

**Naval Medicine Readiness Training San Diego
Substance Abuse Rehabilitation Program (SARP)**

**OUTPATIENT & INTENSIVE OUTPATIENT
PATIENT STANDARDS OF CONDUCT (SOC)**

Purpose: The Outpatient and Intensive Outpatient Standards of Conduct (SOC) are provided for patients to understand the expected behaviors of the treatment program. The SOC can be modified at any time by SARP Leadership. Any changes to the SOC will be conveyed verbally or in writing.

I. COVID-19 Protocols:

1. Face coverings: **Face coverings for staff and patients are voluntary.**
2. Hand Hygiene:
 - a. **Hands should be washed with soap and water for at least 20 seconds**, this is the preferred method per the CDC.
 - b. **Utilize Alcohol-Based Hand Rub (ABHR)**, the gel should be rubbed over surfaces of your hands and fingers until hands are dry. This process should take 20 seconds.
3. Reporting of Symptoms: If you experience any of the following symptom's report to Primary Care immediately for further assessment: fever, cough, shortness of breath/difficulty breathing, chills, body aches, sore throat, or runny nose.

II. Violations of Standards of Conduct:

Purpose: Warnings and probation are not forms of punishment. They are utilized to provide feedback and assistance to the patient while in treatment. It is an indication to the patient that serious consideration should be given to his or her actions and participation in treatment. While on written warning or probation, patients will receive additional therapeutic assignments to assist them in addressing areas of concern. Periods of warning and probation may be extended depending on a patient's progress. SARP guidelines are that a patient will not be afforded a second period of probation which will result in being disenrolled from treatment.

A. *Verbal Warning:* earned for minor infractions (example: not turning in assignment(s), patient handbook as directed). This will be documented in your clinical record. If the behaviors continue you can be placed on written warning or probation. Your progress in treatment is assessed daily.

B. *Written Warning:*

1. Being late five minutes or less from an assigned activity and or repeated minor infractions, disruptive behaviors, or a negative attitude.
2. If not corrected, the written warning can lead to probationary status.
3. This is a written document that is signed by the patient and the treatment team.

C. *Probationary Status:*

1. You will be placed on probation for Serious Infractions (see section II, D) as well as if there is limited or no improvement following Verbal and/or Written Warnings.
2. Probationary status will result in command being informed and can lead to being dis-enrolled early from treatment.
3. This may result in command action for Administrative Separation due to treatment failure.
4. The patients command will be notified by the Senior Counselor of the probation status and when feasible provided an opportunity to discuss the probation with the patient.

D. *Serious Infractions:* The following is a list of violations that will result in *probation, command notification* and or disenrolled from treatment. Depending on the severity of the violation, involvement of legal authority may occur. This list is not meant to be exclusive of other significant acts not mentioned here:

1. Consuming or possessing or being aware of the consumption or possession of: alcohol, illicit drugs,

- aerosol cans, over-the counter cough medicines, herbal drugs (spice), bath salts, or drug paraphernalia.
2. Abuse of prescribed/over the counter medications, hoarding medications, sharing medications with anyone or taking/using another patient's prescribed or over the counter medications (including nicotine cessation products).
 3. Physical violence or threats of violence, to include physical or verbal intimidation.
 4. Sexual, physical or verbal harassment of another person.
 5. Any sexual activity with any patient or staff member.
 6. Engaging in ANY form of gambling.
 7. Possession of pornographic material or sex paraphernalia, to include drawings.
 8. Violating any form of confidentiality.
 9. Failure to actively participate in the treatment program.
 10. Repeated minor infractions demonstrating a pattern of non-compliance with treatment.
 11. Unauthorized Absence (UA) from ANY assigned treatment activity. For the purpose of this instruction UA is defined as being late greater than five minutes.
 12. Being in ANY unauthorized or prohibited locations.
 13. Willful destruction of SARP property or other patient's personal property.
 14. Use and or possession of ANY tobacco products within BLDG 500.
 15. Missing scheduled breathalyzers or toxicology screens.
 16. Not wearing mandated face coverings (masks) as directed.

III. Uniform Expectations and Inspections

A. Military Bearing

1. Active Duty personnel will adhere to military grooming standards, uniform regulations, all customs, and courtesies and all articles of the Uniform Code of Military Justice (UCMJ).
2. All lawful orders from all SARP staff members and persons of authority will be obeyed promptly, with respect, and without objection or question (including staff securing privileges).
3. The positional authority of SARP staff and SARP leadership is both acknowledged and supported as falling under these same UCMJ guidelines.
4. Further emphasis is added to these rules to remind you that any observed behavior categorized as sexual harassment or hazing will result in immediate investigation by COMNAVREGSW for initiation of UCMJ charges as appropriate and may result in disenrollment from treatment.

B. Uniforms

1. Uniform of the Day is required for Active Duty personnel for scheduled activities during the treatment day.
2. Military blouses will be worn at all times unless at blood draw, etc. where appropriate instructions are given as required.
3. Must be in uniform for all workshops and group activities (Team conference, Task and Group Therapy).
4. Sunglasses are not to be worn inside Bldg 500 unless you have a documented recommendation from your medical provider that has been approved for use while in treatment.
5. Authorized and prescribed Service specific Physical Training (PT) gear will be worn for treatment activities requiring PT gear.

C. Protocol

1. Military protocol and decorum will be observed at all times. You are to be respectful of the environment and will not use profanity or speak loudly. You may use first names of counseling staff and other patients during group therapy, workshops and therapy interviews with staff, if acceptable to both individuals. Outside building 500, in passageways and on the quarterdeck all personnel will afford patients and staff the respect and courtesies due to all.

D. Musters and Accountability

1. Check in daily at SARP Quarterdeck for treatment no later than **0730** for badge issue and breathalyzer

- (BAC).
2. Attend all scheduled treatment activities as per treatment schedule (Workshops, Team Conference, Group Process, etc.)
 - i. Being late five minutes or less to a treatment activity or muster will result in a written warning.
 - ii. Being greater than five minutes late to any treatment activity or muster is considered unauthorized absence (UA) and will result in being placed on probation.
 3. The daily treatment schedule is provided to each patient during the orientation and check-in process. You are responsible for being aware of your treatment schedule and being present for all assigned activities.
 4. You will arrive on time for each day's commencement and on time when returning from breaks and lunch.
 5. You are to sign in and out each and every time you enter or exit building 500 (your last name and location must be legible). All bags brought into Bldg 500 are subject to inspection.
 6. You are not to leave treatment prior to 1400 unless approved by the Outpatient Division Officer via your primary/designated counselor. **All Patients must check out in person with their primary/designated counselor daily.**
 7. Patients who have any pending appointments or commitments outside of SARP with command, legal, medical and other personal affairs that are conflicting or overlapping with SARP treatment schedule will need to be rescheduled. If patient is unable to, their SARP treatment will be rescheduled at a later date.
 8. Any outside requirements that would interfere with treatment may result in a review of care and a recommendation that treatment be delayed until the requirements are resolved.
 9. In an event of an emergency the patient needs to leave SARP during treatment hours, a special request chit needs to be routed and signed by their primary counselor, Senior Counselor, Provider, and will be routed to the Division Officer and Deputy Department Head for approval.

IV. Substances, Program Treatments, Therapies, Treatment Guidelines

A. Medical Policies

1. Appointments

- i. All medical and dental appointments are expected to be scheduled before or after treatment activities, which occur between 0730 and 1400.
- ii. You may be granted authorized absence for *urgent* medical and dental appointments. You are responsible to inform your treatment team of any urgent pre-arranged outside appointments prior to your arrival to treatment. Patients who attend appointments outside of SARP without coordination through their treatment teams and signed special request chits will be considered UA.

2. SIQ/Emergencies

- i. If you or a family member becomes sick, you must report IN PERSON to your primary care clinic, ship's medical department or the emergency room for an SIQ chit, as well as notify your chain of command and your SARP treatment team. You may not instruct other patients or staff to "tell the treatment team" where you are. You will be considered UA if you miss program activities for medical reasons without an SIQ chit. Additionally, if you are absent for more than two days, the treatment team may recommend that your treatment be extended or rescheduled.

- ii. If you require any emergency medical services, you are responsible for notifying all medical providers of your specific substance use diagnosis and to inform the provider you have been recommended to not accept or use addictive medications including opioids or benzodiazepines. You must inform your treatment team of any new medications prescribed and provide discharge paperwork received from the ER.
- iii. Please report all injuries, no matter how minor, to your treatment team.

3. Medication

- i. You are instructed to report all prescribed and over-the-counter medications you are taking to the SARP Primary Care Division upon arrival to treatment, including herbs, vitamins, workout supplements, etc.
- ii. Under no circumstances are you to share your medications with anyone else or take any medications prescribed to another patient.
- iii. While you are at SARP, if you are prescribed medicines from any other provider outside SARP medical staff, you must notify your treatment team. This includes medicines from the ER or other clinics outside of SARP.
- iv. You are also instructed to inform your treatment team before taking any over-the-counter medication not reported upon arrival, as these medications can interact with prescription medications and certain over-the-counter medications can be abused (for example, dextromethorphan in cough syrup) or may contain alcohol (for example, Nyquil and many other liquid cough/cold remedies).

B. Alcohol, Drugs and Intoxicants

1. Use and Possession

- i. 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 contains alcohol), by any patient at any time or place during treatment will likely result in a recommendation for disenrollment from treatment.
- ii. Commands are notified of any alcohol or drug use while a patient is in treatment.
- iii. In cases of illegal drug use, appropriate legal authorities may be notified.
- iv. Violations of this policy may result in administrative separation by the parent command under other than honorable conditions.

2. Breathalyzer and Toxicology Screens

- i. You will be asked to submit to random alcohol and drug detection tests via breath, urine and/or blood samples while in treatment. These tests may include a drug panel testing for over 100 psychoactive substances, and tests that detect the breakdown products of alcohol for up to one month from last consumption. Patients with samples positive for alcohol or drug use will be terminated from treatment except in extremely rare circumstances. Failure to submit to these tests or missing a scheduled sample is viewed as an indicator of use.
- ii. Patients are prohibited from using any alcohol-containing products (alcohol-based mouthwash, kombucha tea, certain cough/cold remedies, etc.) while in treatment, as if used in excess, such products could result in positive alcohol lab test results. Use of these products will not be accepted as an excuse for a positive test, as you have been notified that you are required to not use them.
- iii. All positive samples are reported to you and your command, and positive urine toxicology results are independently verified for accuracy.
- iv. If a patient arrives to SARP intoxicated, he or she will meet with a licensed provider to discuss recent substance use, current safety and mental state, and related changes to diagnosis and plan of care. The patient's command will be contacted and recommended to escort the patient to medical for a fitness for duty and safety related to intoxication, overdose and/or withdrawal.

3. **Tobacco products**

- i. SARP/OASIS is a tobacco-free program.
- ii. The possession of and use of tobacco products inside the BLDG 500 is prohibited. This includes the use of smokeless tobacco, e-cigarettes and vaporizers.
- iii. The only nicotine products authorized will be nicotine cessation products.
- iv. Possession and or use of tobacco products or e-cigarettes can result in probation.
- v. You are encouraged to use this tobacco free period while in treatment to become involved in a cessation program. Nicotine cessation workshops, nicotine patch, nicotine gum and other prescriptions are made available to all interested patients through our primary care division.
- vi. Tobacco use is authorized in the designated smoking areas as the schedule permits.

C. Therapeutic Participation

1. You may not sleep or be disruptive during workshops, films, group sessions, or abstinent based self-help meetings.
2. There is no sitting or reclining on the floor, putting feet on furniture or walls.
3. During group and workshops, all members will remain seated until dismissed by the Counselors. Restrooms should be used prior to the start of group.
4. Completing treatment assignments and turning them in on time are considered critical to treatment success.
5. You are expected to complete your assignments on time, as indicated in your treatment plans. Journals are to be turned in daily to your counselor by 0730 upon daily checkin/muster.
6. Failure to adhere to the above guidelines can result in a formal review of your progress and may result in placement on Written Warning, Probation or disenrollment from treatment.

D. Abstinence-Based Self-Help Meetings

1. All patients are required to attend Abstinence-Based Self-Help meetings (e.g., Alcoholic's Anonymous, Narcotic's Anonymous, SMART Recovery), which is considered critical to a successful treatment and recovery program. *****(5) meetings per week for IOP (Total of 20) and three (3) per week (Total of 6) for OP patients.**
2. Accordingly, attendance at these meetings is considered part of the patient's treatment.
3. Failure to attend these assigned meeting will result in, at a minimum, in placement on probationary status.

E. Off-limits Areas

1. The following areas outside SARP premises are off-limits to SARP patients at all times:
 - i. All establishments and locations placed off limits by COMNAVREG Southwest.
 - ii. Travel to Tijuana
 - iii. Travel outside of 50 miles of San Diego unless authorized by request chit approved by the Outpatient Division Officer.
 - iv. Establishments whose primary income comes from the sale of alcohol, other drugs, drug paraphernalia, or encourages potentially addictive behavior (e.g., gambling).
 - (a) Liquor stores
 - (b) Clubs/Bars
 - (c) Head shops
 - (d) Strip Clubs
 - (e) Casinos

F. Prohibited Items

1. In order to provide a safe environment and protect your privacy, the following items are prohibited or restricted to be brought into BLDG 500:
 - i. Any weapons or ammunition (guns, knives, etc.)
 - ii. Alcohol, illicit drugs and invalid prescriptions
 - iii. Drug-related paraphernalia, and/or clothing depicting drugs or alcohol

- iv. Pornography, magazines, books, or posters, with a sexual theme, suggestive nature or that promote the use of drugs, alcohol, or violence
- v. Playing cards, card games, dice, poker chips, or other gambling items.
- vi. Tobacco products to include e-cigarettes.
- vii. Energy drinks containing caffeine, guarana or taurine (e.g., Monster, Red Bull, Rock Star)
- viii. All electronic devices including but not limited to cell phones, smart watches, or any other electronic devices (e.g., electronic nicotine delivery systems or “vapes”) are unauthorized in SARP (Building 500). Any devices brought into the building may be secured at the Quarterdeck (as with the CAC) until exit from the building.

G. Spiritual Care/Religious Services

If you want to speak to a Chaplain during treatment let your counselor know and a referral will be made for you.

H. Meals

1. A balanced nutritional plan is encouraged as part of treatment and recovery.
2. Regular healthy meals are a critical part of health and time is allotted for patients to eat at the Food Court during meal times.
3. You are encouraged to bring your own lunch if you do not have galley privileges.
4. A refrigerator and microwave is available to use.
5. Food and snacks are not authorized for consumption within BLDG 500. You may utilize the outside sitting areas to eat. No more than two patients may sit at a table.
6. Chewing gum and toothpicks are not permitted in any group rooms, workshops or scheduled treatment activities.
7. Food, drinks and snacks are prohibited throughout BLDG 500 with the following exceptions:
 - i. Water in a see-through container with a spill-proof cap may be consumed in the Outpatient spaces. Of note, this is the only beverage that may be consumed in group rooms.
 - ii. All food in refrigerator must be marked with your name and date. If unmarked it will be thrown out at the end of the day due to sanitary reasons.

I. Photography

1. Photography is prohibited on Naval Station Point Loma.
2. To protect patient confidentiality, no pictures may be taken of the treatment facility or any patients or staff members in the building at ANY time.

J. Customer Service

1. A Customer Service Representative (CSR) is on staff and is available to you for your positive feedback, process improvement suggestions and or complaints.
2. You can also report complaints to your Treatment Team and the Division Officer.

K. Declining/Refusing treatment

1. You have a right to refuse SARP Treatment.
2. If you decide not to proceed with treatment, notify your Treatment Team and they will process your request.
3. Your DAPA will be contacted immediately and you will be directed to report back to your Command.
4. You are required to comply with the standards of conduct until discharged from treatment.

L. Disenrollment from Treatment

1. If you are dis-enrolled from treatment, the treatment team will contact your command immediately.
2. You are required to comply with the rules and standards of conduct until you are discharged from treatment.

M. Responsibility to Report

1. SARP is committed to be a safe environment for all our patients; therefore, we expect that you are responsible to immediately report to a staff member concerns about any patient (including yourself) who may be at risk of:
 - i. hurting themselves or someone else (e.g., threatening violence or self-harm)
 - ii. consuming or distributing alcohol or other drugs
 - iii. sharing/taking another patient's prescription medications.
 - iv. physical, sexual or verbal harassment, hazing or illegal activity.
2. Your safety is our primary concern. If you feel you may hurt yourself or someone else, please inform a staff member immediately.

ANY EXCEPTIONS TO THE ABOVE STATED POLICIES MUST BE APPROVED BY THE DEPARTMENT HEAD OR DESIGNEE.

I have read and understand these standards of conduct and understand that I will be held accountable for adherence to these standards of conduct while assigned to SARP.

Patient Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Staff Stamp: _____