

January 1, 2018

Name: _____

Department: _____

Address: _____

City, State, Zip: _____

Dear Mr: _____

Thank you for your recent inquiry into the Memphis Union Mission's Re-Entry Program. It is our pleasure to serve you and take this opportunity to tell you about our program. We have provided our intake application, personal information questionnaire, basic rules of our program, and descriptions of our program and services.

The Mission offers a short-term, 90-day, faith-based program which includes recovery support services, pastoral counseling, one-on-one sessions, daily chapel services, spiritual support groups and supportive services contact information. We also offer drug-free housing, Christian atmosphere, basic necessities, and temporary employment directions.

The Mission's aim is to serve our clients, helping them overcome life issues through Biblical principles which will prepare them to transition back to a free society and maintain gainful employment. The Mission's aim is also to serve the courts who refer residents to us by enforcing restrictions and reporting their progress upon request.

If you apply for enrollment in our Re-Entry Program, you will go through a screening process and personal interview either by phone or face-to-face. You must have been free of drugs and alcohol for the past six months, and agree to remain that way. You must also agree not to abuse prescription medications of any kind. At the present time, our program does not accept sex offenders or those who have been convicted of violent offenses.

The initial length of our program is 90 days. However, upon completion, residents with a good attitude and work ethic may apply for an extension.

To enter the Re-Entry Program, you must submit a fully-completed application which will determine your eligibility. You must include all of the information listed below and return it in one package:

- Re-entry Program application
- A 10-page autobiography of your life
- Copies of your TOMIS (Tennessee Offender Management Information System) criminal, medical and mental health records
- Memorandum of Understanding with the referring agency
- Counselor/ pre-release coordinator recommendation, detailing your character, conduct and any disciplinary problems while incarcerated
- Your work history or resume
- Your first month service fees of \$242 (once you are accepted into the program)

Please don't return the program application until you have gathered all of the requested information.

You must make arrangements with me for a phone interview within ten days after you send your package. My phone number is (901) 746-8902, ext.1202.

If we determine that you are eligible to enter the Re-Entry Program, you will be permitted to come to the Mission's Opportunity Center located at 600 Poplar Ave. Before being admitted into the program, you must test free from alcohol and illegal drugs.

If you pass these tests, you will be admitted into the program. However, if you fail any subsequent alcohol or illegal drug tests, you will be immediately dismissed, and the proper authorities will be notified that you failed to comply with the Mission's program requirements.

In order for your time in the Re-Entry Program to be profitable, you must be willing to:

- Be in a faith-based program requiring mandatory attendance to classes and chapel services
- Comply with the program rules or chore assignments
- Refrain from the use of alcohol or any kind of illegal drugs
- Complete the eight steps of the Celebrate Recovery program
- Pay the first month service fee of \$242 and \$52 a week thereafter

If you are unwilling to abide by these guidelines, please do not apply.

Thank you again for your interest in the Re-Entry Program. We look forward to hearing from you

Sincerely,

Patrick Dalstra, Pastor
Opportunity Center Director



RE-ENTRY PROGRAM INTAKE APPLICATION

600 Poplar Ave - PO Box 330 - Memphis, TN 38101-0330
Phone: (901) 746-8902 Ext.1202 - Fax: (901) 526-5430
www.MemphisUnionMission.org

Program Overview

Memphis Union Mission's Re-Entry Program is a short-term, 90-day, Christ-centered program for men who truly desire to change and are transitioning back into society. Those who are willing to diligently seek employment are the first to be considered. The program's purpose is to give men an opportunity to leave dysfunctional lifestyles for healthy, functional relationships with God, themselves and others. Its focus is on applied Christianity for the healing of the total person and recovery from past hurts, habits and hang-ups.

Residents receive a unique blend of Christian discipleship, chapel services, class work, work therapy, individual, group and family counseling.

Application Procedures and Requirements

- In order to be admitted, you must thoroughly complete and sign this application and mail or fax it to the Intake Counselor.
- You are responsible for contacting the Intake Counselor with questions regarding your intake status.
- You must complete a face-to-face or phone interview with the Intake Counselor before being admitted into the program. Providing false or misleading information may result in denied admission.

Requirements for Admission

- Re-Entry Intake Application
- A 10-page autobiography of your life
- Copies of your TOMIS (Tennessee Offender Management Information System) criminal, medical and mental health records
- Memorandum of Understanding with the referring agency
- Counselor/ Pre-Release Coordinator recommendation detailing your character, conduct and any disciplinary problems while incarcerated
- Work history or resume
- First month service fee of \$242 and \$52 per week thereafter (upon being admitted into the program)

Eligibility for Admission

To be a candidate for admission to the Re-Entry Program, you must:

- Be a male over the age of 18
- Agree to abide by all guidelines, fully participate in all aspects of the Christian program, and

- refrain from any activity staff deems contrary to recovery or Christian growth
- Be clean from the use of drugs or alcohol of any kind for the past six months and agree to stay that way
- Be willing and able to commit to an uninterrupted 90-day work program
- Be physically able to climb on a top bunk and perform work assignments such as housekeeping, kitchen, or other required duties
- Be medically able to fully participate in a program that does not provide medical care, dental care, or assistance with medications
- Remain on mental health medications (if applicable), stable and under the care of a physician for accountability.
- Be willing to refrain from the pursuit of romantic or sexual relationships other than with a legally married spouse while in the program
- Be willing to pay a program service fee of \$52 per week each week in advance
- Refrain from any form of illegal financial gain, including selling drugs, hustling, or panhandling
- Be willing to actively and diligently seek work
- Supply your own transportation to and from work and personal appointments

If you have non-Christian religious beliefs, you are still welcome to enroll in the program. However, the practice of non-Christian religious beliefs is prohibited on our premises.

Violation of the above guidelines may result in disciplinary measures and possible dismissal.

House Rules

- This is God's house. We respect His presence by removing our hats or other head gear and by treating His Name with honor.
- You must speak in soft, conversational tones. Gossiping, cursing, complaining or negative talk do not have any place in God's house.
- Gang attire, grills, piercing or gang-related culture are not allowed on or off property. Clothing with drug or alcohol logos is not permitted.
- All clothing must be worn in traditional fashion. Pants must be pulled up onto the hips and may not be worn in a manner meant to convey gang affiliation.
- Racist materials, conversation, or attitudes will not be tolerated. Music, movies, and literature of an overtly sexual or violent nature or that glorify drugs and alcohol will not be allowed.
- Treat others with the courtesy and respect that you would like to be treated.
- You must submit to and obey those who have the responsibility to make this a safe place.
- No smoking in the building. Smoking is allowed only in the designated smoking area on the east side of the building – NOT in front of the building or in the parking lot.
- No loitering or hanging out in front of the building, the parking lot, or the park across the street. You are either in the building or somewhere off the property. No exceptions.
- Radios, CD players, or hand-held TVs are not allowed without earphones.
- Use of cell phones is not allowed in the dorms after 'lights-out' (10 p.m.), and they must be turned off after midnight.
- The lounge and recreation area will be open until midnight.
- You will be required to leave your room after 9 a.m. You may reside in the building and have access to your room throughout the day but you may not stay in your room.
- Your bed must be made before you leave the dorm in the morning.
- All personal belongings, including bags, must be kept neatly in your assigned cubicle. Nothing will be allowed to hang on the outside of the cubicle. If personal items do not fit neatly in the cubicle, they will need to be stored off mission property.

- Theft, vandalism, fighting or threatening behavior will be cause for immediate dismissal.
- Selling, loaning or borrowing money of any kind is strictly prohibited.
- Visitors will be limited to legally married spouses and immediate family members. All exceptions require the pre-approval of staff. Visitors will not be allowed in the residence area: dorms, kitchen, or lounge at any time. Visitors must be seen in the front lobby area during its normal working hours. No exceptions.
- After your first week of orientation, you must actively and diligently seek employment. You will be given direction for possible employment.
- Personal vehicles are allowed with proper licensing and insurance.

Rules for Passes

- Overnight passes will be allowed on the weekends after your first 30 days in the program.
- During the first week you are only allowed to go to pre-approved Board of Probation & Parole meetings.
- There will be a 9 p.m. curfew each day. Returning late will result in a strike and may be grounds for dismissal.
- Passes must be signed by the Director or a Supervisor when you return to the Opportunity Center.
- You are required to sign out each time you leave the building and sign back in when you return. The Program Director or Supervisor must know where you are at all times.
- You will only be able to leave with or stay with immediate relatives. Proof of relationship will be required.
- All passes need to be confirmed and signed by the Program Director or Supervisor no later than 24 hours in advance.
- Assigned chores must be completed in a satisfactory manner before being approved for a pass.
- You will be subject to a drug and alcohol test upon your return.
- You are not allowed on Beale Street, bars, the park across the street or "The Jungle" (the area behind the Opportunity Center).

Personal Items

You are allowed to have items that staff deems conducive to recovery and Christian growth. You are responsible for the management of your own money. However, you may choose to participate in the Resident Savings Fund account. The Mission will not be responsible for theft of items.

Your basic necessities will be supplied. However, you may bring your own personal items as long as they fit neatly in your assigned cubicle. Cubicles are 7' tall x 2' wide x 2' deep with a clothes rod.

Mental and Medical Health

Memphis Union Mission is not a hospital or mental health facility, nor does it provide these services to our clients. Memphis Union Mission's pastors are not licensed or certified in psychiatry, psychology or social work. Our pastors are ministers of the Gospel, empowered by the Holy Spirit of God to teach the inspired Word of God to residents in order to affect positive, permanent godly behavior and to apply the Word of God to every area of their lives (1 Peter 4:3; 2 Timothy 2:15; Philippians 4:13).



RE-ENTRY INTAKE APPLICATION

This form must be completed by the candidate for admission.

Personal Data

Name: _____ Birth date: _____

Address: _____ City: _____ State: _____ Zip: _____

RNI No.: _____ Religious/Denominational Preference: _____

Occupational Background: _____

Emergency Contact: _____ Emergency Phone Number: _____

Why do you want admission to the Re-Entry Program?

List your past addictions and the last time you used:

	Last time used:		Last time used:
<input type="checkbox"/> Alcohol	_____	<input type="checkbox"/> Amphetamines	_____
<input type="checkbox"/> Gambling	_____	<input type="checkbox"/> Self abuse	_____
<input type="checkbox"/> Sex	_____	<input type="checkbox"/> Heroin	_____
<input type="checkbox"/> Cocaine	_____	<input type="checkbox"/> LSD	_____
<input type="checkbox"/> Marijuana	_____	<input type="checkbox"/> Opium	_____
<input type="checkbox"/> Sedatives	_____	<input type="checkbox"/> Psychotropics	_____
<input type="checkbox"/> Inhalants	_____	<input type="checkbox"/> Tobacco	_____
<input type="checkbox"/> Methamphetamines	_____	<input type="checkbox"/> Spice/GC/K2	_____

Have you ever been in a recovery program before? _____ If so, when? _____

Who referred you to Memphis Union Mission? _____

Have you ever been treated for an alcohol or drug addiction before? Yes No

If so, where, when and how long did you stay in each?

Marital Status: Co-habitation Divorced Married Separated
 Single Widowed

Number of children: _____

Health Issues

List physical disabilities: Heart Disease Type 1 Diabetes Type 2 Diabetes
 Seizures Epilepsy

Others: _____

Have you tested positive for any of these communicable diseases:

Tuberculosis H.I.V. Hepatitis of any kind

List any medications you are supposed to be taking and their purpose:

Do you have any other medical problems? If yes, explain:

Do you have any type of health insurance? Yes No

Mental Health Issues

List any mental health treatment (give diagnosis, if known) and any medications prescribed:

List dates of any suicidal actions in the last five years: _____

List any family or relationship problems you are currently experiencing:

Do you have homosexual tendencies? Yes No

Justice System

Probation/Parole Officer's name and telephone (if applicable): _____

Do you commit to refrain from the pursuit of romantic relationships other than with your legally married spouse while in the program?

Yes No

Are you physically and mentally able to fully participate in all aspects of this program, including work assignments?

Yes No

I have read and personally completed all pages of this application, and I agree to the terms and conditions which it contains for my admission to Memphis Union Mission's Re-Entry Program. Falsifying information given on this application may be grounds for dismissal from our program. In addition, it may preclude you from entering other Mission programs.

Signed _____

Date _____



DISCIPLINE PROCEDURES

Disciplinary Rules

There are rules for program participation. We have designated five rules for which there are strict guidelines for immediate dismissal from our programs. These are:

- Use of any drugs or alcohol after entry into our programs
- Tampering with the integrity of our drug testing procedure
- Theft of property
- Threats or acts of violence
- Failure to comply with requirements for passes

You will be dismissed from the Re-Entry Program if you break these rules, and the appropriate authorities will be notified immediately. In the case of a relapse on drugs or alcohol, you may have the option of entering our Iron-On-Iron long-term (nine-month) recovery program.

There are other infractions which are of a more minor nature, but those rules are just as important to the smooth operation of our program. Repeated violations of these rules are grounds for the discipline of our residents short of dismissal from the program.

Violation of Rules

Incidents which require written reports are called strikes and will be placed in your file.

Strikes include any other violations of Mission rules which require a written report by a pastor or supervisor. An incident report is to be included in your file on a yellow sheet of paper.

If you obtain three strikes within the 90 days, you will be dismissed from the program and the proper authorities will be notified.

I have read these expectations and I understand them and will abide by them.

Signed: _____

Date: _____



RELEASE OF INFORMATION

To Whom it May Concern:

I hereby authorize Memphis Union Mission to secure information from, and/or release information to, any person, corporation, society, organization, governmental agency, institutions, or any other entity regarding my case records and/or my circumstances.

I also hereby authorize any person, corporation, society, organization, governmental agency, institutions, or any other entity to release to Memphis Union Mission any information regarding my case records and/or my circumstances.

My case information will remain available indefinitely to the person (s) or agency (ies) indicated above.

A photostat or faxed copy of this release shall be as valid as the original.

By Client: _____

Signed: _____

Date _____

You must sign this Release of Information form and send it to the Records Department at the prison in order to have their medical, mental and criminal records released.