

GLORY HOUSE

CLIENT HANDBOOK

**The Glory House of Sioux Falls
PO Box 88145
Sioux Falls, SD 57109-8145**

CLIENT PHONE NUMBERS:

**MALE FACILITY 335-9742, 334-3810, 334-2268, 338-5902, 335-9553
FEMALE FACILITY 338-0839, 339-7005, 339-7024**

HAVE ALL MAIL ADDRESSED TO YOU AS FOLLOWS:

GLORY HOUSE

(YOUR NAME HERE)

P. O. BOX 88145

SIOUX FALLS, SD 57109-8145

ALSO, USE THIS FOR YOUR RETURN ADDRESS AS MAIL MAY BE RETURNED TO SENDER BY THE POST OFFICE, IF NOT ADDRESSED AS ABOVE.

This handbook has been developed to help you make a smooth transition when you begin your stay at Glory House. Most of the information can be found in the handbook; however, not every situation is addressed. If you have further questions, please ask your counselor and follow staff directives at all times.

Glory House does not discriminate based on race, color, sex, age, religion, national origin, marital status, sexual orientation, political belief, and mental or physical handicap. Government funding agencies for statistical purposes requires this information.

REVISED: 1/19/96
REVISED: 3/25/96
REVISED: 5/20/96
REVISED: 12/31/96
REVISED: 2/28/97
REVISED: 8/27/97 (MISSION STATEMENT)
REVISED: 5/15/00
REVISED: 10/18/00 (Transportation)
REVISED: 3/20/01
REVISED: 5/30/03
REVISED: 7/17/03
REVISED: 2/24/04 (Transportation)
REVISED: 6/1/04 (Transportation Ride Increase)
REVISED: 9/13/04-(ADD CONTRABAND LIST)
REVISED: 9/1/05 (transportation Ride Increase)
REVISED: 10/31/05 (REMOVE GLORY TRAIL FROM WR)
REVISED: 3/24/07 (LIVING QUARTERS)
REVISED: 9/10/09
REVISED: 11/17/11
REVISED: 9/27/12-BOD Approval
REVISED: 7/25/13-BOD Approval
REVISED: 6/24/14-BOD Approval

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SECTION I-INTRODUCTION

MISSION STATEMENT

Helping people claim their lives with Christian compassion, resources, and support.

PHILOSOPHY

The Glory House provides programs that are responsive to the unique and collective needs of individuals, families, and the community. The programs are developed utilizing Evidenced Based Practices. These programs focus on solving problems due to substance abuse, mental health disorders, irresponsible thinking patterns, or criminal offenses to the community. Programs develop life skills, problem solving skills, and positive habits, helping individuals and families. Restoration of relationships occurs when offenders participate in programs such as restitution payments, community service, and victim reconciliation. Glory House works cooperatively with other community programs that provide opportunities for offenders to be accountable.

Pro-social behavior is encouraged through individual and group counseling, care-frontation, spiritual exploration, substance abuse counseling, mental health continuing care, employment, and community service. Individuals are encouraged to make responsible choices which foster healthy, independent community living.

Participants in Glory House programs represent an array of cultures, personalities, attitudes, and beliefs. It is believed that each individual is of unique value and worth and deserves to be treated with dignity. Considering each person's background and needs, individual plans facilitate the development of spiritual and pro-social community values and behavior.

After participation in Glory House programs, individuals will be better prepared to lead a balanced and accountable lifestyle. This lifestyle will be demonstrated through constructive life skills, spiritual awareness, healthy relationships, a life of sobriety, use of support systems, financial independence, respect for authority, and freedom from crime.

WELCOMING POLICY

Glory House supports the Comprehensive, Continuous, Integrated System of Care (CCISC). Glory House understands and is committed to provide multifaceted services to those who present complex issues. The foundations of our programs include the possibility that any and all of the individuals that pass through our doors may have co-occurring conditions of substance abuse, alcohol, and mental health.

We have embraced a philosophy of dual recovery. We believe that successful treatment integration is essential if individuals with co-occurring substance abuse, alcohol, and mental health conditions are to be successful in their treatment and recovery.

Our policies and procedures are designed to meet the needs of acute mental health risk and to arrange appropriate interventions. We provide screening, assessment, and referrals. Our treatment planning takes into account the necessity of integrated treatment goals, progress note documentation, and discharge planning that accommodates the treatment recommendations for multiple conditions. Our counselors work with the client, as well as the client's family, friends, and others close to them, to increase their understanding of substance abuse, alcohol, and mental health issues. By providing them with information, education, and resources, their ability to support the client's recovery process is strengthened.

Glory House is fully committed to providing services through competent staff. We provide ongoing staff training and clinical supervision by qualified clinicians. Our staff works directly with the treatment issues specific to individuals with co-occurring conditions such as medication compliance, mental health symptoms and the risk of relapse, and information, education and techniques for managing symptoms without using substances. We communicate and collaborate with providers to give our clients unified messages about treatment.

We believe in the importance of advocacy and support at every level of treatment and recovery for clients with complex issues.

CONFIDENTIALITY OF ALCOHOL AND DRUG ABUSE RECORDS

Federal law and regulations protect the confidentiality of client records maintained by this program. Generally, the program may not divulge any information that a client attends the program, or disclose any information identifying a client as an alcohol or drug abuser, UNLESS:

- The client consents in writing;
- The disclosure is allowed by a court order; or,
- The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of the Federal law and regulations by Glory House is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations.

Federal law and regulations do not protect any information about a crime committed by a client either in the program or against any person who works for the program or about any threat to commit such a crime.

Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under State law to appropriate State or local authorities.

(See 42 U.S.C. 290dd-3 and 42 U.S.C. 290ee-3 for Federal laws and 42 CFR Part 2 for Federal regulations.)

REQUIRED ITEMS AT ADMISSION:

New clients shall bring the following items: Social Security Card, birth certificate, driver's license, or a state issued identification card as well as a written record of all training completed which includes operating equipment. These items are essential for assistance at South Dakota Department of Labor as well as employment eligibility to work in the U.S. or proof of US citizenship to employers. Additionally, bring work boots, and clothing suitable for the season and for any employment purposes. If available, bring an alarm clock, house slippers, towels, wash clothes, and laundry bag. If, upon your arrival, you do not have these items they will be issued to you and an amount charged to your account.

In addition, a record of a current (at least 30 days prior to admission), TB test and interpretation is required at admission. New clients are required to have documentation of a current TB test and physical (within the last 12 months) and no later than 30 days after admission. If the TB test and physical are not provided by the referral agency, the client will be referred to a local clinic. Indigent clients will be referred to the South Dakota Department of Health. If the TB test has been positive in the past, x-rays may be required.

- Demonstrated evidence of a TB test is the result of the test signed and dated by a LPN or RN and placed in the client's case file.
- Persons with questionable or positive skin tests should receive a prompt medical evaluation the same day to rule out active TB, should be considered for TB preventive therapy, and should be evaluated if symptoms of active TB develop.
- Tuberculin tests using the Mantoux method should be repeated a minimum of once annually for a client whose initial skin test is negative and who are receiving repeated care or treatment.
- Clients with chronic cough (over three weeks duration), fever and other symptoms should be rapidly evaluated for possible active tuberculosis disease. If active tuberculosis is suspected or confirmed, the client should be immediately placed on multiple anti-TB medication and placed in respiratory isolation if institutionalized. Glory House cannot provide required respiratory isolation. Therefore, the client will be referred elsewhere if active TB is confirmed.
- Staff will verify with the health care professional to assure that suspected or confirmed tuberculosis cases or infection cases have been reported to the South Dakota Department of Health.
- To report cases as above or for more information, contact:

SOUTH DAKOTA DEPARTMENT OF HEALTH CENTRAL ADMINISTRATIVE OFFICE

South Dakota Department of Health
Office of Communicable Disease Prevention & Control
Tuberculosis Control Program
445 E. Capitol Ave.
Pierre, SD 57501-3185
Telephone: 773-3364 or 1-800-592-1861

SECTION II-ENVIRONMENT

FIRE SAFETY

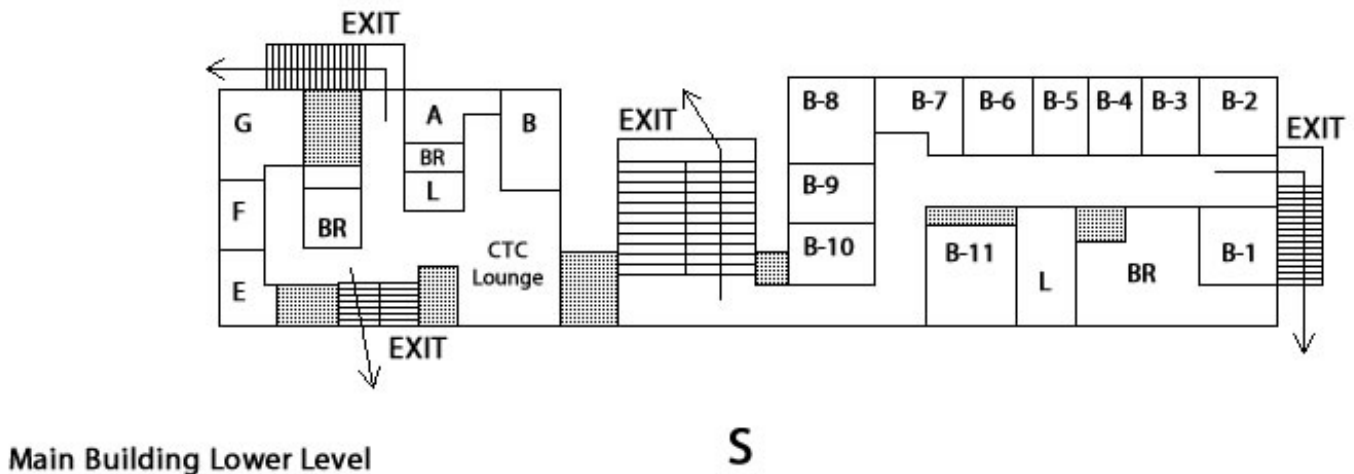
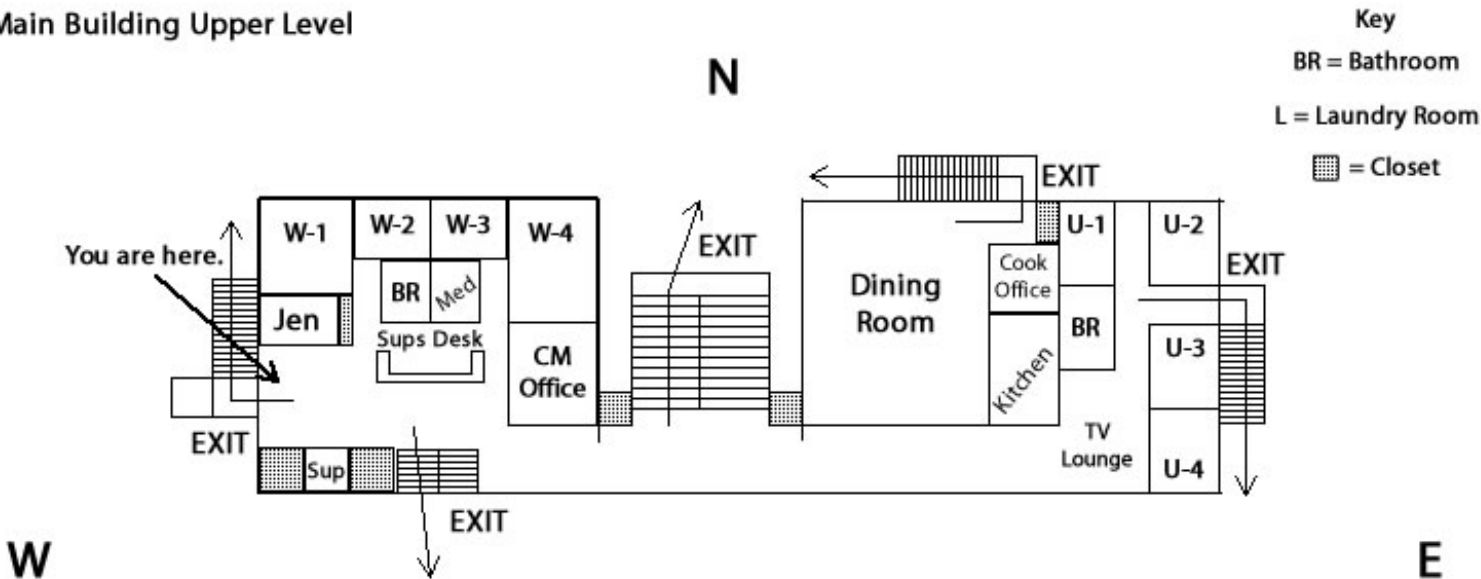
It is Glory House policy to maintain an environment free from fire hazards and to meet all state and federal fire safety codes.

EVACUATION PLAN

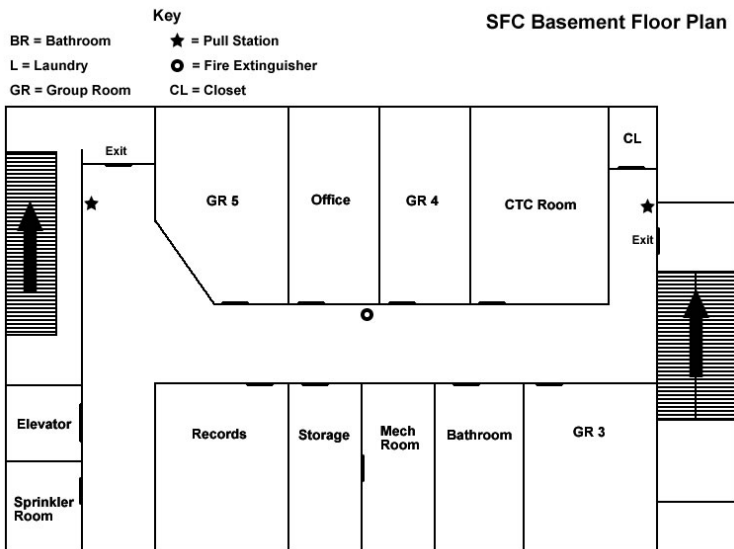
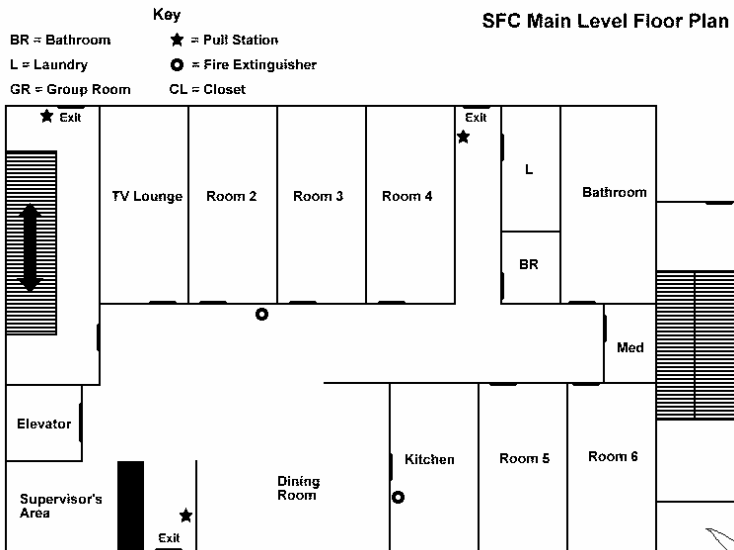
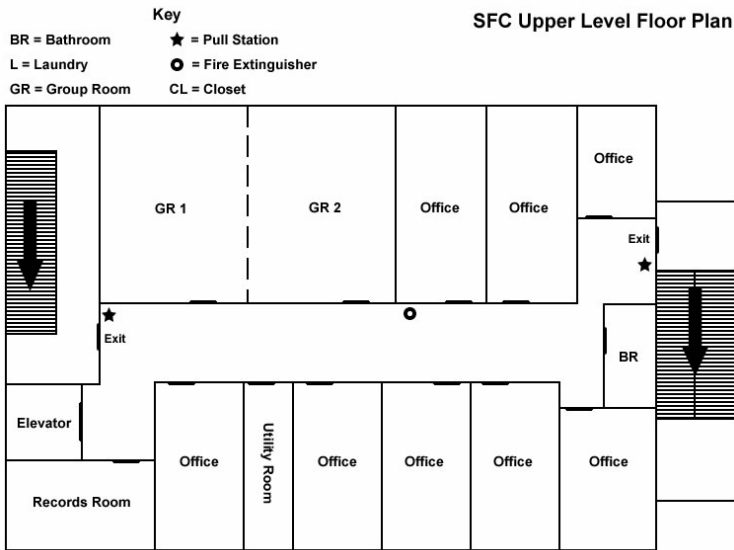
Evacuation routes are posted prominently on each level of the buildings near exits. When possible, clients will close their own windows and doors. Fire doors close automatically when the alarm sounds. When the fire alarm sounds, all male clients and staff will report directly to the northwest parking lot in front of the garages using the most direct route available. All female clients and staff of the Sands Freedom Center will report directly to the far west side of the parking lot in front of the Sands Freedom Center. All clients are expected to evacuate as quickly as possible. Failure to evacuate will result in a negative choice III consequence, as this is a very important fire safety requirement.

Men's Facility

Main Building Upper Level



Sands Freedom Center



SECTION III-PROGRAM

GLORY HOUSE GUIDELINES

The following guidelines must be adhered to while you are a client of Glory House. Individuals who disregard these guidelines are reported to placement officials for their consideration. This could result in restriction, loss of privileges, or removal from Glory House.

- During the first 14 days, clients will be restricted to Glory House property except in individual consideration and for work and program requirements, unless there are exceptions in individual cases. After the restriction period (which can be extended if negative choices are documented), clients are required to be at Glory House and programming at all scheduled times.
- While at Glory House, clients are expected to be employed full time in order to meet financial obligations, but not to the exclusion of programming. Exceptions to this are approved on a case by case basis.
- Use of alcohol, drugs or gambling is not allowed. Presence in alcohol or gambling related establishments is not permitted in most instances.
- Clients are expected to respect other people and property at Glory House and in the community.
- Food and beverages are only allowed in designated eating areas.
- Clients are required to punch out, using the time clock, any time when leaving Glory House property, and to punch in upon return. A staff member must initial the time card in your presence.
- Any form of physical contact or forms of manipulation, intimidation, or threatening behaviors may be grounds for immediate removal from the program.
- Any type of poker cards is prohibited.
- I am responsible to follow the Glory House Client Handbook and agree to do so.

CLIENT DISCIPLINE

The Glory House Board of Directors expects clients to abide by the Glory House Guidelines, all city ordinances, state and federal laws. Procedures have been established to encourage client accountability, to handle disruptive behavior, and to provide accountability for violations of house guidelines. It is the policy of the Board of Directors to treat individuals in a respectful and humane manner, taking into account individual client differences, while maintaining a wholesome and therapeutic environment for all clients and staff.

Prior to entry, the prospective client will be given a copy of the house guidelines. At the time of admission, orientation personnel will review the guidelines, client handbook, and specific rules relative to legal status with each client. The client will sign that he/she understands the material, and a copy of this verification will be placed in the case file.

If there are infractions of the guidelines, staff will log the behavior in question, and deal directly with the client to resolve the behavior and attitude through consequences, Corrective Thinking, confrontation and tools, and in some cases, termination from the Glory House.

SERIOUS BEHAVIOR INCIDENTS

The staff person involved or staff that witnesses the situation will document this on an incident report. Staff will investigate the incident and report to the manager on duty. In certain cases, depending on the legal status, the referral agency is notified prior to determination of consequences. The discipline imposed is designed to fit the infraction as closely as possible. The client will be informed of the action through a written report and provide their signature that this was received.

Any Bureau of Prisons Prohibited Acts violations will be handled according to the BOP guidelines outlined in the BOP Statement of Work.

SEXUAL HARASSMENT/SEXUAL ABUSE

Glory House has a zero tolerance for sexual harassment or sexual abuse by any representative of the agency, other clients, or private citizens. Clients can report any violation of the above to any agency staff member, law enforcement, referral agent, medical center, advocacy member, or private citizen. Glory House will investigate or report the allegations for investigation as required under PREA. The reporting client will be free of retaliation by agency representatives or clients upon discovery of the report. Glory House will ensure medical as well as mental health services are available to the client upon discovery of the incident. When an administrative investigation is implemented, the agency will appointment a staff member or when required, the contract oversight manager. Findings of the administrative investigation will be available to the reporting victim whenever possible at the conclusion of the investigation. If legal charges qualify, the reporting client may be asked to testify.

HARASSMENT AND CONDUCT

Harassment of other clients and disregard for their privacy and comfort is not tolerated. Use of gang signs, abusive language or acting in an insubordinate manner to staff is totally unacceptable behavior. Profanity, boisterous talk, music with inappropriate lyrics and/or profanity, etc, gambling, pornographic materials, fighting, drinking, drug use, or disruptive behavior is not acceptable.

THREATS

Threats are not tolerated. Threats are defined as:

- Challenging authority.
- Grabbing or invading personal space.
- Pointing a finger.
- Raising the voice or using profanity in an intimidating manner.

If an individual affected feels threatened, intimidated, or violated personally, the behavior will be considered a threat. A behavior incident report will be written, if there is a threat and immediate action taken.

PHYSICAL CONTACT

There is a no physical contact rule which would include any form of touching, including shaking hands, pats on the back, etc among any clients or staff and act appropriately and responsibly at all times. Infractions may result in a no contact contract. This includes photographs of clients in violation of the no physical contact rule.

CLIENT ROOM SEARCHES

Glory House reserves the right to conduct searches of person, room, property, and vehicles to aid in the control of illegal substances and contraband, and to assure the safety of all clients and staff. Room and vehicle searches will be done randomly per discretion of staff and will be kept to a minimum necessary to insure the greatest respect for privacy and personal dignity, while still meeting the requirements of funding agencies, and protecting the community.

Search of person or room will be done with two staff members present. A record of such searches and noteworthy findings will be kept. Refer to the Contraband List for prohibited items on page 25. If prohibited items are found, the item(s) will be confiscated and a report will be submitted for staff review and a copy filed in the case record. The staff confiscating the contraband item(s) and the individual's counselor will then take appropriate action. Contraband items will be held for ten days to allow these items to be removed from the facility and failure to comply with this guideline will result in disposal of the item.

Any pat or strip search will be conducted by a member of the same sex and only when another staff member of the same sex is present. Strip and pat searches will be permitted only with the approval of the Executive Director and if there is reason to suspect the client is introducing prohibited items into the facility. Transgender clients will complete this through a healthcare professional assigned by the agency.

PASSES

Glory House recognizes the therapeutic value of passes and furloughs for transitional living. Although pass and furlough regulations vary according to status, every effort will be made to allow occasional, approved, and purposeful time away from the facility, as deemed appropriate.

Passes must be requested and issued from assigned case managers, or assigned counselor. Pass may be issued for a variety of purposes that may include: medical, housing search, programming, financial, recreational, or family activities. Pass approval is based on referral agency requirements, acceptable behavior, and progress. Refer to Client Privileges (PAGE 28) and locate your status.

FURLOUGHS

Furloughs may be issued under special circumstances. Clients are responsible for requesting furloughs and kept by staff until use.

PASS AND FURLOUGH CONDITIONS

The following are the conditions of any type of pass or furlough:

- Glory House must be able to reach you by a landline telephone any time on a pass or furlough unless otherwise authorized. If cell phone accountability is requested, special approval must be granted through referral agent and Glory House.
- If you wish to make changes to your pass or furlough, you need to speak with a counselor. If a counselor is not available, no changes will be made to your pass or furlough. Do not ask a client supervisor to make such changes, as they are not authorized to do this.
- You will ultimately be held responsible for your pass or furlough. Should the conditions of your pass or furlough be violated, the corresponding negative choice will be issued.

LIVING QUARTERS

Your room must be tour ready at all times. Your bed must be made neatly. Your clothing hung up, folded into locked footlockers or placed in laundry bags (not on bed or floor), prior to your leaving for the day. You are responsible to clean, vacuum, dust and empty the trash daily. You may decorate your living and sleeping quarters with personal possessions. It is expected that you will use the bulletin board provided in each room. The use of nails, tape, tacks, pins, etc is not permitted to hang pictures, posters, etc as well as hanging any item from the sprinkler system.

The primary entrance for the men's unit is the west door of the main building. The primary entrance for the female's unit is the west door at the Sands Freedom Center. The primary entrance for programming for male clients, outpatient clients, and EM (electronic monitoring) clients is the southeast door of the Sands Freedom Center.

Clients must be off grounds by sundown. After sundown, clients may be outside to smoke: Males, bottom of the hour for 10 minutes; females, top of the hour for 10 minutes. After 10:30 PM, only one client at a time will be allowed outside to smoke. Smoking must occur 10 feet from the building. The availability for clients to be outdoors will be posted according to the seasons.

Due to the extreme wear and tear on the carpet, you are required to wear slippers in the house. House slippers may not be worn out into the parking lot or lawn. Street shoes are to be removed before going to your room and slippers are then to be worn in the house. After checking and removing dirt and grease, shoes may be taken to your room.

TELEPHONE PRIVILEGES:

Clients will have access to pay phones from 6 AM to 10 PM Sunday through Thursday and until 11pm on Friday and Saturday. Clients are responsible for acquiring appropriate change and/or phone cards. At all times the length of the phone calls will be limited to 10 minutes. From 6 PM to the end of phone privileges, you must sign up for phone calls. Each client will be limited to 4 calls, either incoming or outgoing.

DRESS CODE

You are to dress appropriately at all times. Clothing advertising liquor, bars, motorcycle groups, casinos, gambling or obscenities are not permitted. You are not to wear dirty or ragged clothing or inappropriate dress at any time. Shirts and proper attire are required in house at all times including meals. No caps or hats are allowed to be worn in the house. Bandanas are not allowed to be worn on the property unless special permission is granted. Approved bandanas must be multi colored or camouflage. No swimsuits can be worn on the grounds. No short shorts, no low cut blouses/shirts, no halter tops or spaghetti straps are allowed to be worn on the property. Other clothing may be determined inappropriate by staff. You are not permitted to sleep in your street clothes. No one is allowed to give or receive tattoos or piercing while at Glory House. Body piercing other than those in the ear must be removed. Haircuts completed by another client at Glory House need the approval of supervision; hair coloring completed at Glory House must be approved by case manager, counselor or manager.

PERSONAL HYGIENE

To maintain cleanliness, you are required to shower/bath, and maintain proper dental hygiene daily before 10:00PM, unless your work schedule requires a variation. It is expected that you maintain proper personal hygiene at all times. Failure to comply with these guidelines may result in a hygiene contract.

BATHROOMS

When using the bathrooms, make certain you leave the sink and shower clean. Remove hair, grime, and dirt spots from the basin and wipe the surface area dry. Flush the toilets when you use them. Any substance that accumulates on the toilet rim, seat, exterior or floor is to be cleaned by you when you are responsible. Report any problems with plumbing to staff.

LAUNDRY FACILITIES

Facilities are provided, but may not be used after 10:00PM unless permission is granted. Glory House provides linen and laundry soap, but it is your responsibility to launder linens and clothing each week. Indigent clients may receive funds for weekly for laundry - see assigned case manager or assigned counselor. A deposit is required when you receive linen. The deposit will be refunded if it is returned washed and dried by you, undamaged the day of discharge.

MAIL

Mail is picked up Monday through Friday and available at the supervisors desk. When you discharge from Glory House you are required to leave a forwarding address for mail. You need notify anyone sending you mail directly of your change of address as a change of address card from the Post Office will not re-direct your mail. Glory House is considered an institution (similar to a hospital) and change of address cards will not be recognized by the Post Office. If considered indigent, postal funds are available with approval.

MONEY MANAGEMENT

You are responsible for working out a budget with assigned case manager or assigned counselor and abiding by it to meet your obligations. You are responsible for turning in all income money while a client. Money will be kept in a personal account for your use. Rent is your first obligation. Payment of restitution, fines, legal costs, child support and debts are your next obligations. The client may request a weekly allowance depending on the available funds in your account. If you need to know how much money is in your account, your counselor can secure this information for you, or you will receive a statement of your account on Friday after 3:00 PM. Receipts must be provided for amounts over \$50.00.

All requisitions must be completed and turned into your primary counselor for approval by Tuesday night and the checks will be issued on Friday after 3:00 PM. The rent obligation to Glory House will be taken from accounts. You need to keep a reserve of \$50 in your account at all times.

Upon discharge, a partial close out will be issued if there is a positive balance in the account. Your account will be finalized based on income and charges. Any positive balance will be forwarded to your release address in two to three weeks of discharge.

Money requests may be denied if there are inadequate funds in your account or if you do not have justification for the request. Some requests, such as spousal support, restitution, telephone bills, etc., will be issued directly to the person or company for whom the request is made.

If you have any further questions, you should discuss them with your counselor.

CONTRACTS

Outside of agreements with the Glory House, you will not be permitted to enter into any contract without the approval of the Executive Director or designee while you are a client.

PERSONAL PROPERTY

Glory House is not responsible for your personal property during your stay. Valuables should be kept in your locked footlockers. Headsets are only allowed in rooms and outside. Personal property is not to be loaned, sold, borrowed, or exchanged without the approval of the Executive Director, or designee. Personal property left after discharge will be disposed of after ten days, unless other arrangements have been made. Also, refer to Disposition of Property form.

DAMAGE AND CARE

Clients are responsible for the care of the house and its equipment such as linens, furniture, carpet and recreational equipment. If any client carelessly ruins equipment, damages house or contents, he/she is responsible for the cost of repairs. In addition to a negative choice, a \$25 fine, plus costs of repairs, may be assessed for any damages to Glory House property.

GLORY HOUSE PROPERTY

No property belonging to Glory House is to be removed from the grounds.

CLIENT DETAILS

Each client will be assigned a house or yard detail. Most details are to be completed at assigned times on a daily basis. Details are not considered complete until a staff person has inspected the detail, and both client and staff initial in the book. It is the client's responsibility to request that staff inspect detail. Details must be inspected before leaving the house for program, work or leisure. This is a part of therapeutic daily living skills training. If you are unable to do your detail, it is your responsibility to find a replacement, and notify staff.

Request slips are available for you to request a specific detail. Your requests will be considered as well as your work and programming schedule. Should another client request the same detail, your work schedules will be taken in to account to determine who will receive the detail. If you do not fill out a request slip you risk losing your current detail and may be placed in the detail that fits your schedule and is most useful to the house. You are not guaranteed to receive the detail you requested but Glory House will make every effort to assign details as requested.

MEALS AND DINING AREA

Clients are to be present at all meals unless you are working, attending required appointment or programming. Clients are allowed to sign up to reserve a sack lunch or a supper plate if they are out of the facility during that time. Food and beverages are not allowed in client rooms. Thermal drink containers are to be used for work purposes only and are not to be stored in your room. No containers of any kind should be taken to and from AA meetings.

Under no circumstances (unless prior approval is given by staff), should clients be in the kitchen unless it is required for house details. If you desire to order in food for the designated snack time, supervisors/counselors must be informed. The ordered food must be delivered for the allowed snack time. This is a privilege and it is left up to the discretion of staff on an individual basis.

SMOKING

Smoking is permitted only outside the facility in the designated smoking areas 10 feet from the buildings. Clients are to use the cigarette disposal units. Violators may be assigned other duties.

VISITORS

Visitors must be on your approved visitor list. All visitors must check in/out on the visitor's logbook. Any visitor 16 years of age and older, must provide identification at the time of visit. Children need to be supervised and under control at all times. If any visitor is suspected of drinking or using drugs, they will not be allowed to stay on the premises and will be asked to leave. For this reason, Glory House also reserves the right to administer breathalyzers to any persons visiting Glory House. All visits are to be confined to the upper dining room area and outside, weather permitting. Clients are not allowed to visit in visitor's vehicles. Appropriate touch must be observed with visitors at all times. If observed otherwise, visiting privileges may be discontinued and the visitor asked to leave. Special visits may be granted through counselor or case manager under certain circumstances.

Visiting days and times are as follows:

Friday 7:00pm-9:00pm

Saturday, Sunday, and holidays 1:30pm-4:30pm; 7:00pm-9:00pm

SEVERE WEATHER

For protection against severe weather such as tornadoes, thunderstorms and blizzards, the Glory House will keep a weather radio for updated reports to ensure the safety of clients and staff. Glory House will plan ahead to insure that all clients and staff are accounted for and have a safe place or reliable transportation arranged prior to the onset of the severe weather.

TORNADOES

Tornado drills may be held periodically during tornado season from April through October. The air horn siren signals a tornado warning or drill. If there is a tornado warning or drill and the tornado is approaching, male clients and staff will go to the lower level east hall of the men's unit. The safest position during a tornado warning or actual tornado is by reporting to the below units and take pillows or cushions for protection and be seated, facing the wall with pillows over their heads. Women clients and staff will go to the hallway in the lower level of the Sands Freedom Center. Clients living in rooms B-2 through B-7 may remain in their rooms and will sit on lower bunks.

All other staff and clients will sit in the hallway facing the wall. Everyone will remain in this position until weather radios announce that the warning is over. Staff on duty will take the weather radios with them to the safe areas so that current weather information is available. During a tornado warning, the Glory House will not provide transportation. All staff operating vehicles will be aware of locations of severe weather shelters.

SEVERE THUNDERSTORM WARNING

All clients and staff will remain inside the building or inside a vehicle during thunderstorm warnings. Avoid use of the telephones, showers, and stay away from metal objects. Glory House transportation of clients may be canceled until an "all clear" statement is received or the staff determine that it is safe to transport.

BLIZZARDS

Glory House transportation of clients may be canceled until such time as reasonable, safe road conditions exist, thus supervisors will attempt to notify clients of blizzard warnings so they can make arrangements in advance to avoid being stranded away from the facility.

ALCOHOL AND DRUG TESTING

The Glory House maintains a policy of periodic scheduled and random urinalysis and breathalyzing of clients to ensure abstinence from alcohol and unauthorized substances.

The use of alcoholic beverages and illegal drugs on or off the premises is not permitted. Clients are not allowed at any establishment where alcohol or gambling is the primary business. Random breath and urinalysis tests are done periodically or as prescribed by referring authority. The use of any unauthorized substance may result in termination from the program. If allowed to remain at Glory House, consequences will be imposed and treatment programs may be initiated, possibly at the client's own expense, if deemed necessary.

Refusing to take either a breath or urinalysis test is considered admission of guilt. The urinalysis must be produced within two hours of the first request, otherwise it is considered positive. If unable to produce a urine sample, clients will be given one 8 ounces of water and must remain under staff surveillance until able to do so.

Use of Vicks, Benzedrex Inhalers, or poppy seeds will affect the results of a urinalysis or breathalyzer test, and are prohibited unless prescribed by a physician.

MEDICAL DENTAL AND MENTAL HEALTH SERVICES

911 will be accessed for any medical emergencies. Transportation is available through approved transporters or private ambulance service. Emergency medical, dental, and mental health services will never be denied to you. You are responsible for payment of your entire medical, dental, and mental health needs. In the event of serious injury, your emergency contact will be notified.

Basic first aid supplies are available in the facility. Staff will inform you during orientation of the first aid supplies that are available at each facility. Other medical problems needing attention should be discussed with assigned counselor or case manager in order to assist you by making referrals to and appointments with the local medical clinics. Your routine doctor appointments must be approved in advance by the assigned counselor or case manager. You must sign out and sign in upon return to the facility.

The chart below indicates possible service providers available for non-emergency medical attention:

PROVIDER, ADDRESS:	TELEPHONE NUMBER:
Sanford Health	
1305 W. 18 th , Sioux Falls, SD	333-1000
Avera-McKenna Hospital	
800 E. 21 st , Sioux Falls, SD	322-8000
Avera Downtown Center	
300 N. Dakota Ave, Sioux Falls, SD	322-6825
Falls Community Health, Sioux Falls, SD	
521 N. Main Ave, Sioux Falls, SD	367-8793
Acute Care Clinics-see staff	
Great Plains Psychological Services	
4105 Carnegie Place	323-2345
Lutheran Social Services	
705 E. 41 st , Sioux Falls, SD	357-0100

The chart below is a list of possible pharmacies:

PROVIDER, ADDRESS:	TELEPHONE NUMBER:
Lewis Drug	
41 st and Minnesota, Sioux Falls, SD	367-2110
Shopko	
1601 W. 41 ^t , Sioux Falls, SD	335-8806
Walgreens	
1806 S. Minnesota, Sioux Falls, SD	221-0578
Walmart	
3209 S. Louise, Sioux Falls, SD	361-0914

ADMINISTRATION OF MEDICATIONS

Before a prospective client enters the Glory House, an effort will be made to review medications to determine the primary physician, purpose of medication, schedule II, III, IV medication, side effects, and how the medication is to be monitored. At the time of admission, any medications will be turned in, and the shift leader will count the medication and prepare a medication record sheet in the presence of the client according to physician instructions. A copy of the prescription which includes doctor's signature and instructions for any new medications or samples are required before these will be available. Controlled substance medications are counted by both the client and the shift leader after each dose is dispensed; both the shift leader and the client initial the medication sheet.

The Glory House will make medications available to the client according to the instructions of the physician. These will be available at designated times. The client will self-administer medications with supervision of the shift leader. To help prevent errors the medication sheet will be prepared using a duplicate pharmacy label, if available. The shift leader will observe the client administer the medication. After, both the shift leader and the client will record their initials on the medication sheet that those were taken on the appropriate date and time.

A list of allowable medications has been developed for clients. This list indicates specific medications that may be in the personal possession of clients. All medications not identified on the list must be administered under observation and must be stored in the double-locked medication storage area. Any schedule II, III, or IV medications that are outdated, discontinued or left at facility upon discharge will be destroyed.

MEDICATIONS THAT MAY BE IN THE PERSONAL POSSESSION OF CLIENTS

Aspirin, Acetaminophen, ibuprofen maximum of 12

Antacids

Cold medications, maximum of 4 doses (not cough medications containing alcohol or DMX)

Topical first aid ointments

Birth control pills, Estrogen, suppositories, and other personal medications as approved.

Glory House will make medications available to the client according to the instructions of the physician. However, drugs prescribed by a physician will be kept by staff in a secure area and will be available to you on a schedule. You must request the medication at the required times, and inform staff when reordering. You are responsible for the payment of all prescriptions, medical bills, and any telephone expenses that may result when reordering medications.

The client will self-administer medication with supervision of the designated employee. The employee will observe the swallowing of the medication and the client and employee will record the time of self-administration on the client's medication log sheet. Please be aware; refusal to take necessary medications may result in termination from Glory House.

GLORY HOUSE EMPLOYMENT PROGRAM

You are required to look for employment and to secure full time employment within two weeks after admission. You are not allowed to accept or resign a job without approval of your assigned counselor, assigned case manager, manager, or the employment coordinator. You are not permitted to work in bars (unless special approval is granted), liquor stores, casinos, tattoo shops, X-rated theaters or pornographic bookstores. You may be required to work at least four hours a day at Glory House if you have not secured full time employment (40 hours per week). You must provide weekly verification of hours worked. Job verifications are conducted on a regular basis. The Glory House provides job-counseling services to clients through the employment coordinator, primary counselor, Case Manager and other staff.

The following are goals of the client employment program:

- To develop financial stability to meet obligations.
- To match interests and skills training with job.
- To provide job opportunities that considers the client's program, special income needs, and physical capabilities.
- To provide the client with appropriate job leads with prospective employers.
- To acquaint the client with pertinent resources for the job search.
- To provide the experience of the job search responsibility, (making appointments for job interviews and follow-up, filling out applications, securing ID, etc.)
- To assist the client in the use of public transportation both for job search and once employment is secured.
- To obtain employment with a wage greater than the minimum wage.
- To help the client understand the importance of maintaining a single job in order to establish a stable work history.
- To help the client develop work ethic, importance of working, contribution to economy and society, pay own way versus being reliant on government, etc.
- Screening with consideration of offense history.

APPLYING FOR A JOB

Clients must complete orientation before job searching. Before you are permitted to search for employment, you need to complete an employment pass. The day before you begin your job search, develop a job search plan to include: employer, time, address, phone; have your ID and Social Security card available; secure bus tickets. The Employment Counselor, Case Manager or your counselor must sign your employment pass. An employee of the company you are applying to must also sign the employment pass before you return to the Glory House. Job searching is allowed Monday-Thursday until 6:00pm, Friday-Saturday until 4:00pm unless special approval from management. You need to be ready to begin your job search by 7:45 AM each day and spend at least four (4) hours each day until you secure employment.

Unemployed clients may be placed on an employment contract. This may also be reason for termination from the program.

TIME CARDS/WORK SCHEDULES

All clients are required to obtain a copy of their time cards and return them to Glory House. These copies will be expected at the end of the workweek and are to be turned in no later than Tuesday night of the following week. If your place of employment does not have timecards, your supervisor must write down hours worked and verify actual hours worked by signing. If your employer makes out a rotating work schedule, obtain a copy the beginning of each week and turn it in to Glory House. Glory House makes an initial written contact with employers and periodic personal and/or telephone contact.

CALLING IN SICK TO WORK

Once steady employment has been acquired, you are expected to be responsible for your own work schedule. Should you feel ill, it is your responsibility to call in to your employer and inform them that you will not be going to work. You should also inform them with as much notice as possible, unless medically in nature. It is not the responsibility of Glory House to call your employer. Do not ask staff to do so. If you call in absent from work, you will not be allowed to attend any other activities, as you recover, you need to rest in your room.

TRANSPORTATION

It is a client's responsibility to secure transportation as soon as possible for employment, medical, or programming. Options include the city bus, taxi, or an approved transporter. You may purchase your own bicycle for transportation or recreation but you must have your own padlock and chain. In some cases, you may be able to purchase/utilize your own vehicle that will be decided on a case by case basis and in conjunction with your referring agent.

To use the city bus:

- Bus orientation is provided by the case manager at the Glory House
- Client may be allowed bus passes for 7 days. Extensions are available for those in need.
- For the current rates, contact the Sioux Area Metro at 367-7151.
- Bus schedules are posted or call 367-7183 for schedule information.
- If you need to change buses to get to your next destination, ask the driver for a transfer.
- Plan ahead to allow adequate travel times.

To use Glory House transportation:

- Sign up a shift in advance. Sign up for the time you need to leave. Don't forget to plan for your return ride or bus.
- Late sign up or not signing up for a ride will result in a negative choice.
- Be on time for the ride.
- Rides will be grouped to provide most efficient travel routes and times.
- Courtesy to drivers is expected. If you request a ride and are not at the designated location for pick up, or used another means without notifying Glory House, you will earn a negative choice for disrespect.
- No food, drink, or smoking is allowed in Glory House vehicles.
- Drivers are not permitted to make unauthorized stops to pick up coffee, cigarettes, etc.
- Drivers are not permitted to take clients anywhere but to designated destinations. All clients must have a pass signed by their counselors to go anywhere.
- Seat belts must be worn at all times.

THE FOLLOWING ARE IMPORTANT ITEMS TO REMEMBER:

- Group shopping is usually on Friday nights.
- A pass is required for shopping trips (other than group trips as described above). Glory House does not provide transportation for passes, which includes individual trips for shopping, etc.
- All rides will continue to be logged for accuracy.

Glory House will provide transportation to the following if staff resources are available:

Friday night group shopping to Lewis for level I and II only, and if currently on consequence III.

Religious services on Sunday within city limits; allowed 2 hours.

Group Recreation Activities.

12 step meetings on Tuesday and Friday.

Initial physicals.

Treatment or Aftercare as per your individualized treatment plan.

PERSONAL VEHICLES:

In order to have your own personal vehicle at Glory House requires a valid driver's license, proof of insurance, copy of vehicle title/registration, completed search of vehicle by Glory House staff, with the authorization of referral agency and the Executive Director, or designee of Glory House. Permission for vehicles may be granted on an as needed basis. All keys are turned in to the supervisor on duty when you return from work. The parking lots are for Glory House vehicles only. All client vehicles are to be parked on the street except during emergency snow removal/street cleaning. No parking is allowed in the driveway at any time. Driving is a privilege and may be revoked as a disciplinary action. Vehicles that break down cannot be left on the street. Vehicle maintenance will not be performed on Glory House property.

Clients are not allowed to transport other Glory House clients without approval of a counselor and referral agent.

TREATMENT PROGRAM SERVICES

As a client at Glory House, you will be expected to participate in programming, 12 step meetings, as well as employment. All clients will participate in an assigned treatment program to be developed by the counselor and client. 12 step recovery meetings are available in the community.

CLIENT RIGHTS

Clients of Glory House are guaranteed all basic human rights of citizenship unless these rights have previously been withdrawn due to a client's legal status. The following client rights have been established as normal agency policy by the Glory House Board of Directors.

- The right to seek and have access to legal counsel. Contact includes, but is not limited to: telephone communications, uncensored correspondence, and visits.
- The right of non-discrimination on the basis of race, color, religion, sex, sexual orientation, age, status as a veteran, disability, national origin, political views, creeds, or criminal background.
- The right to refuse extraordinary treatment, including corporal or unusual punishment, humiliation, mental abuse or interference with the daily function of living such as eating or sleeping.
- The right to refuse to be a subject in a human subject research project. This includes participation in medical, pharmaceutical or cosmetic experimentation.
- The right to confidentiality in all records, correspondence, and conversation relating to treatment, except with written consent.
- The right to reasonable visitation with family and friends.
- The right to conduct private telephone conversations.
- The right to communicate with a physician.
- The right to request or deny medical treatment; however, Glory House may consider this inappropriate for placement.
- The right to take daily prescribed medications.
- The right to send and receive uncensored and unopened mail, unless suspect. Mailed paychecks, for which Glory House has an assignment of wages form signed by the client, may be opened. If mail is deemed suspect, referral agency and counselor will decide if mail is appropriate. If mail is deemed inappropriate, client is informed and inappropriate mail will be returned to sender. No inmate to inmate correspondence allowed unless approved by referral agent and counselor.
- The right to practice a religion and attend religious services.
- The right to a grievance procedure, if the above rights have been violated.
- The right to be free of any exploitation, harassment, sexual harassment, or sexual abuse with any agency personnel, agency contractor, member of the governing board, or other clients.
- The right to be free of any financial relationship with any agency personnel, agency contractor, member of the governing board, or other clients.
- The right to have access to the courts and with permission to the public law library.

Clients will be informed of their rights at the time of admission. Client rights will be posted. Clients who feel their rights have been violated may file a grievance as outlined in the Grievance Policy and Procedures.

CLIENT GRIEVANCE

It is the policy of Glory House to respect individual rights and to resolve differences in a fair and equitable manner. It is the policy to provide an opportunity for a hearing to address client grievances. The following steps must be completed before a Grievance Committee Meeting will be available to resolve grievances not resolved between clients and staff.

- If appropriate, discuss concerns with staff involved
- Discuss with a counselor
- Complete C/D note (Complaint/Development)
- Address with Executive Director

In the event that a client of Glory House feels that his or her rights have been violated, and the conflict is not able to be resolved with a counselor, the individual may request a conference with the agency Executive Director. The Executive Director, or designee, will hear the complaint within two working days and document the outcome.

If resolution is still not completed to the satisfaction of the client, he or she may request, in writing, a hearing before the agency grievance committee. The grievance committee will consist of the Executive Director, an impartial staff member, and a staff representative of the individual's choice.

If the grieving client is a federal BOP client, the above stated policy shall be followed first. If a satisfactory agreement is not met, then the BOP administration remedy procedures shall be adhered to.

THE GLORY HOUSE CLIENT COUNCIL

The Client Council is a committee of clients and one staff member whose main function is to make recommendations to the Glory House Director to insure a fair and equitable communal treatment facility/program. The Council shall exist and operate within the following guidelines:

COUNCIL MEMBERSHIP

Council membership shall consist of a minimum of four clients and one coordinating staff member. All Client Council members are voted in by clients. One client will represent each counselor's caseload. The Client Council shall represent as diverse a population as possible among the current clients. Requirements for Client Council are no current negative choice III consequences and level II or higher.

C/D NOTES

A complaint/development (C/D) note will be obtained, completed, and submitted to the Glory House Executive Director, or designee. All C/D notes deemed appropriate by the Executive Director will be considered by the Client Council and their written recommendation will be forwarded to the Glory House Executive Director and counseling staff. The Glory House Executive Director and management team will consider the validity of the council's recommendation based upon the legal, administrative, and client/counselor treatment plan limitations. The final decision is approved by the Executive Director. The client will receive a copy of the recommendations and the final decision.

Any client can issue a C/D Note for on-going development, guidelines violation, disrespectful behavior, or disciplinary complaints which are available by staff.

C/D Notes deemed appropriate by the Executive Director will be submitted to the Client Council for review and a meeting will be scheduled to discuss the issue. Dates and times will be posted.

- (D) Development: Review the D-Note recommendations for development and make written recommendations to the Glory House Executive Director;
- (C) Complaint: Hold C-Note hearings and make written recommendations to the Glory House Executive Director.

RESPONSIBILITIES

The Council's primary responsibility shall be to make recommendations to the Glory House Executive Director in the following areas:

- On-going development of the Glory House programs.
- Violations of Glory House client guidelines.
- Alterations of Glory House client guidelines.

CLIENT COUNCIL PROCEDURES

Step 1 Clients and staff have the right to observe the evidence presented to the Council, but do not participate in the meeting. They also have the right to document and submit a commentary of their observations regarding the evidence presented and how the Council members cross-examined. However, if a staff member is involved in a C/D Note, they shall not observe the Council's deliberations.

Step 2 A designated staff member, available to meet, shall join the Council as a non-voting member. This reviewing staff member shall facilitate discussion of persons involved and render their own written conclusion, which shall not be counted as a vote. No one involved with the C/D Note shall be present during the resolution discussion.

Step 3 Client Council shall document the recommendation or resolution on the C/D Note, and then each Council member will sign and submit the note to the Glory House Executive Director.

Step 4 Action is then taken to implement or resolve the issue. The final decision will be posted on the bulletin board.

Step 5 All of the above steps will be followed or the C/D Note becomes invalid.

AREAS TO CONSIDER:

- Did the incident occur?
- Were the consequences appropriate?
- Is there need for further action?
- Is the idea possible?

COUNCIL MEETINGS

Council meetings shall establish a quorum when (4) four Client members are present. Council meetings shall be called on a need basis in response to a C/D Note, providing the meetings do not conflict with treatment programs.

LIMITATIONS

The Council will have the right to make recommendations involving administrative policy and procedure; however, changes will be made only with the Glory House Executive Director's approval.

JOB DESCRIPTION - CLIENT COUNCIL

My responsibility as a Client Council member shall consist of:

- Honesty with myself and others
- Meet on time
- Refrain from any form of discrimination
- Be fair with consequences and decisions
- Refrain from any form of favoritism
- Avoid petty issues, the Client Council shall be taken seriously
- If a member drops a level due to a guideline infraction, the member shall forfeit membership in the Client Council. The Client Council shall decide whether to permit the member to participate in the Client Council.
- I shall not discuss a C/D Note outside the Client Council meetings until deliberations are finalized.
- No current negative choice III consequences.
- Not currently on level I.

As a member of the Client Council, I shall be obligated to comply with this job description. If I do not, I shall be given consequences accordingly and shall no longer be a part of the Client Council.

Signatures:

Client Council Member

Date

Staff Member

Date

C/D NOTE PROCEDURES

1. Complete the C/D Note describing the recommendation/incident/complaint. Submit the C/D Note to the Glory House Executive Director.
2. The Glory House Executive Director shall advise the involved persons, and the Client Council of the meeting time and date. This is done by posting the C/D Note on a bulletin board.
3. The C/D Note filer shall then present his/her side of the incident, if they so choose.

DATE: _____ TIME: _____

FILER: _____

PERSONS INVOLVED: _____

NATURE OF C/D NOTE: _____

CLIENT COUNCIL RECOMMENDATION/RESOLUTION:

SIGNATURES OF ALL THE COUNCIL MEMBERS:

_____	_____
_____	_____
_____	_____

AGENCY DECISION: _____

PROGRESSIVE DISCIPLINE

The Glory House has a system of Progressive Discipline. Any staff member may issue consequences and thinking reports at any time as an aid in learning responsible behaviors. A colored sticker will represent the negative choice to serve as a visual reminder in order to increase awareness of a pattern of irresponsible behaviors. Clients contesting consequence should first discuss this with the staff member involved, and their counselor. If not resolved, the client may submit a C/D note which may be recommended for review by Client Council. The sticker that represents the Negative Choice/Consequence will be removed by assigned counselor, assigned case manager, or manager, from the folder after 30 days providing the requirements are completed. Accumulation of three Negative Choice/Consequence I's in a 30 day period will result in a II; accumulation of three Negative Choice/Consequence II's in a 30 day period will result in a III. Negative choice/Consequence I is a yellow colored sticker which represents a minor rule infraction. This is no direct loss of privileges. Negative choice II is a blue colored sticker which represents a moderate rule infraction. Negative Choice III is a red colored sticker which represents a severe rule infraction.

NEGATIVE CHOICE I

1. Not wearing slippers in house
2. Not doing detail properly
3. Not going to bed on time
4. Violating TV guidelines
5. Not cleaning room
6. Being in an unauthorized area
7. Less serious contraband
8. Playing radio too loud
9. Abusing phone privileges
10. Time card violation
11. Visitor violation
12. Lack of effort in looking for employment
13. Failure to respect or care for property
14. Consistent profanity
15. Unauthorized cooking
16. Wearing hats/headbands in the house
17. Up to ten minutes late to facility
18. Not following program requirements (less serious)

Possible Consequence:

- Small thinking report

NEGATIVE CHOICE II

1. Not turning in employment time cards
2. Smoking in undesignated areas
3. Gambling
4. Serious contraband
5. Disrespectful/lying to staff or others
6. Choosing to consistently disobey Level I choices
7. Not returning to facility at designated time
8. Being in an unauthorized area while on NC III
9. Not taking medications as prescribed
10. Not following program requirements (Not serious enough to warrant a NC III)
11. Any active Social Media venue

Possible Consequences:

- Extra details
- Loss of ½ pass/furlough time
- One group activity per week
- \$15 maximum allowance
- Limited phone calls
- Dining room for meals only
- Car privilege restrictions
- Loss of cell phone privileges
- Loss of visits per week
- Small thinking report

NEGATIVE CHOICE III

1. Failure to secure or maintain employment or refusing employment
2. Drug or alcohol use
3. Fighting
4. Harassing others
5. Abusive language
6. Stealing
7. Refusing UA or BA
8. Cashing check without authorization
9. AWOL from work, pass, etc.
10. Driving without authorization
11. Damaging Glory House property
12. One foot/no physical contact rule violation
13. Any violation of local, state or federal law
14. Intimidation/threatening others
15. Refusing a direct order
16. Pornographic material or serious contraband
17. Consistently disobeying Level II choices
18. Not following program requirements
19. Not attending required programming

Possible Consequences:

- House restriction
- Extra details
- One phone call daily
- \$10 maximum allowance
- Immediate family visits only
- 30 minute meal allowance
- 20 minute snack allowance
- Watch orientation video and pass test
- Loss of Level
- Loss of cell phone privileges
- Extra assignments from counselors
- Loss of driving privileges
- Long thinking report
- Possible room change
- Clients will have the ability to go outside for 10 minutes at the top of each hour during the day and evening (This will change to 10 minutes at the bottom of every hour for male clients after dark). Clients that smoke may do so at that time.
- You may not visit or be in client rooms other than your own without staff authorization. You may not have clients, other than room-mate(s) in your room.

LEVEL SYSTEM

The Levels listed below are for all clients. Client Level and privileges will depend on placement status. There is a weekly review of Levels determined by PRT (Program Review Team if Federal), referral agent, and Glory House staff. This is a general guideline, and may be different depending on placement status. Federal placements will be indicated by color of folders for level. All clients will be listed on the board for Level status.

Level I (Red)	Level II (Orange)	Level III (Green)	Level IV (Blue)	Level V (BOP only) (Yellow)
CSC Entry Level CCC	In program less than 2 weeks CCC	Meeting Program Requirements of recovery plan Prerelease	Same as Level III	Home Confinement GPS required for BOP
Length of time determined by PRT team, or management/referral agent No longer than 30 days	determined by PRT team, or management/referral agent	determined by PRT team, or management/referral agent	determined by PRT team, or management/referral agent	determined by PRT team, or management/referral agent only for federal clients
Major religious activities, medical needs, legal needs, approved treatment, and obtain ID's	Employment passes, employment, medical, programming, 12 step meetings, religious, group recreations, Glory Trail, driving if approved	All under Level II as well as one 4 hour pass per week	All under Level II as well as 8 hour weekly passes possible passes up to 48 hours weekly	

Positive consequences are based on individual's progress. This may include move up the level system, increase in pass time, recreational activities with Glory House staff, commitment to change unit in main building.

CONTRABAND ITEMS IN ROOMS

CONTRABAND ITEMS IN ROOMS

This is a **General List**. There could be more items that fit into the contraband list. If in doubt, “ask”.

- Aerosol cans
- Alcohol
- Any food to include soft candy or gum
- Any item containing alcohol in the first three ingredients except shampoo, conditioner, lotion and deodorant
- Any kind of electronic gaming device, digital music device, DVD players
- Bleach (liquid or dry)
- Cardboard boxes
- Cellular phones, chargers, or pagers unless approved by Glory House
- Chewing tobacco, smokeless tobacco, cigars, or pipes
- Clothing or pictures with references to any of the following: obscenity, alcohol, drugs, gangs, or motorcycle groups, or casinos
- Clothing that reveals stomach or lower back (no spaghetti strings or strapless)
- Computers or devices with computer features such as Ipods, electronic books, etc
- Credit cards, cash cards, ATM cards, check/savings books, or vehicle keys
- Cups, mugs, or bottles (soda, water, or beverage bottles) unless approved by Glory House
- Drug paraphernalia
- Drugs
- Extension cords or surge protectors
- Fingernail polish/remover
- Illicit sexual material, sexually explicit, or pornographic material
- Luggage bags of any kind
- Mouthwash with alcohol
- No knives, guns, or weapons of any kind
- Non-water color paints, toxic highlighters, toxic markers, flammable or hazardous chemicals
- Regular pillows or personal linen including blankets, quilts or bedspreads
- Pointed-tip scissors or any sharp objects
- Tattoo equipment
- Televisions
- Unauthorized medications

CLIENT STATUS

The following reflect the various categories of Glory House clients:

BOP CUSTODY

(Community Corrections; Direct Court Commitment)

RESPONSIBILITY OF:

BUREAU OF PRISONS

Unauthorized absences are reported to BOP
Notify counselor on duty, Executive Director, Associate Director, or designee. The Executive Director, Associate Director, or designee will notify BOP.

- Clients are in custody, placed at Glory House.
- May operate vehicle, if approved by Executive Director or designee.
- 9:00 PM curfew, except work or programming.
- Recreation with pass approval with staff.

BOP PRE-RELEASE (INSTITUTION TRANSFERS)

RESPONSIBILITY OF:

BUREAU OF PRISONS

Report unauthorized leaves to counselor on duty, Executive Director, Associate Director, or designee. The Executive Director, Associate Director, or designee will notify BOP.

- Serving the end of sentences at Glory House prior to being released.
- May operate a vehicle if executive director has given prior approval.
- Any furlough beyond 100 miles or for more than 48 consecutive hours needs written approval from the CCM.
- 9:00 PM curfew, except work or programming.
- Recreation with pass approval with staff.
- RRC Level III, IV or V determined by PRT.

FEDERAL PROBATION/SUPERVISED RELEASE (PUBLIC LAW CASES AND ALL CASES WITH A FEDERAL PROBATION OFFICER)

RESPONSIBILITY OF:

US PROBATION OFFICE: (605) 977-8900

Report unauthorized leaves to counselor on duty, Executive Director, Associate Director, or designee then USPO.

- Sentenced by the court to serve a term of supervised release.
- May operate a vehicle if Executive Director and/or designee and USPO have given prior approval.
- 9:00 PM curfew, except programming and employment or with approval of USPO.
- Glory Trail and recreation, upon admission, with an approved pass.
- RRC Level I, II, III, IV or V determined by PRT and/or admitting officer.

FEDERAL PRE-TRIAL

US PROBATION OFFICE: (605) 977-8900

RESPONSIBILITY OF:

Report unauthorized leaves to counselor on duty, Executive Director or Associate Director, or designee then USPO.

- Placed at Glory House as a condition of bond, awaiting trial.
- Restrictions are dependent on conditions set by the courts.
- May operate vehicle if approved by the supervising officer.
- 9:00 PM curfew, except for work or programming.
- Glory Trail and recreational pass with approval of supervising officer
- RRC Level determined by supervising officer.

STATE WORK RELEASE/INTENSIVE METHAMPHETAMINE TREATMENT (STATE PROGRAM)*

*** IMT will either be Work Release or State Parole, please check specific status**

RESPONSIBILITY OF:

Work Release Department of Corrections - Pierre, SD
Notify counselor on duty, Executive Director, Associate Director, or designee should be notified first if problems arise or if Work Release client is one hour late in returning, then notify Control Room (605) 367-5120.

IMT-Counselor on duty, Executive Director, Associate Director, or designee should be notified first if problems arise In case Work Release client is one hour late in returning, notify Control Room - 367-5120; 367-5121; 367-5122.

- From South Dakota correctional facilities prior to release from prison.
- Eligible for furloughs after 30 day restriction period is successfully completed. This restriction period can be extended.
- 4 hour pass once a week for 2 weeks.
- 8 hour pass once a week thereafter
- No pass to exceed 8 hours without approval of DOC
- May not operate a vehicle unless for work purposes (at work only, not to/from work) with prior approval of Work Release Coordinator and Executive Director or designee.
- 10:00PM curfew, except work or programming.

STATE INTENSIVE PAROLE/INTENSIVE METHAMPHETAMINE TREATMENT (STATE PROGRAM)*

*** IMT will either be Work Release or State Parole, please check specific status**

RESPONSIBILITY OF: STATE PAROLE OFFICE 367-5780

Notify counselor on duty, the Executive Director, Associate Director, or designee and State Parole Agent.

- Have served their sentences in prison and have been granted parole either by the Parole Board, or good time release.
- May operate a vehicle if Executive Director or Designee, and parole officer have given prior approval.
- 10:00 PM curfew, except programming or employment.

STATE INTENSIVE PROBATION (MINNEHAHA COUNTY COURT SERVICES), MUNICIPAL COURTS, ALCOHOL AND DRUG PROBATION, METHAMPHETAMINE SPECIAL PROGRAM WITH KEYSTONE.

RESPONSIBILITY OF: COURT SERVICES OFFICE – 367-5930

Notify counselor on duty, Executive Director or designee then court services officer.

- Sentenced by a judge to serve a period of time on probation.
- May operate a vehicle if Executive Director, or designee and CSO have given prior approval.
- 10:00 PM curfew, except work or programming.

SELF ADMIT

RESPONSIBILITY OF: No referral agent.

Notify counselor on duty, the Executive Director, Associate Director, or designee in case of unauthorized absence.

- May operate a vehicle if executive director has given prior approval.
- 10:00 PM curfew, except programming and employment.

ELECTRONIC MONITORING CLIENT

RESPONSIBILITY OF: Various entities

Contact EM staff.

OUTPATIENT CLIENTS

RESPONSIBILITY OF: **Various Entities**

Contact Counselor, Social Service Coordinator.

GLORY TRAIL:

The Glory Trail is available with an approved pass, during daylight hours, maximum time is one hour, and one client use at a time.

DESIGNATED ROUTE OF ONE MILE:

51ST STREET (STREET IN FRONT OF GLORY HOUSE);
EAST TO GRANGE AVENUE;
NORTH ON GRANGE AVENUE;
WEST, BEHIND OFFICE MAX, HOME FURNITURE AND SHOPKO TO WEST AVENUE;
SOUTH ON WEST AVENUE BACK TO GLORY HOUSE.