

# **H.E.A.R.T. MINISTRY CLIENT RULES**

## **IMMEDIATE DISCHARGE MAY RESULT FOR VIOLATION OF THESE RULES:**

1. Use of or possession of alcohol, drugs or paraphernalia (pipes, paper, etc.) will not be tolerated.
2. A client may not refuse to submit to a random or for-cause drug test ordered by a Staff member. Positive test results will indicate use of alcohol or drugs. The cost of this positive test will be charged to the client's account.
3. All medications, including OTCs, must be turned in to a Staff member upon admittance. These medications will remain in the office and will be made available as prescribed. It is the client's responsibility to remind the Staff member when medication is needed.
4. Gambling or possession of pornography will not be tolerated. All other illegal acts will not be allowed and may result in prosecution.
5. Physical violence, verbal abuse, threatening Staff or clients, or destruction of property will not be tolerated.
6. A negative attitude may interfere with the recovery of other clients and will not be tolerated.
7. Continual violation of all other rules.

## **DISCIPLINARY ACTION MAY RESULT FOR VIOLATION OF THESE RULES:**

1. Profanity, obscene gestures will not be tolerated.
2. Smoking will only be allowed at designated times and in designated areas.
3. Inappropriate clothing may not be worn. This includes, but is not limited to, clothing with designs not in the spirit of Christianity and recovery. Appropriate underwear must be worn.
4. Reasonable effort must be taken to keep tattoos covered.
5. All pierced jewelry, with the exception of earrings, must be removed.
6. No client is allowed to enter another client's room. H.E.A.R.T. Ministry is not responsible for your valuables.
7. Loaning or borrowing from clients or Staff is prohibited.
8. The kitchen is off limits except for those assigned to kitchen duty.
9. Each client is responsible for getting up, attending classes, and being up on time..
10. Each client is responsible for a neat, clean living area at all times. Daily inspection will be held to ensure that each client is doing her chores. Deep cleaning will be done on Saturdays (or other designated day).
11. Daily bathing and a neat, clean appearance is mandatory.
12. Beds are off limits from wake up time till after the P.M. Meeting unless permitted by a Staff member.
13. CHURCH: Appropriate dress is mandatory. No candy, gum or food is to be taken into Church. Clients are required to conduct themselves in a respectful manner and will comply with all requests by the Pastor.

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14. The Program Director's home is off limits without her permission.
15. Clients who arise before wake-up time may use the dining area only but must remain quiet and must not disturb other clients. After lights out, clients will remain in their rooms except for emergencies or bathroom visits.
16. Clients will receive two phone passes (10 min. each) per week beginning on the second Sunday. These calls may only be made during designated times and to approved family members.
17. Client may receive and send mail to approved family members only. No mail from / to anyone incarcerated. Incoming and outgoing mail will be read by Staff members only if deemed necessary.
18. A maximum of two caffeine drinks per day will be allowed.
19. Gossiping is not permitted.
20. As part of the program, all clients will be required to do assigned chores. These chores include, but are not limited to, yard work, Thrift Store work, housecleaning, cooking and other assigned chores.
21. The client must abide by all other house rules.
22. FAMILY VISITATION:
  - a. Visitation is allowed beginning the third weekend a client has been in the program. Visitation must be approved NLT 4:00 p.m. on the preceding Thursday.
  - b. Only those family visitors who have a signed statement of commitment and support on file and who are attending Al-Anon / Nar-Anon meetings will be allowed to visit.
  - c. Visitation is limited to three visitors unless otherwise approved between 3:00 p.m. and 4:20 p.m. on Sundays. All visitors must be off the grounds by 4:30 p.m.
  - d. Visitors are not allowed in the client's rooms unless permitted by and escorted by a Staff member.

I understand and agree to abide by the Client Rules.

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*(Client Signature)*

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*(Date)*