

## Resident Agreements

### 1. Confidentiality

Residential treatment clients of ADDS agree to keep totally confidential information about any and all residential treatment clients. Residential treatment clients will not disclose that a specific person is or has ever been living in this facility. However, residential treatment clients may acknowledge that another is present at the facility, if there is a phone call for that person on the resident's phone. If a resident does not want his or her presence in the facility acknowledged over the resident's phone, that person must post a sign near the phone to that effect.

### 2. Harassment and Discrimination

No resident will exhibit behavior that offends, harasses or discriminates against another resident on the basis of gender, sexual orientation, religion, creed, race, color of skin, age, disability or national origin. Any resident who observes or experiences such behavior will report to ADDS staff that behavior. There will be no retaliation against anyone for raising a complaint or cooperating in the investigation. Investigations will occur with the greatest degree of confidentiality possible.

### 3. Dining

- A. Meals are to be eaten in the dining room area only. All residential treatment clients are expected to be in the dining room area at meal times. Seconds on food will be allowed providing there is extra. Food or drink is not allowed in the dorms or living room area.
- B. Each person is responsible for his or her own dishes, and after each meal dishes will be put in the proper place for washing preparation.
- C. The established menu must be strictly adhered to.
- D. Milk may be drank only with meals unless required that milk be drank more frequently.

### 4. Dress

All residential treatment clients are expected to be appropriately dressed depending upon the circumstances. This includes having

something on the feet anywhere in the building including the bathroom except when showering. "Appropriately dressed" will be defined by the staff member who is in charge of the facility.

## **5. Drug Usage**

The use or possession of alcohol or other drugs on or off the premises is not allowed. Drugs prescribed by a physician and approved for use by ADDS staff will be kept in a locked medicine cabinet and used only with staff monitoring. Prescription drugs needed while on pass will be obtained prior to the pass with the proper staff documentation.

## **6. Employment**

A resident will not have outside employment while in the Levels III.7, III.5, III.3 of the residential program. When in Level III.1, a resident will have incorporated in a treatment plan a clear and well defined outline for outside employment or an educational program as well as participation in all activities while on ADDS premises.

## **7. Facility**

- A. Residential treatment clients are expected to turn off unnecessary lights.
- B. Building curfew is 10:00 p.m. throughout the week. All residential treatment clients, except those on overnight passes or at work, will be in the building by 10:00 p.m. Doors will be locked at curfew time. A resident may not leave, enter or assist another person to leave or enter the building after curfew without knowledge and permission of the staff on duty.
- C. Smoking cigarettes or using any other tobacco product including chewing tobacco is not allowed in any ADDS building or vehicle.
- D. A resident will inform staff of any facility problem, when the resident becomes aware of the problem.
- E. Residents are not to use the fire alarms or fire extinguishers except for an actual fire.
- F. When a resident is assigned a bed at the time of admission, the resident will keep that assigned bed unless changed by residential staff.

- G. Residential treatment clients are not allowed in their own dorm areas from 6:00 a.m. until after the last scheduled activity of the day except with permission for personal needs.
- H. Residential treatment clients are not allowed in any dorm area other than the one assigned for that person to sleep except for qualified room checks.
- I. Between 6:00 a.m. and until after the last scheduled activity of the day the doors of the dorm areas will be kept open.

## **8. Gambling**

Gambling is not allowed on ADDS property.

## **9. Housekeeping**

Residential treatment clients are responsible for keeping their own sleeping area neat and clean and for handling their assigned chores. Residential treatment clients are also responsible for their own laundry.

## **10. Language and Noise**

Residential treatment clients are asked to be considerate of the other residential treatment clients regarding objectionable or loud noise or language.

## **11. Medical Care**

Except for the initial physical exam, residential treatment clients are responsible for their own medical expenses. If any medical or health problems arise, please notify staff.

## **12. Medication**

All prescription and over-the-counter medication will be locked in the medicine cabinet. This medication will be resident self administered according to the prescribing physician's orders while monitored by staff.

The resident will purchase his or her own medication. Medication time unless otherwise directed by physician will be after breakfast, after lunch, after supper and between 8:30 p.m. and bedtime.

## **13. Possessions**

- A. Residential treatment clients are discouraged from allowing others to use or borrow their possessions.
- B. ADDS is not responsible for property left by discharged residential treatment clients. After three (3) days ADDS will dispose of any remaining possessions.
- C. Personal property will be kept at a minimum and be approved by the staff. No resident will have a personal automobile, motorcycle or moped on or near the ADDS premises without permission from counseling and administrative staff. To be considered for this privilege, the resident must be in III.1 and submit their request in writing along with verification of driver's license, insurance and title of the vehicle to their counselor. This request will then be reviewed by staff. Bicycles are allowed for residential treatment clients in Level III.3 and III.1 and may be used on passes or on counselor approved appointments and errands.
- D. A resident's property within the facility is the responsibility of that resident. ADDS will accept no responsibility for such property.

#### **14. Recreational Therapy**

All residential treatment clients are expected to create recreational activities and to participate in planned program activities.

#### **15. Schedule**

All residential treatment clients are expected to participate in all activities designated on the daily schedule and be present at the start of the activity. Any exceptions to this will be clearly defined in an agreement between the resident and the resident's counselor and noted in the Treatment Plan. Group attendance or attendance at any other scheduled activity is mandatory when the resident is on ADDS premises regardless of whether the resident has signed out for a pass or is in Level III.1.

#### **16. Sexual Relationships**

- A. A resident will not have sexual contact with another resident while admitted to this program. A resident will not have sexual contact with an outpatient client unless the relationship existed prior to admission.

- B. Residential treatment clients are discouraged from developing a potentially sexual relationship while in treatment.

**17. Sleeping**

Everyone is expected to be in bed by the "lights out" time as posted in the daily schedule. Appropriate sleepwear, such as pajamas, sweat suits, shorts, will be worn while sleeping.

**18. Telephone**

The pay phone is for the resident's use (telephone number is on the pay phone). For Level III.7, residential treatment client calls are established between the resident and the counselor. For others entering the program there is a waiting period of seven days before use of the resident's phone. Incoming and outgoing calls on this phone are allowed on Monday through Friday from 5:30 p.m. to 10:00 p.m. and there is no scheduled activity occurring including meals. On Saturdays and Sundays phone use is from 8:00 a.m. to 10:00 p.m. and there is no scheduled activity occurring including meals. Length of calls may be limited by community consent. Any calls outside of these times are to be negotiated between the resident and the counselor. Calls for clients in Level III.1 are allowed as needed to fulfill established treatment goals. An answering machine connected to the resident's phone is available to receive messages for Level III.1 residential treatment clients only. Emergency telephone calls may be received at any time. Staff receiving an emergency phone call for a client will refer the call to the client immediately upon receipt. The phone use during "lights out" time is for emergency use only, with staff permission.

**19. Television**

The television is available only during those times listed on the resident's daily schedule.

**20. Visitation**

- A. Residential treatment clients who are in Level III.7 area allowed no visitors. All other residential treatment clients are allowed no visitors during their first 7 days in the ADDS program.

- B. Visitors are permitted on the grounds on Sunday from 1:00 p.m. to 5:00 p.m. Any exception to these hours must be previously discussed and approved by staff.
- C. Visitors will remain in the dining room or outside grounds but within the view of the staff on duty.

## **21. Contraband**

Certain items are not allowed in the possession of any resident. These would include, but are not limited to:

- A. Alcohol and other drugs and associated paraphernalia.
- B. Firearms and weapons perceived as dangerous.
- C. Pornographic books, pictures, video or audio tapes.
- D. Posters which fail to reflect community standards and sensitivities according to staff definition.

## **22. Involuntary Discharge**

Residential treatment clients face probable discharge from the ADDS residential for:

- A. Sexual activity with another resident/or sexual harassment directed at another resident or staff.
- B. Presence in dorm area designated for opposite sex.
- C. Violence directed toward another person/animal.
- D. Verbal abuse toward another resident or staff.
- E. Non participation in treatment goals.
- F. Violation of another resident's confidentiality.
- G. Repeated rule violations and/or other behavioral problems.

Residential treatment clients will be discharged from ADDS Residential program for:

- A. Use or possession of alcohol and/or other drugs or paraphernalia.
- B. Being off ADDS premises without an approved pass or scheduled activity.

## **23. Video Surveillance**

I understand that video surveillance is used in the residential treatment facility.

I understand and agree to comply with the above rules. If I do not remain abstinent from alcohol and other drugs and comply with the other rules, I understand that I may be discharged from ADDS Residential Treatment Program.

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Client

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Date