

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIB15-0001 (211.04)	Revises Previous Effective Date: 3/01/2005
Subject: Intensive Therapeutic Program		
Authority: Bryson/Ward	Effective Date: 07/10/15	Page 1 of 9

I. POLICY:

The purpose of the Intensive Therapeutic Program is to provide structure and instill a sense of self-esteem, self-motivation, self-discipline, teamwork, respect for others and coping skills. Inmates who demonstrate an unwillingness to conform to the rules of prison life may be placed into the Intensive Therapeutic Program (ITP). The Medical Department will screen inmates referred to the ITP to determine physical and mental suitability for participation.

II. APPLICABILITY:

All incarcerate facilities housing GDC inmates.

III. RELATED DIRECTIVES:

A. GDC Rules: 125-1-1-.03, 125-3-1-.01 (1) (a), 125-2-4-.03, 125-3-1-.02, 125-3-1-.03, 125-3-2-.04, (c) (15), 125-2-3-.04, 125-3-5-.03 (1), 125-3-4-.01-10, 125-4-6-.06, 12-4-.01, 125-4-7-.01, 125-4-1-.01-.03, 125-4-6-.01-.06, 125-4-2-.01, 125-4-2-.08.

B. GDC SOPs: IIA01-0004, IIB01-0005, IIB01-0007, IIB01-0013, IIB01-0018, IIB02-0001, IIB04-0001, IIB06-0001, IIB09-0001, IVI06-0001, VA01-0001, VC01-0007, VD01-0011, VD01-0015, VE01-0001, VB01-0001, VG03-0001, VH01-0012.

IV. DEFINITIONS:

Intensive Therapeutic Program (ITP) - A strict military style program with strictly controlled activities.

V. ATTACHMENTS:

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Attachment 1 - Example of ITP Rules

Attachment 2 - Example of ITP Daily Activity Schedule

Attachment 3 - Example of ITP Weekend/Holiday Activity
Schedule

VI. PROCEDURE:

A. **Consideration for Placement in the Intensive Therapeutic Program:** Inmates may be considered for the ITP under the following circumstances:

1. The inmate transfers from another state/county facility and it is determined by the Facility Classification Committee that placement in the ITP will be beneficial to the inmate's needs.
2. The inmate is recommended by the Disciplinary Hearing Officer.
3. The inmate is recommended by the Warden or his or her designee.
4. The inmate is recommended by the Mental Health Director and clinical Treatment Team in accordance with the clinical guidelines.

B. **Review and Assignment to the ITP:** Assignment to ITP will be made by the Facility Classification Committee.

1. Criteria for Assignment:
 - a. The inmate has received an excessive number of disciplinary reports.
 - b. The Classification Committee determines it would be beneficial to the inmate.
 - c. The Warden determines it would be beneficial to the inmate.

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- d. The inmate is transferred in from another facility specifically to participate in the ITP.
2. The inmate must meet with the Classification Committee during their deliberations on his placement in ITP. The committee will make a determination as to whether or not the inmate will be assigned to ITP.
3. If it is determined by the Committee that the inmate should be placed in the program, the ITP Rules (developed by the host facility) will be reviewed with the inmate and a copy will be provided to the inmate.
 - a. The inmate will be offered the opportunity to sign the ITP Rules. If he refuses to sign them the Committee will so indicate on the Rules form.
 - b. If the inmate refuses to participate in the program, he will then be given a direct order to participate. If he refuses the direct order to participate in the program he/she will receive a disciplinary report for Failure to Follow Instructions and then will be placed in Administrative Segregation pending disciplinary action.
4. If the Facility Classification Committee recommends placement into ITP, the inmate will be asked to participate in the program.
5. Inmates will be assigned to the program for a minimum of 30 days before returning to general population. If the inmate is assigned to ITP a second time he will participate in the program a minimum of 60 days, the third time he will be assigned for a minimum of 90 days, and the fourth time he will be assigned for a minimum of 120 days.

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6. The Warden or his or her designee must approve any early release form the Intensive Therapeutic Program.

C. **General Rules and Regulations:** All GDC SOPS applicable to general population inmates at state and county correctional facilities remain applicable to ITP inmates, except as noted in this SOP.

D. **Inspections:** Through and complete inspections can compliment efforts directed toward instilling a high degree of self-discipline and responsibility in inmates.

1. Numerous inspections of quarters, grounds and inmates will be conducted daily.

2. Inspections will be conducted in a professional manner and in accordance with GDC SOPS IIB01-0013, Searches, Security Inspections and Use of Permanent Logs and IIB01-0018, Safety and Sanitation Inspections.

E. **Close Order Drill:** Close order drill is very useful in teaching individuals the values of discipline, response to commands, gaining respect and confidence in one's self and the staff conducting the drill. It offers an excellent indication of an inmate's ability and/or willingness to follow instructions as a team member.

1. Close Order Drill will be a part of the inmate's daily routine in ITP.

2. Inmates will call cadence as directed.

3. All inmates will be expected to demonstrate proficiency during close order drill.

F. **Extra Instruction:** If an inmate is not satisfactorily performing in any phase of training, extra instruction may be required. The inmate may be required to practice those skills in which he may be deficient until proficiency improves to an acceptable level.

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1. The inmate may be required to perform repetitiously close order drills, to clean his room and care for his clothing, or to practice other skills that are necessary for him to progress in the program.
 2. No inmate will be required to receive more than two extra hours of instruction per day.
- G. **Discipline:** Inmates assigned to ITP will be expected to comply with all facility and GDC rules and regulations and will in addition, be subject to the ITP rules. Any infraction will be handled in a professional manner. The disciplinary action taken will be in accordance with GDC guidelines and in accordance with GDC SOP IIB02-0001, Inmate Discipline.
- H. **Visitation:** ITP inmates shall receive visitation the same as general population inmates with the following restriction:
1. Separate visiting areas (non-contact if possible) will be provided for ITP inmates.
 2. No food or drinks shall be consumed by ITP inmates during visitation.
- I. **Mail:** ITP inmates shall receive mail privileges the same as general population inmates and in accordance with SOP IIB04-0001, Inmate Mail and Receipt of Funds, unless on mail restriction. There shall be no restriction on Privileged (legal) mail.
- J. **Receipt of Packages:** ITP inmates shall receive packages in accordance with GDC SOP IIB06-0001, Inmate Personal Property Standards.
- K. **Meals:** Inmates shall march in military formation to and from the dining hall.
1. Inmates shall be fed the meal and have the same opportunities for meals as inmates in general population.

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2. ITP inmates shall be fed separately from the general population inmates.
 3. Inmates will process through the feeding line in a military manner in a single file column, unless otherwise directed.
 4. Inmates may converse only with the inmates at their table.
 5. After completing the meal, the inmate will take his/her tray to the scullery, return to the table and on command, fall into formation outside of the dining hall.
- L. **Store Call:** Unless on restriction, inmates shall be permitted store call privileges the same as general population inmates. Store call will be held as scheduled by the facility.
- M. **Use of Telephones:** Inmates will be allowed at least (1) 10 minute phone call per month. Additional phone privileges may be earned as an incentive at the discretion of the Warden or his/her designee.
1. Use of the telephone will be permitted during the free time schedule.
 2. Emergency calls and calls to an inmate's attorney, etc. must be approved by the Warden or his/her designee.
- N. **Television/Radio:** Inmates shall be allowed to watch television or listen to their radio (headphone required) during scheduled free time.
- O. **Personal Property:** Unless on property restriction, inmates shall be allowed personal property the same as general population inmates and in accordance with GDC SOP IIB06-0001, Inmate Personal Property Standards.
- P. **Work Details:** Inmates shall be assigned daily work details according to facility needs.

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- Q. **Sick Call:** Departmental SOP and established daily procedures of the host facility shall be applicable.
- R. **Chaplains and Religious Programs:** Inmates shall be afforded an opportunity to attend church services and to have access to the chaplain for religious programs and counseling according to the schedule of the host facility.
- S. **Counselors and Counseling Programs:** Inmates shall be afforded an opportunity to see their counselors and to attend counseling programs according to the schedule of the host facility.
- T. **Recreation:** Inmates shall receive a minimum of (1) hour a day of recreational activity. Additional recreational activities may be earned as an incentive at the discretion of the Warden or his/her designee.
- U. **Education Programs:** If available and at the discretion of the Warden or his or her designee, inmates may participate in education programs.
- V. **Library:** Inmates assigned to ITP will be provided the same access to courts and law library services as general population inmates in accordance with VD01-0014, Access to Courts, Access to Law Libraries.
- W. **Schedule of daily and Weekend/Holiday Activities:** A current schedule of daily and weekend/holiday activities will be developed and posted on the inmate bulletin board in each ITP dormitory. Variation will exist due to operational and programmatic requirements.
- X. **Incentive Awards:** ITP dormitories may compete for incentive awards. This competition shall be reviewed during the week with the final winning dormitory selected after the Warden's Incentive Inspection.
1. The following are examples of areas to be considered when selecting the winning dormitory:
 - a. Building and room inspections

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- b. Performance of each dormitory coming to and from meals
 - c. Inmates' Appearance
 - d. Disciplinary Infractions
 - e. Work performance on details
 - f. Performance during programs
 - g. Other issues as determined by the Supervisor, the Warden or his or her designee
2. The following are examples of incentive awards that could be awarded to the winning dormitory:
- a. Extra free time
 - b. Extra phone call/phone time
 - c. Extra recreation
 - d. Extra library
 - e. Other awards deemed appropriate by the Warden or his/her designee
- Y. Inmates assigned to ITP will be reviewed by the Facility Classification Committee prior to their release from ITP. The inmate may be recommended for release to general population or may receive an extension to the program. This decision will be based on the inmate's behavior and performance.
- Z. Criteria for Release from ITP:**
- 1. The inmate has satisfactorily completed the program
 - 2. Release is recommended by the ITP Supervisor
 - 3. Release is recommended by the Classification Committee

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4. Released by the Warden or his or her designee

AA. If the inmate successfully completes ITP, the Facility's Classification Committee will recommend that the inmate be awarded a certificate of completion, signed by the Warden and Deputy Warden of Care and treatment.

VII. RETENTION SCHEDULE:

A. Attachment 1 - Example of ITP Rules: Attachment 1 of this SOP upon completion, this form will be placed in the inmate case history file and retained according to the official records retention schedule for that file.

B. Attachment 2 - Example ITP daily Schedule: Attachment 2 of this SOP will be kept in a local holding area for six months past the date it becomes obsolete or replaced, then destroyed.

C. Attachment 3 - Example ITP Weekend /Holiday Schedule: Attachment 3 of this SOP will be kept in a local holding area for six months past the date it becomes obsolete or replaced, then destroyed.