

New Life Recovery Program Policies and Procedures Lighthouse Rescue Mission

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- 1. To be considered for entry into the Lighthouse Rescue Mission's New Life Recovery Program, candidate must be able to admit that his life is unmanageable due to substance or alcohol abuse or other problems, and he must be open to acknowledging Jesus Christ as his Higher Power. Acceptance is also contingent on completion of the program application, a face-to-face or phone interview, and program staff in agreement that our program would be suitable for all parties involved.**
2. Upon acceptance into the program, program member will be placed on probationary candidate status for his first 30 days. Candidate is restricted to the mission property and may not leave mission property for any reason. Candidate may not use phones for anything other than emergencies and as his job assignment entails. Upon completion of 30 days in Phase 1, program member will request an interview with program staff to evaluate program member's progress in the program before being allowed to leave mission property unaccompanied.
- 3. Drinking alcohol, the use of drugs or tobacco products, acts or threats of violence, possession of pornographic material, and sex acts of any kind are prohibited.** Program members who are guilty of these acts may be terminated from the program. All program members are required to sign and agree to participate in the Ministries' drug-testing program. Program members are expected to behave like mature men. Fighting, swearing, threats and name-calling are examples of unacceptable behavior and **will not** be tolerated.
- 4. Friendships between men and women in the Mission's programs are prohibited.** There is to be no contact between male and female program members, including sitting together at church. Violation of this policy will result in dismissal from the program. Romantic relationships between program members and staff (including interns) are prohibited. Program members are not permitted to have relationships with guests on or off Mission property.
- 5. All program members who receive prescription medications will immediately report them to the Case Manager.** Any program member who shares or misuses his medications (including over-the-counter) is subject to dismissal from the program. Use of narcotics and narcotic-like medications, be they prescribed or not, will result in immediate dismissal from the program.
- 6. All program members, regardless of phase, must attend required Bible studies, recovery classes, counseling appointments, evening chapel services (as required) and an approved evangelical church on Sunday.** There are no days off from scheduled classes or counseling appointments unless deemed necessary by program staff.

7. Programmers are restricted to mission property unless on a pass, at an appointment or on a special, off-property work project. When leaving and returning to the mission, programmers **must** sign in and out on a Sign In/Out log sheet as well as let a staff member on duty confirm the departure and arrival time.

8. Passes

PASSES ARE ALWAYS A PRIVILEGE. When applying for a pass, it is the Program member's responsibility to find someone to cover his job assignment. Program members who do not solely adhere to the approved pass function or who stay out past the approved pass time may be subject to consequences, including restriction or dismissal from the program. Program members who stay out overnight without Case Manager's approval will receive an immediate 30-day suspension from the program.

PASS POLICY

All applications for passes must be turned in by Monday noon to the Case Manager.

Any passes other than what is outlined below must be jointly agreed upon by the Case Manager and Mission Director. **ALL** passes are at the discretion of program staff and may be denied for any reason.

Candidate (also termed Blackout Phase)

- No passes
- Restricted to the mission except for church and other required appointments
- Must have an approved accountability partner for all appointments and outside work projects

Phase 1

- One 4-hour pass per week (after 1st 30 days)

Phase 2

- One 8-hour pass per week

Phase 3

- One 4-hour pass per week
- One 8-hour pass per week

Phase 4

- One 4-hour pass per week
- One 8-hour pass per week
- One 24-hour pass per month (upon approval by the Case Manager and Mission Director)

9. Meetings

Evenings: Those who wish to attend meetings or events that go beyond curfew must obtain prior approval from the Case Manager.

Sundays: Program members beyond the first 30 days in Phase 1 may sign out for church and church activities from 8:00am to 4:00pm **with** special permission. Candidates and those in Phase 1 under the first 30 days may sign out and out for church **only** and must be escorted by a Phase 1 (beyond the first 30 days) or higher program member. Special permission may be given for church activities.

10. Off Days

Program members do not have a regularly scheduled day off until reaching Phase 1. Days off may be suspended if necessary. If asked to work on a day off, programmer may be given another day off at a later date and as soon as possible.

11. TV Rules

No TV is allowed until Saturday, Sunday and holidays.

Hours of viewing are:

Saturday: 10:00 am to 9:00 pm

Sunday and Holidays: 2:00pm to 9:00pm

If someone is watching a program, one must wait until that program is over to change the station. Majority rules as to what show will be watched.

All shows, videos and DVD's with graphic violence, sexual content plus, foul language is prohibited. All dvd's and videos must be approved by the NLP Case Manager prior to viewing.

12. Program members are to have meals at regularly scheduled times. To eat at any other time requires special permission. **No food or drinks (except water) are allowed in the chapel and dorm rooms and nothing allowed in the Learning Center.**

13. Work Ethics and Responsibility

All program members are assigned a weekly task and are expected to work diligently. It is the program member's responsibility to find a replacement any time he misses work, other than due to illness. Any task replacement or trading of tasks must first be cleared by the Case or House Manager. When a program member misses a day of work due to an outside appointment, he **will be required to work on his next day off to make up the time.** If a program member misses more than two days of work due to illness, he must receive a doctor's notice to confirm his illness. (See Sick Policy for further information.)

Note: Work evaluations are a part of the phase advancement process. Program members who receive a negative work evaluation may not advance to the next phase on their due date.

14. Sick Policy

The Lighthouse Rescue Mission and its staff take seriously the health of all program members.

1. In case of an emergency, immediately call or have someone call 911.
2. When one believes that a trip to the hospital or doctors is needed, immediately inform the staff on duty.

3. Anyone claiming a sick day is required to stay in his room ALL day. Do not venture out of your room (this means no going into the television room, game room, peer rooms, outside...or anywhere) except to go to the dining hall at regular meal time, to the restroom (for shower or toilet use) or to contact a staff should 911 or an immediate trip to a medical center/clinic be required.
4. If sick a second day in a row, Terry Reilly Health Services or any other medical clinic/center MUST be called first thing in the morning to set up an appointment for that day.
5. For each day sick, approved passes for the coming weekend will be canceled, and one will be required to work his off day.

Despite the consequences of claiming a sick day, remember that your health is more important than any pass or day off.

15. Laundry

Commercial laundry facilities are off limits. Program members will be assigned a day to do their laundry in the program laundry room.

16. Rooms

Beds are to be made by 7:00am each morning. No items are to be on beds other than bedding and a Bible. Dorms, hallways, and shower room are to be kept clean at all times. Program members are not allowed to rest or take naps without permission.

All program members that are issued a locker, a dresser; a closet, etc. agree to allow entry for inspection at any time. The Case Manager must approve any bunk or dorm changes. Do not take it upon yourself to switch bunks or rooms. Any possessions found which are not allowed **will be seized. There will be no alterations to rooms such as hanging pictures, moving beds, changing shelves, etc. unless approved first by the Case or Facility Manager.**

17. Phone use

The business phone is not for personal calls. Calls received on the business phone will not be given to programmers unless it is an emergency. Individuals will be asked to call the guest services number. If you are not available, a message will be taken and discretely placed on the program message board. A separate message board is available in the lobby for guests.

18. Clothing room

The clothing room is off limits. If a programmer needs clothes, he must first see the Case Manager for a requisition form. **Pilfering, stashing, hoarding or squirreling away donated items is not allowed. All donations must be immediately turned over to staff.**

19. Probation and Parole

Program members who are on probation or parole must sign an "Information Release" form

upon acceptance into the program. This will allow program staff to freely contact the authorities of any drug or alcohol use, any other serious infraction of Mission policies and procedures by the program member as well as allow the exchange of any information regarding the program member. Program members are further advised that the Case Manager will report any program member who drops out of the program early or without the consent of the Director to the authorities, including judges to whom the staff has written regarding the program member.

20. Church Attendance

Maturity of judgment is required when choosing and becoming a member of a church.

Candidate/Phase 1 members will attend a pre-approved church. Any church chosen by other members must not conflict with program teachings and is subject to Case Manager and Director approval.

21. Relationships

All relationships with the opposite sex are prohibited. Healthy, Christ-centered relationships with members of the opposite sex *within the context of the church* are encouraged after completing Phase 4. Before entering such relationships please consult the Director.

Family Relations - On-site family visits must be pre-approved by the Case Manager. Relatives who arrive unannounced must first see the Case Manager. Program members who are married and/or have minor children may be eligible to receive special visiting privileges with Case Manager approval. In the event of the death of an immediate family member, promptly see the Case Manager for possible travel arrangements.

22. Grooming

Program members may store under their bed: 1 suitcase, 1 laundry bag, 1 pair of dress shoes and 1 pair of athletic shoes. Program members are permitted to have **ONLY** 7 pairs of pants, 7 collard shirts, 1 coat, 1 sweater and 1 suit, as well as socks and underwear. Any more than this must be sent home or placed in storage for the duration of one's stay in the program. Program members are expected to keep themselves neat and clean at all times; this includes bathing and personal grooming. Program members are required to keep their haircut above the collar and to be cleanly shaved at all times. Sunglasses and hats are not permitted inside the Mission building. Wearing earrings or any other type of body piercing is not allowed. Clothing or hats that advertise any place or product that may be considered negative or illegal or have sinful connotations are prohibited.

23. Infractions

If a program member is issued an infraction notice, he must respond immediately to the Case Manager. Program members who choose not to face the consequences of their infraction will be dismissed from the program for a minimum of 30 days.

Program members who receive 3 infraction notices in any one phase will be dropped back 1 phase and restricted to the premises for 30 days. During that time, the program member **must**

demonstrate that he really wants to continue in the program by displaying an improved attitude and behavior OR leave the program.

24. Curfew to be in the building is dependant upon the time of year. Bed curfew and lights out is at 10:00pm. Lights may be left on until 11:00pm only if everyone in the dorm agrees. Program members should only be out of bed after 10:00pm to use the bathroom, if on task until 10:00pm or in case of an emergency.

25. The down stairs areas are off limits after 8:00pm. Only program members who are assigned to task during that time may be in their assigned areas. The only exception is when special arrangements have been made by Program staff.

26. Restrictions

Program members are expected to obey the rules and policies at ALL times. If not, the consequences may be restriction of some form. Learning to follow rules, listening to authority, being trustworthy and following through on tasks is a big part of one's recovery.

The following is a representative of what can result in a restriction:

- a. Disrespecting a staff member by yelling, have angry outburst or disregarding what is being asked
- b. Negatively talking about or bad-mouthing the NLP, the staff, the Lighthouse Rescue Mission or the Boise Rescue Mission Ministries
- c. Gossiping, backbiting, or murmuring
- d. Physical fighting
- e. Nicotine use
- f. Taking any donation without approval
- g. Not signing in and out on the Sign In/Out log sheet.

Restrictions may include but are not limited to:

- a. No leaving the building
- b. No phone calls
- c. No TV or videos
- d. No visitors
- e. Washing of dishes
- f. Writing a thesis

The following infractions WILL result in immediate dismissal:

- a. Drugs/alcohol on mission premises
- b. Noncompliance on drug testing
- c. Positive drug/alcohol test
- d. Weapons on mission premises

- e. Sexual activity

27. Unauthorized Items

The following is a list of items which are not allowed while in the program:

- a. Secular/Religious reading materials which conflict with our evangelical, biblical teachings
- b. Food Stamps
- c. Cell phones
- d. Personal TV's and personal music devices
- e. Computers and computer related devices
- f. Weapons of any sort
- g. Over the counter medications and hygiene products that include alcohol or ephedrine as an ingredient (mouthwash, cold remedies, etc.)
- h. Sleep or non-sleep aids (No-Doz, Sominex, etc)
- i. High caffeine drinks (most energy drinks, juiced up colas, etc.)
- j. Any other items deemed inappropriate by Program staff

28. Program hours

Program hours are from 7:30 am to 4 pm. Monday through Friday. Programmers are not allowed to be in their dorm rooms between these hours unless given permission by NLP program staff. Exception is if a programmer is sick then he must abide by the sick day guide lines. Playing games or reading for pleasure are not permitted during program hours.

- a. Programmers will attend all classes unless excused by NLP staff.**
- b. During the time when no classes are scheduled programmers will be doing their assigned task or working on their phase work or homework assignments.**
- c. Programmers are allowed to take two breaks during program hours.**
 - Morning Break is from 9:30a to 9:50a**
 - Afternoon Break is from 3:00p to 3:20p**

**Acknowledgement of Lighthouse Rescue Mission's
New Life Recovery Program Policies and Procedures
and Information Release Form**

By signing and dating below, I, _____, have read the Boise Rescue Mission Ministries' Lighthouse Rescue Mission's New Life Recovery Program Policies and Procedures in its entirety and agree to follow the rules and policies found therein while a participant in the New Life Recovery Program. I hereby declare that my answers, information, and statements in the Lighthouse Rescue Mission's New Life Recovery Program Application are true to the best of my knowledge and understand that I may be discharged from the program for providing any false information. I declare that I will fully cooperate with all Mission staff and understand that failure to adhere to these Policies and Procedures will result in corrective discipline (including removal from the program) or my choice to leave the program unsuccessfully. I further acknowledge that the Policies and Rules are subject to change at any time at the Director's discretion and without notice.

I also acknowledge that I understand there will be no confidentiality between the staff and any law enforcement and judicial officials in regards to my recovery. Any information about my recovery and my stay at the Lighthouse can be released to, but not limited to, police, court officials, and probation and parole officials. Signing this document will constitute consenting to this policy and will serve as a release of information to any and all law enforcement/judicial agencies we deem appropriate.

Signature

Date

Sign, date and return this Acknowledgement Form, along with the Application, to:

**New Life Program Case Manager
Lighthouse Rescue Mission
304 16th Ave N
Nampa, Idaho 83687**