

Harvest Recovery Ranch



Client Handbook

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A Non-Profit Christ Centered Recovery Facility

I. Program Dynamics

Harvest Recovery Ranch, Inc. (HRR) is designed for those who recognize they have a life-controlling problem and need assistance in a structured environment that is firmly rooted in Christian principles.

HRR uniquely incorporates a twelve (12) to eighteen (18) month recovery program. This program is divided into phases. As the client advances through the phases, they gain additional privileges and responsibilities.

Phase One is two (3) to three-months (3) in length. During this phase, clients will learn about the effects drugs and alcohol have on their brain, decision making processes, the craving aspects, the soul, the spirit and body. Upon successful completion of *Phase One*, the client will transition into *Phase Two*, continues their twelve (12) step program, spiritual growth, work ethics, educational achievements, and reintegrating into family and social relationships.

During the recovery program, clients will be assisted in their recovery through four program dynamics:

A. Spiritual Dynamic

“Come unto Me, all ye who labor and are heavy laden, and I will give you rest. Take My yoke upon you, and learn from Me; for I am meek and lowly of heart: and ye shall find rest unto your souls.”

Matthew 11:28-29 (KJV)

HRR is a haven of spiritual healing; a place that provides an environment to find God and His plan and purpose for life. HRR is a place to be equipped for His service and to be sent out where and when He leads.

Our desire is that all who come to HRR develop a personal relationship with the Lord Jesus Christ, and develop a life-long wholeness and love for our Savior.

People lacking the fear (respect) of God find their life in a cycle of serving selfish desires, making wrong choices, and not having peace of mind and heart. We introduce the concepts of Christian living and personal responsibility. The Christian life is not abstract theology unconnected with life, but has practical implications that will affect how we choose to behave each day. It is not enough to merely *know* the Gospel, we must let it transform our lives and let God impact every aspect of our lives.

A personal relationship with the Lord can only be properly nurtured and fully developed within, and among, a local body of believers. No one is called to be a lone Christian. Church life (living corporately on a daily basis) is essential to growth and maintenance.

Clients are required to attend daily morning devotions, Sunday morning and evening church services, Wednesday evening services, and various group meetings, Bible studies and classes. While enrolled in HRR's programs, residents will be exposed to sound Biblical lifestyle principles and healthy relationships.

B. Work Dynamic

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men; knowing that of from the Lord ye shall receive the reward of inheritance: for ye serve the Lord Christ.”

Colossians 3:23-24 (KJV)

The work program is to teach the clients skills, direction, self-worth, interpersonal relations, and conflict resolution. There are many opportunities for the residents to learn skills that will promote a better quality of life. Establishing and maintaining a consistent work ethic is a vital part of the recovery process.

Clients will have the opportunity to work at various jobs during their stay in the program dependent upon their progress and ability. Work opportunities may include but is not limited to livestock operations, animal husbandry, construction trades, heavy earth moving equipment operations, farm equipment operations and various other trades. All work will be performed in accordance with strict safety procedures and guidelines.

C. Educational Dynamic

“My people are destroyed for lack of knowledge.....”

Hosea 4:6

We recognize the importance and need of residents in the HRR programs to continue their education. As Christians, we must be prepared when the adversary comes our way. Through Biblical education residents will come to the “knowledge of understanding”. Residents are required to attend various Bible classes/programs.

Clients who have not attained their high school diploma are strongly encouraged to attend GED classes until they have successfully passed the GED test. HRR provides an in-house GED program available in book form or online programs. Additional classes such as finance, computer literacy, communication skills, preparing resumes, job interview preparation, or various trade skills may be offered based on individual needs and availability.

D. Counseling Dynamic

Counseling for chemical dependency and spiritual issues will be available. Counseling may be conducted in a group setting as well as individually in a one-on-one setting.

II. Admissions Procedures

“Come unto Me, all ye who labor and are heavy laden, and I will give you rest....”
Matthew 11:28 (KJV)

HRR’s recovery program is predominately voluntary; occasionally, court ordered applicants may be accepted on a case-by-case basis. Applications to HRR will be accepted only from people who are committed to a life-change and who desire a personal growing relationship with Jesus Christ. All applicants will be required to sign a written contract stating they will commit to continuous spiritual growth while in the program. At the completion of *Phase One*, residents will be evaluated on their progress. If they wish, at that time, to transition into *Phase Two*, they must demonstrate reasonable progress in their recovery program. If the completion of the *Phase One* evaluation indicates inadequate progress has been made, the client may be discharged.

All applicants must be 18 years of age or older to be considered for admission.

Applicants must be physically and mentally stable to participate in all work and living situations.

In the event the facility is at maximum capacity, an Applicant may request to be placed on the admissions waiting list. As housing becomes available, those applications will be processed on a first come, first

serve basis; however, the Applicant is advised to contact the Admissions office every week or two to check the status of their application.

Applicants being considered for admission may be requested to participate in a personal interview to determine eligibility.

Applicants will not be admitted into the program who are currently taking anti-depressive or psychotropic medications, or are on any form of narcotics. All over-the-counter medications will be provided by HRR.

Applicants are required to pass medical health examinations to be admitted.

All Applicants must inform HRR of **ALL** outstanding legal matters and court dates prior to being admitted. HRR staff will try to help residents meet court date appearances to the best of its ability. Cost and fine assessments or other financial obligations are the sole responsibility of the individual resident.

Applicants who are incarcerated should not make application to HRR until you are within three (3) months of release.

A. Admission Process

1. Download the application and handbook from the website , www.harvestrecoveryok.com.
2. Read the entire handbook and all application forms prior to moving to the next step.
3. Complete the application form and return it to HRR.
4. Call the Admissions office at **918-604-3206** to schedule a phone interview with the admissions counselor.
5. If you are determined to be eligible, you may then get your medical testing done that is listed on the application form.
6. When your admissions medical tests and physical examination is completed, the reports should be sent to **Harvest Recovery Ranch Admissions, P.O. Box 238, Pawhuska, OK 74056-0238** for review and evaluation by the admissions staff.
7. You will be notified by the admissions staff of the date and time of day you are expected to check-in.

B. ID/Check In Requirements

Upon check-in, it is mandatory to present the following documents:

1. Original birth certificate with seal. Copies are not acceptable.
2. Social Security Card
3. Photo ID (driver's license, passport, state issued photo ID, or military photo ID). Please state the status of driving privileges so we can be better informed of any needs in that area you might have.
4. Medical insurance card if the Client has health insurance coverage.

C. Fees and Requirements

1. The application fee and first month of program fees must be paid upon admission and are non-refundable.
2. Former residents who apply for re-admittance will be assessed the same fees that new clients are required to pay.
3. Residents may be assessed disciplinary fees based on infractions of policies, or damage to property.
4. Upon check-in, the Resident must surrender all cash, checkbooks, debit cards, credit cards or any other form of money.
5. Residents who require transportation to or from a bus station, airport, or any other pick-up or drop-off location will be required to pay transportation fees sufficient to cover the cost of the service.
6. Residents are responsible for purchasing their own toiletries, personal items, clothing, laundry supplies, medical care, vision care, dental care, and prescription medication.

III. Check-Out and/or Discharge Procedures

“These six things doth the Lord hate: yea, seven are an abomination to Him: a proud look, a lying tongue, and hands that shed innocent blood, an heart that deviseth wicked imaginations, feet that be swift in running to mischief, a false witness that speaketh lies, and he that soweth discord among brethren.”

Proverbs 6:16-19

A. Check-Out/Discharge

1. If it becomes necessary for court-appointed residents to be dismissed from, or they choose themselves to leave the program, HHR is required to notify the sentencing court and the probation and parole office assigned to that resident.

2. Dismissed residents will not be reconsidered for re-admittance to the program for a period of thirty (30) days. The person re-applying must demonstrate signs of a genuine willingness to change and to comply with the program regulations. Housing availability does not guarantee re-admittance after the thirty (30) day waiting period.
3. Readmitted residents will start the program at the beginning. A re-entry fee will be assessed and must be paid in full prior to re-admittance.
4. All outstanding obligations such as, but not limited to, program fees, transportation fees, property damage, and other expenses must be paid at the time of dismissal.
5. Rooms are to be left in good clean condition. Only personal items are to be removed. All HRR supplied equipment, furniture, décor, bedding, etc. are not to be removed.
6. HRR is not responsible for any personal property left by the resident after they have been discharged from HRR. Property that is left behind immediately becomes the property of HRR.

IV. Policies and Procedures

A. Bedrooms

1. HRR provides all bed linens. Beds require a fitted sheet, flat sheet, pillow, pillow case, blanket and comforter. Blankets are to be made up under the comforter.
2. Beds are to be made up before leaving the room at any time.
3. Trash is to be placed in the trash container provided for the room. The resident shall empty the trash when the container is filled.
4. Space and storage in bedrooms are limited. Only essential items for personal needs and comfort are allowed.
5. HRR tries to maintain an environment with a theme of uniformity in furniture and décor. Therefore, the resident may not bring any decoration or furniture without the approval of HRR staff. This includes, but is not limited to, fans, lamps, glass picture frames, etc. Nothing is to be hung on the bedroom walls.
6. Each resident is allowed limited space located on the dresser/chest of drawers top which is reserved for family pictures, books, or other appropriate personal items.
7. Clothes, including coats, are to be hung in the closet or neatly folded and placed in drawers or on shelves.
8. Residents are not to bring the following items to HRR: fans/heaters of any type, personal room accessories such as rugs, throws, comforters, bed linens, etc., laundry baskets, foot lockers, toolboxes etc., sporting equipment, or musical instruments without staff consent.
9. Any item(s) not appropriately put away is at risk of being confiscated or thrown away.

10. No food, snacks, or drinks are to be stored or consumed in the bedroom. The only exception is that residents may store and consume hard candy and have one bottle of water.
11. Residents are not to rearrange furniture or furnishings in any manner.
12. Residents are expected to turn off all lights and fans when leaving the room.
13. Residents are expected to turn off water faucets after use.
14. HRR reserves the right to conduct a search, or have a search carried out of any room, or of any resident's personal belongings if a search is deemed necessary. There may be occasions when a K-9 unit may be used to carry out a search.

B. Church Dress Code

1. Wrinkle free collared shirts, wrinkle free slacks, jeans or pants, appropriate shoes or boots and a belt is required to be worn to Sunday morning, Sunday evening, or Wednesday evening church services.
2. No hats, caps, or any other type of headgear or sunglasses will be worn in any church or chapel service. Such attire is to be left in your room or the HRR vehicle.
3. Bib overalls, shorts, logo or attention grabbing clothing, t-shirts, sweatshirts, jerseys, hoodies, or camouflage pants are not allowed at any church or chapel service.

C. Church Policies

1. All residents are required to attend all church/chapel functions unless they are absent on a pass.
2. All residents are to present themselves ready ten (10) minutes prior to transport.
3. All bathroom visits are to take place prior to the beginning of services. Exceptions are made for emergencies by HRR staff's discretion
4. All residents are to maintain proper decorum during church/chapel services. (e.g. personal conversations during services are prohibited, maintain proper posture, no slouching, no feet on chairs, no disruptive behavior, and no caps or hats.)
5. Food, gum, and beverages are prohibited during services.

D. Conduct

"Let every soul be subject unto the Higher Powers. For there is no power but of God: the powers that be are ordained of God. Whosoever, therefore, resisteth the power, resisteth the ordinance of God; and they that resist shall receive to themselves damnation."

Romans 13:1-2

1. Alcohol consumption, drug use, or sexual activity of any nature is not allowed and will result in

immediate dismissal.

2. HRR has provided designated tobacco use areas. Use of tobacco outside of those designated areas will result in a \$200.00 disciplinary fee for the first offense. The second offense will result in a disciplinary fee of \$500.00 and may include the resident being discharged from the program. If, upon daily room inspection, the scent of tobacco smoke is evident, this will be considered to be a tobacco offense.
3. Inappropriate communication, cursing, or talk concerning past street life is not permitted.
4. No inappropriate or unbiblical contact with the opposite sex is allowed while enrolled in the program.
5. Fighting, personal altercations, or any other such type of physical contact is strictly prohibited. Anyone who engages in such action will be discharged, and assault charges may also be filed.
6. Residents may be required to submit to random urinalysis and/or other standard drug and alcohol testing as deemed appropriate or necessary by HRR Staff. A positive UA or Breathalyzer will result in a \$200.00 first offence fine and may result in immediate discharge; a second offense is immediate discharge. If a person is caught with alcohol, drugs, or drug paraphernalia in their possession on the property of HRR, the administration reserves the right to have the resident removed immediately and/or prosecuted.
7. No illegal activity of any kind will be permitted.
8. In accordance with State and Federal laws, the HRR program is not zoned for anyone required to register as a “sex offender”.

E. Daily Chores

1. Bedrooms will be kept clean, neat and orderly with a fresh smell.
2. Beds must be made before leaving the room.
3. Clothes must be hung up or neatly folded and placed in appropriate storage.
4. Bathrooms will clean and trash emptied.
5. Personal living quarters’ cleaning must be completed prior to room inspection.
6. Room inspections shall be conducted daily at 9:00 a.m.
7. All assigned duties are to be done in a timely manner as directed by staff members.
8. A variety of additional chores may be assigned as the need arises.

F. Devotions / Chapel / Quiet Time

“Wherewithal shall a young man cleanse his way? By taking heed thereto according to Thy Word..... Thy Word have I hid in mine heart, that I might not sin against Thee..... Thy Word is a lamp unto my feet, and a light unto my path.... The entrance of Thy Words giveth light; it giveth understanding unto the simple....” Psalms 119:9, 11, 105, 130

HRR believes that Jesus is the answer. The greatest exercise of hope for all is to read and apply God's Word. Our source of strength is found in the pages of the Bible. By developing practical study habits of the Word we gain nourishment for our spirit. The Water of the Holy Spirit quenches our thirst for redemption and through prayer we seek God's restoration.

Daily morning prayer is encouraged (personal time of reflection and communing with God)

Morning Chapel 8:00 a.m. to 8:30 a.m. Monday through Friday

Quiet Time begins at 10:00 p.m. until 7:00 a.m.

Lights out at 11:00 p.m. until 5:00 a.m.

G. Dining Policies

1. Only authorized personnel beyond the serving line.
2. All residents are required to maintain the clean and sanitary appearance of the dining hall.
3. Residents are responsible for cleanup and trash removal after each meal.
4. All meals are to be consumed in the dining hall; no food is to be taken out of the dining hall without permission. The exception to this is any resident who is ill will be provided a tray in their room to help prevent the spreading of germs and illness.
5. Residents are expected to offer grace prior to eating.
6. Residents are expected to eat together at appointed times according to the posted schedule.
7. Residents will maintain proper conduct and dress during meal times, both on and off of HRR premises.
8. Residents must be showered and neatly dressed prior to entering the dining hall.
9. Residents shall render respect towards the kitchen and food line staff.
10. Kitchen and kitchen staff are off-limits between meal times.

H. Facility Living Policies

1. Residents of HRR are to obey the HRR staff and volunteers.
2. Residents shall be considerate and respectful to HRR residents at all times.
3. Residents shall use the Chain of Command to handle issues.
4. Residents are not to allowed to enter another resident's living quarters without prior permission from HRR staff.
5. Shoes must either be cleaned prior to entering a building, or removed and left at the door.
6. Residents who wear hats, caps or any other type of head-covering, sunglasses and hoodies MUST remove them upon entering ANY building whether on or off campus.
7. Residents are not to get out of bed after lights out, except to go to the bathroom.
8. Electronic devices are prohibited including, but not limited to, MP3 players, cell phones, CD

- layers, radios, televisions, iPods, iPads, any other tablet, e-readers, portable game players, laptops, headphones, or any other audio visual, gaming, or communication device.
9. During the check-in process to HRR, all personal property, baggage, luggage, bags, containers, etc. are to be surrendered to the HRR staff for inspection and sanitation.
 10. HRR reserves the right to inspect all items coming into the HRR facility at any time.
 11. Upon returning from shopping trips or outings, all packages will be inspected. Residents must notify staff prior to bringing items into the facility.
 12. Residents shall submit to random urinalysis and/or other standard drug and alcohol testing at the discretion of the HRR staff. There will be a \$200.00 fee for each positive test. A positive UA or drug test or Breathalyzer will result in disciplinary action.
 13. Administration reserves the right to have any resident found to have alcohol, drugs, or paraphernalia in their possession removed from the program immediately and possibly prosecuted.
 14. No illegal activity of any kind will every permitted by any resident while in the program.
 15. Residents are prohibited from having firearms or fireworks while in the program.
 16. Visitors are not allowed access to the HRR facility without express written permission from administration. (See Visitation Form)
 17. Playing cards, dice, or any form of gambling is prohibited and is grounds for dismissal from the program.
 18. All buying, selling, and trading of any kind is strictly prohibited.
 19. No fighting, violence, or threats of any kind will be tolerated. These actions are grounds for immediate termination of residency.

I. Financial

1. Upon acceptance into the HRR Treatment Program, residents are expected to inform HRR staff of any outstanding financial obligations (i.e. legal, court associated costs and fines, child support, debt collections, etc.)
2. Checkbooks, ATM cards, debit cards or credit cards are not permitted and must be turned into HRR staff for safekeeping while the resident is in the program.
3. Residents are expected to take care of all their financial obligations such as court costs, legal fees, court associated costs and fines, child support, or debts in a timely manner.
4. Residents will be required to pay various fees as outlined in the Fee Structure Policy.
5. Residents are strongly advised to have a minimal amount of cash while in the program. Each resident bears sole responsibility for any cash that they have in their possession. HRR is not responsible for maintaining accounting records for residents' personal monies.
6. The residents are expected to be financially responsible.

J. General Dress Code

1. Residents may not wear clothing that contains holes, is ripped or frayed, or contains any vulgar language, advertising alcohol, or portrays the dirty, bleached, spotted or streaked look.
2. Residents are not allowed to wear clothing with attention grabbing types of pictures, logos, or statements.
3. Clothing must be appropriately sized, not too large or too small.
4. All pants must be worn at the waistline only. Sagging pants are not permitted.
5. Residents will wear a belt with slacks, pants, or jeans. Shorts and athletic wear is permitted in bedrooms and the common living area associated with the bedroom. Shorts, sweatpants, etc. are NOT to be worn to the kitchen/dining hall, chapel, administrative offices, counseling sessions, or classrooms. Shorts and athletic wear may be worn outdoors after normal business hours and on weekends and holidays.
6. Residents are expected to be appropriately dressed for the area of the facility they will be in.
7. Suspenders are permitted.
8. Residents are not permitted to wear sleeveless shirts anywhere.
9. Residents will not leave the living areas wearing inappropriate clothing. Residents must wear shoes, shirt, and pants, or a robe or cover-up while in the hallways.
10. Sunglasses are permitted but will be removed upon entering any building.
11. HRR staff will make all final decisions regarding the appropriateness of any article of clothing that is in question.
12. Hats are not permitted to be worn inside the building, or in church.

K. Laundry

1. HRR provides laundry facilities for residents' use. Residents are required to do their own laundry and are not permitted to do other residents' laundry.
2. Residents are required to provide their own laundry supplies, such as detergent, dryer sheets, laundry baskets, hangers, etc.
3. Bedding must be laundered at least once a week.
4. Laundry is to be done during the resident's free time, after normal business hours.
5. Laundry facilities close at 10:00 p.m.
6. Residents are responsible for their clothing items.

L. Mail

1. Residents are not permitted to send or receive personal mail during their first 30 days in the program. All mail received during that time will be held until after the first 30 days has expired.

2. Residents are responsible for providing all envelopes and postage for personal mail.
3. Residents are not allowed to go to the post office without staff.
4. All incoming mail goes through HRR staff office and is distributed by HRR staff.
5. Outgoing mail must be unsealed and placed in the designated mail depository.
6. HRR reserves the right to open and inspect all mail and packages.
7. Any incoming mail that contains contraband will be confiscated and destroyed. Prosecution may be warranted.
8. Any outgoing mail that contains contraband will not be mailed and the resident will be subject to disciplinary action and/or prosecution.
9. All incoming mail should be address as shown:
Resident's Name
c/o Harvest Recovery Ranch
P.O. Box 238
Pawhuska, OK 74056-0238
10. Subscriptions to magazines or newspapers are not permitted.
11. Incoming mail for residents is restricted as follows:
 - a. Immediate family such as spouse, children, parents, siblings will be opened by HRR staff.
 - b. Legal mail from attorneys, court clerks, probation officers, etc. will not be opened by HRR staff prior to delivery; however, the resident may be required to open such mail in the presence of HRR staff.
 - c. Mail from other sources, such as ministers, counselors, doctors may be received upon prior approval of delivery.

M. Medical / Dental / Vision Care

1. Residents requiring medical or dental appointments must fill out an appointment request form and submit it to HRR staff who will schedule the appointment. HRR has a list of medical/dental/vision facilities within our surrounding area.
2. Residents are responsible for informing HRR staff of the impending medical/dental/vision appointment time, date, and location.
3. Residents may be required to make payment at the time of service.
4. Payment for medical/dental/vision care is the responsibility of the resident.
5. Residents who are ill, i.e. running fever, vomiting or diarrhea shall remain in their room until they are symptom free. Meals will be brought to the room until the symptoms clear.

N. Medicine / Medical Devices

1. HRR does not allow any type of behavior modification drugs or narcotics.
2. Residents are required to surrender all OTC (over the counter) and prescription medication they have upon arrival or any medication prescribed to them during a doctor, dentist, or hospital visit.
3. Residents are responsible for the cost of prescription medication and any testing supplies that may be required to maintain their personal health and well being.
4. All over the counter medications will be provided by HRR.
5. All over the counter and prescription medications will be administered by HRR staff.
6. Prescribed medical device are permitted and will be reviewed on a case-by-case basis.

O. Phone Calls

1. Using the phone at HRR is a privilege and should be treated as such. The privilege may be rescinded for disciplinary purposes.
2. Cell phones are not permitted by any Resident. Cell phones will be considered contraband.
3. New residents arriving at HRR will be allowed to make one phone call to inform loved ones that they have arrived safely.
4. Residents are not allowed phone privileges during their first thirty (30) days at HRR. This enables residents to focus on themselves without outside influences that may hinder their recovery. HRR staff must approve any exceptions to this.
5. Phone calls are scheduled in accordance with counseling and class schedules.
6. Each qualifying resident is limited to three (3) fifteen (15) minute phone calls per week.
7. Phone privileges are only to immediate family members or ministers. Non-family calls are at the discretion of the HRR staff.
8. HRR staff has the right to monitor any phone call. Phone conversations that become argumentative, disrespectful, manipulative, or complaining will be terminated.

P. Personal Hygiene

1. All residents must practice and maintain good hygiene at all times (shower, brush teeth, shave, deodorize, wash hair and clean up after themselves) on a daily basis.
2. Residents may wear a beard or moustache, but it must be kept clean and neatly trimmed.
3. Residents who do not wear a beard or moustache must be clean shaven each day.
4. Hair coloring (permanent temporary, or highlighted) is prohibited.
5. Jewelry, except for rings, watches, and necklaces (that are approved by administration) will not be allowed.

6. While attending HRR, ear gauges, body piercings, plastic, or metal, are prohibited.

V. Visitation Policy

In order to preserve and maintain healthy and productive visits, all visit requests are evaluated and will be approved or disapproved according to the resident's attitude, behavior, maturity, progress in the program and the destination where they are requesting to go. Visits will be granted for either on-site or off-site. Initial visits are restricted to immediate family members. Special family visitation, such as families who live a long distance from the campus may be considered on a case by case basis. Friends may be pre-approved for later visits if their influence on the resident should prove to be of a positive benefit. HRR does not want to risk bringing in worldly attitudes, behavior or contraband. Therefore, if the visitor, family member or friend does not agree with the HRR goals, it is better that they not visit. HRR staff reserves the right to talk with any visitors prior to resident's departure or visit. Any violation in the visitation policy, as stated below, may result in the denial of future visits until the resident proves to be trustworthy.

A. General

1. All requests for a visit (whether it is an off-site visit or an on-site visit) must be submitted to HRR staff in writing using the Visit Request Form.
2. The Visit Request Form must be turned in no less than two (2) days in advance of the requested date.
3. All residents must sign out and in with staff when leaving and returning.
4. Residents must surrender all packages and bags to HRR staff for inspection upon returning.
5. Residents returning from visits will be required to submit to a UA test, a Breathalyzer test or both.
6. On-site visits may occur on Saturday and Sunday between the hours of 12:00 p.m. and 5:00 p.m. Exceptions may be made at the discretion of the HRR staff.

B. Visitation Policy

1. For the first thirty (30) days, residents are not allowed any visits. This is for their benefit so they will be able to adjust to life at HRR and to be able to focus upon their individual recovery process.
2. After thirty (30) days, residents may be allowed to have two (2) on-site visits per month.
3. After six (60) months, residents may be allowed to have two (2) on-site and two (2) off-site visits per month.

4. The length of all visitation times has the potential to be adjusted due to the geographic location of the resident's family. The resident's progress in the program and performance are factors in determining the length of visitation time.

VI. Disciplinary Policies

"Now no chastening for the present seemeth to be joyous, but grievous; nevertheless, afterward it yieldeth the peaceable fruit of righteousness and to them which are exercised thereby."

Hebrews 12:11

"Before I was afflicted I went astray; but now I have kept Thy Word."

Psalms 119:67

A. Purpose

HRR's approach to discipline is one of training with the purpose of restoration. Residents may not receive the exact consequence as another resident; each resident shall be treated as an individual and shall be disciplined according to what is in their best interest. We are not, however, merely disciplining a behavior. Our primary goal is to train hearts and to build character.

B. The Purpose of Discipline Is:

1. To correct improper attitudes and behaviors.
2. To help teach that there are consequences for poor decisions and bad behavior.
3. To instill respect for authority, others and self.
4. To nurture and develop desirable character traits while eliminating bad attitudes and harmful actions.
5. To enable the resident to develop a Christ-like response to discipline.
6. To allow residents to share in the holiness of God and to produce a harvest of peace, joy, and happiness.

C. Disciplinary Measures May Include, But Are Not Limited To, The Following:

1. Loss of visitation privileges.
2. Loss of phone privileges.
3. Extra chores.
4. Confinement to the facility or resident's room.

5. Special study assignments.
6. Anger management or assigned counseling.
7. Extra time added to the length of the program.
8. Expelled from the program.

VII. Sexual Misconduct Policy

A. Purpose

To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct.

B. Standard of Conduct

All residents, paid or part-time employees, or volunteers of HRR are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to HRR's policy will be dealt with swiftly and may include disciplinary measures up to and including termination or expulsion from the program, as well as legal ramifications when applicable.

C. Definitions

1. **Child Sexual Abuse**: Any sexual activity with a child – regardless of where the activity took place, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child provided the child is four years older than the victim. (National Resources Center on Child Sexual Abuse, 1992).
2. **Sexual Activity**: May be violent or non-violent, touching, or non-touching, and is an exploitation of a person's vulnerability and powerlessness. It also involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.
3. **Sexual Misconduct**: Inappropriate behavior relating to, or involving, a sexual nature.

D. Common Supervisory Policies and Procedures

1. **Two Adult Rule**: A minimum of two (2) adults in any setting or activity regarding children or the opposite gender. In cases where an adult has a legitimate reason to be alone with a child (i.e.,

counseling or visitation), all employees or volunteers should obtain the consent of the child's parent or guardian prior to being alone with the child.

2. Badges or signing in and out of children.
3. Any person who observes or has reason to believe suspicious behavior that may be contrary to HRR's policy must document and report such occurrences to the Director of HRR.

E. Reporting Procedures

1. All allegations must be taken seriously.
2. All allegations must be reported to the HRR Director as immediately as possible.
3. Report as many details as possible:
 - a. Name and contact information of the person filing the allegation.
 - b. Name(s) of person(s) involved
 - c. Name(s) of any witnesses
 - d. Description of the incident
 - e. Date and time of the incident
 - f. Location of where the incident occurred
 - g. Any additional relevant information
4. The HRR Director will notify the parents or legal guardian in cases involving a child.
5. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
6. Full cooperation will be given to civil authorities when applicable.
7. No accused will be addressed by anyone other than the established authorities until the safety of the child or victim is secured.
8. No victim involved in an allegation, or anyone responsible for reporting an allegation will be retaliated against.

F. Investigation of an Allegation

1. All allegations will be investigated expeditiously by established authorities and/or the Directors of HRR.
2. Any accused employee or volunteer will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
4. No individual involved in an allegation, or anyone responsible for investigating an allegation, will be retaliated against.

All policies and procedures are subject to change at the Program Director's discretion.

HRR premises are under video surveillance.

VIII. Schedule of Activities

Daily	6:00 a.m. to 6:30 a.m.	Lights on and Morning Prayer
	6:30 a.m. to 7:30 a.m.	Breakfast in the Dining Hall
	7:30 a.m. to 8:00 a.m.	
	8:00 a.m. to 8:30 a.m.	Chapel
	8:30 a.m. to 9:00 a.m.	Prepare room for inspection and chores
	9:00 a.m. to 11:30 a.m.	Counseling and classes
	11:45 a.m. to 12:30 p.m.	Lunch
	12:30 p.m. to 1:00 p.m.	
	1:00 p.m. to 4:45 p.m.	Counseling and classes
	4:45 p.m. to 5:30 p.m.	
	5:30 p.m. to 6:30 p.m.	Dinner
	6:30 p.m. to 10:00 p.m.	Laundry, Common Area
	10:00 p.m. to 11:00 p.m.	Quiet time
11:00 p.m.	Lights Out	
Sunday	9:00 a.m. – 11:30 a.m.	Church
	12:30 p.m.	Lunch
	4:30 p.m.	Snack
	6:00 p.m.	Church
Monday	7:00 p.m.	Open
Tuesday	7:00 p.m.	Class / Required Study
Wednesday	7:00 p.m.	Church
Thursday	7:00 p.m.	Open
Friday	7:00 p.m.	Green Book Study