



Standard Operating Procedures

A ministry of Teen Challenge Singapore
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The Drug Addictions Recovery (DARE) Program

Teen Challenge DARE Center is a **Christian Therapeutic Community** working with adult males who are primarily alcoholics and drug abusers. The center offers a residential Drug Addictions Recovery (DARE) program designed to help these clients overcome their addiction and discard self-defeating behaviors, and eventually discover and develop their God-given talent and skills inherent in each person. The program aims to help the individual arrive at a point of wholeness, self-acceptance and a sense of self-worth.

We believe that an affected person is not fully changed until he is:

- (a) Empowered and has self-control to overcome all habits, including smoking, drinking, cursing, lying and promiscuous sexual behavior.
- (b) Fully motivated to work and has confidence to deal with life's problems
- (c) Repented from his past crimes and habits and set free from the fear of relapse

3 Key Concepts

1. Christian

The programs, policies and personnel must adhere to Christian principles and practices. Programs must help to inculcate the Christian values in the lives of the residents and help build strong spiritual foundations. Staff workers must be spiritually motivated in their work and services to the Lord, "working as unto the Lord and not to men", Col.3: 23. The key objective is discipleship and evangelism. We therefore act as a **Beacon** that will point others to Christ.

2. Therapeutic

The people coming into our centre are hurting people. Hurt because of addiction, rejection, failures, separation, loneliness, emptiness, etc. We therefore lead them to the **Balm** of Gilead, Christ himself, to heal their hurts and pains, "By His stripes we are healed", Isaiah 53: 6. Through our counseling and intervention, residents are being helped on the road to recovery and healing. It is also said that "by the group they have been hurt and by the group they shall be healed". Hence, TCDC is a healing community.

3. Community

Addicts are mostly lonely, distant and dissociated from families, friends and society. We therefore serve as the **Bridge** that will fill in the gaps of severed ties and broken relationships. Relational interaction and community bonding in the centre is vitally essential in harmonious living in a therapeutic community. Every resident is to learn to be socially engaged, actively involved with each other, learning to care and be concerned for each other and fulfilling group responsibilities in the centre.

Our Vision

To see that every individual who comes into our program is **Redeemed, Restored and Renewed!**

Our Mission

To help ex-offenders overcome addiction and criminal activities through **Spiritual Enrichment, Skills Enhancement and Self Empowerment**

Our Motto

To be the **BEACON** that will **BRIDGE** gaps through the healing **BALM** of relationships

Our Tagline

The Heart of Change is the Change of Heart

Our Core Values

Being **D**isciplined
Being **A**ccountable
Being **R**esilient
Being **E**nterprising

Our Philosophical Approach

- a) **Christ Honoring**
Recognize that God is the ultimate source of change. Learning to honor God and lives Godly lives will greatly impact our endeavor to change
- b) **Client-centered**
Respect and esteem every resident as unique individuals and will be attended to with personal and professional care
- c) **Community Living**
Relational interaction and community bonding is key in harmonious living a therapeutic community

Our Strategic Approach

Spiritual Enrichment

- Many of an addict's problems stem from a spiritual void and an impoverished soul.
- The program aims to enrich and establish strong spiritual foundations in the lives of the residents through various spiritual components of the program such as Bible Study, Prayers, Praise and Worship, scripture memorization, church service, etc.

Self Empowerment

- Personal well-being is a crucial goal in addiction recovery. Having a healthy self concept will greatly assist the individual in overcoming underlying psychological issues and relapse triggers
- The program endeavors to help residents deal with underlying psychological issues and identify relapse triggers through focused addiction counseling and the Recovery Support Group (RSG) meeting.
- The program aims to help the individual arrive at a point of wholeness, self-acceptance and a sense of self-worth.

Skills Enhancement

- Acquisition of some form of marketable skills whilst in the program is paramount. Residents are encouraged to acquire skills on 2 main areas;
 - *Employable Skills*
 - Commercial skills that can land the resident a job such as driving, computer, vocational, etc
 - *Entrepreneurial skills*
 - Skills to run and operate small time businesses such food stalls, cleaning and maintenance services, etc. Our Small Time Enterprise Partnership Scheme (Small STEPS) is an entrepreneur development program that helps and assists residents who are keen to set up small time businesses through a partnering scheme.

Social Engagement

- The program encourages residents to be socially active through various activities such as sports & recreation, groups interactions, outings, picnics, etc

Supportive Environment

- The centre provides a conducive and "safe environment" for change through the following areas;
 - Enforcement of rules and regulations such as no smoking, no drugs, fighting, gambling, etc
 - 24 hour supervision & surveillance by duty staffThe psychological safe environment that allows free expressions of feelings in a structured counseling setting or group by trained facilitators.

CLIENTELE GROUPS

There are basically 3 main client groups:

1) Voluntary Rehabilitation (Walk-in or WI) Clients

These are residents enrolled into our programs on a voluntary basis. They may be admitted on their own accord or be referred by their church leaders, family members, Institute of Mental Health, other agencies or concerned individuals.

2) Community Based Rehabilitation from DRC and prisons (CBR – HWH Scheme) Clients

These are inmates who are selected to come to a Halfway House program under the prison's Community Based Rehabilitation Scheme (CBR). This is the legal channel by which inmates can be released from DRCs and prisons to undergo a halfway house program.

There are various schemes which fall under this client group such as the a) Halfway House (HWH) b) Long Term Halfway House (LTH) c) Long Term Naltrezone (LTN) d) Halfway House Naltrezone (HWN) and e) Work Release Scheme (WRS). They are emplaced in a HWH for a period of 6 months to 1 year. Violations of the regulations and terms of emplacement will render the inmate to termination of the emplacement and recalled to DRC.

It is to be noted that these schemes are just the channels by which they come to the Teen Challenge DARE Center, which is a religious based program. Once they come into the centre, all of them will undergo the DARE Center's program no matter what the scheme.

3) Restorative Rehabilitation Clients

The Restorative Rehabilitation generally is a six-month program for:

- Ex-residents whose program with TC was cut short because of a court case, resulting in imprisonment. They must have been with us for a minimum period of six months & be willing to come back to us immediately upon discharge from prison.
- Ex-residents who has relapsed or has no confidence after discharge from the centre within a year
- The Restorative program duration is a minimum of 6 months.

ADMISSION CRITERIA

1. Applicants must be male Singapore citizens or permanent resident.
2. Foreign applicants must fulfill legal requirements before acceptance on a case to case basis.
3. Applicants who have an addictive problem will be considered for admission. Individuals who are seeking for refuge; temporary accommodation; escaping from debtors or any other grounds are not generally accepted into our program. These cases will only be considered on a case to case basis by the Centre Director
4. All interested individuals must be able to read, write and speak at least simple conversational English.
5. Applicants must be willing to commit to undergo the Christian-based rehabilitation program.
6. All applicants identified are required to go for a blood test for HIV or Hepatitis B screening at their own expense at our identified medical laboratories prior to admission
7. Applicants who are above 60 years old are required to go for medical examination to determine whether they are fit for the program

Admission Procedures

Step 1 - Admission & Interview

A) Inmates from DRCs

- Prisons Department set dates for interview for prospective inmates and informs Teen Challenge DARE Centre (TCDC) via fax or email.
- Teen Challenge DARE Centre (TCDC) staff goes to the respective prison/s to interview the inmate. Programs, procedures, policies and philosophies of the centre are explained.
- The inmate decides whether or not to accept the program. He signs an agreement form if he agrees to the terms and conditions of the program offered by TCDC.
- **Emplacement Date**
 - Lloyd Leas Centre (LLC) will set Emplacement date and inform TCDC via fax or email.
 - TCDC staff will contact the family of the inmate to be emplaced and inform them of the emplacement date and rules and regulations of the centre.
 - TCDC staff will pick up the inmate on the set emplacement date from LLC

B) Walk-in Clients

- Call the centre for an appointment for an inter view with the Induction Co-ordinator who will set a date for the interview
- The applicant will be briefed on the program
- Prospective client will be required to be screened by the CNB. The client will have to wait in the centre while the screening is taking place until approval is granted
- The applicant will need to go for medical test by our recommended doctor for HIV and Hepatitis screening
- Programs, procedures, policies and philosophies of the centre are explained.
- The inmate decides whether or not to accept the program. He signs an agreement form if he agrees to the terms and conditions of the program offered by TCDC.
- Induction Co-ordinator will set the date for admission

Step 2 – Orientation Briefing

- Upon arrival at the TCDC, the new resident is welcomed to the centre.
- The Operations Co-ordinator or a staff will brief the new resident on the program, rules and regulations of the centre
- The new resident will be given an admission package which includes toiletries, towel, blanket, Bible, Our Daily Bread and study materials and will then be assigned a bed
- The new resident will be introduced to other staff and residents of the centre.

Step 3 – Completion of Program

- One (1) or two (2) weeks before completion, LLC will inform TCDC via fax or email.
- Before the day of completion, the resident is to hand over personal locker key and other items belonging to the centre such as books, etc.
- On the day of completion, the staff of TCDC will send the resident to LLC for release procedures

Step 4 – Extension of Stay

- Those who wants to stay on for a further period of time will be considered on a case by case basis
- Acceptable reasons for extension are 1) do not have a home to go back to, family not ready to accept him back and no confidence returning fully to home and society
- Approved Extension of stay will be granted on a 3 months block basis

UPON ADMISSION

1. Upon arrival, the duty staff will search through their belongings. Anyone found to have possession of any contraband or controlled drugs will be sent back immediately.
2. The duty staff will keep the official documents, money or medicine in a designated locker. A Student's Declaration Form (Annex 3) will be filled and acknowledged by the new residents
3. The Personal money will be kept by an authorised staff who will keep proper record of all expenses spent and contributions given. Resident is only allowed to purchase necessity items. It is at the discretion of the duty staff to decide what is considered as necessity.
4. A set of admission package will be given to the resident.

ADMISSION PACKAGE

Toiletries Basket	Daily Bread Booklet
Soap Box	Measuring Ruler (6 Inches)
Bath Soap	Ball Point Pen
Tooth Paste	Pencil
Tooth Brush	Eraser
Towel	Pen Case / Box
Drink Mug	T.C. Rules & Regulations
Pillow case and Bed sheet	Memory Verses Booklet
Exercise Book	
Song Book (Devotional)	

- 5) A bed will be allocated to the resident. Unless there is available cupboard, resident is expected to share cupboard with another resident. The resident is responsible to tidy his own bed.

6) The duty staff or a senior brother will be assigned to the new brother to help him to be familiar with the place and be introduced to the rest of the staff. The rules and regulations should be explained again at this stage.

Instructions for Staff:

It is important for the staff to keep in mind that each resident enters the program at different levels:

- a) Spiritual levels
 - some are already converted, although they may be weak Christians
 - some are open for a spiritual change, but are not converted
 - Some will know all the spiritual jargon and can quote Bible verses, but just use them as a “cop-out”. They have not yet incorporated these teachings into their own personal lives
- b) Emotional levels
 - some will be unable to control their feelings
 - others will not know how to show their emotions
- c) Educational standards
 - it is important for the quality of the rehabilitation process that the different levels of intellect and education of each person is taken into account
 - Most will have not completed much schooling and may have difficulty in reading and/or writing

During classes or even daily conversation, staff should be careful not to use difficult words
- d) Psychological problems
 - to a degree, all of those that enter our program have psychological problems
 - some of these problems stem from childhood experiences and/or from the roots of addiction at a later age
 - some can be erratic in their behaviour
- e) Physical difficulties
 - Some of them may have physical handicaps that may prevent them to participate in all facets of the program.

The Program Structure

The DARE program has 3 progressive phases, the 1st is the **Discipleship (Recovery) Phase**, the 2nd is the **Stewardship (Re-integration)** the 3rd is the **(Ownership) Re-entry** phase.

a) Phase 1 – Discipleship/Recovery Phase (4 months)

The objective of this phase is learning discipleship. A disciple is a 1) **student** - one who learns, 2) **Servant** – one who serves and 3) **Sacrifice** – one who surrenders to God

The duration of the Discipleship phase is 4 months. Daily the residents go through a routine structured program which comprises morning devotions, area cleaning, group devotions, Bible study, character building classes, life skills classes, counseling sessions, Recovery Support Group (RSG), praise and worship services, Sunday church service, work therapy, games and recreation, Scripture memorization, prayer meetings, etc

The residents will go through these various components which objective is to help the residents attain life-long drug abstinence and live meaningful and purposeful life. The objectives are to be achieved through the 5-fold **Strategic Approach**. Residents are also required to adhere to the

Core Values. The inculcation of these values is learned and practiced through the various components and activities of the program.

- Family visits and home leave are structured and given progressively (*see Home Leave table*)
- Residents are expected to be fully involved in the activities of the program such as Work Therapy, Classes, Counseling, Prayers, Praise & worship, etc.
- No cash is to be kept in the dormitory. Valuable items may be kept in the personal safety locker provided for every resident.
- Observe rules & regulations of the centre such as no smoking, no drugs, no fighting, etc. Such infringements are serious offences and those infringing are liable to be reverted back to LLC or expelled.

b) Phase 2 – Stewardship/Re-integration Phase (4 months)

The residents are allowed to work at this phase but only with the work departments of Teen Challenge Enterprises. TCE has various work and job placement opportunities available for the residents. Some of these works are TC Removal Services, TC Cleaning & Maintenance Services, House painting, food and beverage services, merchandise sales, etc.

b) Phase 3 – Ownership/Re-entry Assistance Program (1 -3 months)

Residents who have completed the DARE program may wish to apply for extended program or the Re-entry Assistance program (**REAP**). This program is for those who do not have a home to go back to or lacking confidence returning to home or society. This program acts as the interim adjustment period prior re-entry. The duration of the REAP program is **3 months** which is optional. The objective of the program is for residents to re-adjust to a working environment and prepare for re-entry back to society

Aspects of the program;

- Subject to checking upon return from work. Spot UT will be conducted randomly
- Cash, bank book, bank card or ATM card must not be kept in the dormitory but in the safe locker provided for every resident.
- Home Leave (*see table*)

DAILY ACTIVITIES

Through our various activities, we aim to promote work attitudes and skills, confidence and character development, life-coping skills and social interaction skills.

PERSONAL DEVOTION

A time for residents to begin their day by reading the Bible and the Daily Bread for the day

- The objective is to provide an opportunity for our residents to gain spiritual insights and to cultivate a personal relationship with God
- Every resident is to take this personal devotion time to write down his thoughts, what he has learnt from the portion of the day Daily Bread on the exercise book provided.

GROUP DEVOTION

A time for staff and residents to meet together to share and discuss the day's Daily Bread

- A short time of praise and worship is encouraged before the commencement of the sharing
- Each resident is encouraged to share what he has jotted down in his exercise book
- It is a time for reflection and confessions for residents and staff
- A time of prayer before the close of the session

AREA CLEANING/WORK THERAPY

Area cleaning and work therapy will be carried out under the Work-net System. Each specific area of responsibility will be carried out by a specific group of residents during their time of area

cleaning or work therapy. This is to cultivate a sense of responsibility and accountability and to provide an opportunity for them to be creative and hence increase their self-esteem and self-worth.

a) Kitchen

- to generally assist the Kitchen Supervisor in the cleaning and maintenance of the kitchen and dining areas; preparation of meals; washing up

b) Compound & Landscape

- to water all plants; cut down any unnecessary branches, etc

a) Store

- a proper upkeep of all tools and equipments

d) Residents' and Administration Blocks cleaning

- Responsible for the cleaning maintenance of all areas in the Residents and Administration Block (Except staff rooms)
- Areas covered: dormitory, corridor, drains, library, recreation room, dormitory toilet, doors and windows, plants along Resident Block corridor
- Dormitory – to be swept and mopped daily
 - cleaning of fans and lightings, beds, tables and chairs
 - Corridor – to sweep daily
 - Plants – to water daily
 - Rubbish bins – to clear daily
 - Library – once a week cleaning
 - Recreation room – to sweep and mop daily
- Drains – to sweep daily
- Gym – to sweep once a week

BIBLE CLASSES

Teen Challenge provides a structured Christian education program through the participation in classroom studies and assigned homework. Bible classes are conducted by our trained staff or qualified volunteer.

COMPUTER CLASSES

To help residents acquire basic computer skills. Classes are limited to 6 residents and are conducted twice a week during work therapy time.

SPORTS AND RECREATION

Objectives

- To promote an alternate and healthy lifestyle.
- To provide a situation whereby the residents need to learn to interact with one another and to cultivate team spirit.

Unless those who are medically certified to be unfit for strenuous sports, every resident is expected to participate in all activities. Activities will include jogging, football, basketball, sepak takraw, board games.

L.I.G.H.T. GROUP THERAPY SESSION

Living in Group Harmony in Truth (LIGHT) are therapeutic sessions whereby each group of residents staying in the same dormitory will learn to interact and share within a group dynamics setting.

FAMILY MEETINGS

The once a month family meeting is a time for residents to give feedback; suggestions or requests. Dissemination of information on coming events or changes in the program will be done through the family meetings.

COME AWAY

A half hour slot is set aside on very afternoon Monday to Fridays for the residents and staff to meet together to pray for individuals, families and the centre's needs.

CHAPEL SERVICE

In-house Chapel – held on every Tuesday evenings and Sunday mornings, the chapel provides opportunity for residents and staff to develop their spiritual gifts within a family setting. Time for praise and worship; testimonies and short sharing of the Word are therapeutic in the recovery of our residents.

SCRIPTURE MEMORY VERSE

The purpose of memorising verses of scripture is

- i) to help renew the residents mind
- ii) to help them change their thought patterns and
- iii) to help the resident gain a Christian perspective on various topics.

The verses are memorised according to the schedule given on the verse chart. The resident recites a minimum of two verses from memory at least once a week. The resident's grades are recorded on their scripture memory chart.

HOME LEAVE

1. Home is a privilege given for good performance in the program and shall not be demanded
2. The centre reserved the right to deny anyone Home Leave privileges it deemed necessary especially those who have committed infringement.
3. The Home Leave structure will vary according to expectations and guidelines from Prisons Department amongst the different type of programs like the CBR (HWH), CBRN (HWH), LT (HWH), WRS (HWH) and walk-in programs. This will mean that timing for home leave is not the same for everyone. *See table.*
4. Residents will be deemed eligible for Home Leave status once they have reach minimum period of stay which varies according to the different types of programs.
5. Home leave is to be taken on Sundays from 1.00pm to 9.00pm. Request for change to Saturdays will only be considered for those with valid reasons.

Procedure

Applying for Home Leave

1. Check on the notice board to see if you are eligible for home leave for the week.
2. A prepared **Home Leave Form** is obtainable from the Centre Office by Friday. You may get the prepared Home Leave Form Program from the office.

When Going on Home Leave

1. Hand over Home Leave form to be signed by duty staff. Do not leave before the stipulated time.
2. Get Home Leave money from duty staff. Home Leave Money (*maximum amount of \$20.00 from resident's own personal account, which is kept by the Admin Assistant*) will be given to the duty staff on Sunday duty.

When returning from Home Leave

1. Report to duty staff and hand over any cash, valuables or any items which are not permitted to be brought into the dormitory. Cash and valuables will be kept in the personal locker.
2. You may be subjected to body search, urine test and checking of belongings. Any infringements will be reported to Operations Co-ordinator.

What about Public Holiday?

Those who have achieved Home Leave status are eligible to apply for Home Leave on a public holiday

Time - out

Time-Out (TO) is meant for emergency cases where a resident has **urgent, important and necessary** matters to attend to. Time-Out (TO) will be handled by Case Managers.

So, how do I apply for time out?

1. Go and see the **Case Manager** and let him about your issues
2. The Case Manager will determine if the Time-Out (TO) is necessary.
3. The **Case Manager** will need to get clearance from the **Operations Co-ordinator**.
4. The **Operations Co-ordinator** will check to see if the resident is under any disciplinary action or whether there is any disruption to work programs, etc.

The Time - out period is usually short, between 2 to 6 hours only. If a resident has not achieves Home Leave status, he needs to be escorted by a staff, a helper or a senior brother

GENERAL CONDUCT

Change is often a painful process. We have set some guidelines to help you bring about the necessary change in your life.

1. PARTICIPATION IN PROGRAM

- a. Residents are expected to attend all scheduled meetings and programs, unless they are excused by the Program Manager, Assistant Director or the Deputy Director
- b. Residents must be punctual for all scheduled meetings and programs.

2. PROPER ATTIRE

Residents are expected to be properly attired for all scheduled meetings and programs

- Sport and recreation – Track suit, shorts, singlets, T-shirt, running shoes or football boots
- Church, Special Meetings - Proper pants, buttoned shirt neatly pressed, collared T-shirts, shoes and socks,
- Normal activities – pants, jeans, shorts, shirts, T-shirts, shoes or sandals. Shirts or T-shirts must be worn at all times when out of the dormitories.

Not permitted :

- Costly jewelleryes.
- T-shirts with worldly slogans or vulgar words.

3. RULES & REGULATIONS

- a. No alcohol
- b. No smoking
- c. No violence or threat of violence
- d. No stealing. Taking others property without permission is amounting to stealing
- e. No gambling or any form of betting
- f. No vulgar speech, abusive language, cursing or swearing
- g. No bullying or deception (lying or cheating) on other residents

POSSESSION AND USAGE OF CONTRABAND

No using of any form of controlled drugs, or in possession of them. Violation of this rule will result in dismissal and/or be reported to the proper authorities.

PERSONAL HYGIENE

Showers must be taken every day. When leaving the shower, you must be dressed decently. Towels used as covering are not permitted

RELATING TO STAFF

Challenging or fighting with staff will not be tolerated and the resident will be disciplined and/or dismissed. Disrespectful behavior or insubordination (refusal to comply with lawful instructions), verbal abuse, threat, and/or slander) will not be tolerated and is considered a serious offence.

DORMITORIES

- a) To keep own bedding, personal effects and surrounding area clean and tidy
- b) The last person to leave the room must switch off all lights and fans
- c) No keeping of food, medicine, cash or valuables in the dormitories
- d) Dirty clothes are to be sent for washing daily.
- e) Stay out of other dormitories unless you have permission from the duty staff.

OUT OF BOUND AREAS

Residents are to observe out of bound areas unless with permission from the staff on duty. These areas include kitchen, offices, farm and car park.

HAIR LENGTH

Residents are to observe proper hair length. The staff has the final word on what is the proper length.

MEDICATION

All medicine will be kept in the Centre office and administered by the duty staff. When it is time to take your medicine, please look for the staff on duty

BODY SEARCH / DORMITORY SEARCH / URINE TEST

Residents will be subjected to body search, dormitory search and urine test without questioning the intent of the staff

MAIL

All incoming mails for residents will be opened by authorized staff. All outgoing mails will be read by the authorized staff first. Postages will be borne by the resident.

Authorized staff reserved the right to dispose of any incoming or outgoing mails that have abusive or vulgar contents or libelous statement on the organization, staff or other residents

OUTDOOR ACTIVITIES/PROGRAMS

- a) No one is allowed to leave the premises without staff accompaniment or approval from the Deputy Director and/or Assistant Director
- b) To behave in a proper manner (no shouting or quarrelling) when in public place
- c) To make sure the staff on duty know of your whereabouts.

ATTITUDE

Always be aware of the fact that you came to us for help. Therefore, you have, in effect submitted yourself totally to all that the program entails. If this program does not meet your need, you are at liberty to leave. If, however, it is your desire to stay and grow within the limits set for you, then do so in an adult manner. The staff are there to help you in any way possible. Do take advantage of their counsel and experience.

GRIEVANCES

Rules and regulations are subjected to changes. In the event of lack of understanding or clarity in the changes; or if there are grievances, residents can approach the Program Manager, Assistant Director or Deputy Director.

FAMILY VISIT RULES

Family members are reminded that items brought for residents during visit hours will be checked. Family members are expected to comply with the following regulations

ITEMS NOT ALLOWED

1. Cigarettes
2. Money
3. Videos, VCDs, DVDs
4. Books
5. Non Christian books, tapes

ITEMS ALLOWED

1. Fruits
2. Sweets
3. I pack of cook food

Dried food stuff like, biscuits, instant noodles, instant coffee, tea or milk are ok

FAMILY VISITS

- a) Your family has been issued with a visit card.
 - b) Visitation hours are from 1 pm to 6pm on Saturdays and Public Holidays and from 2pm to 6pm on Sundays.
 - c) All visitors must report to the duty staff first.
 - d) Consume all perishable food on the same day. All imperishable food (other than Maggie noodles and 3-in-1 beverages), and money (cash or cheque) are not to be retained by the resident.
 - e) Visitors are not to do anything that would harm the growing experience of the resident. No smoking, swearing, drinking, etc. Teen Challenge reserves the right to refuse visiting privileges to any person if deemed necessary.
- Please note that family visit is a privilege and not a right

DORMITORY RULES

Food & Drinks

- No consumption of food & drinks in the dorm. Why? Attract ants & dirty the place!
- No canned food to be kept in the dorm only 3 in 1 coffee/tea, instant noodles & biscuits

Tidiness

- Beds must be made up first thing in the morning and kept tidy @ all times.
- No clothes are to be left on the bed or hanging on bedpost
- No newspaper lying about on top of tables in the dorm

Audio/Video

- No radio/CD/cassette/video player is allowed in the dorm. Why? So that others will not be disturbed. Discman with a headphone is allowed but not after 10.30pm

Cash

- No keeping of cash in the dormitory, cash found will be confiscated
- Loss of cash will be the sole responsibility of owner

Hand phone

- Not allowed to be used in the dorm

Lights off

- By 10.30pm all times on all days (including weekends & public holidays)
- No walking about in the room
- No whispering/talking in the room

Toiletries

- To be kept in the personal locker

Prohibition

- **No Drug-taking**
- **No Smoking**
- **No Gambling**
- **No Contrabands**
- **No Fighting**



Consequences

- **Dismissal**
- **Revert back to prison/DRC**
- **Confinement Room**
- **Home leave denied**
- **Extra chores, etc**

DISCIPLINARY GUIDELINES

Discipline is to correct a condition that a resident may be having trouble correcting himself. It is to help him adjust to life and maintain good behaviour by use of external discipline until he can discipline himself. Discipline will be given when a resident violates a rule or manifests an inappropriate attitude.

A) General Principles

- The disciplinary guidelines are given based on the seriousness of the offences committed.
- It is clearly spelled out so that residents will have a common understanding of the different level of discipline for each categories of misconduct
- The Deputy Director and/or the Assistant Director are given the prerogative to mete out other form of discipline as they deem fit
- The degree in the discipline meted will be distinguished by the number of times the same offences has been committed; his involvement in the offence; whether he shows remorse and/or willing to cooperate;
- No laying of hands or canning are allowed
- The authorised staff should only imposed the type of discipline after the resident has been notified of his misconduct and has been given an opportunity to be heard.

B) Disciplinary Guidelines

a) Investigation

- The duty staff is responsible for the investigation when the offence committed by the residents occurred when he was on duty.
- The duty staff is expected to sit down and listen to the resident or residents involved and take down the statements.
- Incidents that involved staff and residents will be brought before the Deputy Director or the Assistant Director or any senior staff
- Any offence committed should be reported to the Deputy Director or the Assistant Director as soon as possible for further instructions.
- Any disagreement to the discipline given will be brought before a panel of disciplinary committee that comprise the Deputy Director, Assistant Director and the Program Manager. The decision made by the Deputy Director shall be final.

CATEGORIES OF OFFENCES

MAJOR OFFENCES

- In-submission or outright rebellion to authorities
- stealing
- abscond (for walk-in resident)
- Defiance – showing disrespect to any staff
- Smuggling or possession of any prohibited items
- Unruly behaviour
- Vandalism of centre or other people property
- Bullying;
- Non-participation of any of the program or event
- Glue sniffing or inhalant abuse
- Consumption of alcohol or any controlled pills
- Gambling
- Recruit or attempting to recruit gang members
- Failure to report to school (students)
- Smoking

NOTE: All cases of possession and consumption of illegal drugs will be immediately reported to the proper authority

DISCIPLINARY ACTION

For Major Offences

A resident who commits any of the major offences shall be liable to any one or more of the following disciplinary actions:

- Deprivation of social activities for eg viewing television; outings; games; etc for a period not less than a month,
- Imposition of additional duties during their free time,
- Home leave privileges will be withdrawn not less than 2 weeks and not more than 3 months
- No Family Visit or Telephone calls allowed,
- To be placed in isolation ward only as a last resort. The duration of stay will be determined by the Deputy Director or the Assistant Director,
- For serious or repeated offences, the Deputy Director or the Assistant Director may decide on temporary suspension or expulsion

For Minor Offences

A resident who commits any of the minor offences shall be liable to any one or more of the following disciplinary actions:

- Imposition of additional duties during their free time
- Additional physical exercise
- Home leave privileges will be withdrawn for a period between 1 week to a month
- No Family Visit or telephone calls allowed
- Verbal warning given

Probationers/Community Based Rehabilitation (CBR)

• All absconders will be immediately reported to their respective Government Departments
Residents under Probation or CBR who commits any serious institutional offences will be reported immediately
Consumption of illegal drugs

Any resident caught red-handed will be reported to the Proper Authorities

Violent Behaviour

Residents who turn violent or act in such a way that will endanger another life or in possession of any illegal weapons with the intention to harm another will be referred to the police immediately.

Mediation and Restoration Process

- a) Biblical way to resolve conflict – Matthew 18: 15ff
“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses....”
- When a resident or staff becomes a victim in the cause of the offence, steps should be taken to ensure that mediation session is made available to both the offender and the victim.

THE KITCHEN

- The kitchen shall be out of bounds to all except those on duty.
- The kitchen supervisor shall supervise all activities relating to the kitchen.
- The kitchen must be ready at all times for inspection by officials from the Ministry of Health and the Environment

HELPERS A & B

Start work at 6.30 a.m.

JOBS: for breakfast

1. Boil water and make coffee & Milo
2. Serve breakfast : Gather bread, butter and jam and coffee
3. After breakfast, clean eating tables with soapy solution; then rinse with clean water
4. Sweep and wash eating area
5. Wash outside basin and cabinet for cups. Remember to change towel
6. Empty all the dustbins in the eating area

JOBS: after lunch and dinner :

1. Clean eating tables with soapy solution, then rinse with clean water
2. Sweep eating area
3. Empty all the dustbins in the eating area

HELPERS C & D

Start work at 8.30 a.m.

JOBS: for lunch

1. Clean kitchen counters and tables with soapy solution, then rinse with clean water
2. Wash whatever dishes are in the sink
3. Help in food preparation and cooking
4. Clean up cooking mess in kitchen
5. Serve lunch
6. After lunch, wash used dishes, pots and pans and kitchen towels
7. Sweep and mop kitchen floor
8. Empty dustbins

JOBS: for afternoon tea

1. Boil water and make tea
2. Serve tea with cookies

JOBS: for dinner

Help in food preparation and cooking

JOBS: after dinner (Involves Helpers A, B, C & D)

- 1 Wash used dishes, pots and pans & kitchen towels
- 2 Sweep and mop kitchen floor
- 3 Empty dustbins

GUIDELINES FOR KITCHEN HELPERS

Jobs to be done after lunch and dinner

(i.e. after every cooking session)

1. Collect dirty dishes to sink and wash them.

How to wash dishes:

- a. rinse off all remaining food particles on dishes
 - b. prepare next sink with water, soap and chlorox
 - c. soak rinsed dishes into soapy solution
 - d. rinse soaped dishes under running tap
 - e. stack washed dishes in rack and cover with a clean dish cloth
2. Clean all counters, tables, sink tops and cooking area in the kitchen
- How to clean**
- a. with soapy solution
 - b. rinse thoroughly with water
 - c. wipe dry
3. Pair pots and lids correctly and stack them away in their respective shelves.
4. Empty trash bin that is in the kitchen.
5. Wash all table rags with soap water; rinse thoroughly with clean water and then hang up to dry.
6. Sweep and mop kitchen floor with clean mop. Wash mop, dispose dirty water in mop pail and then store them in the right places

How to wash green leafy vegetables

- a. Soak green leaves in deep pot filled with water
 - b. Lift vegetables, by the each handful, out of water into sieve, so that any sand particles or sprayed chemical will be left in the water.
- Please note that details of the Programme are subject to change from time to time. Therefore, the abovementioned programme largely serves as a guideline and can be interpreted and changed according to the current circumstances.

Thank you and Blessings.

Teen Challenge (Singapore)