

**Naval Medicine and Training Command (NMRTC)
Substance Abuse Rehabilitation Program (SARP)**

RESIDENTIAL PATIENT STANDARDS OF CONDUCT (SOC)

Purpose: The Residential 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: **Approved face coverings will always be worn inside SARP building, except when patients are in their berthing spaces; berthing hallway, room, kitchen, lounge, and shower areas.** Masks with vents are not authorized for wear. The masks will be worn so that the **nose and mouth are fully covered.**
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.
4. Access to Base spaces and activities may be altered to manage COVID which could impact what you have access to regardless of what the SOC indicates.

II. Level System

Purpose: The Level System is a tiered system with a goal of providing a framework for patients and staff to assess their progress in meeting and maintaining treatment goals and expectations. As patients exceed in meeting their treatment goals, they will have the opportunity to earn privileges as they advance in the levels. As patients progress through treatment, they will gain increasing independence and even leadership positions within the community. At any level, a male and a female are not allowed to buddy at any time (must be two females and a male or two males and a female). Your Treatment Team will provide guidance on the process to petition to change levels. All levels will demonstrate appropriate military bearing and grooming.

A. LEVEL DELTA 'D'

Patient (you) may leave Building 500 only to go to the galley, (with a buddy) and must be Staff-escorted for all other activities except for religious services (see religious services for more info). There is limited personal phone use while on Level Delta 'D.' Phone calls can be made to family members under the supervision of a counselor. You must request to use the phone with a request chit.

All patients during their first seven days of treatment will be on level "D." If you are placed on probation, you return to level "D" until probation ends.

1. To advance to Level Charlie 'C' you must:

- a. Complete at least 7 days on Level 'D' (week 0 to week 1) by demonstrating ability to respectfully follow program rules and schedule, without a serious infraction.
- b. Complete and submit "My reasons for drinking or using drugs" by end of second day of treatment.
- c. Complete and submit the 'Problems Related to Substance Use' wheel from the patient handbook.
- d. Read the first 7 (seven) chapters of the Big Book, then complete and submit to Counselor the 'Orientation to Big Book' assignment.
- e. Share at least twice a week in group about issues pertaining to substance use and recovery.
- f. Thoughtfully complete all assignments on time.
- g. Turn in your SARP Check-in Sheet to your assigned counselor.

B. LEVEL CHARLIE 'C'

You may leave Building 500 (with a buddy) when authorized and as schedule permits to visit authorized activities except for activities requiring a Staff escort as outlined in the Quick Guide for Privileges Matrix. All purchased consumable items will be consumed at authorized locations within the SARP facility.

1. To advance to Level Bravo 'B' you must:

- a. Complete at least 7 days on Level 'C', continuing to demonstrate ability to respectfully follow program rules and schedule, without serious infraction within past seven days.
- b. Complete and submit the "72 Hour Plan" from the patient handbook.
- c. Complete and submit a 'My First Two Weeks' plan.
- d. Share daily in group about the significant impact of your substance use and about your recovery.
- e. Demonstrate active work and investment in recovery by sharing in meetings, obtaining a sponsor, completing/submitting the 'Sponsor Worksheet' from the patient handbook, and journaling about your work/experience with your sponsor.
- f. Exceed expectations of Level 'C' as mentioned above.

C. LEVEL BRAVO 'B'

To remain on level 'B' you must continue to adhere to program requirements, meet all above expectations, and serve as a role model for all. You may leave Building 500 (with a buddy) when authorized and as schedule permits to visit authorized activities except for activities requiring a Staff escort as outlined in the Quick Guide for Privileges Matrix. All purchased consumable items will be consumed at authorized locations within the SARP facility.

1. To advance to Level Alpha 'A' you must:

- a. Complete at least 5 days on Level 'B', continuing to demonstrate ability to respectfully follow program rules and schedule, without any infractions within past seven days.
- b. Obtain at least one Merit Report showing leadership and/or significant helpful community impact within past seven days.
- c. Have made moderate to considerable progress on all identified treatment goals (no late work).
- d. Serve as a Treatment Buddy to week zero or week 1 patient(s).
- e. Have run for Community Leadership positions that you are eligible to hold.
- f. Complete the Guide to the 12 Steps (Steps 1 - 3) and share your understanding of these steps with your group and sponsor.
- g. Demonstrate active work and investment in recovery by sharing in meetings, actively working with a sponsor, journaling, and sharing in group about your work/experience with your sponsor, and encouraging others to obtain a sponsor.
- h. Exceed expectations of Level 'B' as mentioned above.

D. LEVEL ALPHA 'A'

To remain on level 'A' you must continue to adhere to program requirements, meet all above expectations, and serve as a role model for all. Patients may leave Building 500 without a buddy, when authorized and as schedule permits to visit authorized activities except for activities requiring a Staff escort as outlined in the Quick Guide for Privileges Matrix. All purchased consumable items will be consumed at authorized locations within the SARP facility.

1. Authorized elevator usage during the treatment day (0730-1630).
2. Phone use between 1140-1240 MON - FRI.
3. Access the art room in the RT spaces after 2100 muster until 2150 (must be quiet, wear appropriate daytime attire, play quiet board games, and follow RT spaces rules as written and as directed by staff). You are expected to be in your bunk with lights out at 2200, no exceptions.

E. Off-limits Areas

1. The following areas are always off-limits to SARP patients: The parking garage, gas station, seawall, barracks, BEQ/BOQ's, Smugglers Cove Beach and the table area adjacent to the Navy Exchange (NEX). OPEN WATER SWIMMING IS NOT PERMITTED.
2. The NEX and ATM by NEX is off-limits unless escorted by a staff member (for all patient levels).
3. The Take Five is only authorized for meals when the Galley is not serving meals.
4. The Community Rec Center is off-limits.
5. Floors 3, 4, 5, 6, and 7 are designated for scheduled treatment activities, attending appointments, and counseling sessions; these floors are off limits when not engaged in these activities. You are only authorized in the berthing area you are assigned to. You are not authorized to visit other patient rooms after 2200.
6. The quarterdeck is reserved only for official business and will not be a location for patients to watch television, play board games, eat food or drink etc.
7. See **Level System** or **Quick Guide for Privileges outside Building 500 (Enclosure (1))** for privileged locations based on your assigned Level.

III. Violations of Standards of Conduct Protocols:

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 once 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 recommended for disenrollment 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 (Level C):*

1. Being late five minutes or less from an assigned activity and or/muster (if you miss the out in town meeting muster you will be reported as U/A); repeated minor infractions, disruptive behaviors, or a negative attitude.
2. At a minimum, Written Warning will result in being placed on Level C for 72 hours and other assessed restrictions/assignments to address the deficiency.
3. If not corrected, the written warning can lead to probationary status.
4. This is a written document that is signed by the patient and the treatment team.

C. *Probationary Status (Level D):*

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 if command deems disenrollment a treatment failure.
4. At a minimum, Probation will result in being placed on Level D for seven days and other assessed restrictions/assignments to address the deficiency.
5. Patients on probation will not be scheduled for out in town meetings unless there is a written request chit from the patient's treatment team to allow attendance.
6. The patients command will be notified 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 dis-enrolled 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, propellant 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 this instruction UA is defined as being late greater than five minutes. **Please note that missing the out-in-town meeting muster will be considered UA.
12. Being in ANY unauthorized or prohibited locations.
13. Willful destruction of SARP property or other patient's private property.
14. Leaving Building 500 without permission, also to include the person(s) that assisted the patient leaving, returning or both.
15. Use and or possession of ANY tobacco and or vaping products.
16. Unauthorized use of the Recreation Area after 2100.
17. Missing scheduled breathalyzers or toxicology screens.
18. Not wearing mandated face coverings (masks) as directed.
19. Altering the level badge.

IV. Uniform Expectations, Berthing, 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). 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 space or privileges). The positional authority of SARP staff and SARP leadership is both acknowledged and supported as falling under these same UCMJ guidelines. 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 dis-enrolled from treatment.

B. Uniforms

1. Uniform of the Day is required (MON - FRI) for active-duty personnel for scheduled activities during the treatment day, breakfast, lunch, command or personal visits, workshops, groups, and specialty groups.
 - a. The only exceptions are Guided Imagery, Meditation, Physical Conditioning and Yoga. In these cases, you are to be in issued PT gear for all official PT and RT workshops and gym time (Shirts must be worn at all times).
2. Military blouses will be worn at all times unless at blood draw, etc. Appropriate civilian attire is authorized at the 1715 muster MON - FRI, weekends, and holidays (including evening chow, 12 step meetings, off site activities).
3. SARP Level badge must be always displayed on your front upper torso while in SARP facilities. Do not alter badge or obstruct view of badge in any way.
4. Sunglasses are not to be worn inside Building 500 unless you have a documented recommendation from your medical provider that has been approved for use while in treatment.

C. Protocol

1. Military protocol and decorum will be always observed. 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 the hallways and on the quarterdeck, all personnel will afford all patients and staff the respect and courtesies due to all.

D. Musters and Accountability

1. All musters will be conducted in accordance with Naval Regulations.
 - a. All morning musters Mon – Fri are conducted in uniform of the day at 0730 in berthingspace.
 - b. Muster on weekends is conducted in appropriate civilian attire at 0830 in berthingspace.
 - c. Grooming: males will be clean shaven daily prior to the morning muster. A regulation mustache is authorized.
 - d. You will stand outside of your room for morning inspection.
 - e. All food and drinks must be put away during inspection. Secured in the assigned locker and/or the kitchen area.
 - f. All the evening musters are conducted:
 - i. In the Pillar room at 1715 in appropriate civilian attire.
 - ii. In the berthing at 2100 in appropriate civilian attire.
 - g. Being Late and Unauthorized Absence (U/A). You will muster as indicated.
 - i. Being late five minutes or less to any treatment activity or muster will result in an infraction being generated and you will receive a written warning.
 - ii. Being late of greater than five minutes to any treatment activity or muster is considered unauthorized absence (UA) and will result in an infraction being generated and you will be placed on probation.
 - h. All incidents of verified unauthorized absence (UA) will result in immediate probation; command notification and can also result in being dis-enrolled from treatment.
2. The daily treatment schedule is provided to each patient during the check-in process. You are responsible for being aware of your treatment schedule and being present for all assigned activities.
 - a. You will arrive on time for each day's commencement and on time when returning from breaks and lunch.
 - b. Attendance at all workshops, groups, 12 step meetings, recreational activities and physical training is mandatory.
 - c. Anytime leaving building 500 for any reason, you are to sign out at the Quarterdeck (including specific location you are signing out to) and sign back in when return. Your last name, location and time must be legible. Upon return, all bags are to be presented at the Quarterdeck for inspection.
3. You are not authorized liberty while in Residential treatment including weekends and holidays.

E. Room Inspections

1. Room inspections and uniform inspections are conducted at 0730, MON - FRI and random throughout the day seven days a week.
 - a. You will stand outside your room 0730 until the inspector leaves your deck.
 - b. Failure of any inspection requires re-inspection within that same day. Failure of a re-inspection can result in Written Warning, Probation or, dis-enrolled from treatment.

F. Berthing Standards

1. The berthing spaces are inspected daily at 0730 by the SARP Marine liaison or their representative. Rooms found to be unsatisfactory will be re-inspected by the primary Counselor. The following items are required daily:
 - a. Bunks are made.
 - b. Lockers will be locked at all times.
 - c. PT Gear is hung in lockers.
 - d. Gear will be neatly on desks and lockers will be maintained in a clean and orderly manner.
 - e. Trash is taken out.
 - f. Windows closed when room is unoccupied or inclement weather.
 - g. Nothing will be inserted into A/C vents or set on top of the units.
 - h. A/C unit is to be shut off if windows are opened.
 - i. Doors must remain open from 0730-2200 to allow SARP staff on duty to see into the rooms to accomplish their rounds. The doors may only be closed from 0730-2200 for privacy such as when changing clothes after showering and before/after Physical Training (PT).

2. Only persons assigned to the room are authorized to be in the room.
3. You are not authorized to relocate to another room without your treatment team and the Department approval.
4. Do NOT rearrange room furniture to include beds, lockers, and desks.
5. Unoccupied berthing rooms are not to be used or entered.

NOTE: Unless authorized by staff, you shall use the shower facilities located on your respective berthing decks only.

G. Monitoring of Berthing

1. Passageways in the berthing areas are monitored by closed-circuit camera and videotaped 24 hours a day.
2. Tapes are surrendered to security for any investigative reasons.
3. You are reminded to be clothed or properly covered when transiting to and from the heads as a courtesy to those monitoring the berthing spaces.

NOTE: If you are caught **TAMPERING** with the closed-circuit camera and video tapes you will strongly be considered for dismissal from treatment.

H. Quarterdeck/Lounge/RT Restrictions, Lights Out:

1. The use of the Quarterdeck for vending machines and phone calls secures at 2100. *****(Females only may use the quarterdeck phones from 2100 - 2155)*****
2. The Recreational Therapy (RT) spaces, TV, DVD, or use of lounge area in berthing secures at 2100. See Level A privileges for RT spaces.
3. No radio in RT spaces after 1800 SUN-THUR, 2100 FRI and SAT.
4. The berthing lounge TV/DVD hours start after 1600 muster MON - FRI, weekends, and holidays after 0830 muster.
5. On Friday and Saturday nights the lounge area in the berthing will secure at 2155. **YOU ARE STILL REQUIRED TO MUSTER BY YOUR ROOM AT 2100 EVERY EVENING.**
6. To extend berthing lounge area time due to special events on TV or holiday, must be cleared by Deputy Department Head and Department Head 72 hours in advance.
7. At 2155, the Master at Arms will collect at the phones and TV remotes from the berthing lounge and turn them into the DDO. The DDO's will walk the berthing spaces to ensure compliance with the rules.
8. Laundry room is open MON - FRI at 0500-0730 and 1600-2200. On weekends/holidays between 0500-2200. You are responsible for ensuring your laundry is removed from the laundry room prior to 2200, at which time it will be secured by the DDO. Laundry remaining in the laundry room will be removed by the Master-at-Arms until claimed the next morning prior to berthing inspection.
9. Adhere to ALL posted signs displaying updates or modified rules/changes to SOC.
10. You are expected to be in your bunk with the lights out at 2200 every night.

*If unable to sleep, (taking longer than 20 minutes to fall asleep), you are authorized to do the following:

- a. Go to the quarterdeck (if quarterdeck is full, Room 104 may be used, if authorized by the quarterdeck staff) and engage in one of the following quiet activities until you are able to return to your bunk to go to sleep.
 - i. Read, Journal, Draw, Meditate or Relaxation exercises
- b. You are not authorized to engage in behavior that would be considered disruptive to include talking, playing games and or distracting the watch and or other patients. If you engage in disruptive behavior the watch will direct, you to return to your room and will notify your treatment team.

I. Elevator Usage

1. Unless authorized by SARP Primary Care Division (visibly displayed behind badge holder) or earned as a Level 'A' privilege, you are prohibited from riding the elevators from 0630-1630 (weekdays).
2. No more than four personnel are authorized on the elevator at the same time.
3. The stairwells are alarmed and secured at 1730 MON - FRI: weekend 24 hours. Stairwells will be unsecured at 0630 Monday.
 - a. After secured, all Levels can use the elevator until 0630 MON - FRI and throughout the weekend.

NOTE: Patients are prohibited from engaging in any inappropriate act, such as horse playing, ghost riding, and so forth when using the elevators.

J. Operational Commitments

1. You are expected to be free of operational commitments while attending treatment.
2. You will not be released while in treatment for prior commitments (advancement exams, military events, official business, court, etc.) except under extenuating circumstances. You will obtain signed permission via a Special Request Chit (NAVPERS 1336/3) through your primary Counselor, Senior Counselor, your Licensed Provider, and the Deputy Department Head at least one week prior.
3. Any outside requirements may result in a review of care and a recommendation that treatment be delayed until the interfering issues can be resolved.

V. Substances, Program Treatments, Therapies, Treatment Guidelines

A. Medical Policies

1. All medical and dental appointments will be made through SARP Primary Care, located on the 5th Deck of Building 500.
2. All 'no shave chits' must be approved by SARP Medical Division Officer or Medical Officer.
3. The Medical Officer (MO) must be informed of any pre-arranged medical and dental appointments prior to your arrival to treatment. Any follow up medical and dental appointments must be reported to Primary Care.

NOTE: If you require emergency transport to the hospital, you are to remain in the ER until MAXCARE is available to transport you back to SARP's facilities. You are responsible for notifying all medical providers of your specific substance use diagnosis and inform the provider you will not accept or use addictive medications including opioids or benzodiazepines. You must turn over any medications and discharge paperwork received to the duty officer on the quarterdeck (after hours and weekends) or to the SARP Medical staff (during the duty day).

B. Medications

1. You are to turn over all medications including over the counter medications (OTC) to the Quarterdeck upon arrival. Prescription drugs, OTC, inhalants, and supplements are not authorized unless approved for use by the SARP Provider.
2. You are instructed to report all medications you are taking (including OTC medication), to the SARP Primary Care Division.
 - a. This includes prescribed medicines from any other provider outside SARP medical staff, Emergency Room, or other clinics. You will continue to take all medications as prescribed until the SARP medical officer reviews and or changes your medications.
3. On check-in with SARP Medical you will be educated and sign an acknowledgement about Med Call procedures, OTC medications that are prohibited, emergency room (ER) procedures as well as emergency procedures.
4. At no time will medications be left unsecured. They are to be locked in your assigned room locker or in your possession.

C. Alcohol, Drugs, and Intoxicants

1. 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 result in an immediate recommendation for dis-enrolled from treatment.
2. Any products with alcohol in them will be turned in.
3. Commands are notified of all alcohol or drug use while you are in treatment.
4. In cases of illegal drug use, appropriate legal authorities may be notified.
5. Violations of this policy may result in administrative or military actions by the parent command.

NOTE: During treatment, you will be randomly selected to participate in urinalysis, breathalyzer, and berthing Health and Safety inspections at unannounced times at the discretion of SARP staff.

D. Tobacco products

1. SARP is a tobacco and vape free program.
 - a. The possession of and use of tobacco products while in treatment is prohibited. This includes the use of e-cigarettes.
 - b. The only nicotine products authorized will be issued by primary care.
 - c. Possession and or use of tobacco products or e-cigarettes can result in probation.
2. 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 (will not be used during scheduled groups and workshops) and other prescriptions are made available to all interested patients through our primary care division.

E. Breathalyzer and Toxicology Screens

1. You will be asked to submit to breathalyzer tests and toxicology screening by urinalysis while in treatment at any time.
2. Failure to submit to these tests, or missing a toxicology screen, may result in dis-enrollment from treatment.
3. Results of positive toxicology screenings are independently verified and confirmed before results are communicated to you.
4. Your command will be notified of any confirmed, positive breathalyzer or toxicology screening. Patients with a positive toxicology screen may be discharged from treatment.
5. Refusal of breathalyzer or toxicology is viewed as indicating use and can result in dis-enrolled from treatment.

F. Therapeutic Participation

1. You may not sleep or be disruptive during workshops, films, group sessions, study hall or 12 step meetings.
2. There is no sitting or reclining on the floor, putting feet on furniture or walls.
3. No **throwing or bouncing** of stress balls at any time or anywhere in building 500.
4. Homework assignments will be turned in at the beginning of the treatment day on the due date as outlined in your treatment plans.
5. All journals will be turned into your assigned Team locker on the quarterdeck NLT 0715 MON - FRI or unless indicated otherwise by your Counselor.
6. During group, all members will remain seated in workshops and group until dismissed by the Counselors. Restrooms should be used prior to the start of scheduled activities.
7. Completing treatment assignments and turning them in on time are considered critical to treatment success.
8. You are issued several treatment-related books during check-in. These books are the property of SARP and will be returned during check-out.
9. Failure to do above guidelines can result in a formal review of your progress and may result in placement on Written Warning, Probation or dis-enrolled from treatment.

G. 12 Step Meetings

1. Residential patients are required to attend a 12 Step meeting daily and are considered part of your treatment.
2. Meetings are held daily at Building 500 and are available to all patients.
3. When on Level A, B, and C you will attend out-in-town meetings, driven by SARP Staff.
4. Space is limited. You will coordinate out in town meeting attendance with the evening/weekend counseling team.
5. Only evening/weekend counseling team can make changes to the meeting schedule.
6. Muster at quarterdeck at designated time listed in binder. If you miss the muster, you will be reported as U/A.
7. Missing, leaving, sleeping or being disruptive during a meeting is not permitted. Absence (UA) from assigned 12 Step meetings will result in, at a minimum, placement on probationary status.
8. You will remain at appointed locations for the entire scheduled duration of the meeting/outing. You are not authorized to leave the 12-step meeting to meet with individuals to include your sponsor, go to the store, get coffee, restaurants, etc.
9. You are authorized 10 minutes immediately following the out in town meeting to talk with members from the meetings for the purpose of obtaining a sponsor and phone numbers.
10. While in a SARP government van (duty van) there is no tobacco, profanity, derogatory, racist, sexist remarks or any other UCMJ violations. See Food / Drinks/Snacks for detail rule about food and liquids in duty van.
11. You are not authorized to have your significant others (boyfriend, girlfriend, wife, or husband) or friends or co-workers or other non-AA/NA related friends meet you at the meeting.
12. For patients who have trouble with attending 12-step meetings, discuss your concerns with your treatment team.

NOTE: Due to ongoing social distancing requirements physical interaction between personnel assigned to SARP will not occur this would include and is not limited to 'group hugs,' hand holding or placing arms around the shoulders of another patient.

H. Prohibited Items

1. To provide a safe environment and protect your privacy, the following items are prohibited or restricted:
 - a. Any Weapons or ammunition (guns, knives, etc.)
 - b. Illicit drugs and invalid prescriptions; Alcohol
 - c. Drug-related paraphernalia, and/or Clothing depicting drugs or alcohol
 - d. All tobacco products, E-cigarettes, lighters, etc.
 - e. Colognes, perfume, mouthwash, aftershave, and other items containing alcohol
 - f. Pornography, magazines, books, or posters with a sexual theme or suggestive nature or that promote the use of drugs, alcohol, or violence
 - g. Playing cards, card games, dice, poker chips, or other gambling items.
 - h. All aerosol cans such as hairspray, deodorant, air freshener, starch cans, etc.
 - i. Powders (unless approved by Medical) (e.g., foot powder, medicated powder, etc.)
 - j. Cell phones (Cell phones and chargers will be always secured in the Quarterdeck lockers unless approved by the treatment team to be used under supervision by a Counselor or for AA zoom calls)
 - k. Smart watches
 - l. Electronic Equipment (gaming devices, TVs, DVD Players/movies, laptops, stereos, MP3 players, etc.) or any electronic device with video, photography and/or internet capability Cameras/video cameras, recording devices, electronic reading devices (Kindles, iPads, etc.)
 - m. Electric shavers with cords are not authorized. Battery operated shavers are authorized. The charging cable will be stored in patient Quarterdeck locker and be retrieved for charging shaver in Treatment Team staff offices.
 - n. Energy and Protein Products: products containing caffeine, plus guarana or taurine (i.e., Monster, Red Bull, Rock Star, to include any product containing the word energy), energy bars, protein drinks (i.e., muscle milk, etc.), protein powders (i.e., Whey protein, etc.). The only authorized beverages are water, milk (soy, almond, oat, vitamin D), juice, soda, and coffee and tea.
 - o. Alarm clocks with CD/radio capability
 - p. Personal musical devices/instruments of any kind
 - q. Laser Pointers and Light/Rave Gloves
 - r. Water Enhancers (e.g., flavor, energy, etc.)
 - s. Tennis balls, racquetballs, etc.
 - t. Laundry Detergent Pods/Pacs (Tide, ALL, Gain, etc.): Only liquid laundry detergent is authorized for use at SARP.

I. Spiritual Care/Religious Services

1. There is a full-time Chaplain on SARP staff. You may see the Chaplain via workshops or by individual appointment. You may request to see the Chaplain directly or through your treatment team.
2. The base chapel has weekly services. If your religious service is not available on base, please inform the SARP Chaplain. The Chaplain will facilitate support (on base) and accommodate your preference whenever possible.
3. While Level 'D' patients are required to have a staffescort for all activities outside Bldg. 500, you may attend religious services without a staff escort by signing out and in on the Quarterdeck to the Base Chapel.
4. Meeting family/friends at services is prohibited.

J. Physical Fitness Training

1. Unless medically excused, you will participate in scheduled physical fitness training and structured physical recreation activities.
2. The PT uniforms for scheduled PT/RT are to be approved military branch specific PT gear (silkie are not authorized). All personnel are required to have proper military and civilian physical training attire in their possession (to include

running shoes, shorts, sweatshirt, or t-shirt for daily PT). Command/Unit specific items are not authorized. Jeans, liberty attire, boots and utilities are not authorized as a PT attire.

3. Non-PT areas are secured during PT times.
4. Morning PT is authorized for the Track/Fitness area commencing at 0500 daily for the following Levels: Level 'B' with a Buddy Escort, Level "A" no escort required. Patients will sign out on the Quarterdeck.

VI. Personal Time

A. Meals

1. A balanced nutritional plan is encouraged as part of treatment and recovery. Regular healthy meals are a critical part of health and time is allotted for you to eat breakfast, lunch at the galley, and Take Five for dinner unless otherwise annotated on the patient schedule.
2. Breakfast and lunch will be in uniform of the day MON - FRI.

B. Food / Drinks / Snacks

1. Food, drinks, and snacks may be consumed at the picnic tables on east side of Building 500.
2. Non-perishable food will always be stored in your wall locker and not left strewn about the berthing or other areas.
3. All food in a refrigerator must be marked with name and date. All unmarked food will be cleaned out on a weekly basis during field day and discarded.
4. Food, drinks, chewing gum, toothpicks and snacks are prohibited throughout Building 500 and duty vans with the following exceptions:
 - a. They may be used/consumed in the second deck patient lounge and kitchen (for males) and 1st deck patient lounge and kitchen (for females). The cleanliness of these lounges is the patients' responsibility.
 - b. No more than two patients may eat in the kitchen or lounge at a time. Patients may use the tables in the breeze way outside the Quarterdeck to eat, with no more than two patients per table.
 - c. Outside food is not authorized inside of bldg. 500 from the galley, Take Five or off base restaurant.
 - d. Water in a see-through container with a spill-proof cap may be consumed throughout Building 500 except the RT spaces. Of note, this is the only beverage that may be consumed above the second deck.
 - e. You may not order food delivery. Drop off food items must be approved by your treatment team prior to drop off.
5. No eating in berthing rooms.

C. Telephones/Phone calls

1. Patients who are Level Delta are not authorized to make phone calls unless you call from a SARP duty phone with prior team permission and a Counselor is present during the call.
2. A phone is also available on the Quarterdeck outside the NDACS classroom which does not require a calling card.
3. All phone hours are from 1600-2155, MON - FRI; Weekends and holidays between 0730-2155.
4. As a privilege, Level 'A' patients may use the phones between 1140-1240 MON - FRI (check phone in/out at Quarterdeck).
5. You are to sign in on the phone sign in sheet and limit calls to 15 minutes (unless no one is waiting).
6. There are no 'prior reservations' for phone use.
7. In case of an emergency, notify the Quarterdeck immediately.

D. Telephone Messages

1. Due to patient confidentiality, staff cannot confirm or deny whether a patient is in treatment.
2. As a courtesy, urgent incoming telephone messages may be received at the Quarterdeck (619-553-0084/DSN553-0084).
3. The Quarterdeck watch will deliver the messages appropriately.

E. Games and Recreation

1. Gambling, in any form, is prohibited (including playing cards, fantasy football etc.).
2. All authorized recreational games are to be played in the Bldg. 500 Recreation Therapy areas or patient lounge/rooms.
3. Games are not authorized in classrooms, offices, berthing kitchen, hallways, and quarterdeck areas.
4. Games with dice are only allowed in RT spaces and dice are checked out/in with RT or evening/weekend staff.

5. Hacky-sack, Frisbee, tag-football, volleyball, soccer, and softball are ONLY allowed at designated base fields and playing areas.
6. No Rec after 2100 musters. Berthing lounge activities (including TV) hours are Mon - Thu after 1600 muster to 2100: *Fri - Sun and holidays 0830–2100.
7. Friday and Saturday night extended TV berthing lounge hours is until 2155 (see Quarterdeck Restrictions, Lights Out for details).
8. Level 'A' can access the RT spaces after 2100 muster until 2150 (see level system for details).
9. Always maintain appropriate physical boundaries.

F. Track/CrossFit (When available based on current COVID-19 restrictions)

1. Patients with Level 'A' will be able to use the areas listed above seven days a week during PT time and for morning PT.
2. Patients with Level 'B' will be able to use the areas listed above seven days a week during PT time and for morning PT with a buddy escort.
3. Patients with Level 'C and D' will be able to use the areas listed above seven days a week during PT time with a staff escort.
4. You must sign out at the Quarterdeck. You must use appropriate shoes for the track/CrossFit.

G. Pool (When available based on current COVID-19 restrictions)

1. Patients with Level 'A' will be able to use the pool seven days a week during PT time.
2. Patients with Level 'B' will be able to use the pool seven days a week during PT time with a buddy escort.
3. Patients with Level 'C' will be able to use the pool seven days a week during PT time with a staff escort.
4. Patients are not authorized to use the hot tub
5. You must sign out at the Quarterdeck.
6. Sun-bathing is not authorized.

H. Command, Family and Sponsor Visits

1. Family and Sponsor visits will not be authorized while COVID-19 precautions are in place. Patients will be notified when precautions are in place and when they are lifted.
 - a. Personal items dropped off by Command representatives or family members must be coordinated through your treatment team.
2. Command, Family and Sponsor visits are limited during treatment so that you can focus on treatment and critical transitions.
3. Visitors **are not** permitted to attend organized patient activities or visit other patients.
 - a. **Command visits** are encouraged but must be coordinated through your Senior Counselor at least 48 hours in advance. These visits are limited to members of your chain of command and/or DAPA/SACO, or service equivalent. Command visitors will sign-in and meet on the Quarterdeck of Bldg. 500 and may conduct their visit in a room designated by the treatment team.
 - b. Family and Sponsor visits are not authorized at this time.

I. Post-Treatment Transportation

1. Post-treatment transportation will be arranged by the treatment team in conjunction with your Command.
2. You will be discharged from treatment to your Command.
3. You are considered enrolled in treatment until you physically depart the premises.

J. Privately Owned Vehicles

1. Operating or riding in a privately owned or rented vehicle while in treatment is prohibited.
2. You are not authorized to bring your Privately Owned Vehicle to treatment. Your command will arrange to drop you off and pick you up after completing treatment.

K. Photography

1. Photography is prohibited on Sub-base Point Loma.

L. Customer Service

1. A Customer Service Representative (CSR) is on staff at Bldg. 500 and is available to you for your positive feedback, process improvement suggestions and or complaints.
2. You can also report your feedback to your Treatment Team, the Deputy Department Head, or the Department Head.

M. Declining/Refusing treatment

1. You have a right to refuse SARP Treatment.
2. If you decide not to proceed with treatment, notify your assigned Treatment Team and they will process your request.
3. Your Command will be contacted to arrange pick-up or transportation back to your command if you are out of the area.
4. You are required to comply with the rules and standards of conduct until you are discharged from treatment.

N. Disenrollment from Treatment

1. If you are dis-enrolled from treatment, your Treatment Team will contact your Command to notify them of non-completion of treatment and to arrange transportation back to your command.
2. You are required to comply with the rules and standards of conduct until you are discharged from treatment.

O. 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 your concerns about any patient who may be at risk of hurting themselves or someone else, is consuming alcohol, using, or distributing drugs or sharing/taking another patient’s prescription medications.
2. This includes any threats of violence, physical, sexual, or verbal harassment, hazing or illegal activity.
3. Your safety is our primary concern. If you feel you may hurt yourself or someone else, please inform a staff member immediately.
4. Staff is available on the quarterdeck in the evenings and weekends and holidays.
5. Please report all injuries, no matter how minor, to the medical staff during normal working hours or the quarterdeck staff after hours.

The contents of this document are not all inclusive or exclusive of rules and expectations of the SARP Residential treatment program. Rule changes are at the discretion of Department Head and Deputy Department Head which will take immediate effect.

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:

Patient Information:

**Substance Abuse Rehabilitation Program
GUIDE FOR PRIVILEGES OUTSIDE BLDG 500 MATRIX**

AVAILABILITY AND USE DEPENDENT ON SARP and NAVBASE POINT LOMA PROTOCOLS											
LEVEL	NEX	Galley	Take 5ive (Meals)	Chapel	Barber Shop *Appointment only	Coffee Shack	Gym	Pool	Track	CrossFit	Smugglers Cove (RT and PT)
A	Staff Escort	No Escort	No Escort	No Escort	No Escort	No Escort	No Escort	No Escort	No Escort	No Escort	No Escort
B	Staff Escort	No Escort	Buddy Escort	No Escort	Buddy Escort	Buddy Escort	Buddy Escort	Buddy Escort	Buddy Escort	Buddy Escort	Buddy Escort
C	Staff Escort	Buddy Escort	Buddy Escort	No Escort	Buddy Escort	Staff Escort	Buddy Escort	Staff Escort	Staff Escort	Staff Escort	Staff Escort
D	Staff Escort	Buddy Escort	Buddy Escort	No Escort	Staff Escort	Staff Escort	Staff Escort	Staff Escort	Staff Escort	Staff Escort	Staff Escort

1. Patient safety and security will always take priority over privileges granted by the Level system and these privileges may be restricted at any time by SARP Leadership, Treatment Teams, DDO and or the NAVBASE Point Loma.
2. Outside venues: Patients who choose to visit the venues they are authorized based on their level, will do so on their personal time, and will be held accountable if they are late or miss a scheduled treatment event.
3. After the 1715 muster, personal time will take place within building 500 which can include journaling, finishing treatment plan assignments, daily notes, or participating in a recreational activity (TV, board games, reading, etc.)
4. The echelon of escort is as follows: Staff Escort (most restrictive), Buddy Escort, No Escort (least restrictive).
****Your buddy escort must be the same or higher level than you****

Patient Information