

# ***Substance Abuse Rehabilitation Program*** ***Naval Medical Center Portsmouth***

## **Patient Rules & Standards of Conduct**

Patients are accountable for their behavior and actions at all times while in treatment. Violations of these rules and standards of conduct will be reported to commands. Civilian patients entering this Navy sponsored treatment facility have accepted the responsibility of abiding by all the rules and regulations of the treatment facility and civil law. In addition to therapeutic actions, infractions may result in command involvement. Furthermore, the more serious infractions may result in immediate termination of treatment. Parent commands can then recommend administrative separation or involvement of legal authority for violations of rules and standards.

### **The following are serious infractions that will result in immediate removal from the program:**

1. Consuming, or being in possession of alcohol, illicit drugs, propellant cans, over-the-counter cough medicines (unless authorized by medical), herbal drugs (spice) or drug paraphernalia while in treatment.
2. Abuse of your prescribed medication, expired prescribed medications or using another patient's prescribed medications.
3. Physical violence, threats of violence, or physical or verbal intimidation.
4. Sexual activity with another patient or staff member (including while on liberty).
5. Engaging in a romantic or dating relationship with a fellow patient or staff member during treatment.
6. Sexual, physical or verbal harassment of another person.
7. Use of any tobacco products and vapor devices within any federal building.
8. Violating any form of confidentiality.
9. Repeated minor infractions demonstrating a pattern of misconduct.
10. Unauthorized Absence (UA) from ANY assigned treatment activity.

11. Being in ANY unauthorized or prohibited locations.
12. Willful destruction of any SARP property.
13. Leaving SARP clinic without permission. This also applies to the person(s) who assisted or witnessed the patient leaving, returning, or both.

### **Violation of patient rules may result in therapeutic actions:**

1. Issuance of a verbal warning for minor infractions such as late to muster.
2. Individual Counseling or Special Staff Intervention (SSI) for repeated minor infractions, disruptive behaviors, negative attitude. Such interventions may result in a loss of privileges and facility restriction for at least 24 hours (red-dotting). If not corrected, repeat offenses can lead to a Patient Review Board (PRB).
  - a. Individual Counseling. Individual Counseling is the first step taken towards behavioral correction when verbal warnings are not proven to be sufficient. The offending patient's counselor will speak with the patient one-on-one in an attempt to uncover the underlying issue for rule violations and continue treatment as prescribed.
  - b. SSI. SSIs are intended to further remove treatment barriers by utilizing the expertise of a certified counselor that is not directly linked to the offending patient's group. This is to provide an additional perspective and continue treatment as prescribed.
  - c. PRB. PRBs are comprised of an interdisciplinary team with extended invitations to command representatives. The team is assembled for fact finding, barrier discovery and removal, to determine intentions of the patient, and to determine how to best proceed with the treatment process.

# ***Substance Abuse Rehabilitation Program***

## ***Naval Medical Center Portsmouth***

### **Patient Rules & Standards of Conduct**

#### **Monitoring of Building 104**

Passageways in building 104 are monitored by closed-circuit camera and videotaped 24 hours a day. Tapes are surrendered to security for any investigative reasons. Patients are reminded to be clothed and/or properly covered.

#### **Violence**

Violence, threats of violence, harassment, any physical contact of a hostile nature, or any intimidating behavior, regardless of intent or to whom directed, are strictly prohibited. Violations of this policy warrant immediate removal from the facility, termination from treatment and recommended UCMJ charges as indicated.

#### **Horseplay**

Although not intended to result in harm, horseplay can escalate quickly and therefore is not allowed. Physical contact between patients/staff members may be cause for immediate discharge.

#### **Musters & Accountability**

Muster schedule is as follows:

1. Monday through Friday, with the exception of noted holidays, all morning musters shall be conducted in the appropriate civilian attire for the treatment at 0745 in the assigned treatment room.

Patients are required to be on time for all musters and scheduled activities. Tardiness and absenteeism shall be considered violations of the treatment protocol.

Patients leaving SARP grounds during treatment hours for official or personal business will obtain permission via a special request form signed by their primary counselors, and group clinical provider. Patients leaving the facility/treatment without obtaining permission, to include individual(s) that assisted the patient exiting the premises, will be considered unauthorized absent (UA) and potentially discharged to their parent command as non-amenable to treatment.

#### **General Expectations**

The following apply:

1. Patients will arrive on time and be prepared to participate in treatment.
2. Patients may not sleep or be disruptive during workshops, films, group sessions, or meetings.
3. Attendance at all workshops, groups, 12 step meetings, and recreational activities is mandatory.
4. Homework assignments will be turned in prior to the morning muster (0745) to the respective

primary counselors unless otherwise directed by assigned treatment team.

5. During group and workshops, all members will remain seated in the group until dismissed by the counselors or presenters. Restrooms should be used prior to the start of group.

In the event of illness or other unforeseen events that may make a patient late, they are instructed to contact the Department Duty Officer at (757) 953-9981.

#### **Military Bearing**

Active Duty personnel will adhere to military grooming standards, regardless of whether in uniform or not, for the entire duration of their stay at SARP. Men need to be clean-shaven with appropriate hair length. Females with longer hair do not need to wear it up when in civilian attire. All lawful orders from staff members and persons of authority will be obeyed promptly, with respect, and without objection or question. The positional authority of SARP staff is both acknowledged and supported as falling under UCMJ guidelines. Further emphasis is added to these rules to remind patients that any observed behavior categorized as harassment or hazing will be reported to NMCP Legal for initiation of UCMJ charges as appropriate and will likely result in termination from treatment and/or legal action.

#### **Military Protocol**

Patients will observe proper military protocol and decorum at all times. Patients may use the first names of counseling staff and other patients within the treatment facility during group therapy, workshops, and therapeutic interviews if acceptable to both individuals. Outside the treatment setting, all personnel will afford all patients and staff respect and courtesy.

#### **Civilian Dress Code/Uniforms**

Appropriate business casual attire is defined as: collared shirts and casual slacks for men and blouses and slacks or dresses or skirts for women. Jeans are allowed as appropriate business casual attire but must not have holes or significant fading due to wear. All pants/shorts shall not reveal undergarments. Business casual attire is required for all normally scheduled activities during the treatment day, command and personal visits. T-shirts, tank tops, leggings/yoga pants and hoodies are not appropriate business casual attire. Hats/other items considered as headgear are not authorized. V-neck tops may be worn, however, the bottom of the "V" may not exceed 1 inch below the collar bone without a standard collared top underneath (either t-shirt or collared shirt).

# *Substance Abuse Rehabilitation Program*

## *Naval Medical Center Portsmouth*

### **Patient Rules & Standards of Conduct**

The treatment team may request or authorize military uniforms for therapeutic reasons at any time for active duty patients.

Female skirts and dresses must be one inch above the knee or longer in length, and shirts must not be sheer, low cut or show the midriff. Flip flops or sandals with no heel strap are not authorized.

Additionally, facility issued name tags must be worn during the treatment day on the left side of their clothing/uniform while in SARP facilities. Nametags will be collected by INDOC Staff at time of discharge.

The treatment team reserves the right to request that you change if your attire is deemed inappropriate.

#### **Prohibited Items**

In order to provide a safe environment and protect patient privacy, the following list of items (not all inclusive) are prohibited:

- Electronic equipment (cell phones, TVs, MP3 players with internet capability, DVD players, DVD's or flash drives with movies stored, cameras, laptop computers, chargers, etc.)
- Video Games
- Any weapons or ammunition (guns, knives, etc.)
- Alcohol & products containing alcohol (including mouthwash, cologne & perfumes, etc.)
- Illicit drugs, loose tobacco, and invalid prescriptions
- Medication that is not cleared by medical
- Non-prescription medications unless authorized by medical
- Drug-related paraphernalia
- Clothing depicting drugs or alcohol
- Clothing, accessories, and other materials containing sexually based content. Examples: pornographic magazines/books, tattoo magazines, FHM, Maxim, etc.
- Cough syrup
- Energy drinks containing caffeine with guarana or taurine (Red Bull, Monster, Rock Star, etc.), or any "energy drink" not approved by SARP Medical. Consumption and purchase of these drinks is prohibited.
- All aerosol cans (hairspray, deodorant, body spray, air freshener, starch cans, etc.)
- Gambling materials or tarot cards
- Supplements

**No electronic devices of any kind are allowed to be used during the treatment day.**

- **Treatment teams will have the authority to determine if the patient can use their phone during the treatment day within the group room or clinical provider's office. Cell phones will not be authorized for use in other spaces.**
- **Patients are required to leave all electronic devices in their vehicles, turned into their counselor or placed in their assigned locker upon arrival for the treatment day. Cell phones stored in assigned locker must be placed on SILENT OR OFF. They are not to be retrieved until the end of the treatment day UNLESS a staff member is with them. This includes lunch.**
- **Use of headphones is not authorized during treatment day.**

#### **Medications and Nutritional Supplements**

Patients are instructed to provide a medication list to the SARP Medical Division upon arrival. Prescription drugs, over-the-counter medications, inhalants, and food supplements are not authorized unless approved for use by the SARP Medical Division. Unauthorized medications will be disposed of by medical.

Under no circumstances are patients to share their medications with anyone else or take any medications prescribed to another patient. Doing so shall result in a PRB and possible discharge from treatment.

#### **Alcohol, Drugs & Intoxicants**

The use, possession or knowledge of use of alcohol, drugs, propellant cans, over-the-counter cough medicines, abuse of prescription medicine or other intoxicating substance, in any form (non-alcoholic beer has alcohol in it), by any patient at any time or place during treatment will result in an immediate recommendation for termination from treatment as non-amenable.

Patients will be asked to submit to breathalyzer tests and toxicology screening by urinalysis while in treatment. **First failure to submit to these tests, arriving late for a urinalysis, or missing a toxicology screen will result in Treatment Team intervention. Second missed will result in PRB and may result in termination from treatment.** When identified to provide for urinalysis, the patient **MUST** provide before 0915, otherwise they **WILL BE** documented as a **FAILURE** and not in compliance with treatment policies. Results of toxicology screenings are independently verified before the results are communicated to patients and their commands. Patient's commands will be notified of any positive breathalyzer or toxicology result. Once confirmed, results are considered accurate and may be grounds for termination from treatment.

# ***Substance Abuse Rehabilitation Program***

## ***Naval Medical Center Portsmouth***

### **Patient Rules & Standards of Conduct**

Commands are notified of all alcohol or drug use while a patient is in treatment. In cases of illegal drug use, NSA Portsmouth security may also be notified. Violations of this policy may also result in the patient being administratively processed for separation by their command under other than honorable conditions.

#### **Tobacco/Vapes (and tobacco products)**

Federal Law prohibits all tobacco use, including smokeless tobacco, in any government building. Those caught doing so shall immediately be discharged from treatment. SARP Policy prohibits the use of any tobacco/vape products while actively involved in substance abuse treatment to include while riding/sitting in vehicles.

1. Patients who are believed to be using tobacco in any form (including vape devices) outside a federal building will be held accountable by their treatment team in the following manner: **a.** 1<sup>st</sup> violation: PRB and remediation up to termination; **b.** 2<sup>nd</sup> violation: discharged as non-amenable to treatment
2. Nicotine ITPs (Individual Treatment Plan) will be included as part of the treatment plan.
3. Vaporizers commonly called “vapes” will NOT be allowed and the instruments will be confiscated at the beginning of treatment. If a patient is found in possession of a vaporizer, staff will initiate the SARP policy for contraband. Contraband policy also includes all tobacco products.
4. Patients will **NOT** be authorized tobacco/vape use at offsite 12-Step meetings.
5. The no tobacco/vape policy applies to all levels of treatment (while on SARP grounds).
6. Patients interested in nicotine replacement should contact their medical provider prior to admission to SARP Portsmouth as the process to acquire these items may take 2-3 days.

#### **Meals**

Lunch is available at the hospital Galley, Food Court, or River’s Edge (café). Patients may bring their own lunch, however there is no refrigerator for food storage. Patients may also go off base for lunch but must return on time for afternoon treatment.

#### **Berthing Area**

Level 2 patients are not authorized to enter Level 3 berthing areas or lounges. This applies even if invited by a Level 3 patient.

#### **Emergency Mustering Locations:**

In the event of an emergency, the Emergency Mustering location is behind the River’s Edge cafe. In the case of a bomb threat (Code Black) muster is at the helipad past the gym (track area).

#### **Treatment Assignments**

Patients are expected to complete all required assignments in accordance with their individual treatment plan, and to turn in homework assignments daily by 0745 to their group room unless otherwise directed. Failure to do so will result in review of patient progress and participation by the Treatment Team, and may result in Individual Counseling, SSI, PRB or ultimately in recommendation for termination from treatment.

#### **Workshops and Lectures**

The following are expected during all Treatment Workshops and Lectures:

- Respect will be shown to the speaker, the content of the workshop, and all patients.
- No harassment, hazing, or threats will be tolerated. Implied or direct.
- Side-bars will not be permitted unless it is a component of the workshop. Keep all four legs of the chair on the floor in order to keep the chair upright.
- Sleeping is not authorized. At no time will a patient sleep during lectures or workshops. If you are tired, please stand in the back of the room.
- No food during lectures. Water and Coffee are permitted in the appropriate container with a lid/cap.
- Inappropriate language and behavior will not be tolerated.
- Horseplay is not authorized.
- All trash will be properly disposed of prior departing workshop.

Violations of these guidelines may result in, at a minimum, verbal warning or individual counseling.

#### **12 Step Meetings , Sponsors, and Contacts**

Attendance at assigned 12 Step Meetings is considered critical to a successful treatment and recovery program. Additionally, identifying a sponsor to work through issues and concerns is also considered a part of an effective recovery plan, and so **it is mandatory to have a sponsor or temporary sponsor identified by Monday of week 2. Sponsor requirements: minimum of 2 years of sobriety, same identified gender as patient, and actively working the AA/NA 12 Step program. Two new AA/NA contacts are expected in week one**

# ***Substance Abuse Rehabilitation Program***

## ***Naval Medical Center Portsmouth***

### **Patient Rules & Standards of Conduct**

and **Three** new AA/NA contacts are expected weekly for weeks two-four at the assigned treatment teams discretion. Patients are required to make phone calls or write emails to 12-step contacts. It is not acceptable to just contact them at meetings. Missing, leaving, sleeping or being disruptive during a meeting is not permitted, and may result in, at a minimum, verbal warning or individual counseling.

Patients who object to 12-step meetings should discuss their objections with their primary counselor and/or clinical provider.

#### **Telephones**

Patients are prohibited from having cellular phones during the treatment day. It is recommended they be left in their car or placed on off/silent and put in assigned locker. Treatment teams will have the authority to determine if the patient can use their phone during the treatment day within the group room or clinical provider's office. Cell phones will not be authorized for use in other spaces.

#### **Telephone Messages**

As a courtesy, urgent incoming telephone messages may be received at the facility quarterdeck; however confidentiality does not allow for the acknowledgement that any individual is actually in or at the treatment facility. Messages will be passed on to patients as appropriate. During normal business hours, the phone number is (757) 953-9817 or (757) 953-9816. All emergency calls will be referred to the appropriate treatment team or leadership staff.

#### **DAPA or Direct Chain of Command Visits & Visitors**

DAPA and direct chain of command visits are encouraged, and should be coordinated through a member of the patient's treatment team at least 24 hours in advance. Patients will meet command visitors at the Patient Affairs office in building 104 and typically conduct the visit over lunch (1130-1230) at the NMCP galley or food court. Visitation within building 104 should be coordinated with the Treatment Team to identify an available location to ensure confidentiality. Visiting hours during the week are 1130 – 1245 and are limited to Command visits, unless special arrangements have been made.

**Personal visits from family and friends are not authorized.** No pets are allowed in the building other than those officially sanctioned for pet therapy at SARP or certified service animals IAW NMCP policy.

Patients are authorized to leave base with a command visitor if approved by treatment team. Patients are

otherwise not authorized to be inside personal vehicles or leave base during the treatment day.

#### **Food/ Drinks/Snacks**

Food, drinks and snacks are allowed to be consumed in the group room at the treatment team's discretion. Patients are expected to clean up after any meals/snacks. Authorized drinks in a container with a spill-proof cap may be consumed throughout building.

**Energy drinks containing caffeine, guarana or taurine are not allowed (i.e. Monster, Red Bull, Rock Star, etc.). Any "energy drink" not approved by SARP Medical will not be consumed or purchased. NO FOOD of any type may be stored in your wall locker. The mini-mart is off limits unless authorized by Treatment Team or other designated staff.**

#### **Photography**

Photography is prohibited on premises of SARP Portsmouth. If authorized, the use of web camera based communications must be used in a manner to ensure confidentiality of all patients (i.e. cameras must be facing in a manner that no other patient can be seen in the view of the camera).

#### **Operational/Legal Commitments**

All patients should be free of operational/legal commitments while attending treatment. Any outside interference with treatment may result in a review and recommendation that treatment be delayed until these interfering issues can be resolved. Any request for special consideration of prior commitments which would interfere with the treatment day are made by routing a special request chit through the primary counselor to your clinical provider at least one week prior so as to coordinate with the command as needed.

#### **Privately Owned Vehicles (POV)**

Vehicles can be parked at SARP during the treatment day only. Once the treatment day has started (0745 most days) patients must have permission from their treatment team to re-enter their POV prior to the completion of the treatment day.

#### **Compliments and Complaints**

A Patient Contact Representative (PCR) is located at the facility. Patients have the right to report complaints or compliments about the care they receive while in treatment. Patients can report complaints to their primary counselor, staff, DDO, and/or the SARP DIVO, Assistant Department Head or Department Head. The Interactive

# *Substance Abuse Rehabilitation Program*

## *Naval Medical Center Portsmouth*

### **Patient Rules & Standards of Conduct**

Customer Evaluation kiosk (ICE) is also located on the 1<sup>st</sup> deck for any anonymous feedback.

#### **Refusing Treatment**

You have the right to refuse treatment at SARP. If you decide to not proceed with SARP treatment, please inform your primary counselor and your clinical provider. Your command will be contacted and may administratively separate you for refusing SARP treatment, even if self-referred. If you decide to refuse treatment, **be aware that it usually takes 24 hours to arrange transportation and any follow-up appointments that you may require.** All active duty patients are required to be released to personnel of their direct chain of command. Authorized transportation is the Command DAPA or designated Command Representative E7 or above. **Discharge occurs during regular business hours (0730-1600). Decisions made after 1200 on a Friday will be delayed until the following normal business day. Any active duty patient who leaves treatment without being properly discharged to chain of command will be considered UA.**

#### **Responsibility to Report**

Your safety is our primary concern, and we are committed to providing a safe environment for all our patients. It is expected that all patients immediately report to a staff member ANY concerns regarding a patient who may hurt themselves, hurt someone else, is drinking alcohol, using or distributing drugs or sharing/taking another patient's prescription. This includes any threats of violence, physical, sexual or verbal harassment, hazing or illegal activity. If you are experiencing any suicidal/homicidal ideations or concerned that you may hurt yourself or someone else, please inform a staff member immediately. Additionally, it is the responsibility of all patients to report all injuries, no matter how minor, to staff. Staff are available in the building at all times.

#### **Liberty**

Patients in treatment are prohibited from entering establishments (bars, taverns, pubs, clubs, smoke/hookah shops and liquor stores) whose primary source of income is the sale of alcoholic beverages and/or tobacco products. Patients are also prohibited from entering establishments whose primary source of income is derived from the sale of adult entertainment, tattooing and/or body piercing.

*I have read and understand that I shall be held accountable for adherence to these rules during my treatment at SARP. My signature below witnesses my agreement to be compliant.*

*Patient's Printed Name* \_\_\_\_\_

*Patient's Signature and Date* \_\_\_\_\_

\_\_\_\_\_  
**Orientation Counselor Signature / Date**

Counselor's Stamp