

Intertribal Treatment Center House Rules

(Updated 1-12-10)

1. **ABSENCES FROM PROGRAM OR FACILITY** – Once you are admitted into the Intertribal Treatment Center, it is anticipated that you will remain on the premises of the program. If you leave the premises for any reason without staff supervision, you will be discharged from the treatment program.
2. **ACTIVITIES / GROUPS** – Attendance and participation are required in all scheduled activities. Every client will be required to sign-in on an activity sheet. If you do not sign-in, you are unexcused. The group leader will be responsible for ensuring all peers sign the sign-in sheet. The only outside activities negotiable are religious and spiritual services.
3. **BEDROOM GUIDELINES** – Clients are not allowed in the room of the opposite sex for any reason at anytime of the day or night.

Client will be allowed to remain in his or her room as a means of passing time to do personal reading or assignment work. These activities will occur in the commons areas with other peers.

Nap taking or sleeping will not be allowed during the day other than because of illness and only with the permission of the primary counselor.

Bedroom doors are to remain open at all times except when privacy is required for changing clothes.

Bedroom doors are to remain slightly ajar overnight to allow overnight staff to conduct room checks.

4. **BEDTIME / WAKE TIME** – Bedtime is 10:30 p.m. Sunday through Thursday and 11:30 p.m. Friday and Saturday. Wake up is Sunday through Thursday is 6:30 a.m. and 7:30 a.m. Friday and Saturday. Breakfast by 7:00 a.m. during the week and 8:00 a.m. on the weekend.
5. **BORROWING / LENDING MONEY** – Clients are discouraged from lending or borrow money from each other.
6. **CHORES** – Every client will participate in weekly chores. The chore list can be found with the resident manager or on the bulletin board in the second floor hallway. The Peer Leaders are responsible for conducting a check of completed chores and that each chore is satisfactorily completed. The Program Director will ensure that a chore check has been completed satisfactorily.
7. **DRESS / ATTIRE** – All clients must follow a dress code and dress in an appropriate manner on and off the unit. No tank tops are allowed. Undergarments and shirts

are worn at all times. Skirts, and shorts, must be no shorter than four inches above the knee. No hats or bandanas of any kind may be worn inside of the building at any time. Each client will be required to wear a robe to and from the shower room.

8. **FOOD STAMPS** – Every client will be required to apply for food stamps through the Nebraska Department of Health and Human Services (HHS) as a means of defraying cost for food while you are a resident at the Intertribal Treatment Center. No other fees for participating in treatment are requested from you. Intertribal is allowed by HHS to choose a PIN number for your account. If you are denied food stamp aid, a copy of the denial letter will be placed in your clinical file. If you mistakenly receive food stamp information from HHS while a resident of treatment, notify staff immediately.
9. **FUNERAL LEAVE** – Clients will be granted a funeral pass for up to four days for the death of any immediate family member. Your primary counselor will verify the death. If more than four days are needed, it may be advisable, after discussion with your primary counselor; that a discharge from treatment occur with the possible ability to return for a later treatment rotation.
10. **GAMBLING** – Gambling of any, type is not permitted on the premises and should not be encouraged by peers or the treatment staff.
11. **HYGIENE** – You are expected to participate in daily hygienic care. All personal hygienic products will be stored in your bedrooms unless the product contains alcohol. Products containing alcohol will be stored in the residential manager office and may be accessed by requesting them from the residential manager. Showers will be taken in the morning or evening only.
12. **INAPPROPRIATE CONTACT or INAPPROPRIATE COMMUNICATION OR BEHAVIOR**
 - a. Inappropriate contact is in effect any behavior another person interprets as inappropriate or causes them to be uncomfortable. This type of behavior includes, but is not limited to, any physical touching such as groping or kissing, or unwanted staring.
 - b. Inappropriate contact, sexual advances or sexual contact toward another peer or staff member is considered “teepee creeping” and will be addressed in a therapeutic manner. This type of behavior or sex of any nature, on the premises or while at an outside group activity, with another resident or peer, or with visitors or family will result in unsuccessful discharge from the treatment program.
 - c. Inappropriate communication or behavior includes any actions toward another that could be interpreted as harassment, could include topics such as gender, race, tribe, and color of skin, and includes injurious behavior or comments to peers and staff.

- 13. MEAL TIME** – Although you may choose not to eat, all clients will be present during prayer and mealtime. If a pattern of not eating occurs, you may be screened for an eating disorder.

Only client is assigned to assist with the cooking duties are allowed in the kitchen area with the cook. All individuals in the kitchen performing cooking duties will wear plastic gloves and a hair net. While meals are being prepared, no other clients will be allowed in the kitchen area per a regulation from the Health Department.

Snacks are available in the second floor kitchenette. Only food that is provided by the facility will be allowed. No soda or any type, including energy drinks, or food or snacks other than that which is provided by the facility are to be purchased, or brought into the facility by the customers or their family. Food is allowed in the eating areas only; no food in the sleeping areas.

Other than customers assigned to weekly cooking duties, no customers are allow in the kitchen to snack or cook, including evenings, during the night, or prior to breakfast times. Kitchen door will be locked at 11:00 PM each night and will be re-opened at 6:00 AM.

- 14. MEDICATIONS** – Client medications will be stored and locked in the residential manager’s office. Each client is expected to follow his or her medication regiment as prescribed by his or her physician. If you refuse to take your medication as prescribed, every effort will be made to contact your physician to discuss your issues. If this avenue is not successful, an attempt will be made to secure an appointment with another physician to discuss your concerns, at staff convenience. No staff has the authority to authorize you to take your medication other than prescribed; doing so would cause them to be practicing outside their scope of their license or position.

At the time you receive your medication for consumption from the Residential Manager’s office, you will be required to ingest it in the presence of staff, and you must initial the medication log. Staff is also required to notate your consumption of the medication by their initials in the medication log.

OVER-THE-COUNTER MEDICATIONS – the agency RN will approve your use of any over-the-counter medications such as, but not limited to, aspirin, Tylenol, cold products, or allergy medication. The staff on duty should be contacted to request these medications.

- 15. MENUS** – You will be required to follow the program’s weekly pre-planned menu developed by our cook and approved by a nutritionist. No waiver from the pre-planned menu may occur since the food items are purchased in advance and are based on sound nutritional guidelines. Since diabetes, heart disease, high blood pressure is a major health concern of Native American’s, these menus are largely

designed with diabetes and heart disease prevention in mind. It is our responsibility to provide you with nutritional meals.

- a. No food other than snack items from the second floor kitchette may be eaten since this food is specifically purchased to complete the pre-planned menus. Food items from other areas of the building are not considered snack items and are purchased only for meals.

17. **MONEY** – If you arrive with currency, you will be allowed to keep a maximum of \$10 with you for incidentals such toiletries. Any amount over \$10 will be kept in the program safe. It is a client's responsibility to notify staff of any amount of currency over \$10 that you possess.
18. **MOOD ALTERING CHEMICALS** – Use or possession or use of any mood altering chemicals not prescribed by a physician will not be tolerated and will be addressed in a therapeutic manner, which may include placement in a detoxification unit or the unsuccessful discharge from the treatment facility.
19. **MUSIC** – You will have an opportunity to listen to music to enhance your meditational experience during your treatment experience. Therefore, no other music from the radio, CD's, or DVD's will be allowed during your treatment experience.
20. **MUTUAL RESPECT** – Mutual respect is a foundational component of mature, healthy living. Each client is expected to act in a mature manner by refraining from the use of any type of verbal abuse such as, but not limited to, cursing, loud tones, over-talking, interruption, sarcasm, or passive-aggressiveness.
21. **OUTSIDE COMMUNICATION** – Each customer is encouraged to write to loved ones, family, and friends. Our program will supply the paper, envelopes, and postage.
22. **PHONE CALLS** – Each client will be allowed one (1) ten minute personal phone call per week. This call will be made on Saturday between 3:00 PM and 5:00 PM. You will be allowed to make only one call. If one call does not last ten minutes, the unused minutes will not be carried over to the next or another call. If you are loud, abusive, and/or obnoxious on the phone with whomever you are talking with; you will be requested to end the conversation with the person on the other end of the phone and your primary counselor will be notified of the incident.

You may use your own calling card or you may place a collect call. Intertribal Treatment Center does not provide long-distance service for personal calls. A phone sign-in sheet will record your calls for the week, maintained by the residential manager. No personal calls will occur at any other times than the times stated above.

Phone contact with your clergy, attorney, or social worker will be made during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m. Every reasonable effort will be made by our staff to provide you with privacy during these conversations. It is important to note that any incoming phone calls from these individuals will be deferred to your primary counselor for verification of a valid release of information signed by you for the specific person who is requesting to speak to you. If no release of information exists, you will not be allowed to speak to the person. Additionally, you may or may not be removed from treatment activities to receive these phone calls. No incoming phone calls will be accepted from family, friends, or significant others. These individuals can be communicated with during your personal phone time.

20. **PHYSICAL OR VERBAL VIOLENCE** – No type of verbal or physical violence will be tolerated. This includes, but is not limited to, punching, spitting on or toward another, fragrantly cursing at or about someone, kicking, or taking an intimidating posture toward another. Difficulties with another peer or staff will be addressed directly with the person with whom there is a difficulty. If this avenue is not successful, the conflict resolution should occur with the assistance of your primary counselor, or if he or she is not available, with another counseling staff. If you elect to choose violence, the Omaha Police Department will be contacted; you will be removed from the premise and your referring agency or program will be notified of your unsuccessful discharge.
21. **PORNOGRAPHY** – No pornography will be allowed. This includes pornographic magazines, calendars, books, clothing, or movies or videos that contain pornographic or highly sexual material that depicts women or men in an unfavorable manner.
23. **RANDOM URINALYSIS** –urinalysis will be conducted throughout treatment on a random basis.
24. **ROOM MAINTENANCE** – Beds are to be made daily. Rooms are to be maintained in a cleanly manner such as dirty linen and personal clothing stored in baskets made available to you and client’s will change their linen twice per week.
25. **SAFETY** –
 - a. **VAN TRANSPORTATION** -While being transported in the agency vans, you must wear seat belts. Additionally, only as many passengers as there are seat belts will be allowed on one trip. No double seating.
 - b. **CANDLES** – No candles will be allowed in client rooms.
 - c. **WEAPONS** – No weapons of any kind will be allowed including knives, knuckles, guns, or any object that could be construed as a weapon. This includes cigarette lighters that appear to be a weapon.

- 26. SELF-HELP SUPPORT GROUPS** – Clients will be required to attend a minimum of three (3) weekly self-help support groups, of which one may be a cultural group. All clients will remain together in a group while on a scheduled outside activity (Remember each of you represents the Intertribal Treatment Center in the public eye).
- 27. SIGN-IN SHEETS** – You will be responsible for signing the group activity sign-in sheet at the beginning of every group or activity throughout the day. If you do not sign-in at the beginning of each group or activity, you will be considered not present for the activity, whether you were present or not. You will also be considered unexcused from that activity. You will be allowed a maximum of only three (3) unexcused absences for the entire 45-day stay at Intertribal Treatment Center. Problems with attendance will be addressed in a therapeutic manner that may include unsuccessful discharge from the program.
- 28. SMOKING** – No smoking or use of any tobacco product will be allowed on the property or while attending an outside activity.
- 29. SPIRITUAL GROUPS / SERVICES** – Each client may attend one (1) weekly spiritual activity of their choice. Staff will make every reasonable effort to accommodate you in your spiritual quest.
- 30. TELEVISION / RADIO** / Television and radio use is prohibited from Monday through Friday during the daytime and may be turned on after 5:30 PM during the weekdays` and during the weekends at staff discretion.
- 31. VISITATION** – Each customer is allowed one (1) hour of visitation time per week, occurring on Sunday between 1:00 and 5:00 p.m. Individuals allowed for visitation are friends, family or other significant others who are not under the influence of substances at the time of the visit, and who you have authorized to be on Intertribal Treatment Center's property by signing a release of authorization allowing staff to verify your presence in the program when the guest arrive.

No outside food may be brought into you by family, friends, or significant others while you are in treatment. Any items must be turned in to the administrative assistant at the front desk or the staff on duty.

*****It is imperative to note that if any types of problems occur during your visit, staff has the authority to request the visitor to immediately leave the premises. Additionally, depending on the nature of the disturbance, local authorities may be contacted. Examples of such problems are, but are not limited to, procuring alcohol or drugs to customers, verbal threats or verbal altercation, or physical threats or physical altercations to you, other customers, or staff.**

33. It is your responsibility to follow these House Rules. If you experience inconsistencies with regard to differences in the way staff enforce these house rules, you have the right to request the inconsistent / co-dependent behavior be addressed in a group.

I, _____ have read, understand, agree to, and have received a copy of these house rules. I understand failure to adhere to any of these rules may require a therapeutic intervention by the counseling staff or possibly the unsuccessful discharge from the program.

Customer Signature

Date

Staff Signature

Date