

Lighthouse Rescue Mission

New Life Program

Structure, Policies and Procedures

January 2020

The New Life Program (NLP) consists of 4 phases with each having a specialized area of care and focus on the program member. Phase 1 -3 usually takes about 8 months, 8 months being the minimum pre-requisite to phase up to phase 4. Finally, phase 4 can be anywhere from 4-8 months. This phase will depend upon the programmer and his ability to transition out of the Mission.

Candidate Phase (Minimum of 30 Days)

Each NLP Prospect will complete a mandatory Candidate phase to allow each individual as well as Staff an opportunity to see if this program is the right fit for that person. In some circumstances, over 30 days in the NLP program may be required. For personal safety, Candidates are not allowed to leave the Lighthouse property for any reason unless permission has been given by NLP Staff. Phone use is also prohibited unless otherwise approved by NLP Staff.

Phase 1 (Minimum of 85 Days)

Gentlemen who are interested in the Lighthouse Rescue Mission New Life Program must be willing to consider that substance and/or alcohol abuse has caused their lives to become unmanageable. The program member must also be open to acknowledging Jesus Christ as their Higher Power.

During Phase 1 program members will be required to stay in the building and will not be allowed to go on any pass unless accompanied by a staff or a program member that has been deemed accountable by NLP staff. **Phase 1 program members are allowed to go on three 1 hr. passes, but must be accompanied by an accountability partner.** This is not negotiable unless a pre-screened family member has been approved to provide supervision.

During this phase we will start assessing if this individual needs mental health treatment, medication, etc. The program member will have to get a physical and/or mental health assessment during this part of the program. In this phase the program member will start clearing pending credit/legal issues, he will also be working on completing his GED and other academic areas assigned by the Education & Employment Manager. We will start the process of applying for SSI/SSD, housing (if applicable). If the individual is employable, we will start working on a practical career plan for further education or employment. He will begin to be involved in various classes, groups, and individual counseling sessions.

Phase 2 (Minimum of 85 Days)

During phase 2 the program member will be able to go on 2 - 2 hr. passes during the weekend unaccompanied. NLP Members will be allowed to go on outings and passes without an accountability partner as an earned privilege.

He will be involved in various classes, groups, and individual counseling sessions.

Phase 3 (Minimum of 85 Days)

In this phase the program member will complete **all** required classes of the program, their 60-day minimum **Internship**, and the program member will be given additional tools to help in finding out their strengths and skills for employment and/or education. The program member will establish a support group system outside the Mission by this time. The program member will have a workable financial, academic, sobriety, career and family goal plan. NLP Rules and Policies will be followed, UA's will be administered, and chores are required. During Phase 3 the program member will be able to go on 2, Two hour passes or 1 four-hour pass and one 2-hour pass. Program Member will be allowed to attend 12 Step Meetings, other outside activities and the like with Case Manager approval. During this phase program member may explore the job market but cannot apply for, or accept, a job until they are in Phase 4.

Phase 4 (Minimum of 80 days)

In this phase the program member will begin the process to find employment and, as required, attend various meetings/classes and any assignments as per the Phase Packet, Program Manager or Case Manager. Program member will continue modeling discipleship behavior, leading by example, engaging in the program, doing chores, and following rules. He will be maintaining a steady income, managing his savings with a strict budget plan, and will start clearing his debts. Phase 4 Programmers may apply for transitional housing, or choose independent living arrangements.

Pass Policy

All potential pass request forms will be turned in to Your NLP Case Manager no later than Monday each week and will be approved for activities the following weekend and or week to come using the appropriate form. Each program member applying for a pass will meet with their NLP Case Manager each week to discuss the location and policies of the pass. All passes must be approved by the NLP Manger.

When granted a pass, program members must **check out with on duty staff and sign out of the facility**, prior to leaving on pass. Upon return, program members must **sign back into the facility, and check back in with on duty staff** prior to resuming their day/night. Unless prior approval, no passes will be extended beyond the 8pm curfew. Failure to follow this procedure will result in loss of privileges or termination from the program. **Overnight pass requests** are discussed privately with program staff.

Exercise Passes are granted to each NLP member as follows. Are a scheduled pass granted 1hr each day of the week and must be scheduled at a certain time per day with your Case manager. They may be used for Bike riding, walking, running or exercising only. Using these passes for other reasons such as going to stores or other things is prohibited and may result in them being revoked permanently or temporarily.

Accountability Partners are responsible for the program members they take along with them on a pass; they are supposed to be together the entire duration of the pass. If any pass rules are violated, or if the program member in accountability relapses during the pass, both the accountability partner and the program member who is in accountability will face the same consequences.

Passes may not be used during scheduled Mission activities, classes, Chapel, counseling and assigned duties without approval and/or coverage.

All program members who go on passes are subject to a random UA/BA or bag inspection upon return. Failing to comply with UA/BA or bag inspection will result in suspension or dismissal from the program.

Passes are a privilege, not a right. When applying for a pass, it is the program member's responsibility to find someone to cover any job assignments. Program members who stay out overnight without permission will receive an automatic 30-day suspension from the program or termination from the program.

All passes are granted based on how each NLP member is doing in the New Life Program. Failing to comply with rules, task assignments, and classes or have any disciplinary actions taken against you may result in any or all privileges being revoked.

Please note: All passes are at the discretion of program staff and may be denied for any reason; all incomplete pass requests will be denied.

The pass schedule is per week as follows:

1st phase (accountability phase)

- 1 1hr recreational passes
- 3 1hr regular passes
- 3 1hr exercise pass per week

2nd phase

- 2 2hr recreational passes
- 3 1hr regular passes
- 1 2hr regular pass
- 1 1hr exercise pass per day 7 days per week

3rd phase

2 1hr recreational passes

3 1hr regular passes

1 2hr regular passes

1 4hr regular pass

1 exercise pass per day 7 days per week (Duration negotiated with staff)

4th phase

3 1hr recreational passes

3 2hr regular passes

2 4hr regular pass

1 8hr regular pass

24hr only as approved by NLP manager

1 exercise pass per day 7 days per week (Duration negotiated with staff)

Task Policy, Work Ethics and Responsibility

One of the many adverse behavior traits caused by addiction is a lack of structure and responsibility in one's life, both on a personal and professional level. Serving the homeless, or anyone else but one's self, restores a sense of meaning that can often be lost through the addiction. Working also provides participants with the opportunity to practice recovery skills in the workplace. Developing skills to cope with stressors in the workplace will be essential to transitioning back into the workforce after completing the New Life Program. Job assignments and task responsibilities are opportunities for program members to exercise grace and servant hood as they learn to be more Christ-like.

All program members are assigned task responsibilities and are expected to work diligently. **Front Desk duties are assigned to all NLP members and they must be trained by Guest Services Staff in order to be eligible to work the front desk. Do not leave the desk unless Staff approve of you being absent, you must have an approved person to cover the desk with staff permission. Candidates are not allowed to work the desk. Proper work attire is required according to job assignment. Programmers must wear clean, neat jeans or pants and button up or collared shirts while performing Front desk duties and at events. Failure to follow through with Intern or assigned responsibilities are grounds for termination from the New Life Program.** Being respectful to one another at the workplace and to the population we serve is a must. Any derogatory or racially biased comments or innuendo, disrespectful acts against any staff, homeless guests, patron from the general public, or other shelter could be considered cause for dismissal from the program. Program members are responsible for scheduling any appointments or personal obligations around their assigned duties, class and meeting schedules. When unavoidable appointments interfere, with scheduled task assignment it is the scheduled program member's responsibility to find a qualified individual to fulfill the task assignment. **Any task trading must first be cleared by Case Managers or the NLP Manager. Only NLP Staff can approve Task trading unless it is an emergency. Program members who are repetitively late, or fail to show up for, or abandon scheduled job assignments, could be dismissed from the program.**

General Program Rules

1. **Drinking alcohol, the use of drugs, inhalants, or tobacco products, acts or threats of violence, viewing or possession of pornographic material, and sex acts of any kind are prohibited while in the New Life Program (through Phase 4 and Graduation).** Program members violating this policy may be terminated from the program. All program members are required to agree to random drug testing. Bringing drugs, alcohol or pornography into the Lighthouse facility are grounds for immediate termination from the program, and being barred from the facility.
2. **Acts of violence**, fighting, profanity, outbursts of anger, threats, prison like mentality, etc...are examples of unacceptable, intolerable behaviors and can be grounds for program dismissal.
3. **Relationships between men and women in the Missions programs are strictly prohibited. Accessing Social Medias such as Facebook, Twitter, Linked in, Pinterest, Tumbler, Instagram, Reddit, or any other social connecting sites is 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 the Mission property. Program members are not allowed to have romantic relationships with anyone while they are in the program. Relationships between married couples will be monitored by NLP Staff on an individual basis.
4. **All program members who receive prescription medications will immediately report them to NLP Staff.** Any program member who shares his prescription medication, or over the counter meds, with anyone else may face dismissal from the program. NLP members are solely responsible for the proper use, storage, and security of their medications, unless requesting to keep safe by staff in storage device. Medications are subject to random count by NLP staff. **No controlled prescription meds will be allowed while in the NLP.**
5. **All program members, through Phase 3, are required to attend morning devotions, Program Meeting, Bible studies, recovery classes, counseling appointments and case management appointments. Phase 4 members are encouraged to attend all meetings and classes that do not interfere with their work schedule. Program members must also attend a worship service every Sunday.**
6. **Program members may attend other local church services providing they have approval from their Case Manager.** There are no days off from scheduled classes or counseling appointments.

All appointments and meetings outside the mission are considered not as important as NLP classes, meetings, devotions, case management, Learning center and counseling. All men must schedule outside meetings so they do not interfere with any of these things as listed.

7. **Signing Out.** No program member may sign out from the mission without permission from LH NLP staff. When leaving the mission facility, it is a requirement to sign out and in on the sign in and out log.
8. **Evenings. Unless special permission has been granted, program members must be in the Lighthouse facility no later than 8:00pm.** Evening recreational or event breaks may be permitted by and possibly under the supervision of, NLP Staff. Men who wish to attend meetings or events that will go beyond 8:00 pm must notify LH NLP staff 24 hours in advance to receive permission to attend those meetings. Evening breaks will not be authorized for any area that is deemed inappropriate or non-conducive to recovery.
9. **Sundays.** Program members in Phase 2, or higher, may sign out for church and church activities from 8:00am to 4:00pm **with** special permission. Candidates/Phase 1 may sign out for church and back **only** and must be escorted by a Phase 2 or higher program member.
10. **No TV from 8:00am to 4:00pm with the exception of Saturday, Sunday and holidays. No Movies or Videos may be watched without approval of designated NLP staff.** On Saturday and Sunday the TV can go on after morning devotions. During the week, the TV can be turned on after morning devotions to watch news, but must be turned off by 8:00am. If someone is watching a program, you must wait until that program is over to change the station. If there are any disputes over which program to watch, the majority rules. Any programs that are immoral or are containing graphic violence, sex, or drug and alcohol use are **prohibited**.
11. All videos must be **PG13** and below, and **ALL MOVIES AND VIDEOS** are to be approved by the proper Program staff before watching. Any Rated-R or unapproved movies found or unauthorized videos or movies watched will result in loss of TV room privileges for **ALL** programmers. NLP Staff may authorize **R-Rated** movies that are Christ centered. TV room will be closed Sun-Thur @ 10pm, Fri-Sat @ 11pm unless approved by Program Manager.
12. **Laundry facilities are off limits unless it is your assigned day to do laundry. No laundry will be done after lights out. When it is your Laundry Day, all bed linens will need to be washed and dried, and pillows will need to be placed in the dryer.**
13. **Beds are to be made by 6:15am each morning and rooms maintained in clean and orderly condition.** No items are to be on beds other than bedding and a Bible. Dorm rooms, hallways, shower rooms, bathrooms, prayer rooms, break room, and TV room are to be kept clean at all times. Program members are not allowed to take naps before 4pm without permission of NLP Staff. All program members' rooms, dressers, closets, possessions and person are subject to inspection at any time. Any bunk or dorm changes must be approved by the Program Manager or Case Manager. Do not take it upon yourself to add or move any furniture, or switch bunks or rooms. No food is allowed in the rooms. Any possessions found which are not allowed **will be seized**. (See list of unauthorized items).

14. **The LH business phones are not for personal calls. All NLP Members must have NLP Staff permission to use phones.** Calls received on the business phone will not be given to you unless it is an emergency. Messages will be taken and will be given to program members as soon as possible.
15. **Clothing needs.** Programmers have access to a clothing room for their clothing needs. For clothing not available in the clothing room or for their needs, see the Program Manager or Case Manager for a voucher, particularly for clothes not in the clothing room. **Pilfering, stashing, hoarding or squirreling away of donated items is not allowed. All donations must be turned over to staff immediately.**
16. **Court mandated or Parole and Probation program members:** Be advised that the Lighthouse Director, Program Manager, or Case Managers will report to the authorities, including judges, any program member who drops out of the program early or without the consent of the Director.
17. **Maturity of judgment is required when choosing and becoming a member of a church.** Ten Mile Christian Church and Nampa 1st Church of the Nazarene are the two options for required church attendance while in the program.
18. **Healthy, Christ-centered relationships with members of the opposite sex *within the context of the church* are encouraged after Phase 4.** Before entering such relationships, please consult the NLP Program Manager and Case Manager.
19. **All program members' possessions are subject without prior approval to random search and inspection by program staff. NLP Members are allowed to have 1 bicycle and it must be registered with Security Staff and be listed on the NLP Bike Log inventory sheet.**
20. **Music, books, magazines or other materials must support a Christian and sober lifestyle.** Only Christian music will be allowed during the NLP. All movies that are not Christ centered are strongly discouraged and may or may not be approved depending on if they are fit for spiritual growth.
21. **Curfew to be in the building is 8:00pm. Absences at all must be approved by NLP Staff. Bed curfew and lights out is at 10:00pm Sunday through Thursday, 11:00pm Friday-Saturday.** Lights may be left on until 11:00pm **only** if everyone in the room agrees. Program members should only be out of bed after 10:00pm to use the bathroom or in the event of an emergency.
22. **All program members must respect the needs of shift workers.** Although life must go on for those in the program, each program member must be courteous toward our shift workers by being as quiet as possible. Program members who repeatedly ignore this policy will receive appropriate consequences from NLP Staff.

23. **Dress code.** The number of articles of clothing must be adequate for **one week's** worth of clothing changes and **be able to fit reasonably into the space allotted each program member**. It is required that all disciples wear appropriate attire during program hours (Monday through Friday, 8 am to 4 pm.), Church and other mission events. Hair should be cut above the collar and must be well groomed. Facial hair must be trim and neat. **Piercings and excessive jewelry must be removed**. Program members will keep themselves groomed at all times.

No advertisements or references to alcohol or illicit substances are allowed on clothing. **NLP members are not allowed to wear hats while in the building**. Collared shirts and NLP Name Badges will be worn by NLP Members at all times when in the building and when not in personal rooms or performing specific janitorial duties. The expectation is that NLP Members will present a neat, clean, professional image at all times. During program hours, you are required to wear pants at all times and a button up collared shirt. Sandals, slippers and flip-flops will not be allowed. Nice sneaker/tennis shoes or dress shoes are deemed appropriate for program hours. Clothing should be in good condition and clean. Shirts are to be tucked in at all times unless it is a squared bottom button up shirt. All rounded bottom shirts and polo's will be tucked in. While wearing a button up shirt that is required to be tucked in, a belt will need to be worn. Men working the front desk, kitchen and the clothing room at the mission must adhere to the program hour's dress code during their work duty. Program men may be required to dress above the minimum standards at any particular event or Mission activity and should be prepared to make adjustments at that time as determined by the NLP staff. Headphones or ear buds may not be worn during regular program hours or work assignments.

24. **Relatives** who arrive unannounced must first see the Program Manager or on-duty staff if it happens to be night/weekends. Program members who are married, and/or have minor children **may** receive special privileges to visit them, by permission of the Program Manager. In the event of the death of an immediate family member, please notify the Program Manager to arrange for travel.

25. **Sick Policy**

The LH 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 bunk ALL day. Do not venture out of your room 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 is 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 may be canceled, and one might 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.

26. Cell Phones

Cell phones will be placed in the safe upon entering the program. Circumstances/situations that need communication will be approved by your Case Manager. A staff phone can be used for contact. Cell phones can be a significant distraction to programming (i.e. too much communication, social media, texting, or any inappropriate use).

27. Outside Work

Once a candidate enters into the New Life Program, he is relinquishing his right to work until after BRMM internship in Phase 3. Everything that is needed can and will be provided to a programmer; therefore, there is no need to work. There are no exceptions to this policy.

Unauthorized Items

- No Cell phones (Phase 1, 2, and 3)
- Food Stamps
- Credit/Debit/Check Cards
- Personal TVs/DVD players
- Weapons of any sort
- Over the counter medications that include alcohol or ephedrine as an ingredient
- Mouthwash containing alcohol
- Sleep or non-sleep aids (No-Doze, Somnex, etc.)
- Personal Computers/Tablets
- Energy drinks
- Controlled Prescription Medications (Schedule 2-5)
- Cooking devices in individual rooms (cook tops, crock pots, coffee pots, toasters, toaster ovens, tea pots, etc.)
- Any tobacco products, lighters, matches, vaping equipment or supplies, or smoking cessation products containing nicotine
- Inappropriate secular music, books, magazines or other materials
- **Any other items deemed inappropriate by Program Manager**