

## The Salvation Army Adult Rehabilitation Center

400 John Street SE (Corner of Broadway & Lead), Albuquerque, NM 87102 (not a mailing address)

Telephone: **(505) 242-3112**; FAX: **(505) 242-2337**

**Mailing Address: 4301 Bryn Mawr Drive NE, Albuquerque, NM 87107**

1. First Name			2. Middle Name		
3. Last Name			4. Date of Birth:		
5. Social Security#:		6. Driver's License#			
7. State Licensed in		8. D.L. Expiration Date			
9. Past felony convictions					
<b>10. CIRCLE WHAT APPLIES:</b>					
Walk In	Probation/Parole		Copy of J & S	Smoker	Non Smoker
Alcohol	COC		AMP	Methamphetamines	THC
					Opiates
11. Do you have any physical and/or mental health problems?					
12. List any medications you are currently taking:					
13. What kind of previous help did you receive?					
14. Religious Affiliation					
15. Have you ever been arrested?					
16. Arrested for What:					
17. Facility of last Incarceration:			18. Year of last Incarceration:		
19. Incarcerated for What:					
20. Parole or Probation Ending Date:				<b>CIRCLE ONE</b>	
21. Do you receive any income?				YES	NO
22. Do you understand that our program lasts a minimum of six months?				YES	NO
<b>AN ESSENTIAL PART OF PROGRAM IS A WORK THERAPY ASSIGNMENT:</b>					
23. Are you able to lift 50 pounds?				YES	NO
24. Are you able to stand, kneel or sit for a minimum of 8 hours?				YES	NO
25. Do you understand that Work Therapy is a minimum of 40 hours a week?				YES	NO
26. Are you free from chronic illnesses that will interfere with your work therapy?				YES	NO

Please be aware that The Salvation Army will not be able to tailor a work therapy assignment to meet special needs. If you cannot meet this criterion then you need to seek a different program.

Your caseworker, probation officer, lawyer or other person who is submitting this form for you, also needs to submit a J & S or letter for completion of six-month program and a TB Clearance for you.

**Please also attach a letter explaining why you want rehabilitation & how you feel our program will be beneficial to you.**

You also must **NOT** have pending court dates, which will interfere with your rehabilitation program.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PHONE #:**

**THE SALVATION ARMY**  
**ADULT REHABILITATION PROGRAMS**  
**WESTERN TERRITORY**

**HOUSE RULES**

*Rules for effective operation of this center are as follows and apply to all persons residing in this facility.*

**PERSONAL CLEANLINESS**

1. Shower must be taken daily. Trousers or robes and footwear must be worn to and from showers.
2. Every beneficiary must wash before entering dining room. You will be expected to wear clean clothing for evening meals and activities.
3. Personal clothing must be laundered regularly. Dirty clothing must not be allowed to collect unnecessarily in rooms. Lounging in dirty clothes will not be permitted.
4. Spitting will not be tolerated.
5. ALL shirts must be tucked in the pants. Pants must be worn with a belt around the waist. No tanks tops, undershirt or T-shirts with writing on them will be allowed. Beneficiaries are not permitted to wear hats on our property other than culinary caps during work therapy. While outdoors, beneficiaries assigned to "As Is" are permitted to wear hats (**WITHOUT LOGOS**) during work therapy. Beneficiaries are permitted to have two hats on their property list and can be worn other than work therapy when they sign out of the property.
6. Shorts are not permitted on our property except in the weight room and when signing out.
7. Sunglasses should not be worn inside any buildings and not during work therapy (**ONLY ALLOWED ON THE PROPERTY OR IN VEHICLES FOR APPROVE MEDICAL REASONS APPROVED BY THE DIRECTOR**)
8. No earrings, body piercing, headbands, waist sashes or other costume pieces are allowed.
9. Sunday chapel dress will be a suit or sport coat, tie, dress shirts, dress slacks and dress shoes. Wednesday chapel dress will be dress shirts, dress slacks and dress shoes.
10. Shaving each morning is required. No buzz cuts, no shaved heads nor designer cuts are allowed. Crew cuts are permitted but nothing shorter than a #2 on a razor. Sideburns cannot go below mid-level of the ear. No hair may extend beyond the collar of the shirt, no ponytails are allowed, natural hair color must be retained and "Fades" or "Gang" style haircuts are not allowed. Beards or goatees or any facial hair are not allowed. "Do" rags are allowed only in the dormitories.
11. Dress code for kitchen staff on duty: white culinary, white shirts and culinary caps.
12. Dress code for Beneficiaries going to court for any reason is Sunday Chapel dress: suit or sport coat, dress shirt, tie, dress pants and dress shoes.

**MAINTENANCE**

1. Maintain cleanliness of your assigned sleeping area. This includes making bed daily.
2. Nails, screws, hooks, etc. must not be driven in walls, woodworks or furnishings of rooms.
3. Pictures may not be placed on walls.
4. Medication, VITAMINS AND SUPPLEMENTS food and cooking in any form will not be permitted in rooms or dormitories.
5. Light bulbs for room will be furnished by the Center. Electrical appliances and extension cords are not permitted in rooms or dormitories.

### GENERAL

1. TVs and Radios are not permitted in the rooms of beneficiaries and employees who are not permanent beneficiaries.
2. Centers do not provide storage for beneficiaries. Other than the clothing they are wearing upon admission, all clothing is issued and provided only by the Center. Beneficiaries are required to take all their belongings when leaving the program, and leave clothing issued by Salvation Army at ARP.
3. All rooms, lockers, storage areas and nightstands are subject to inspection at all times, and will be checked regularly.
4. Only Center staff may change any locks.
5. Personal property must be on inventory list. Non-recorded items will be removed and considered pilfered.

### CONDUCT

1. Gambling in any form will not be tolerated and will result in immediate termination of the program.
2. Drinking or using or bringing in liquor or drugs is not allowed and will result in immediate termination from the program.
3. Beneficiaries are not permitted in other people's rooms.
4. Curfew is at 9:00pm Sunday through Thursday and 10:00pm on Friday & Saturday. Beneficiaries who are late for curfew to any degree are not permitted in the building and are terminated from the program. They may reapply after thirty (30) days.
5. Beneficiaries will enter/exit by control desk only and must be breathalyzer each time upon entering the Center. All beneficiaries must sign in and out each time they are entering or leaving the Center residence (including smoke breaks). Beneficiaries must specify their destination when signing out.
6. Non- Beneficiaries are permitted in Center by special permission only.
7. Pornography is prohibited.
8. The use of tobacco products in any Salvation Army buildings and vehicles is prohibited and is ground for termination. Centers are permitted to maintain a limited and well-defined smoking area on our property for beneficiaries (ON RESTRICTION). Smoking is not permitted during WTA, coffee breaks and lunch breaks.
9. Care must be exercised in the use of all equipment.
10. Feet are not permitted on the furniture.
11. Refrain from all necessary shouting and disturbance. Profanity is not permitted.
12. Failure to submit to a drug test is grounds for termination from the Center.
13. Violence or threats of violence is not permitted and is ground for termination.
14. Fraternalization is not permitted on or off the property and will result in termination of the program.

### CHAPEL SERVICE

1. Everyone in the building will be in chapel during services unless reported ill or on duty. No beneficiary is permitted to sign out until after morning devotions. All beneficiaries are required to attend morning devotions unless reported ill. No beneficiary is permitted to have breakfast during morning devotions as attending devotions is required. Radios, television and all games must be turned off during chapel services.

**REMEMBER:** This is your HOME. Much thought and effort has gone into making it comfortable and pleasant for you. Your complete compliance with the above rules will maintain a homelike atmosphere and make your stay a productive one.

## **INFORMATION ON THE ADULT REHABILITATION PROGRAM**

The purpose of the brief is to provide you with some detailed information about our **PROGRAM**

Program requirements for completion include the following:

Work Therapy	130 sessions
Monday Open Group	24 sessions
Tuesday General Sessions	24 sessions
Tuesday Relapse & Re-Entry	8 sessions
Tuesday AA Meeting	24 sessions
Wednesday Chapel	24 sessions
Thursday Educational Videos	24 sessions
Friday Bible 12 Step Study	24 sessions
Sunday Services	24 sessions
Morning Devotions	144 sessions

The work therapy component is a vital part of the program and each beneficiary's performances and progress is regularly monitored as well as formally evaluated every month. Regular attendance and good performance in the work therapy portion of the program is absolutely essential to be granted a Certificate of Completion.

In addition to the work therapy component of the program and participation in all of the sessions listed above, the beneficiaries must also meet the following additional requirements divided into three phases. This includes weekly individual counseling sessions. The beneficiary's primary counselor review his progress in the workbooks.

### **Assignment 1 (weeks 1 to 4)                      Daily Feeling Journal – write an entry each day**

Complete five interactive journals/workbooks:

- ❖ 2 page paper – Biography of Substance/Alcohol use
- ❖ Share in a 12 step meeting as a New Comer
- ❖ Introduction Module\*\* - What got me Here?
- ❖ Work Therapy Module\*\*
- ❖ Denial Module \*\*
- ❖ Introduce myself to 1 new sober MALE peer weekly and get his name and phone number
- ❖ **\*\*Modules:** You must answer and write out all questions in your homework binder (this includes graphs and drawings.)

### **Assignment 2 (weeks 5 to 9)                      Daily Feeling Journal – write an entry each day**

Establish an AA, NA or CA home group meeting, which must be attended regularly.

Obtain 12-step sponsor

Attend a minimum of 3 outside meetings & 2 In-house meetings held at ARP per week.

Complete the following workbooks:

- ❖ Reaction papers \*from AA Big Book – Doctor's Opinion AND Chapter 1-5

- ❖ Reaction paper\* AA 12 & 12 Step 1
- ❖ Anger Module\*\*
- ❖ First Step Module\*\*
- ❖ Written paper 1<sup>st</sup> Step – 2 page
- ❖ Chemical Dependency\*\*
- ❖ **\*REACTION PAPERS INSTRUCTIONS:** Select six sentences from each chapter and write a paragraph reaction for each.

**Assignment 3 (weeks 10 to 13)                      Daily Feeling Journal – write an entry each day**

Continue to attend 3 outside meetings per week in addition to the 2 weekly in-house meetings

Begin the “Program Relapse and Re-entry” groups

Complete the following workbooks:

- ❖ Relapse Prevention\*\*
- ❖ Written paper Steps 2-5 (3 pages)
- ❖ The Con Game Module\*\*
- ❖ Reaction Papers\* from AA 12 & 12: Steps 2 & 3
- ❖ 3 page report on : “What my recovery means to me”
- ❖ Spirituality Module\*\* Steps 2-5
- ❖ Reaction papers \*: AA Big Book, Appendix II

**Assignment 4 (weeks 14 and 18)                      Daily Feeling Journal – write an entry each day**

Continue to attend 3 outside meetings per week in addition to the 2 weekly in-house meetings

Establish a detailed list of an outside support system

Develop a plan of action for after completion

- ❖ Reaction Papers\*: AA Big Book Chapters 6-11
- ❖ Reaction Papers\*: AA 12 & 12 Steps 4-7
- ❖ Looking Within\*\* Steps 6-9
- ❖ Feelings\*\*
- ❖ Written 4<sup>th</sup> Step – 2 pages
- ❖ Family & Relationships Module\*\*

**Assignment 5 (Due 2 weeks prior to commencement)      Daily Feeling Journal – write an entry each day**

Continue to attend 3 outside meetings per week in addition to the 2 weekly in-house meetings

Establish a detailed list of an outside support system

Develop a plan of action for after completion

- ❖ Reaction Papers\*\*: AA 12 & 12 Steps 8-12
- ❖ Into Action\*\* Steps 10-12
- ❖ After Care Plan – due 1 week prior to 150 day review
- ❖ Values for Responsible Living Module
- ❖ Life Management Module\*\*
- ❖ Personal Relationship Module
- ❖ Reentry Planning Module\*\*
- ❖ Commencement Speech – Due 2 weeks before Commencement

Another essential component of this program is the intensive staff supervision and insistence upon full compliance with house rules. Upon enrollment in the program, every beneficiary is placed on an initial period of restriction, varying from four to eight weeks. During this time beneficiaries are only permitted to leave the facility under staff supervision. For the entire program duration, it is required that every beneficiary sign out, and upon return to be breathalyzed (zero tolerance) after signing back in. A curfew is strictly enforced.

All beneficiaries are also subject to additional random, Breathalyzer test and regular drug screening (again, zero tolerance). Premier BIOTECH Drug screening administered by trained staff.

Senior staff members live on site. Regular bed checks are conducted approximately every hour and one half, each night. In-house checks are done night and day. All beneficiaries' beds, dressers, and personal possessions are regularly inspected/searched.

The Albuquerque program follows the Policies and Procedures set out by the Salvation Army for rehabilitation programs across the entire nation. It should be noted that one of those policies states, "Parole and probation early release clients will be kept to a minimum of 40%, and preferably 30%." However, given The Salvation Army's inundate to meet the needs of local community, the Albuquerque Adult Rehabilitation Program far exceeds that ratio, accepting a large number of applicants whom the courts deem appropriate to sentence to a substance abuse rehabilitation program. Notwithstanding, the integrity of the program cannot be compromised.

In summary, The Salvation Army Adult Rehabilitation Program is comprehensive. Completion requires a willingness to acknowledge one's addiction, charter defects, desire to change, and hard work. All of our beneficiaries are strictly supervised twenty-four hours a day, tested for alcohol and drug use and placed on a strict schedule of work therapy and a comprehensive program of counseling, substance abuse and behavioral education, 12 step-study and spiritual enrichment.

**I HAVE READ AND WILL ADHERE TO THE ABOVE POLICIES. I UNDERSTAND A DETAILED BENEFICIARY'S HANDBOOK IS LOCATED IN EVERY DORM AND THAT IT IS MY RESPONSIBILITY TO BE AWARE OF ALL POLICIES.**

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NAME

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DATE