



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
NATIONAL HEADQUARTERS  
Juco Building, 144 Mindanao Avenue, Project 8, Quezon City



**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS

**SUBJECT :** COMPREHENSIVE POLICY ON THE IMPLEMENTATION, MONITORING AND EVALUATION OF THE THERAPEUTIC COMMUNITY MODALITY TRAINING OF THE BUREAU OF JAIL MANAGEMENT AND PENOLOGY

**DATE :** 17 February 2010

---

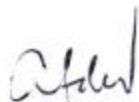
1. Attached herewith is BJMP NHQ SOP No. 2010-01 dated 04 February 2010 entitled **“COMPREHENSIVE POLICY ON THE IMPLEMENTATION, MONITORING AND EVALUATION OF THE THERAPEUTIC COMMUNITY MODALITY TRAINING OF THE BUREAU OF JAIL MANAGEMENT AND PENOLOGY.”**

2. The policy sets up a systematic and efficient selection, implementation, monitoring and evaluation of all TC programs/activities by establishing the National TC Center and its regional counterparts, with a goal that TC projects/activities are well-planned, feasible and supervised towards the rehabilitation and eventual reintegration of inmates to the society.

3. In addition, the policy provides for the annual search for “Bests” in the implementation of the TC Program to be included in the criteria for the selection of BJMP’s Bests both for Unit and Individual Award categories to be awarded during the celebration of BJMP Anniversary.

4. For compliance and immediate dissemination.

BY AUTHORITY OF THE CHIEF, BJMP:

  
**AMELIA VEGA TALENTO, TLPE**  
Jail Senior Superintendent (DSC)  
Director for Inmates Welfare and Development



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
144 Mindanao Avenue, Project 8, Quezon City



04 February 2010

**BJMP NHQ**  
**STANDARD OPERATING PROCEDURES**  
**NUMBER 2010 -01**

**COMPREHENSIVE POLICY ON THE IMPLEMENTATION, MONITORING AND  
EVALUATION OF THE THERAPEUTIC COMMUNITY MODALITY TRAINING OF THE  
BUREAU OF JAIL MANAGEMENT AND PENOLOGY**

**I. REFERENCES**

1. BJMP Manual Revised 2007;
2. General Appropriations Act (GAA);
3. Therapeutic Community Training by the Inmates Welfare Division, Directorate for Operations, BJMP;
4. Final Report – Creation of New BJMP Directorates by the Technical Working Group on the Revision of the BJMP Organizational Structure; and
5. Inmates Welfare and Development Program, Directorate for Program Development.

**II. INTRODUCTION**

Therapeutic Community Modality or TC is a self-help social learning treatment model used for clients with problems of drug abuse and other behavioral problems such as alcoholism, stealing, and other anti-social tendencies as well as working with special group of individuals like those in jails. As a treatment model, it includes four (4) categories, namely, behavior management, intellectual and spiritual aspects, emotional and psychological aspects, and vocational/survival aspects.

TC utilizes the “community” as the vehicle to foster behavioral and attitudinal change. In this model, the client receives the information and impetus to change from being part of the community. The expectations that the community places on its individual members reflect not only the needs of the individual, but also the social and support needs of the community. This community mode provides social expectations, which are parallel to the social demands that the client will confront upon discharge to their home community.

TC provides a well-defined structure for a synchronized and focused implementation of the various intervention strategies/activities with the main objective of rehabilitating and eventually reintegrating inmates as productive, law-abiding and socially responsible members of the community through: (1) well-planned supervision programs for inmates which are aligned to the BJMP program thrusts; and (2) establishment of innovative, financially and technically feasible projects for the moral, spiritual and economic upliftment of BJMP inmates utilizing available resources.

The conduct of training on TC as a rehabilitation/development tool for inmates needs to be realized. It will likewise equip individual jail officers with basic knowledge on human behaviour and the process of adapting to their "dual role" responsibilities of "authority" and "rehabilitation" workers.

### **III. CONCEPT**

A policy which sets up a systematic and efficient selection, implementation, monitoring and evaluation of all TC programs/activities by establishing the National TC Center and its regional counterparts, with a goal that TC projects/activities are well-planned, feasible and supervised towards the rehabilitation and eventual reintegration of inmates to the society.

### **IV. OBJECTIVES**

This policy aims:

- a. To set the standards and procedures in the selection, monitoring, and evaluation of therapeutic community modality programs and/or activities.
- b. To install offices and persons responsible with the Bureau's TC; and
- c. To ensure that TC activities will effectively be implemented with maximum use of available resources.

### **V. CREATION AND FUNCTIONS OF THE TC CENTERS**

#### **A. National and Regional TC Centers**

The National TC Center (NTCC) and Regional TC Center (RTCC) are hereby created under the Directorate for Inmates Welfare and Development (DIWD) and Inmates Welfare and Development Division (IWDD), respectively. It shall have the following functions:

1. Receive, record and transmit communications related to TC.
2. Review proposals, feasibility studies, programs related to TC with appropriate comments/recommendations for the Chief, BJMP.
3. Monitor, evaluate and coordinate all TC programs/activities under its area of jurisdiction.
4. Formulate programs and/or intervention strategies/activities related to TC.

#### **B. Focal Persons**

The focal person for the NTCC shall be the DIWD Director. The Chief and personnel of the Therapeutic Community Modality Unit under the Behavior Management and Intervention Section, Development Management Division of the DIWD shall serve as secretariat of the NTCC.

Focal person for the RTCC shall be the Chief, IWD Division under the close supervision of the RD while the Unit IWDO shall be the focal person for city, municipal and district jails under the close supervision of the Warden.

## VI. STANDARD PROGRAM COMPONENTS OF TC TRAINING

Subject to changes which shall be recommended by the DIWD Director and approved by the Chief, BJMP, the following shall be the ideal program components of TC Training:

### A. Module 1 - Overview of origins of crimes, substance abuse and an introduction to Therapeutic Community Concepts.

Objectives:

1. A basic understanding of the origin of crimes;
2. A basic understanding of the causes of drug addiction;
3. A basic understanding of the origin of the therapeutic community;
4. A working knowledge of the structures typically found in a Therapeutic Community;
5. A working knowledge of the hierarchical format of a TC and how to use it to enhance the treatment intervention;
6. Knowledge of slogans and unwritten philosophies and its uses in the daily milieu.

Topics/Activities:

1. Lecture: Resistance and its Application to Treatment and Training'
2. Formation of a Static Group
3. Give to get Contract
4. Lecture: What is Morning Meeting? Pre-morning meeting? And Pull-up Board
5. Lecture: Dynamics of Drug Addiction
6. Lecture: What is TC? History of TC / TC Philosophy / how does TC looks like? Phases of TC Modality
7. Lecture: Hierarchical Structure of TC Organization
8. Organization of Departments in the TC Structure
9. Lecture: What a House Meeting Is? A Departmental Meeting?
10. Lecture: What is Coercion and Dissonance
11. Lecture: Process of Intake Interview
12. Lecture: Use of Coercion and Dissonance in the Intake Interview
13. Lecture: Interview Skills
14. Role play in the conduct of intake interview

### B. Module 2 - Behavior Management and the Behavior Shaping Tools

Objectives:

1. A working understanding of initial interview skills which foster bonding, identification and initial trust;
2. The ability to format a short-term behavioral contract;
3. A working understanding of process observation and its application to groups and meetings;
4. A working understanding of the various behavior shaping tools and its application to the client

Topics / Activities:

1. Introduction to Behavior Management and Behavior Shaping Tools
2. Lecture: What is Talk To? Pull-up? Death With? Haircut- Verbal Bench? Van? Spare parts? What is General Meeting?
3. Role Playing Scenarios on Behavior Shaping Tools

4. Lecture and Role Plays: Encounter

**C. Module 3 - Emotional and Psychological Aspects of Therapeutic Community**

Objectives:

1. To understand how clients are assigned to counselors;
2. To understand the treatment and contract parameters;
3. To be able to develop an awareness of group issues including identification, projection, projective identification, transference and counter-transference;
4. To be able to identify and differentiate the variety of groups in a treatment center, including static, extended-marathon, probes and specialty, or theme oriented groups and their particular applications;
5. To learn how to utilize counseling tools to increase client insights that compliment the effects of behavior shaping strategies and reinforce behavior change;
6. To learn how to conduct motivational interviewing and counseling utilizing the principles of coercion and dissonance as well as the knowledge of the stage and process of change;
7. To learn how to develop and review treatment plan.

Topics / Activities:

1. Lecture: Emotional and Psychological Components of TC
2. Lecture: Role of Counselors
3. Lecture and Role Play: Triad Interview
4. Lecture: Counseling theory and Practice
5. Lecture and Role Plays: Marathon and Extended Groups; and Probes

**D. Module 4 - Spiritual and Intellectual Aspects of Therapeutic Community**

Objectives:

1. To understand the importance of self-awareness, ideas, and the ability to solve problem/s and the ability to make healthy decisions;
2. To be able to identify the difference between spirituality and religion;
3. To be able to explore, through guided imagery, aspects of their own spiritual realm;
4. To be able to create a Comprehensive Treatment plan for clients;
5. To understand the goals and objectives of seminars;
6. To understand the need and value of tutorials.

Topics / Activities:

1. Lecture: Spiritual and Intellectual Component of TC
2. Lecture: Spirituality in a Therapeutic Community
3. Lecture: Signs and Symptoms of Inner Peace
4. Lecture and Exercises: Meditation and Guided Imagery
5. Lecture and Exercises: Seminars, Tutorials and Games
6. Lecture and Exercises: Relevance of Family and other Group Associations in a Therapeutic Community

## **E. Module 5 - Vocational and Survival Aspects of Therapeutic Community**

### Objectives

1. To understand the model used for teaching skills and responsibility in the Treatment Model;
2. To be able to identify a hierarchical structure for accountability and work assignments within the Drug-free, Self-help Treatment Program;
3. To understand how attitudes are formed and what is necessary for attitude change in the treatment model;
4. To understand the goal, focus and purpose of jobs within the treatment model;
5. To understand the criteria for job changes and movement through the Treatment Model;
6. To understand the developmental phases of treatment, which lead to a critical separation/individuation phase (Re-entry);
7. To identify the skill development necessary for evaluating client's readiness for re-entry.

### Topics / Activities:

1. Lecture: Vocational / Survival Component of TC
2. Lecture: Structure and Process of job functions in TC
3. Lecture: Skill and Attitude Development
4. Lecture: Attitude formation and change
5. Lecture and Exercises: Phase development and Job Changes

## **VII. SELECTION OF PROGRAM INSTRUCTORS AND PARTICIPANTS**

The DIWD Director shall recommend program instructors/trainors and participants for approval of the Chief, BJMP. These instructors/trainors should have undergone the Ten-Day trainers' training conducted by qualified BJMP trainers training team. In addition, they shall be entitled to receive honorarium/per diem according to prevailing and approved government guidelines on honorarium / per diems.

BJMP personnel as participants in a TC Training shall be covered with an appropriate Letter Order. Since attendance in the TC Training is on official business, participants shall be excused from their regular duties and responsibilities for the duration of the training. In coordination with the Directorate for Personnel and Records Management, temporary replacements when necessary shall be assigned to perform their duties and responsibilities.

## **VIII. DURATION / PERIOD OF IMPLEMENTATION OF THE TC PROGRAM IN JAIL**

The TC program shall be part of the regular daily activities in jail.

The inmate-participants in a TC program shall be continuously involved in all scheduled activities and shall end only upon his/her release from BJMP custody.

## **IX. REVISION OF TRAINING PROGRAM**

TC modality program deals with continuing behavioral management. Its various activities must always cater to the prevailing conditions of the facility; how the inmate-participants can best understand, appreciate, and internalize the essence and purpose of the program for his/her well-being.

At no instance where revision/s in the existing approved guidelines for implementation of the TC program in jail, shall be undertaken without prior approval of the Chief, BJMP.

The NTCC shall review any revisions to be made and to be favorably recommended by the DIWD Director for approval of the Chief, BJMP.

## **X. RELEASE, ACCOUNTING AND DISPOSAL OF FUNDS FOR TC PROGRAMS/ACTIVITIES**

### **A. Release of Funds intended for TC Activities**

1. Funds intended for TC are programmed under the Therapeutic Community Modality portion of the Behavior Development, Inmates Welfare and Development Services part of the BJMP budget as reflected in the annual General Appropriations Act.
2. All funds used/releases for TC projects shall be subject to the usual accounting and auditing rules and procedures.
3. The funding requirements of the Regional TC Center shall be requested to the Director of DIWD for processing of the NTCC. In turn, the NTCC shall make the appropriate request / recommendation to the Director of DIWD for proper representation to the Chief, BJMP. No release of TC funds shall be made without prior recommendation of the Director of DIWD to the Chief, BJMP.
4. The Directorate for Comptrollership shall release funds to the Regional Disbursing Officer. It shall also inform, through a written communication/memorandum, the NTCC/RTCC regarding the release of funds or status of the same.
5. The Regional Disbursing Officer shall release the fund to the Unit IWDO to allow easy access and disbursement of funds, noted by the Jail Warden. The Jail Warden shall continuously monitor the status of the said funds.
6. Diversion of approved funds to another project or jail is prohibited.

### **B. Accounting of Funds**

1. The IWDD of the concerned BJMP Regional Office shall conduct regular jail assessment and monitoring of the implemented TC project.
2. The Unit IWDO shall maintain financial records of all disbursements of funds.

## **XI. MONITORING OF IMPLEMENTED TC PROJECTS/ACTIVITIES**

1. Program implementation of TC activities in jail like conduct of daily morning meetings, group sessions and seminars shall be closely monitored.
2. All fund transactions involving TC shall be properly documented. The Unit IWDO shall be responsible documenting the same.
  - a. A comprehensive report that includes all related financial statements on TC shall be submitted by the Warden to the RTCC a week after its implementation.
  - b. The RTCC shall indicate disbursements for TC projects/activities in the Quarterly Program Review and Analysis, which is submitted to the NTCC on a quarterly basis.

- c. The RTCC shall submit a report of all Regional TC projects/activities to the NTCC at least two (2) weeks prior to the quarterly management conference.

## **XII. EVALUATION OF TC ACTIVITIES AND APPROPRIATE AWARD-RECOGNITION**

1. The success in the implementation of TC Modality Program in jail depends on the collective understanding, support, and commitment of the Regional Director, the Officers and Men of every Regional Offices and most specifically the Jail Warden. Further, the noted progress of individual inmate-participants in the TC activities will highlight the intended purpose of the TC program that is, changing inmate's behavior for the better.
2. Conduct of regular and periodic review in the implementation of TC programs in jail shall be undertaken by the NTCC in order to determine the effectiveness of the program.
3. There shall be an annual search for "Bests" in the implementation of the TC Program to be included in the criteria for the selection of BJMP's Bests both for Unit and Individual Award categories to be awarded during the celebration of BJMP Anniversary:
  - a. Best TC Facility: District Jail Category
  - b. Best TC Facility: City Jail Category
  - c. Best TC Facility: Municipal Jail Category
  - d. Best TC Worker: Jail Commissioned Officer Category – Male
  - e. Best TC Worker: Jail Commissioned Officer Category – Female
  - f. Best TC Worker: Jail Non-Commissioned Officer – Male
  - g. Best TC Worker: Jail Non-Commissioned Officer – Female
4. The DIWD shall formulate separate guidelines in the criteria for selection of TC's Bests.

## **XIII. SEPARABILITY CLAUSE**

In the event that any provision or part of the policy be declared unauthorized or rendered invalid by a competent authority, those provisions not affected by such declaration shall remain valid and effective.

## **XIV. REPEALING CLAUSE**

All other existing issuances which are inconsistent with this policy are hereby rescinded or modified accordingly.

## **XV. EFFECTIVITY**

This policy shall take effect immediately.

  
**ROSENDO M DIAL, CESO III**  
Jail Director (DSC)  
Chief, BJMP