

TPN, LLC.

Client Contract

The client in the TPN program will learn about recovery and living a clean and sober life through:

- ✓ Attending AA/NA/Celebrate Recovery at least once a week
- ✓ Attend church every Sunday for the first 12 weeks. Sunday service will be optional after the attending twelve times
- ✓ Working a local job provider for 40 hours a week. Clients will work overtime as the job requires present employer is Georges Poultry
- ✓ Volunteering for community service on Saturdays and or days off
- ✓ Eating nutritious meals in the 2000 plus and sleeping on a regular schedule
- ✓ Maintaining a disciplined routine for completing chores in the facility
- ✓ Learning about recovery from other recovering addicts
- ✓ Attending classes either on-site or in Barry County in include, not but limited to:

- 1) GED classes if you did not graduate High School
- 2) Parenting skills
- 3) Anger Management
- 4) Financial Skills
- 5) Decision Making – Life Skills
- 6) Drug Education

TPN is also commits to:

- Helping to find other outside resources in your county for you to contact for follow-up guidance once you have completed the TPN program
- Provide on-site counselors
- TPN will provide medical attention when necessary and pay for a maximum of three visits to a doctor in a six month period
- Provide Works Compensation Insurance for you while on the work site
- Random UA testing will be performed weekly
- Provide monthly reports to Probation/Parole office and or sending authority
- Ensure that clients attend court as required
- Pay monthly court fines up to \$50 while in the TPN Program
- Provide vouchers up to 5% of their base pay, after graduation, less any monthly court fines paid during treatment by TPN for the client
- Provide transportation to and from work, outside meeting, community service, church, required court date, and doctor appointments

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Basic Expectations

The goal of TPN is to help any person who wants to recover from drug and alcohol addiction. Those requesting admission to the TPN program must be willing to follow the rules set forth in the preceding documents.

- 1) Taking a shower, brushing teeth, and shaving daily
- 2) Keeping hair cut short and mustaches trimmed neatly
- 3) Making your bed daily
- 4) Keeping your area and the bathrooms clean and neat
- 5) Being fully dressed in the public parts of the facility and grounds
- 6) Smoking and dipping tobacco to be used outside the building and in designated areas. No smoking, dip, or chew in the buildings
- 7) Being punctual i.e. getting up on time, being on time for meals, meetings, and work
- 8) Maintaining good, ethical, and work habits
- 9) Having respect for one another at all times
- 10) Working in the community to learn to “give back to others”

Dress Code

- 1) Clients must be fully dressed at all meals. Casual attire (sweats or long shorts and tee shirts with sleeves and flip flop shoes) may be worn for the morning meal and on weekends except for Sunday lunch.
- 2) All shirts must have sleeves in them, including casual attire. Clothing must not have any type of alcohol/drug wording, vulgar, or inappropriate language or images on them.
- 3) Flip flops may only be worn with socks in the facility or porch areas only. Shoes and socks will be required when outside those areas.
- 4) Clients must be appropriately dressed when visitors are in the grounds or in the facilities.

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Pass Procedures

The following are the procedures for when a client earns the right for weekend or 24 hour passes.

TPN will follow the court mandated procedures for passes.

- 1) The first 30 days there will be NO passes or visitation.
- 2) The second month, visitors may be allowed on the second Sunday of the month from 1:00 to 4:00 P.M. No more than four visitors will be allowed for each client.
- 3) The third month, visitors may be allowed on the second Sunday of the month from 1:00 to 4:00 P.M. No more than four visitors will be allowed for each client. A six hour pass may be given for the fourth Sunday of the month.
- 4) The fourth month, visitors may be allowed on the second Sunday of the month from 1:00 to 4:00 P.M. No more than four visitors will be allowed for each client. A twenty-four hour pass may be given on the fourth weekend of the month.
- 5) The fifth month, a 24 hour pass may be given on the second weekend of the month. A 48 hour pass may be given on the fourth weekend of the month.
- 6) The sixth month, a 48 hour pass may be given on the second and fourth weekend of the month
- 7) The client must sign out from TPN as they are leaving and the person who is picking up the client must leave a copy of their driver's license, insurance verification, license plate number, and a phone number where the client can be reached. You may be contacted by a member of the TPN staff while on pass as a follow-up procedure.
- 8) The client must return from overnight passes by 5:00 P.M. If the client is late returning from pass they may lose the next 3 weeks passes.
- 9) Clients will be drug/alcohol tested upon returns from pass – NO EXCEPTIONS.
- 10) All clients that are approved for 48 hour passes will be required to attend a 12 step meeting while they are on pass.

Phone Procedures

- 1) Clients will not be allowed to have or use cell phones at TPN or at work.
- 2) Clients will have one 15 minute outgoing call per week on Saturday afternoons from 12:30 to 5:30 p.m., times may vary depending on work or community service schedule.
- 3) Clients may have one 15 minute incoming call per week on Thursday evenings from 3:30 to 8:30 p.m. times may vary depending on work or community service schedule.
- 4) Abuse of privileges will result in disciplinary actions.

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Major and Minor Rule Violations

As a client of TPN, you will be expected to follow the rules and regulations of the Management Team. Disciplinary action, up to and including dismissal from the program, will be given to clients who choose not to follow the rules. Listed below is a list of Minor and Major rules violations. This is not a comprehensive list. Other infractions of rules set forth by the Management Team may also result in disciplinary procedures.

Minor Rules Violations

- 1) Failure to attend daily meetings: prayer meetings, dorm meetings, 12-step meetings, and counseling sessions.
- 2) Vulgar and or sexually explicit language, homosexual jokes, and or comments of any kind.
- 3) Failure to get along with others (not being a team player).
- 4) Failure to maintain a positive attitude.
- 5) Failure to do assignments and chores.
- 6) Horseplay or, wrestling or fighting at any time.
- 7) Not removing workboats before entering the building.
- 8) Wearing of any jewelry except a plain wedding band.
- 9) Fraternization with any females at work.
- 10) Use of any computer or telephone anywhere, except the weekly assigned times for phone use at TPN.
- 11) Having food or drink in the vans, dorm rooms, or offices.
- 12) Wearing any kind of headgear in the dorm or offices.
- 13) Smoking or dipping tobacco in the vans or dorm rooms.
- 14) Failure to keep dorm room clean.
- 15) Not being fully (or properly dressed for meals.

NOTE: Three (3) minor infractions will be equal to a major rule violation.

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Major Rule Violation

- 1) Bringing or using drugs or alcohol on the premises.
- 2) Engaging in acts of violence or threats of violence.
- 3) Theft.
- 4) Willful destruction of property.
- 5) Insubordination.
- 6) Having money or credit cards on the premises of TPN or at work.
- 7) Refusal to submit to a drug or alcohol test.
- 8) Leaving TPN or assigned work provider premises without prior permission or with an unauthorized person.
- 9) Failure to maintain your position at your assigned work provider.
- 10) Failure to follow the rules and regulations of your assigned work provider.
- 11) Failure of a UA

Failure of a UA will result in weekly individual counseling for one month. The second failure will result in individual counseling twice a week for one month. Third failure of a UA will result in your termination of the TPN program. You will be returned to your reporting authority.

I hereby acknowledge that I have read the above information and understand the house rules as well as the minor rule violations. I agree to abide by all the rules of TPN. I acknowledge that any violation of these rules will result in disciplinary action up to and including discharge and termination from TPN program.

Signed: _____ Date: _____
(Client)

Signed: _____ Date: _____
(TPN Representative)