



## IRON-ON-IRON RECOVERY PROGRAM - INCARCERATED INDIVIDUALS

383 Poplar Ave - PO Box 330 - Memphis, TN 38101-0330  
Phone: (901) 526-8403 - Fax: (901) 526-5430  
[www.MemphisUnionMission.org](http://www.MemphisUnionMission.org)

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### Welcome!

Thank you for your recent inquiry. Memphis Union Mission offers a long-term, Bible-based alcohol and drug recovery program which uses material designed for use in a correctional setting. Our program is offered without charge to our clients.

It is the Mission's aim to serve our clients by helping them overcome life issues through Biblical means, which will prepare them to transition back to a free society. It is also the Mission's aim to serve the courts who refer clients to us by providing clients with structure and reporting regularly on their progress.

Our Iron-On-Iron recovery program has four phases:

- *The Intake Phase* is normally a one week adjustment period to see if you are able to cooperate and abide by the program expectations.
- *The Awareness Phase* normally lasts approximately 23 days. Your day at the Men's Emergency Shelter will include chores and Bible study.
- *The Calvary Colony Phase* takes place at our Calvary Colony facility, where you will complete seven months of one-on-one Biblical counseling, attend various classes, and perform assigned chores.
- *The Transitional Phase* is eligible for men who've graduated from the program at Calvary Colony. While in transition, you will adjust to a working environment and begin exhibiting financial responsibility. To maintain eligibility in the transitional program, you must comply with all program requirements. Normally you will be in this phase for at least six months.

In order to apply to the Mission's Iron-On-Iron program, you must submit a completed application packet. A completed application packet includes:

- Completed Iron-On-Iron application
- 10-page autobiography of your life
- Copies of your medical and mental health records
- Waiver of employment for nine months
- Memorandum of understanding with referring agency

You must make arrangements with Randy Daniels, the intake pastor, for a phone interview within 10 days after sending in your application packet. You can reach Randy at (901) 526-8434 ext. 1008.

If you are accepted into the Iron-On-Iron recovery program, an acceptance letter will be sent to the contact person at the facility where you reside. Therefore, be sure to include the proper contact information on the completed application packet.



## MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is between Memphis Union Mission, located at 383 Poplar Ave, Memphis, TN, and:

(referring agency's name) \_\_\_\_\_

whose address is: \_\_\_\_\_

Memphis Union Mission agrees to enroll (client's name): \_\_\_\_\_

in the Iron-On-Iron recovery program.

The client agrees to complete all required phases of the program, committing to no less than nine months of uninterrupted enrollment.

Upon completion of all Iron-On-Iron recovery program requirements, the client will receive:

- Crossroad Bible Institute certificate
- Iron-On-Iron recovery program certificate
- Opportunity to reside at the optional Wright Transitional House, a transitional facility with supportive services

The referring agency agrees to provide:

- A completed Iron-On-Iron intake Application
- A completed and signed discipline procedures statement:
- 10-page autobiography of client's life
- Copies of clients medical and mental health records
- Waiver of employment
- Memorandum of understanding with referring agency
- Client's transportation to 383 Poplar Ave., Memphis, TN
- Client's transportation back to referring agency in the event the client is dismissed for failure to complete the program

Please check all that apply:

- Client may not graduate on or before (minimum of 9 months): \_\_\_\_\_.
- Client may receive off-premises passes.
- Client may not receive off-premises passes.

**Referring Agency Information**

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Referring agency: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Referring agency signature: \_\_\_\_\_ Date: \_\_\_\_\_

MUM intake pastor signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, the client agrees to abide by all admission requirements and program policies. He also agrees to complete chores/expectations and attend all classes/chapel services. Finally, he agrees to refrain from the use of tobacco, alcohol, illegal drugs, or the abuse of prescription drugs.

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach this form to the client's Iron-On-Iron application.



## PENAL SYSTEM COUNSELOR RECOMMENDATION

At Memphis Union Mission, we usually have a short interview with a potential client before we accept him into our program. Since that it impossible with clients in the penal system, we have designed this questionnaire to help us get to know our potential clients better. That way, we can make an informed decision on their case.

Thank you for the time you spend in answering these questions.

Client's name: \_\_\_\_\_ Counselor's name: \_\_\_\_\_

How long have you known the client? \_\_\_\_\_ Phone number: \_\_\_\_\_

Is he a sexual offender?  Yes  No

Has he attended drug and alcohol classes while imprisoned?  Yes  No

How does he respond to discipline?

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Please give us some details regarding the circumstances of the client's imprisonment.

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How would you rate his prognosis for recovery?  Poor  Good  Excellent

Is there anything else that we should know about this client? \_\_\_\_\_

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(Please use back of sheet if necessary.)

Please attach this form to the client's Iron-On-Iron application.



## IRON-ON-IRON RECOVERY PROGRAM INTAKE APPLICATION

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### Program Overview

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The Iron-on-Iron program is a long-term, Christ-centered residential recovery program for addicted men who truly desire to change. The program is conducted on three different sites in the Memphis area. Its purpose is to give men an opportunity to leave addictive lifestyles for healthy, functional relationships with God, themselves and others. Its focus is on applied Christianity for the healing of the total person, recovery from life-controlling substances and preparation for successful living.

Residents receive a unique blend of Christian discipleship, chapel services, class work, work therapy, recreational therapy, vocational development, individual, group and family counseling. GED and tutorial services are provided for residents lacking high school diplomas.

### Application Procedures and Requirements

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- Candidates for admission must thoroughly complete this application and mail/fax it to the Intake Pastor.
- Candidates are responsible for contacting the Intake Pastor with questions regarding their intake status.
- Candidates are not accepted for admission until after completion of a phone interview with the Intake Pastor. Providing false or misleading information may result in denied admission.
- All candidates must resolve all outside issues (debts, business matters, court appointments, etc.) before they arrive.
- It will be at least 60 days before you will be allowed to visit your home. Communication by mail is encouraged. Residents may not receive phone calls.
- Residents may be eligible to participate in the family visitation program only when they complete the Awareness Phase of the program (normally eight weeks after admission.) Visitors will be limited to legally married spouses and immediate family members. All exceptions require the pre-approval of staff.
- No outside work is allowed.
- Personal vehicles are not allowed until the final stage of this program
- Use or possession of any tobacco products is not allowed.

## Requirements for Admission

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Candidates for admission to the Iron-on-Iron Program must:

- Be male, requesting admission themselves, admitting their addiction problem, and sincerely willing to change
- 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 (Violation of the guidelines may result in disciplinary measures and possible dismissal.)
- Be willing and able to commit to an uninterrupted nine-month program
- Be physically able to perform work assignments such as shop, landscaping, farm, housekeeping, kitchen, or warehouse
- Be medically able to fully participate in a program that does not provide medical care, dental care, or assistance with medications (All candidates must arrange for outside sponsorship before they arrive. Residents may be required to take TB and HIV tests at admission and furnish results upon request.)
- Be mentally stable and capable of functioning in a therapeutic community environment with classroom and group activities (Those who have been diagnosed with a mental illness are required to provide a statement from their mental health professional, stating that the client is mentally stable enough to enroll in a drug and alcohol recovery program in a dormitory setting. The applicant must also have 30 days of medication upon entering the program.)
- Be willing to refrain from the pursuit of romantic relationships other than with a legally married spouse while in the program
- Not be a registered sex offender

## Personal Items

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Residents are allowed to have those items staff deems conducive to recovery and Christian growth. Residents are not allowed to have more than \$20 in their possession and should make arrangements for off-premise staff storage of cash and valuable before arrival. Residents may arrange for their supporters to send them a maximum of one money order (not cash) per week for amounts under \$20 for miscellaneous items, snacks, etc.

Residents are not allowed to have radios, tape players, CD players; phones; paging devices; facial or body jewelry; or non-approved medications. Non-perishable snack items may be allowed but must be kept in sealed one-gallon Zip-loc bag. Candidates should bring as many of these items as possible, but not exceed limits. Excess items will not be stored.

Permissible items include:

- Two suits, one sport coat
- Eight pairs of pants
- Eight shirts
- Eight undershirts/T-shirts
- Eight pairs of underwear
- Eight pairs of socks
- Four pairs of shoes
- One overcoat
- Two jackets
- Three sweaters

- One laundry bag
- One book bag
- One alarm clock
- Bible, pens, pencils, paper, and notebooks
- Personal hygiene items (not containing alcohol)
- Laundry detergent
- One-gallon Zip-loc bag for snacks, miscellaneous personal effects or recreational items that are conducive to recovery and Christian growth

### **Mental and Medical Health**

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Memphis Union Mission is not a hospital or mental health facility nor does it provide these services to our clientele. Memphis Union Mission 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 clients in order to effect 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)



## INTAKE APPLICATION

This form must be completed by the candidate for admission.

### Personal Data

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Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

S.S. No.: \_\_\_\_\_ Religious/Denominational Preference: \_\_\_\_\_

Occupational Background: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

Why do you want admission to the Iron-on-Iron program?

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List your addictions:  Alcohol  Gambling  Sex  Self-Abuse

Drugs:  Cocaine  Marijuana  Heroin  LSD  Opium

Sedatives  Inhalants  Psychotropic Medications

Prescription Medicines  Amphetamines

Meth-Amphetamines  Tobacco Products

Have you ever been in the Iron-on-Iron 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?

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Phone number where you may be reached during the day: (\_\_\_\_\_) \_\_\_\_\_



Marital Status:  Co-habitation       Divorced     Married     Separated  
 Single                       Widowed

Number of children: \_\_\_\_\_

**Health Issues**

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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**

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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**

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

List any court cases pending: \_\_\_\_\_

List your record of criminal charges, jail or prison time (if applicable):  
\_\_\_\_\_

Have you ever been accused of child molestation?     Yes     No

Are you a sexual offender?     Yes     No

Have you ever been convicted of a violent crime?     Yes     No

If yes, explain: \_\_\_\_\_

Are you required to pay child support?     Yes     No

Are your payments current? Explain: \_\_\_\_\_

**Education**

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Highest grade level completed: \_\_\_\_\_

If you did not graduate from high school, do you have a G.E.D.?     Yes     No

List colleges or vocational schools and degrees attained: \_\_\_\_\_

**Finances**

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List the monthly amount and source of any income you have (Disability, SSI, etc.):  
\_\_\_\_\_

**Please Note:** Participants in our programs are prohibited from receiving unemployment or food stamp benefits.

Who will finance your medical needs? \_\_\_\_\_

Answer the following questions either yes or no:

Do you agree to comply with all the requirements for admission as listed on pages 1 through 3 of this application?  Yes  No

Are you able to and do you commit to nine months of uninterrupted program at Memphis Union Mission?  Yes  No

If not, why? \_\_\_\_\_

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 the three pages of this application, and I agree to the terms and conditions which it contains for my admission to the Iron-on-Iron Recovery Program. Falsifying information given on this application may be grounds for dismissal from our programs.

Signed \_\_\_\_\_ Date \_\_\_\_\_

In the space below, give a brief history of your alcohol or drug abuse problem. Please write legibly. Use additional paper if necessary.



## DISCIPLINE PROCEDURES

### Placing a Client on Discipline

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Most drug and alcohol programs have a set of rules to which clients are expected to adhere. Memphis Union Mission has designated seven rules for which there are strict guidelines for immediate dismissal from our programs. These are:

- Use of 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
- Acting inappropriately toward volunteers or other clients
- Romantic relationships other than with your legally married spouse

If you break these rules, you will be dismissed from the Iron-on-Iron program for a period of nine months. This one-year period may be ameliorated if you step forward and confess breaking these rules. In such cases the waiting period for readmission to our programs will be six months.

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

### Red Strikes and Yellow Strikes

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For the purposes of the discipline of clients there will be two classifications of incidents which require written reports to be included in clients files:

- **Red Strikes:** These are limited to reported violations of the Mission's tobacco-free policy, whether they were the result of your own admission or whether they were discovered through nicotine test. A report of these incidents will be included in your file on a red or pink sheet of paper.
- **Yellow Strikes:** These include any other violations of Mission rules which require a written report by a pastor or supervisor. A report of an incident of this nature will be included in your file on a yellow sheet of paper. If any rule violations are not reported over a period of 30 days, a yellow strike will be removed from your record. If you have more than one yellow strike, the oldest yellow strike will be removed after 30 days of the most recent rule violation. After an additional 30 days of good behavior in which you haven't violated any rule, the next yellow strike will be removed.

### Implementing Discipline in the Iron-On-Iron Program

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In order to graduate from the introductory phase (Green Band) of this program, you must be nicotine-free for a period of five consecutive days. If at the end of 14 days as a Green Band you still aren't nicotine-free, you will be dismissed from the program.

In order to graduate from the Awareness Phase to the Calvary Colony phase, you must be nicotine free for a period of 23 consecutive days, and not have a yellow strike in your file for 14 consecutive days.

If you test positive for nicotine in the Awareness program, you will be given additional opportunities to become nicotine-free for the required 23 consecutive days. However, if at the end of 45 days in Awareness you still aren't nicotine free, you will be dismissed from the program and required to wait three months before being considered for re-admission to the program.

Upon graduation to Calvary Colony, the staff at that facility will have the option of cancelling any or all strikes earned in the Awareness Program and allowing you to start afresh. However, accumulating three active strikes while at Calvary Colony will be cause for immediate dismissal from the program.

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

Signed \_\_\_\_\_

Date \_\_\_\_\_



## TOBACCO-FREE POLICY

On June 30, 2005, Memphis Union Mission was designated as tobacco free. This means that the use of any tobacco product (cigars, cigarettes, smokeless tobacco, etc) by anyone is prohibited on most properties owned or controlled by Memphis Union Mission.

It also means that in order for you to join the alcohol and drug program it will be necessary to test negative for the use of nicotine.

1. The only place on property owned or controlled by Memphis Union Mission where smoking is permitted will be the “Transient Patio” at 383 Poplar Ave. Smoking anywhere else on Memphis Union Mission property is not permitted. Clients enrolled in the Iron-On-Iron Program are not allowed on the patio.
2. Memphis Union Mission has limited tolerance for those who continue to smoke after joining our drug and alcohol program. Each program pastor has resources approved by the American Lung Association and American Cancer Society and other tobacco-free advocacy organizations which will enable you to live smoke free.
3. If you continue to smoke after being admitted to the program, you will come under a unique disciplinary procedure. If you violate the non-smoking policy, you will be assessed “strikes”. One strike is assessed in each of the following violations:
  - A. Being observed smoking by a pastor or building supervisor – If you are written up for this violation, you will be exempt from random nicotine tests for five days.
  - B. Testing positive for nicotine on a random or scheduled tests – If you are observed smoking after these tests, you will be charged with an additional strike.
4. If you’ve accumulated three strikes for smoking, you will be dismissed from the Mission’s alcohol and drug programs.
5. As you progress through the alcohol and drug program and go to another location, you must first test negative for nicotine for five consecutive days before being promoted to the Awareness Program, and 23 consecutive days before being promoted to Calvary Colony.

I have read these expectations, 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.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## RELEASE OF MEDICAL INFORMATION

I understand that this authorization is voluntary and that if the person or organization authorized to receive the information is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations, including HIPAA.

I, (client's name) \_\_\_\_\_ hereby authorize (name of agency or health care provider making disclosure) \_\_\_\_\_ to disclose to Memphis Union Mission, located at 383 Poplar Ave, Memphis, TN 38105 for date(s) of service \_\_\_\_\_. My Social Security number is \_\_\_\_\_, and my birth date is \_\_\_\_\_.

The following information is being requested. Please check all that apply:

- Diagnostic Reports (Please list: \_\_\_\_\_)
- Drug Treatment and/or Counseling Reports
- Medical History, Examinations, Laboratory Tests and Treatment Reports
- Summary of Previous Mental Health Treatment and Medication Management
- Other Records (Please list: \_\_\_\_\_)

The purpose of this authorized disclosure is to assist in determining eligibility for enrollment into Memphis Union Mission's Iron-On-Iron Recovery Program. Memphis Union Mission's opportunity to request the above information expires 90 days after the date below and may be revoked at any time with my written statement.

Upon acceptance into Memphis Union Mission's Iron-On-Iron Recovery program, the information requested above will become part of my confidential client file stored on Memphis Union Mission property. If I chose not to enroll or am not accepted into the program for any reason, the requested information will be properly destroyed.

(Client) Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Witness) Signed: \_\_\_\_\_ Date: \_\_\_\_\_