined by program staff. Essays must be completed following proper essay format (five paragraphs, one inch margins to the right and left, neat / no scratch outs, and correct spelling). Any essay that does not conform to these standards will be returned to the writer as unacceptable.

5. Room G.I. -

Clients must clean room from top to bottom. Everything must be removed from the room, off the shelves, walls etc. the bunks must be pushed to the center of the room. Walls are to be scrubbed, along with ceilings, vents, lights, windows, and floors.

Therapeutic Community Terminology

- **Pull-up** – A pull up is to make a client aware of his negative behavior. When issuing a pull-up, a client must say “Pull-up on” & {state behavior}. Upon being given a pull-up, the only response is “Thank you” and client must correct his behavior. No other feedback is acceptable.

6. Time out -

A client is placed on the wall, in front of a sign for a period of reflection for no less than thirty (30) minutes and no more than an hour. Clients are to stand facing the wall with their arms at their sides or folded behind their backs. They are not to talk or otherwise communicate with any other clients while serving a time out.

- **Acts As If** -Doing something that you don't want to do, but acting like you do. To practice the “form” of something in order to gain the substance of it.

- **Dishonesty** - Not telling the truth.

- **Displaying Negative Behavior (DNB)** - Any behavior that is not acceptable within the community.

- **Flagging** -Not fully concentrating, forgetting, spacing out; thinking about the streets.

- **Disrespect** -To have or show a lack of respect for another person.

- **Encounter Group - Confrontational {E.G.}**-Group where clients make each other aware of their negative behaviors.

- **Irresponsible Job Function** Not performing your job duty.

- **Irresponsible to Job Detail** - Not performing the specific details of your job.

- **Lack of Awareness- {LOA}**- Not being aware of what's going on around you.

- **Lack Of Motivation** - Not being motivated to Positive Change.

- **Lack Of Commitment** - Not being dedicated to positive change.

- **Lack Of Participation** - Not interacting with the community.

- **Laying in the Woodwork** - Not getting involved.

- **Leaking** - Displaying negative attitudes or behaviors, especially when you complain about how situations in the program are affecting you.

- **Negative Behavior** - Actions or attitudes that violate laws, community rules, values, or norms.

- **Negative Contracts** - 2 or more people purposefully or otherwise have a secret contract to not hold each other accountable or inappropriately pull-up or confront one

7. Town Crier -

Client must sit at top of tier making all announcements pertaining to the clients on the tier. He must begin these announcements by saying, “Hear Ye, Hear Ye!” A client on Town Crier begins at 8:30am until 2:30pm and then returns at 6:00pm until 9:30pm. a client on Town Crier must not converse or communicate with any other program client during the hours he is serving his L.E. unless the clients actions directly impact the client serving as the Town Crier.

8. Sink/Toilet Detail - A client serving sink / toilet detail must wash / dry toilets /

sinks after each client uses them. Clients are only required to give the sinks / toilets a courtesy rinse with the cleaning solution before the client serving on sink / toilet detail performs his duties. Sink / toilet detail begins at 8:30am until 2:30pm and resumes at 6:00pm until 9:30pm. Client must sit outside of the bathroom during these hours without conversing or otherwise communicating with any other program client; unless the clients action directly impact the client serving on sink / toilet detail.

9. Bathroom Monitor:

A client serving as the bathroom monitor sits outside the bathroom to monitor for clients talking or loitering in the bathroom. He begins at 8:30am until 2:30pm and resumes at 6:00pm until 9:30pm.

#### 18. Neighborhood

##### Watch:

Client must patrol the tier for behaviors being displayed. When client witnesses another client displaying a behavior he is to say, "Help! Help! I witnessed a crime." He is to then hold the client accountable for the behavior being displayed. Neighborhood Watch hours are: 8:30am until 2:30pm and 6:00pm until 9:30pm.

##### \*Note:

While a client is serving an L.E. he is not permitted to speak with other clients unless it is necessary for the performance of his L.E. Clients serving an L.E. may not hold other clients accountable while serving their L.E. unless the clients behavior directly impacts the client serving the L.E.. The client serving the L.E. may, however, hold any client accountable for negative behaviors witnessed while he was serving his L.E. as soon as he has served his time for that day. Example: Town Crier hours are 8:30am until 2:30pm. The Town Crier can hold those people accountable he observed displaying negative behaviors between those hours as soon as he signs-off at 2:30pm. He does not have to wait until he has completely served the required number of days he is on Town Crier.

A client serving as Town Crier, Sink / Toilet Detail, or Bathroom Monitor, must take showers, use the phone, and eat snacks during the hours of 2:30pm - 6:00pm. A client will not be permitted to eat or drink anything while serving an L.E. A client serving on Homeless status will be dismissed by T.I. overseeing accountability for showers and phone. Clients are permitted to complete homework assignments, school work, read program and /or spiritual materials while serving their L.E.. No other reading materials or writing will be permitted. Clients on Town Crier, Sink / Toilet Detail, Bathroom Monitor, or Homeless can only leave "post" for visits, groups, chow call, or school, unless otherwise called for by security, counselors, or T.I's.

10. **One - Man - Gang:** A client serving a one - man - gang is responsible for the entire clean-up by himself for the entire day. Showers are not included in this L.E.. This L.E. will last for a period to be determined by program staff.

##### 11. Shower Detail:

A client is responsible for cleaning the shower by himself at 2:30pm and 9:50pm. This L.E. will last for a period to be determined by program staff.

##### 12. Homeless Status:

A client on homeless status must remove everything (with the exception of locker box and appliances) he owns / possesses from his room and sits in the hallway facing the wall. These possessions must be kept in a plastic bag. A client on homeless status may not lie down, sleep, eat / drink anything, nor communicate with any other program client. A client will be placed on homeless status for a period to be determined by program staff.

##### 13. Seminar:

A family member will present a seminar to the family during formation on a topic determined by program staff. All seminars will be presented on Thursday afternoons. Seminar must last at least 45 minutes.

##### 14. Three (3) Alarm

##### Expedition:

A client is brought to the floor and given "stem" information, no holds barred, by other program clients and program staff.

##### 15. Door Detail:

Client must clean all doors / windows on the tier for a period to be determined by program staff.

##### 16. Walking Motto:

Client must write motto / creed thirty (30) times while on homeless; or the client will be asked to say the motto / creed while walking up and down the tier, every half hour on the half hour from 8:30am until 11:00pm., or client will be placed on Grid Lock. This will be determined by program staff.

17. Hop Sing /

**Butler Service:**

A client serving this L.E. must work for other program clients cleaning bowls, fans, getting ice, hot water, fluffing pillows, running errands, and emptying trash. Hop Sing / Butler Service hours are: Tue, Thur., Sun 6:00pm, 7:30pm, & 9:00pm. When a client goes to a room he is to knock on the door, open it all the way up and say, "Good Evening! I am your butler. How may I help you?" He does not enter the room for any reason. He only performs tasks for one room at a time. Once he completes the task(s), he shuts the door behind him. **A client can only work for one room at a time.** A client must go to each room during each hour. If a client is not in the room when you arrive, he must wait until the next time the Butler comes around.

44. (5) Point Behavior

**Modification:**

This is a special L.E. given to clients who require "Special Attention".

45. Push-ups

Push-ups are given automatically for talking at / or behind the microwave, busting a sag, use of street nickname, slamming door, not having door all the way open or all the way closed, reacting on the line, having your hands in your pants, setting something on the microwave, missing or messing up announcement on Town Crier, saying creed or motto out of turn during formation, having clothes on backward / shoes untied, wearing a hat on the tier, making a 'Listen Up' prior to 8:30am, or entering chow hall improperly dressed. This will consist of (25) Twenty-five push-ups for each infraction. The amount of push-ups can increase based on the number of infractions. Client performing push-ups will count each push-up aloud. When he has completed the required number of push-ups he will say, "Thank you big brother for conditioning my body, request permission to recover." Person overseeing push-ups will say, "Recover" when they are satisfied push-ups have been completed properly. If push-ups have not been completed properly, client will be asked to repeat (25) push-ups.

18. Trash Detail:

A client must empty the trash cans of each room. This may include washing each trash can as well. The client must also empty the tier trash cans as needed. This will last for a period to be determined by program staff.

19. Molly McButter:

Client must clean at least four (4) rooms on the tier daily. This cleaning is to begin at 8:30am and must be completed by 9:30am. Any client not available to clean rooms during these times must begin cleaning said number of rooms at next earliest available time. When a client is serving on Molly McButter he is at the disposal of that room he is cleaning. A client on Molly McButter can be made to sing, clean the room - top to bottom, similar to room G.I.. Client is not to give any feedback and can not be made to perform any inappropriate tasks.

46. Iron Clothes:

When laundry has returned, client will retrieve laundry bag (without emptying it) and stand or sit facing wall until person overseeing L.E. gives them an iron to iron clothes. This L.E. will be performed at the back of the tier, using a table. When client has completed ironing, he will sit facing wall, with clothes, and wait for clothes to be inspected, if clothes are not ironed to satisfaction, client must iron clothes until deemed acceptable.

20. Coffee Pot Duty:

Client must refill coffee pot as needed for a time to be determined by program staff. Client must follow all rules for the coffee pot when performing this L.E.

47. Full-Metal

**Jacket:**

Client is to put all clothing (socks, boxers, T-shirts, pants, V-necks, jacket and hat) in his possession, on and stand facing the wall for no less than (30) minutes and no more than (60) minutes.

<b>Diplomatic Immunity:</b>	Is given to a client who demonstrates positive behavior within the community. A client given Diplomatic	<b>21. Microwave Duty:</b>	Client must clean microwave after every usage for a period to be determined by program staff. Client must follow all rules for cleaning the microwave when performing this L.E.
<b>Closet Detail:</b>	Client is responsible for cleaning mops, buckets, and cleaning mop closet after each cleanup for a period determined by program staff.	<b>22. Dictionary:</b>	Client must write each word in the dictionary along with the definition that begins with the first letter of the curse word used, five (5) times each (word and definition) while on homeless. Client will be issued a dictionary to be used for this L.E. from program staff.
<b>Bus Boy:</b>	A client serving as the Bus Boy must clean the dining hall after each meal, by himself, for a period determined by program staff. Client must also follow any additional directives issued by DOC Security while serving as the Bus Boy.	<b>23. Signs:</b>	Various signs will be issued to a client to address client behavior. These signs can take the form of poster board, rattles, pacifiers, soap dishes, toilet paper, etc. these signs are not to be carried in the bathroom, shower, yard area, dining hall (chow time), or otherwise leave the building. Each time the client wearing the sign enters or exits a doorway, he must recite whichever slogan that goes with that sign. Client must make sure that he is standing on the appropriate side of the microwave when he utters this slogan. The times for performing this L.E. are 7:00am until 9:30pm. A client performing this L.E. must wear the L.E. to all formations; however, he must not recite the slogan when coming out of his room to formation.
<b>Blackout / House Bust:</b>	The entire program is shut down for a period determined by program staff. When the program is on Blackout / House Bust clients will not be permitted to use the phone, go to yard, gym, commissary, visits, school, etc. clients will sit in the hallway, beginning at 5:30am until 9:30pm, without talking to any other client.	<b>24. Wheel of Misfortune:</b>	The Wheel of Misfortune is a wheel containing various learning experiences. A client will be issued a specific number of spins by program staff. The process of spinning the wheel will be monitored by designated program staff.
<b>Speaking Ban:</b>	Clients placed on a Speaking Ban are not permitted to speak to any other clients nor communicate with them in any fashion. This applies to the gym, yard, hallway, or anywhere else within the confines of the institution. Any client caught to be violated this directive will face further consequences. The only people the client placed on Speaking Ban can communicate with are the T.I.'s, counselors, and security.	<b>25. Rule 9:</b>	A Rule 9 is an L.E. given to a client that can be served at any time or in any fashion determined by Rule 9 overseer. A Rule 9 can be any L.E. listed in this manual, including a "pull-up". The statute of limitations on a Rule 9 is thirty (30) days. Any Rule 9 not administered and / or served in this time period will be dismissed at no consequence to the client.
<b>Fire Watch:</b>	A client placed on Fire Watch must walk up and down the tier checking all rooms to ensure that all clients are present and unharmed. Client must return to the top of the tier and say, "It is now _____ (time) and all is well family." This is to be done every fifteen (15) minutes beginning at 4:30am until 7:00am.		

**26. Therapeutic**

**Point System:**

The Therapeutic Point System is a system designed to monitor client progress and / or participation while providing an opportunity to reward clients for positive behavior. Clients earn points for displaying positive behavior while having points subtracted for displaying negative behavior within the community. Points accumulated can be redeemed as designated by program staff, for example: to watch movies, take off a formation, etc.

**27. Listen Up:**

A listen up is an L.E. where a client must make a listen up reciting a slogan that brings focus to his negative behavior. The time for this is from 7:00am until 9:30pm, however, this can last as long as program staff deems necessary.

**28. Overseer Time:**

A client is designated to serve as an overseer of another client for a period to be determined by program staff. The overseer must utilize their time as an overseer to address client's negative behavior. The statute of limitations for overseer time is thirty (30) days. Any overseer time not administered within thirty (30) days will be dismissed at no further consequence to the client being overseen.

**29. Spare Parts:**

A client placed in Spare Parts will be put through a series of learning experiences by an overseer. Spare Parts will last as long as program staff deems necessary.

**30. Gut Check:**

A Gut Check is an L.E. given to test a client's commitment to positive change. A client given a Gut Check will not be informed ahead of time that his L.E. is a Gut Check. It is the client's responsibility to simply follow his last directive.

**31. Yard Detail:**

Client will be responsible for cleaning all trash in the yard, cleaning off weight benches, etc. for a period determined by program staff. Client is not permitted to have any dialogue while performing this L.E.

**32. Self - Haircut:**

A client issued a self - haircut must stand in front of the "Mirror Sign" and address himself on his negative behavior. Client must spend fifteen (15) minutes given himself stern information, fifteen (15) minutes in reflection, fifteen (15) minutes giving himself positive information and fifteen (15) minutes reflecting on the information.

**33. Chair/Table Detail:**

Client must clean and scrub all tables and chairs within the program for a period determined by program staff.

**34. Self - Disclosure:**

Client must give a brief disclosure of his life; his upbringing, family life, environment, and what lead him to prison.

**35. Image Breakers:**

An L.E. given to a client holding onto negative images, has low self-esteem, or displays an S.O.E.; but also to help develop a more positive self-image.

**36. Personal Time:**

Is given to a client who experiences a death in the family of an immediate family member or legal guardian. Personal Time can only be issued by your counselor and must be requested through a run-up. Counselor will verify the death and meet with client to determine if Personal Time is warranted. Personal Time will not exceed three (3) days.

**37. Movie Day:**

Clients can redeem points earned to watch a movie made available by program staff.