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JESUS IS THE ANSWER  
**Heartland**  
MEN'S RECOVERY CENTER



**JULY 2017**

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[www.heartland-ministries.org](http://www.heartland-ministries.org) • <http://www.hlandrecovery.org>



### **Heartland Statement of Belief**

*We believe the Holy Bible is the fully inspired Word of God. It is the only infallible, sufficient and authoritative rule of faith and practice.*

*We believe in one God, eternally existent in three persons: God the Father, God the Son and God the Holy Spirit.*

*We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, death, resurrection and return. He is the only Savior of mankind.*

*We believe that salvation is only found through faith in Jesus and through His grace.*

*We believe in the indwelling of the Holy Spirit and through this indwelling, the ability to live a godly life and witness unto Christ.*

*We believe in the resurrection of both the saved and the lost.*

*We believe in the spiritual unity of all believers in our Lord Jesus Christ and all believers together comprise the Church, the body of Christ.*

### **Program Dynamics, Pages 4-5**

- Spiritual Dynamic
- Work Dynamic
- Educational Dynamic
- Counseling Dynamic

### **Procedure for Entry, Pages 6-7**

- Admission Process
- Program Fees
- ID
- Miscellaneous Fees

### **Procedures for Dismissal and Checkout, Page 8**

- Dismissals / Returning Residents

### **Policies and Procedures, Pages 9-15**

- Bedrooms
- Center Living Policies
- Church Dress Code
- Church Policies
- Recreation Policy
- Conduct
- Daily Chores
- Devotions/Chapels/Quiet Times
- Dining Policies
- General Dress Code
- Financial
- Laundry
- Mail
- Medical/Dental Care
- Medicine
- Phone Calls
- Personal Hygiene
- Work Policies

### **Visitation Policy, Page 16**

- General
- Visitation Policy

### **Schedule of Activities, Page 17**

### **Discipline Policies, Page 18**

- Purpose

*“For He looked down from His holy height; from heaven the Lord gazed upon the earth, to hear the groaning of the prisoner; to set free those who were doomed to death.” Psalm 102:19-20*

## **I. Program Dynamics**

Vision Statement - We are an intentional Christ centered Men’s Recovery Program built around a vibrant local church, cultivating change through the power of the Gospel.

Mission Statement - Our mission will be to heal the brokenhearted, to preach deliverance to the captives, and to set at liberty those that are oppressed. We will equip men with the life changing truths found in the Bible and then give them a structured environment to walk out and apply those same truths.

Heartland Men’s Recovery Center (HMRC) is tailored for those who recognize they have a life-controlling problem and need assistance in a structured environment that is firmly rooted in Christian principles.

HMRC is an 18 month program focusing on the gospel of Jesus Christ, discipleship, and work ethics.

During the program, residents will be assisted in their recovery through four program dynamics:

### **1. Spiritual Dynamic**

*“Come to Me, all who are heavy-laden, and I will give you rest. Take My yoke upon you, and learn from Me, for I am gentle and humble in heart; and you shall find rest for your souls.”  
Matthew 11:28-29*

Heartland is a haven of spiritual healing; a place that provides an environment to find God and His plan and purpose for life. Heartland is a place to be equipped for His service and to be sent out where and when He leads.

Our desire is that all who come to Heartland develop a personal relationship with the Lord Jesus Christ, and develop a life-long wholeness and esteem for our Savior.

People lacking the fear of God find their life in a cycle of serving selfish desires, making wrong choices and not having peace of mind and heart. We introduce the concepts of Christian living, and personal responsibility. The Christian life is not abstract theology unconnected with life, but has practical implications that will affect how we choose to behave each day. It is not enough to merely know the Gospel, we must let it transform our lives and let God impact every aspect of our lives.

A personal relationship with the Lord can only be properly nurtured and fully developed within and among a local body of believers. No one is called to be a lone Christian. Church life (living corporately on a daily basis) is essential to growth.

Residents are required to attend daily morning devotions, Sunday morning and evening church services, Wednesday evening services, and various group meetings and Bible studies. While enrolled, residents will be exposed to sound Biblical lifestyle principles and healthy relationships.

## 2. Work Dynamic

*“And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Jesus Christ.” Colossians 3:23-24*

The primary purpose of the work program at HMRC is to teach our residents skills, direction, self-worth, interpersonal relations and conflict resolution. Residents are paid wages for their labor. HMRC will provide opportunities for residents to learn skills that will promote a better quality of life. Establishing and maintaining a consistent work ethic is a vital part of the recovery process.

Men may have the opportunity to work at various jobs during their stay in the Program depending on their spiritual progress. During Phase 1 of the program residents will work 15 hours per week. During Phase 2 residents will work 25 hours per week. Full time work will be available for residents upon completion of the second phase (12 months). Full time work is defined here as no more than 40 hours per week. This will be a privilege and not a right. Residents earn minimum wage set forth by Missouri State Law.

## 3. Educational Dynamic

*“My people are destroyed from the lack of knowledge.” Hosea 4:6*

The need to educate residents in recovery is important. As Christians, we must be prepared when the adversary comes our way. Through Bible education, residents will come to the “knowledge of understanding.” Residents are required to attend various Bible classes/ programs.

Residents who do not have a high school diploma are strongly encouraged to attend GED class until they have successfully passed the GED test. HMRC provides an in-house GED class program available when four or more residents are willing to attend.

## 4. Counseling Dynamic

*“Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come.” 2 Corinthians 5:17*

Being addicted to substances is not the problem that we face. Addiction is nothing more than an outward manifestation of an inward problem. Addiction is the result of a self-centered lifestyle that is driven by a soul sick broken heart. The only way to fix a broken heart is to take it to the manufacturer...JESUS. At HMRC we know that Jesus is the answer, and while you are here you will be introduced to the Person of Jesus Christ and the saving power of the cross. While at HMRC you will receive one on one counseling sessions as well as weekly processing group meetings, and will be attending classes, church and daily chapel services. The first 30 days you will go through our orientation process. Upon completion of orientation you will be placed in a group and assigned to a group leader. Your group leader will then walk you through an evaluation process and an action plan will be drawn up as a roadmap to your specific recovery process. Addiction is not a treatable disease as some would say, it is completely curable. Nothing is too big for God. All you have to do is believe.

## II. Procedure For Entry

*“Come to Me all that are heavy burdened, and I will give you rest.” Matthew 11:28*

The recovery program is a voluntary one. Applications will be accepted only from people who are committed to a life change and who desire a personal growing relationship with Jesus Christ. All applicants will be required to sign a written contract stating they will commit to continuous spiritual growth while in the program. At the completion of 2, 4, 6, 8, 10 and 12 months in the program, all applicants/residents will be evaluated for their progress. If there are expectations/goals that have not been reached by the 6 and 12 month evaluation, the resident's program will be frozen and he will be given the opportunity to make adjustments and live up to these expectations. If the resident doesn't show significant improvement in a timely manner he will be dismissed from HMRC.

Upon graduation from the 18 month program, residents MAY BE given the opportunity to stay on and remain employed with Sharpe Holdings, Inc. or CNS International Ministries. This agreement must be approved by both parties.

All applicants must be 18 years of age or older to be considered for admission.

Applicants must be physically able and mentally stable to participate in all work and living situations.

In the event of bed unavailability, applicants should contact our office every week or two to determine program availability.

People in the program are **NOT** allowed to bring or store vehicles.

No person will be admitted to the program who is currently taking anti-depressive or psychotropic medications or any form of narcotics. All over the counter medication will be provided by HMRC.

Applicants who have been in the program before will be required to pay a \$100 re-entry fee.

All applicants must inform HMRC of all outstanding legal matters and court dates prior to entry. If legal matters arise during your program time, you may be asked to leave, as this is not HMRC's responsibility.

**NOTE:** IF YOU ARE INCARCERATED, PLEASE DO NOT APPLY UNTIL YOU ARE WITHIN THREE MONTHS OF RELEASE.

## **The Admission Process is as follows:**

1. Download the application and handbook from the website (hlandrecovery.org)
2. Read the entire handbook
3. Fill out the application form and fax it to 1-816-817-1802.
4. Proceed to get your medical testing done as listed on the application form.
5. When you get your test results and physical exam done, fax them to 1-816-817-1802 for evaluation and approval.
6. After the fax has been received by the admissions director, call to see if you are eligible and to set up a telephone interview.

## **Program Fees**

To enable Heartland Recovery Center to continue to provide this program and accommodations to people seeking help, a program fee will be required from each resident. Residents are given gainful employment with Sharpe Holdings, Inc. or CNS International Ministries during their stay in the HMRC program to pay for a portion of these fees.

For the first year of the program each resident will be required to pay 50% of their net income for program fees.

Residents are required to sign a payroll authorization to have program fees automatically deducted from their bi-weekly paycheck.

Residents are responsible for the purchase of toiletries, personal items, and clothing.

## **ID/Check In Requirements**

Mandatory upon entry, please bring these two types of valid identification:

1. Photo ID (driver's license, passport, or state photo ID)
2. Social Security Card
3. Birth Certificate with embossed seal

## **Other Fees and Requirements**

1. Residents will be required to pay a one-time, non-refundable administrative fee of \$200 to cover extra costs above and beyond room and board.
2. Residents may be required to pay disciplinary fees based upon the infraction committed.
3. Residents will be required to pay transportation fees ranging between \$50-150 one way, depending on distance traveled. This fee will be charged to all residents requiring transportation to bus stations, airports, train stations, etc. that are not a part of the normal transportation needs.
4. Residents must surrender all cash, checkbooks, debit cards, and credit cards.

## IV. Procedures for Dismissal and Checkout

*“These six things the Lord hates, indeed, seven are an abomination to Him: a proud look (the spirit that makes one overestimate himself and underestimate others), a lying tongue, and hands that shed innocent blood, a heart that manufactures wicked thoughts and plans, feet that are swift in running to evil, a false witness who breathes out lies (even under oath), and he that sows discord among the brethren.” Proverbs 6:16-19*

### Dismissals / Re-Entry

1. Court appointed residents may be dismissed from or choose themselves to leave the program. The sentencing court and probation/parole will be notified.
2. Dismissed residents will not be reconsidered for re-admittance to the program for a period of thirty days. The person re-applying must show signs of a genuine willingness to change and to comply with the program regulations based upon bed availability. Reentry is discretionary and bed availability does not guarantee you will be permitted to reenter after thirty days.
3. Any returning resident will start the program over from the beginning. If you have previously been in the Heartland Men’s Recovery Program you will be required to pay a reentry fee.
4. All outstanding obligations such as, but not limited to, program fees, loans, property damage, and other expenses must be paid at the time of dismissal.
5. Rooms are to be left in good, clean condition. Only personal items are to be removed. All ministry supplied equipment, furniture, décor, bedding, etc. are not to be removed.
6. HMRC is not responsible for any personal property left by the resident after their discharge from HMRC. Property that is left behind by a discharged resident becomes property of HMRC.
7. Dismissal from the program for any reason other than graduation will result in a reduction of funds disbursed to the resident upon departure. The resident may be issued a check or cash up to 25% of the resident’s account balance at the time of dismissal.



## V. Policies and Procedures

### Bedrooms

1. HMRC provides all bed linens. Beds require a fitted sheet, flat sheet, and a pillow with pillow case. Blankets are to be made up under the comforter.
2. Space and storage in bedrooms are limited. Only essential items for personal needs and comfort are allowed.
3. HMRC tries to maintain an environment with a theme of uniformity in furniture and décor. Therefore, the resident may not bring any decoration or furniture without the approval of HMRC staff. This includes, but is not limited to, fans, lamps, glass picture frames, etc. Nothing is to be hung on the walls of the bedrooms.
4. Each resident is allowed a limited space located in a bookshelf headboard, which is reserved for family pictures, books or other appropriate personal items.
5. Clothes (including coats) are to be hung up or neatly folded in the drawers or on the shelves.
6. All residents are required to purchase a shaving bag for personal toiletry items, which are to be stored in the plastic storage cabinets and are to be taken back and forth as needed.
7. Residents are not to bring the following items to HMRC: fans/heaters of any type; personal room accessories such as rugs, throws, comforters, bed linens, etc.; laundry baskets; foot lockers, toolboxes, etc.; sporting equipment. Musical instruments are only permitted with prior staff approval.
8. All soiled laundry is to be kept in the appropriate containers and turned in nightly prior to curfew (9:30pm)
9. Any item(s) not appropriately put away is at risk of being confiscated or thrown away.
10. No food, snacks, or drinks are to be stored or consumed in resident's room. The only exception is that residents may store and consume hard candy and one bottle of water.
11. Residents are not to rearrange room furniture or furnishings in any manner.
12. Residents are expected to turn off all lights and fans when leaving rooms.
13. HMRC reserves the right to conduct a search, or have a search carried out of any room or of any resident's personal belongings if a search is deemed necessary.

### Men's Center Living Policies

1. Residents of HMRC are to obey the HMRC staff, and volunteers.
2. **No work shoes or boots are allowed in the building.**
3. Residents will be considerate of and respectful to other HMRC residents at all times.
4. Use the Chain of Command to handle issues.
5. Doors must stay open when visitors are in the rooms.
6. Residents are not allowed to enter HMRC with soiled shoes and/or boots. Boots and shoes worn at work **MUST** be taken off at the door before entering any HMRC building and placed into a plastic bag for storage in your closet. Non-compliance will result in disciplinary action.
7. Residents who wear hats, caps, dew rags, or any other type of head covering **MUST** remove them upon entering the chapel or church.
8. Residents may not leave the boundaries of the Center after returning from work without the permission of the HMRC staff.
9. All residents must sign-out when leaving HMRC and sign-in upon returning.
10. No getting out of bed after lights out except to go to the bathroom.
11. Cell phones, CD players, satellite radios, personal television, iPods, portable game players, laptops, or any other audio visual, gaming, or communication equipment are prohibited. MP3 players may be purchased through YOUR group leader only. The only way you will be allowed to load music on your MP3 is to purchase a CD and have YOUR group leader download it for you. Of course all music you purchase must glorify God.

12. Upon entry to HMRC, all baggage, luggage, bags, containers etc. are to be surrendered to the HMRC staff for inspection.
13. HMRC reserves the right to inspect all items coming into the HMRC facilities at any time.
14. Upon returning from trips, visits, and outings all packages will be inspected. Residents must notify staff prior to bringing items into the building.
15. Residents will submit themselves to random drug and nicotine tests at the discretion of the HMRC staff.
16. Visitors are not allowed access to the HMRC facility without expressed permission by administration.
17. Playing cards and dice are not permitted and are considered contraband.
  18. All buying, selling, and trading of any kind is strictly prohibited unless approved by your group leader.
19. No resident is allowed to sell items of any kind to another resident.
20. Residents are not allowed to render services of any kind to other residents in exchange for money.

## Church Dress Code

1. On Sunday morning and evening services, residents are required to wear a wrinkle free dress collared shirt (long or short sleeve), wrinkle free dress slacks, appropriate dress shoes, and a dress belt. A wrinkle free tie is mandatory for Sunday morning church service.
2. On Wednesday evening services, residents are required to wear a wrinkle free casual collared shirt, appropriate wrinkle free jeans or pants, and casual type shoe. All shirts are required to be appropriately buttoned up.
3. No sandals will be allowed in any service.
4. No hats, caps, or any other type of headgear will be worn in church or chapel services (to be left in the HMRC vehicle or at the Center).
5. Bib overalls, shorts, logo or attention grabbing clothing, T-shirts, sweatshirts, jerseys, hooded sweatshirts, or camouflage pants are not allowed during any corporate church service.

## Church Policies

1. All HMRC residents are to attend all church functions, unless scheduled to work.
2. All residents are to present themselves ready 15 minutes prior to transport.
3. Bus leaves HMRC thirty minutes prior to services (see schedule).
4. All HMRC residents are to sit together in a group in assigned seating.
5. No talking is allowed during services.
6. All residents are to go immediately to their seats upon arrival at church. Afterwards, residents must have permission from staff to use the restroom.
7. All residents are to remain in their seats during services.
8. All bathroom visits are to take place prior to the beginning of the services at the Men's Center. Exceptions are for emergencies per HMRC staff discretion.
9. All residents are to maintain proper decorum during services. (e.g., personal conversations during services prohibited, sleeping prohibited, maintain proper posture—no slouching, refrain from placing feet on chairs, etc.).
10. All residents are to keep their focus on the service. Making eye contact or other types of attention getting gestures to other Heartland Recovery Program Residents is prohibited.
11. Because all services are video taped for broadcast, residents are prohibited from chewing gum.
12. All residents are required to participate during services and take notes.
13. All residents are required to clean their area prior to departure, remain in seats until staff dismissal.
14. All residents are to go immediately to the HMRC vehicles they rode in when services are over unless prior arrangements have been made and approved by HMRC staff.

## Recreation Policy

1. All weights must be taken off the bars and re-racked after every use.
2. All dumbbells must be returned to the rack after each use. The only exception is the dumbbells that will not fit on the rack are to be placed neatly on the floor directly across from the rack.
3. No weights, dumbbells or any other equipment is to be left lying on the floor. Any violation of these rules will result in the weight pit closing down for a week.
4. Absolutely no supplements of any kind are allowed at HMRC.
5. Sleeveless shirts and tank top are allowed to be worn in the gym ONLY. No one is to be shirtless on Men's Center property outside of bathrooms and shower rooms.
6. Always be courteous and respectful while participating in recreational activities. Remember, recreation is a privilege not a right. Take care of the equipment and be a good steward of what God has blessed us with.

## Conduct

*"Let every person be in subjection to the governing authorities. For there is no authority except from God, and those, which exist, are established by God. Therefore he who resists authority has opposed the ordinance of God; and they who have opposed will receive condemnation upon themselves." Romans 13:1-2*

1. Alcohol consumption, drug use, or sexual activity of any nature is not allowed and will result in immediate dismissal. With regard to tobacco use, HMRC has a two-strike rule: if residents have two nicotine offenses, they will be automatically discharged for a MINIMUM 30 days.
2. Inappropriate communication, cursing, or talk concerning past street life is not allowed.
3. No inappropriate or offensive contact with either sex is allowed.
4. Fighting, personal altercations, or any other such type of physical contact is strictly prohibited. Anyone who engages in such action will be discharged.
5. No resident will be allowed to marry while in the program. Courting with fiancé will be allowed through phone calls and letters for 1 year.

## Daily Chores

1. Bedrooms will be kept clean, neat, and orderly with a fresh smell.
2. Beds must be made before leaving for work and kept neat.
3. Clothes must be hung up or neatly folded and placed in drawers.
4. Drop off and pick up work laundry daily.
5. Drop off personal laundry in the morning on designated laundry day and pick it up in the evening upon returning from work.
6. Nightly hall duties are to be done after 8:00pm.

## Devotions / Chapels / Quiet Times

*"How can a young man keep his way pure? By keeping it according to Thy Word." Psalm 119:9*

*"Thy Word have I treasured in my heart, that I may not sin against Thee." Psalm 119:11*

*"Thy Word is a lamp to my feet, and a light unto my path." Psalm 119:105*

*"The unfolding of Thy words gives light; it gives understanding to the simple." Psalm 119:130*

HMRC believes that Jesus is the answer. The greatest exercise of hope for all is to read and apply God's Word. Our source of strength is found in the pages of the Bible. By developing practical study habits of the Word we gain nourishment. The Water of the Holy Spirit quenches our thirst for restoration. Through prayer we seek God's restoration.

- Morning Prayer – 5:00-5:30am, Power Barn Chapel (every day, except Sunday)
- Chapel 5:30-6:00am (all residents must attend)
- Thursdays – 8:30-9:00pm, In-room Prayer/Bible Study
- Quiet Times from 9:30-10:00pm (individual Bible study)

## **Dining Policies**

1. Only authorized personnel beyond serving line.
2. All residents are required to maintain the cleanliness of the dining hall. Residents are responsible for cleanup and trash removal after each meal.
3. All meals are to be consumed in the dining hall.
4. All residents will eat together at appointed times (see schedule).
5. Residents are expected to pray before eating.
6. All residents will maintain proper conduct and dress during meal times, both on and off HMRC facilities.
7. All residents must be showered and dressed neatly prior to eating in the dining hall.
8. Dining room policies are subject to change.
9. Any resident sick for the day must eat soup and stay in their own room.

## **General Dress Code**

1. Residents may not wear clothing that contains holes, is ripped or frayed, or portrays the dirty, bleached, spotted or streaked look.
2. Residents are not allowed to wear clothing with attention grabbing types of pictures, logos, or statements.
3. Clothing must be appropriately sized, not too large or too small.
4. All pants must be worn at the waistline only.
5. A belt is required at all times.
6. Residents are not permitted to wear sleeveless shirts except in the gym.
7. Residents will not leave the bedroom inappropriately clothed. Residents must wear shoes, shirt, and pants, or a robe or cover up while in the hallway.
8. HMRC director will make all final decisions regarding the appropriateness of any article of clothing that is in question.

## **Financial**

1. Residents are expected to be financially responsible.
2. Upon entry to HMRC, residents are expected to inform HMRC staff of any outstanding financial obligations (e.g.: legal, child support, debt collections, etc.).
3. Residents will be required to open a ledger account with HMRC, as more fully explained in the Payroll Deduction Authorization and Banking Agreement. All banking is to be done through the HMRC Banking Administrator.
4. Personal bank accounts (checking or savings), debit cards, ATM cards, or credit cards are not permitted and must be turned in upon arrival.
5. Banking will be done on the assigned day only.

6. Residents are expected to take care of all their financial obligations such as court cost, fines, and personal bills in a timely manner.
7. Residents are limited to \$30 in cash per month. Any amount above this must be pre-approved by your group leader.
8. Residents will be required to pay various fees as outlined in Section II, Procedure for Entry.
9. Residents are allowed \$200 maximum per month for personal spending. Debit cards will be issued to facilitate personal spending and residents are required to turn in receipts weekly. (*See Banking Guidelines below.*)

#### HMRC Banking Guidelines

1. No Banking without Funds. (no one in negative)
2. Resident must acquire and maintain a \$200 balance in their account for medical purposes before any money can be withdrawn.
3. Resident will be allowed \$30 cash only until Admin fee and Re-entry fee (if required) are paid in full.
4. Residents will receive only \$30 in cash until their balance is over \$500
5. Residents with a balance greater than \$500 will be allowed \$30 cash and a \$50 card monthly.
6. Residents with a balance greater than \$1,000 will be allowed \$30 cash and a \$100 card monthly.
7. Residents with a balance greater than \$1,500 will be allowed \$30 cash and a \$150 card monthly.
8. Residents with a balance greater than \$2,000 will be allowed \$30 cash and a \$200 card monthly.
9. Residents going on a 5 day visit, with a balance greater than \$2,000 will be allowed \$30 cash and a \$300 card (anything over these amounts must be approved by the Group Leader, Banking Administrator, and Program Director).
10. Resident must use their monthly Gift Card allotment for all their personal spending while on visits. There will be no extra gift cards issued because they spent all their funds before their visit. The key is Financial Planning.
11. Residents must get the total cost of Travel expenses added to their normal gift card to purchase Travel tickets. (Ex: \$200 Personal spending + \$330 Airline Tickets = \$530 on a card). All travel expenses will be purchased before they receive the card. Emergency travel expenses can still be purchased through the ministry, but the resident must have funds available.
12. Special needs will be handled on a case by case basis between the Group Leader, Banking Administrator, and Program Director.
13. There has been a \$25 limit placed for Gifts (Birthdays, Christmas, Anniversaries, and Weddings).

#### **Laundry**

1. Residents are assigned only one day of the week for laundry to be done. Residents' laundry will be done by HMRC.
2. Personal laundry must be turned in by 7:30am on your assigned day.
3. Bed sheets must be turned in weekly with personal laundry, comforters and blankets every other week.
4. Residents are required to drop off and pick up laundry at the specified times and locations.
5. Residents are responsible to remove all personal items from clothing.
6. HMRC is not responsible for lost or stolen personal property left in clothes.
7. HMRC is not responsible for any lost or damaged clothing.
8. Dry cleaning services are available through Cleansing Waters Laundry. Drop offs are on Monday and pickups on Friday.
9. All laundry must be properly tagged.

#### **Mail**

1. Residents are not permitted to send or receive personal mail during their first 30 days in the program. All mail received will be held until after their 30 days.

2. Residents are responsible for all envelopes and postage for personal mail. HMRC can help residents mail packages through the post office.
3. Residents are not allowed to go to the post office without staff or place mail in the mailboxes on the property.
4. All incoming mail goes through the HMRC staff office and is distributed by HMRC staff.
5. Outgoing mail must be unsealed and placed in the designated mail depository.
6. HMRC reserves the right to open and inspect all mail and packages.
7. Any incoming mail that contains contraband will be confiscated and destroyed.
8. Any outgoing mail that contains contraband will not be mailed and the resident will be subject to disciplinary action.
9. All incoming mail should be addressed as shown:
  - Resident's Name*
  - c/o Heartland Men's Recovery Center*
  - 12599 255<sup>th</sup> Street*
  - LaBelle, MO 63447*
10. No subscriptions to magazines or newspapers will be allowed except for Christian literature.
11. Mail that is vulgar or offensive will be returned to sender.

## Medical / Dental Care

1. Payment for medical/dental care is the responsibility of the resident.
2. Residents may be required to make payment at the time of service for first time visits.
3. Residents requiring medical or dental appointments must fill out an appointment request form and submit it to an HMRC Group Leader who will schedule them an appointment. HMRC has a list of medical/dental facilities we use within our surrounding area.
4. Residents are responsible for informing the work manager/supervisor and HMRC staff of medical/dental appointment information.
5. All 'on-the-job' injuries must be reported **immediately** to a work manager/supervisor and HMRC staff.

## Medicine

1. HMRC does not allow any type of behavior modification drugs or narcotics.
2. Residents are required to surrender all OTC (over the counter) and prescription medications they have upon arrival or any medication prescribed to them during a doctor, dentist, or hospital visit.
3. No products containing alcohol will be allowed (i.e. mouthwash, aftershave, etc.)
4. All over the counter medication will be provided by HMRC.
5. All over the counter and prescription medication will be administered by HMRC staff.

## Phone Calls

1. Using the phone at HMRC is a privilege and should be treated as such. Residents on disciplinary action may/will lose their phone privileges.
2. Cell phones are not permitted by any resident during their first 15 months.
3. New residents arriving at HMRC will be allowed to make one phone call to inform loved ones that they have arrived safely.
4. Residents are not allowed phone privileges during their first thirty days at HMRC. This is so that residents can focus on themselves without outside influences that may hinder their recovery. HMRC staff must approve any exceptions to this.

5. The one day during the week that you will be allowed to use the phone will be determined by which group you are placed in. Saturday is an open day after 12:00pm (1 call only).
6. Residents are not to use any HMRC staff phone or work phone. Any exception to this will be for work purposes only and the resident must have permission from HMRC staff or their immediate supervisor.
7. Phone privileges are only to immediate family members. Non-family calls are at the discretion of the HMRC staff.
8. Phone calls are limited to collect calls or phone cards only.
9. HMRC staff has the right to monitor any phone call. Phone conversations that become argumentative, disrespectful, manipulative or complaining will be terminated.
10. Abuse of phone privileges will result in disciplinary action.

## Personal Hygiene

1. All residents are to be clean shaven on a daily basis.
2. Residents may have a mustache that is trimmed to the corners of the mouth and above the top lip.
3. Side burns are to be maintained to the middle ear.
4. All residents must practice and maintain good hygiene at all times (*shower, brush teeth, shave, deodorize, and clean up after themselves, DAILY!*).
5. Residents that come back from the work place and are finished with work **MUST** shower and change clothes **BEFORE** entering the building. (**NO WORK SHOES IN THE FACILITIES.**)
6. Hair coloring (*permanent, temporary or highlighted*) is prohibited.
7. Jewelry, except for rings, watches and necklaces (*that are approved by administration*) will not be allowed.
8. While attending HMRC, body piercing (*no metal*), tattooing, and other body marking is not allowed.

## Work Policies

*“Let him who steals steal no longer; but rather let him labor, performing with his own hands what is good, in order that he may have something to share with him who has need.” Ephesians 4:28*

1. Residents will be transported to their job site and are expected to be ready for work at least 15 minutes prior to transport.
2. Residents are to clock in on time at their respective locations.
3. Residents are to follow the directions of leaders in the areas they work.
4. Residents are to establish and practice good work ethics. Leaders in the work place will aid the residents in this area.
5. Conflicts with others at work are to be handled by the work manager/supervisor. Residents are to report all conflicts immediately.
6. Residents have scheduled meal times for the area they are working in. The leaders will advise workers on the times and location and will arrange transportation if necessary.
7. Residents are responsible to inform the work place of any absences/ time off/ illnesses.
8. Residents are not allowed to return to the center for any reason while on the clock. Any exceptions to this must have staff approval prior to entry.
9. Residents who become sick and leave the job must inform staff upon their arrival to the Center.
10. Any resident who misses two consecutive days of work must see a doctor.
11. Residents are to inform staff that they are sick prior to chapel.
12. Residents are not allowed to go to the Café, C-store, or any other business, without HMRC staff approval.

## **VI. Visitation Policy**

In order to preserve and maintain a healthy and productive visit, all visits are evaluated and will be approved or disapproved according to the resident's attitude, behavior, maturity, progress in the program and the destination where they are requesting to go. Visits will be granted for either on property or off property. Initial visits are restricted to immediate family members. Friends may be pre-approved for later visits if their influence on the resident should prove to be of a good benefit. HMRC does not want to risk bringing in worldly attitudes, behavior or contraband. Therefore, if the visitor, family or friend does not agree with the HMRC goals, it is better that they not visit at all. HMRC staff reserve the right to talk with any visitors prior to resident's departure or visit. Any violation in the visitation policy, as listed below, may result in the denial of future visits until the resident proves trustworthy.

On Property = Any properties owned and operated by Heartland Community Church, CNSIMI or Sharpe Holdings.

Off Property = Outside the boundaries of Heartland Community Church, CNSIMI, or Sharpe Holdings.

### **General**

1. All requests for a visit must be submitted to the group leader and they must be in writing, using the Visit Request form.
2. The Visit Request form must be signed by the resident's work manager/supervisor prior to being turned into the group leader.
3. The Visit Request form must be turned in no less than seven days in advance of the requested date.
4. All residents must sign out and in with staff when leaving and returning.
5. Residents must surrender all packages and bags to staff for inspection prior to returning to their room.
6. Residents returning from visits will be required to submit to a UA test.
7. Visits are restricted to weekends only, unless it is a 3 or 5 day off property visit.
8. If a resident is approved for a visit that falls on a Sunday, he must attend a minimum of one of the two church services that day.

### **Visitation Policy**

1. For the first thirty (30) days residents are not allowed any visits. This is for their benefit so they will be able to adjust to life here at HMRC and to be able to focus upon their individual recovery process.
2. After thirty (30) days, residents are able to receive 2 on property visits per month.
3. At three (3) months, residents are able to receive 2 on property or 2 off property visits per month.
4. At seven (7) months, residents are able to receive a three (3) day off property visit. At twelve (12) and fifteen (15) months, residents are able to receive a five (5) day off property visit.
5. The length of all visitation times have the potential to be adjusted due to the geographic location of the resident's family. The resident's progress in the program and their work performance are also factors in determining the length of visitation time. All visitation adjustments are at the Program Director's discretion.
6. If spouse is in the program, all is subject to change!



## VII. Schedule of Activities

<b>Monday-Friday</b>	.....Daily class attendance and work detail
<b>Sunday</b>	9:00am .....Church at Heartland ( <i>bus leaves at 8:20</i> )
	12:00pm.....Lunch at the Men's Center after church
	4:00pm .....Snack at the Men's Center
	6:00pm .....Church at Heartland ( <i>bus leaves at 5:20</i> )
	8:30pm.....Dinner will be served after church
<b>Wednesday</b>	7:00pm.....Church at Heartland ( <i>bus leaves at 6:20</i> )
<b>Thursday</b>	7:00pm .....Chapel ( <i>Power Barn Service</i> )
	8:30-9:00pm ..... Prayer & Bible Reading ( <i>in room</i> )
<b>Friday</b>	6:30pm .....Various activities each week, including a possible C-Store Trip
<b>Saturday</b>	6:30pm .....Prayer at Heartland
	7:00pm .....Movie in Library
<b>Library</b>	Set by staff on duty.

## VIII. Discipline Policies

*“All discipline for the moment seems not to be joyful, but sorrowful, yet to those who have been trained by it, afterwards yields the peaceful fruit of righteousness.” Hebrews 12:11  
“Before I was afflicted I went astray, but now I keep Thy Word.” Psalms 119:67*

### **Purpose**

HMRC’s approach to discipline is one of training with the purpose of restoration. Residents may not receive the exact consequence as another resident; each resident is treated as an individual and is disciplined according to what is in their best interest. We are not, however, merely disciplining a behavior. Our primary goal is to reveal Jesus, train hearts, build character and to teach each man to hold himself accountable for the choices he makes.

### *The purpose of discipline is:*

- To correct improper attitudes and behaviors.
- To help teach that there are consequences for bad behavior.
- To instill respect for authority, others, and self.
- To nurture and develop desirable character qualities while eliminating bad attitudes and harmful actions.
- To enable the resident to develop a Christ-like response to discipline.
- To allow residents to share in the holiness of God and to produce a harvest of peace, joy, and happiness.

### *Disciplinary measures may include, but are not limited to the following:*

- Loss of visitation, phone, or recreational privileges.
- Extra work detail.
- Confinement to the Center or room.
- Scripture writing.
- Extra time added to length of program.
- Program expulsion.

***All policies and procedures are subject to change at the Program Director’s discretion.***

**HMRC premises is under video surveillance.**

**Heartland Men’s Recovery Center  
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