



VISITATION AND FAMILY GROUP ORIENTATION GUIDELINES

Please remember you must attend one of these orientations

Visitation Policy: All client's visitation lists must be approved for background checks by their counselors no later than 3:00 p.m. the Friday prior to the proposed visitation weekend. Only persons on the Client's lists who have been APPROVED TO VISIT will be allowed on 12&12 grounds. Sex offender zoning laws prohibit individuals with sex offender-status access to 12&12 grounds. Background checks must be completed on all proposed visitors for Graduation, Sunday Visitation, and/or Family Group, prior to visitation. Outstanding warrants may prohibit visitation. Convictions, pending charges, or their legal statuses (felony or otherwise) deemed inconsistent with current client safety concerns at 12&12 will be reviewed and ruled upon by 12&12 staff on a case-by-case basis in order to approve or deny proposed visitation privileges. Anyone who is a former client of 12&12, Inc. must wait 90 days from time of discharge (administrative discharge requires 6 months wait) to attend any form of visitation (Graduation, Sunday Visitation, Family Group).

Only clients that have completed 7 days of Treatment will be eligible for visitation.

Visitation Hours: 1:00 p.m. to 5:00 p.m. every Sunday

Clients will be made aware of any special visitation hours available on holidays.

Visitor's Orientation: All visitors 14 and older must attend Visitor's Orientation, which begins at 12:30 p.m. on Sundays, before they will be allowed to visit. Visitors attending orientation may check in at noon at the Main Entrance of 12&12 and provide appropriate identification. Orientation is held in Group Room C, next to the reception area. An addiction related video will be offered for viewing until orientation begins.

Family Group Orientation: Family Education registration is on Sunday prior to visitation hours, which are from 1:00 pm-5:00 pm. Family Education groups are on Tuesday and Thursday each week from 7:00 p.m.-8:30 p.m. Please arrive on time. Families and household members 14 year of age or older are encouraged to attend. Please remember this **IS NOT** a visitation time it is a Family Education Session.

- Family Process Groups are available in Outpatient Treatment. These groups are designed to provide more in-depth information about addiction and recovery. Family members will be admitted into Outpatient Treatment

Confidentiality: Visitors must sign and abide by the confidentiality statement. When you sign-in at the reception area you are stating that you will keep the confidentiality of all clients in the facility.

Check-in: Purses, bags, cell phones, diaper bags, backpacks, cameras, weapons, and nicotine products are not allowed. Visitors may visit from 1:00 – 5:00 p.m., however, if visitors choose to leave the 12&12 building for any reason, they are choosing to end visitation at that time. Visitors may not visit again later that same day but may visit the next Sunday during visitation hours as approved.

- Do not bring the client any medications without prior approval from 12&12, Inc.
- Do not bring cell phones, DVD players, or tape players
- Do not go to any unapproved areas such as a client's unit or room
- Please offer support and encouragement to the client you are visiting
- Please bring any concerns to the staff of 12&12, Inc.
- Please remember you must have photo ID.

Location: Clients may visit with their loved ones in the recreation area, dining area, or the courtyard only. Visitors are not allowed on the units or in client rooms. Children must be supervised at all times. (**Sunday visitation only**)

Tobacco: 12&12 is a tobacco free environment, including electronic cigarettes. You may not use tobacco anywhere on 12&12 property or in any vehicle or equipment owned by 12&12. Smoking is not allowed on 12&12 premises by clients, staff or visitors. Visitors are expected to comply with the no tobacco policy.

Visitors who violate this policy will be asked to immediately leave the property. Visitors who choose to leave the 12&12 building for a smoke break or any other reason are choosing to end visitation for the day.

Alcohol and Other Drug Use: 12&12 is a Drug-Free Environment: Visitors under the influence of alcohol or other drugs will be asked to immediately **leave** the property and will not be allowed future visits. Visitors who provide alcohol or drugs to clients will be barred from future visitation.

Package Deliveries: Packages to be delivered to clients will be signed in, opened, and inspected by staff before delivery to the client. Clients may not have food, drinks, cell phones, inappropriate clothing, unapproved medications or weapons. No property is to be given directly to clients by their visitors; all property will be check in at the Front Desk. Money may be brought for a client during package delivery hours and must be checked in at the Front Desk.

Package Delivery Hours: 7 days a week from 10:00 a.m. to 6:30 p.m. only
12&12 reserves the right to limit or refuse package delivery to clients based on therapeutic reasons and space consideration. Please only bring those items that are necessities for clients as space is limited.

Thank you for your cooperation.

12&12, Inc. Team