

# **BOISE RESCUE MISSION MINISTRIES**

## **New Life Recovery Program Policies and Procedures**

All program policies and procedures are at the discretion of the Men's Ministry Director and program staff,  
and may be modified at any time and without notice

# **Boise Rescue Mission Ministries**

## **New Life Recovery Program**

### **Policies and Procedures**

1. To be considered for entry into the Boise Rescue Mission New Life Recovery Program, the candidate must be able to admit that their life is unmanageable due to substance or alcohol abuse, or other problems. The candidate must also be open to acknowledging Jesus Christ as their Higher Power.
2. Upon acceptance into the program, program member will be placed on probationary candidate status for their first 30 days (phase 1). Candidates are restricted to the mission property and may not leave mission property for any reason. Candidates may not use phones for anything other than emergencies and as their job assignment entails. Upon completion of candidate phase, program members may leave the property only with a higher phase program member and with the permission of the Program Director, Case Manager, Program Counselor, or Facility Director for their first 30 days of phase 2. Upon completion of this 60 day “blackout” period, 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 Boise Rescue Mission ministries drug testing program. Program members are expected to behave like mature men. Fighting, profanity, outbursts of anger, threats and name-calling are examples of unacceptable behavior and **will not** be tolerated.
4. **Friendships between men and women in the Missions programs is prohibited.** There is to be no contact between male and female program members, including sitting together at church. Violation of this policy may result in dismissal from the program. Romantic relationships between program members and staff (including interns) is prohibited. Program members are not permitted to have relationships with guests on or off the Mission property. (Ephesians 5:3-7)
5. **All program members who receive prescription medications will immediately report them to the Case Manager who will decide if they are to remain in the resident’s possession.** Any program member who shares his prescription medication with anyone else may face dismissal from the program. This includes over the counter meds.
6. **All program members, regardless of phase, are required to attend morning devotions, Bible studies, recovery classes, counseling appointments, evening chapel services as required. Programmers must also attend a worship service every Sunday at one of the approved churches listed in Appendix One.** There are no days off from scheduled classes or counseling appointments.

#### **ROL NLP Pass Policy**

All programmers are restricted to the mission property unless you are on pass, appointment, or a work project. If you leave the mission for any reason, you must sign out and back in. 4 hour passes must be approved by program staff by noon of the day before the pass. 8 hour and special passes must be approved by Monday before a pass occurs for all passes taken Wednesday-Tuesday (passes taken on Mondays and Tuesdays must be approved a full week in advance).

Any passes above what is outlined below must be approved by the Program Manager. In addition to regular passes, programmers not on restriction or in blackout will be allowed 1 two hour shopping pass per week.

### Phase 1 Blackout

- No passes during this phase
- Restricted to the mission
- Must have accountability partner for all appointments and out of building work details

### Phase 2

- 1- 4 hour pass per week with accountability partner for 1<sup>st</sup> 30 days.
- 1- 4 hour pass per week after 1<sup>st</sup> 30 days.

### Phase 3

- 1- 4 hour pass per week or
- 1- 8 hour pass per week

### Phase 4

- 2- 4 hour passes per week or
- 1- 4 hour pass per week and 1 - 8 hour pass per week
- Overnight passes at the discretion of the program director

**NOTE:** All passes are at the discretion of program staff and may be denied for any reason.

7. **Passes are a privilege, not a right.** When applying for a pass, it is the Program member's responsibility to find someone to cover his job assignment. Program members who stay out overnight without permission will receive an automatic 30-day suspension from the program. In order to leave the Mission for an extended period of time you must request a pass 24 hours in advance. Relatives who arrive unannounced must first see the House Manager. Program members who are married, and/or have minor children **may** receive special privileges to visit them, by permission of the Program Director. In the event of the death of an immediate family member, please see the Program Director, Case Manager, or House Manager immediately to arrange for travel.
8. **Signing Out.** No one may sign out from the mission until 5:00pm without permission from the Program Director, Case Manager or House Manager. On your day off you may sign out after the 9:00am class with permission from the Program Director, Case Manager or House Manager. Proper protocol will be followed in seeking permission. This means you go first to the Program Director. If, and **only** if, the Program Director is not onsite, then you may seek permission from the Case Manager. If, and **only** if he is not onsite, then you may seek permission from the House Manager. These are the **only** staff who may give you permission to leave the Mission. **NO ONE MAY BE AWAY FROM THE MISSION PROPERTY FOR MORE THAN 4 HOURS PER DAY WITHOUT A PASS OR SPECIAL PERMISSION, EXCEPT ON SUNDAYS.** Program members do not have a regularly scheduled day off until reaching Phase 2. Days off may be suspended if the workload requires it. If you are asked to work on your day off, you will be given another day off as soon as possible.
9. **Evenings.** Unless special permission has been granted, and you don't have a program assignment, you may sign out from 5:00pm to 8:00pm **only**. Men who wish to attend meetings or events that will go beyond 8:00pm must notify the Program Director 24 hours in advance to receive permission to attend those meetings. The names of those men who attend a meeting that will be ongoing (week to week) will be posted by the sign-out sheet to ensure their eligibility to be out beyond 8:00pm. It is the

responsibility of the Program member to keep the Director advised of any changes in his schedule of meetings.

**Sundays.** Program members in Phase 2, beyond 30 days, 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, beyond 30 days, or higher program member.

10. **No TV until 5:00pm with the exception of Saturday, Sunday and holidays.** On Saturday and Sunday the TV can go on at 10:00 am. 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. Programs containing graphic violence, sex, or drug use are **prohibited**. All videos are to be approved by the Program staff before watching.
11. **All program members are required to be on the dining room serving and dishwashing teams.** See schedule posted in kitchen. Program members are to have meals at regularly scheduled times. To eat at any other time requires special permission. **No food or drinks are allowed in the Learning Center, Chapel, or Dorm rooms, except water.**
12. **Work Ethics and Responsibility: All program members are assigned a job and are expected to work diligently.** 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 work due to illness, he must receive a doctor's notice to confirm his illness; otherwise he will be required to work on his next day off. Program members who miss a day of work due to illness will not be eligible for a pass that week. **Passes are a privilege, not a right.** Program members who miss more than one day's work for reasons other than illness will be required to work on their next day off. Work evaluations are a part of the phase advancement process and program members who receive a negative work evaluation may not be phase advance on their due date. It is the program members responsibility to find a replacement any time he misses work, other than due to illness. Any job trading must first be cleared by the House Manager.
13. **Laundry facilities are off limits unless it is your assigned day to do laundry.**
14. **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 take naps without permission. All program members issued a locker, a dresser; a closet, etc. hereby agree to allow entry for inspection at any time. Any bunk or dorm changes must be approved by the House Manager. Do not take it upon yourself to switch bunks or rooms. Any possessions found which are not allowed **will be seized.** (See list of unauthorized items).
15. **The business phone is not for personal calls.** Calls received on the business phone will not be given to you unless it is an emergency. Messages will be taken and placed folded with only your name showing on the program message board. The same applies for guest messages. A separate message board will be placed in the lobby for guests.
16. **The clothing room is off limits.** If you need clothes, see the House Manager. **Pilfering, stashing, hoarding or squirreling away of donated items is not allowed. All donations must be turned over to staff immediately.**
17. **Program members who are on probation or parole must sign an "Information Release" form upon acceptance into the Boise Rescue Mission New Life Recovery Program. This will be used to advise those authorities of any drug or alcohol use, or other serious infraction of Mission policies and**

**procedures by the program member.** Program members are further advised that the Program Director will report any program member who drops out of the program early or without the consent of the Director to the authorities, including judges who the Director has written to on the program member's behalf.

18. **Maturity of judgment is required when choosing and becoming a member of a church.** Candidate/Phase 1 members will attend a church approved by the Director traveling in a Mission or church sponsored vehicle.
19. **Healthy, Christ-centered relationships with members of the opposite sex within the context of the church are encouraged in or after Phase 4.** Before entering such relationships please consult the Program Director.
20. **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 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 your 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 hair cut above the collar and be 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. Walkman's are not to be worn during program hours. Clothing or hats that advertise any place or product that may be considered negative or illegal or have sinful connotations are prohibited.
21. **If a program member is issued an infraction notice he must respond immediately to the Program Director, Case Manager or the House 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.
22. **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 improved attitude and behavior, or he must leave the program. This determination will be made by the Program Director.
23. **Curfew to be in the building is 8:00pm. 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 or in the event of an emergency.
24. **The dining room and kitchen area are off limits after 8:00pm.** The only exception is when special arrangements have been made by Program Staff.

## UNAUTHORIZED ITEMS

- Secular music and reading materials.
- Cell phones.
- Personal TV's.
- Weapons of any sort.
- Over the counter medications that include alcohol or ephedrine as an ingredient.
- Sleep or non-sleep aids (No-Doz, Sominex, etc).
- Any other items deemed inappropriate by Program Staff.

# **Keys to Healthy Christ-centered Recovery**

**Interest**

**Desire**

**Willingness**

**Humility**

**Gratitude**

**Courage**

**Endurance**

## APPENDIX ONE

### Approved Local Churches (as of February 21, 2008)

The Treasure Valley is blessed with many great local churches! Due to accountability limitations, and because the Boise Rescue Mission has relationship with the congregations listed below; men in the New Life Recovery Program are limited to attending one of the following churches:

Boise Valley Christian Communion  
1177 N Roosevelt  
Boise, Idaho 83706  
(208) 345-6776

Church of the Harvest  
202 E 42nd St  
Boise, Idaho 83714  
(208) 375-3921

First Baptist  
607 N 13th St  
Boise, Idaho 83702  
(208) 344-7809

St. Paul Baptist Church  
1320 W. Bannock  
Boise, Idaho 83702  
(208) 344-0674

Vineyard Boise  
4950 N. Bradley  
Boise, Idaho 83714  
(208) 377-1477

Program men are required to turn in a church bulletin from the service they attended to the Case Manager upon returning from church service.

Please ask program staff about service times, transportation, etc.

**Boise Rescue Mission New Life Program**

I, \_\_\_\_\_, have read and reviewed the Policies and Procedures of the Boise Rescue Mission New Life Program and agree to adhere to all house rules, I further understand that failure to do so will result in corrective discipline or my choice to leave the program unsuccessfully.

Program Member Signature \_\_\_\_\_

Date signed \_\_\_\_\_

**Please sign and return to the Program Director or Case Manager**