**NMAWC**

House Rules, Expectations and Protocols

*\*Failure or refusal to comply with House Rules may result in discharge.*

**Housekeeping**

* Clients are expected to keep bedrooms clean. Room inspections must be passed prior to approval of pass/visit requests or group recreations. You may be asked to downsize if your room is too congested.
* It is the client’s responsibility to keep living areas clean and free of personal items and perform chores as assigned.
* Laundry may be done from 3:00 pm-9:30 pm. **Do not start a load of laundry at 8:30 pm.**
* Chores are to be done after group time. This is up to the HSTs, depending on what is going on in the evenings after regular programming.
* Client’s rooms are to be deep cleaned on Tuesdays, Thursdays, and Sundays.
* The bedding must be washed once a week.
* Building healthy self-care habits is required while at NMAWC. This includes showering daily, oral care, etc.
* Certain hygiene products, such as sprays, hot tools, nail polish, etc., will be kept in your hygiene bin in the HST area. There are specific times you can access these. Hygiene bin times are in the morning, 6-8:30 am (Sundays till 9:30 am). In the evenings, hours vary depending on programming.

 Quiet time

* House quiet time is 10:30 pm-6:00 am. Clients are expected to be in their rooms at this time.
* On Saturday evenings, clients are allowed to be in shared areas until 11:00 pm.

**Phones**

* Cell phones are not permitted at NMAWC.
* All incoming calls must go through (218) 308-8600
* Personal phone calls are limited to 15 minutes. No back-to-back phone calls.
* Clients are only permitted to use allocated telephones at appropriate times. Regular phone call times will not be during programming hours and/or AA and spirituality groups.
* Phone calls are not permitted for the first ten days of a client’s stay unless given a one-time pass by their LADC.
* Clients are allowed one phone call a night. Depending on the number of clients, you may be able to get more than one phone call.

**Television**

* Televisions are provided in TV lounges for use after programming and during weekends. There is a TV lounge for women and a TV lounge for men. Men and women are not allowed in other gender’s lounges unless approved by staff and supervised.
* The content of programming should not contain nudity, excessive foul language, and/or violence.
* Tv’s are expected to be off, and remotes turned in to staff by 10:15 pm.
* The TV in the dining room is for groups only and sometimes sports events if approved by NMAWC owners.

**Meals**

* NMAWC will provide meals.
* Meals are served between 12-12:30 pm for lunch and 5-5:30 pm for supper. Clients are required to stay in the hive at these times even if done eating to encourage community.
* Meals will be eaten in the dining room only. Food is not allowed in TV lounges or bedrooms. You will be written up if food/wrappers are found in your room.
* Place dishes in the proper dish window in the dining room.
* Clients will assist with dining room cleanup on a rotation basis with staff supervision.
* The dining area shuts down at 10:30 pm. Food will be put away, and clients are expected to leave the area.
* In between groups, we have coffee available. Caffeinated until 3 pm and decaf until 7 pm. No coffee is available after 7 pm.

**Nicotine Products**

* Smoking and chewing are allowed outside 15 feet away from the building.
* Clients need to sign in and out of the building when exiting/entering the building. This is a state regulation.
* Please place cigarette butts in the receptacle provided.
* Dispose of chewing waste into grocery sack and place in garbage can.
* Please wash your hands after removing chewing tobacco.
* If any client is interested in being set free from nicotine addiction, see a nurse for support.
* No smoking outside the front doors or in front of the building. This includes the volleyball/fire pit area. The designated smoking area is outside the dining room door in the back of the building for women and on the side of the building for men.

**Passes**

* Residents are not allowed to leave the property unless accompanied by a staff or treatment team authorized person (this includes walks on the DNR trail).
* Clients must check in with on-duty staff upon return from a pass. Personal belongings will be searched, and UA’s and/or BA’s will be completed.
* All pass requests must be submitted and reviewed at least 24 hours in advance. Passes can be turned in to Danielle Metteer, LADC Supervisor.
* Clients are required to sign in and out when leaving on and off the property.

**Visitors**

* All requests must be approved by the LADC Supervisor or other treatment team staff before Friday at noon.
* UNSCHEDULED VISITORS WILL BE TURNED AWAY.
* Anyone dropping off items for you must come to the main door and give items to staff. If there is not a PRIOR-approved exchange pass via Ashley Fineday (HST Manager), the items will be turned away. All client belongings are subject to search. Exchanges are only allowed Monday-Friday during business hours. Work with Ashley Fineday for passes for exchanges.
* Visitors are allowed in the hive area from 1-3 pm
* Clients are responsible for their children’s behavior while visiting.
* Visitors will be limited to family members and friends as approved by the Treatment Team.
* Clients are required to “sign in and out” whenever leaving the premises.
* Visitors are not allowed for the first ten days of a client’s stay.
* Visitors can’t bring in coats, car seats, purses, Etc.
* No smoking allowed during visiting times if you have a visitor.
* Zoom visits will be treated like face-to-face visits. You and your visitor must be dressed appropriately and are expected to conduct your visit in an appropriate manner. No closed doors.

**Urine Analysis and Breathalyzer Test**

* Substances such as alcohol or illicit drugs are not permitted on NMAWC property or in NMAWC vehicles.
* UA’s and/or BA’s will be given randomly. Refusal to take a test will be considered a positive test and may be grounds for dismissal.
* Any clients that “cheek” meds or bring in substance will be grounds for automatic discharge.

**Vehicles**

* Client-owned vehicles are not allowed at NMAWC.
* Depending on the situation, if the treatment director authorizes a client’s vehicle to be parked in our parking lot, there are rules to be followed. Must have a valid license and insurance.
* Vehicles are subject to searches, and keys will be locked in the office.
* Clients must be parked in the designated areas.
* Solvents, weapons, fireworks, knives, firearms, or ammunition of any kind are not allowed in vehicles or on NMAWC property.
* Clients are not allowed to transport other clients.

**Behavior Policies**

* Sexual harassment, racism, or other forms of discrimination are not permitted at NMAWC.
* Threatening, verbal abuse, physical aggression, or any form of violence will not be permitted and will be subject to expulsion from NMAWC programming.
* NMAWC will press assault charges if a physical altercation occurs.
* Males and Females cannot be alone together at any time. Groups of three are allowed. (2 females/1 male or 2 males/1 female).
* Fraternization between clients is prohibited and grounds for termination of services.
* Write-ups will occur for behavioral concerns. Your LADC will talk with you about these. You will lose your phone privileges for the day and your weekend visits if you are written up.

**Shopping**

* NO SHOPPING ALLOWED AT ALL. You are able to request a computer pass from your LADC to order items online or have items dropped off for you.

**Emergency Situations**

* Emergency situations may arise during your stay at NMAWC. Staff may call you from your room for safety instructions. It is expected that you will cooperate with staff instructions.

**Misc.**

* Gambling is not allowed at NMAWC.
* No lottery tickets.
* Loaning money is discouraged. NMAWC is not responsible for unpaid debts.
* Residents are not allowed in other clients’ rooms.
* NMAWC is not responsible for lost or stolen items.
* Burning candles, incense, herbs, etc. are not allowed.
* All medications on NMAWC property may only be given as prescribed by the prescribing professional.
* Medications are given at the designated times posted at the nurse’s station door, no sooner nor later. If you refuse to take the medication in the allotted time, you ultimately refuse your medication for the day/night.
* Clients are not allowed past the blue/pink tape into the HST area.
* Clients are not allowed in the janitor’s closet.
* Vending and pop machines have specific times they can be accessed. These times are based on programming hours and vary daily. Clients will have limits on the number of items they purchase daily in order to provide the opportunity for everyone to purchase items.

**Groups**

* All clients must attend every group unless approved to miss by their LADC or Medical. You must talk to the counselor facilitating that group BEFORE the group starts to have it approved.
* No beading during group.
* No smoking/chewing during group.
* No getting drinks/food during group time. There is time between groups to get what you need before the group starts.
* Clients may use a “time out” signal when needing to use the restroom and/or needing to collect themselves if feeling overwhelmed. It is expected, when using this signal, that the client is to return to the group within 10 minutes time.
* You are expected to be prepared for ALL groups. This includes a writing utensil, binder, notebook, glasses, quiet fidget toy, etc.
* NO SIDE TALKING. This is very disrespectful and distracting.
* If you are late for group or if you are asked to leave for reasons deemed appropriate by the group facilitator, you will be expected to complete a “Late for group/asked to leave” packet. This is required. You will be asked to redo it if you do not complete it thoughtfully and appropriately.
* BE RESPECTFUL. What is said in the group stays in the group. We are all trying our best here, and it takes a lot of courage to be vulnerable in a group setting. Don’t be a gossip.
* Clients are expected to participate in group sessions actively and appropriately.
* Always remember to be kind. Always.