



Cayuga Addiction Recovery Services

Infraction System and Positive Recognition Manual

Introduction

The infraction system was created for this facility for numerous reasons. First and foremost, the system is a way to create and maintain a safe environment for both staff and clients. The system was also created in order to bring maladaptive actions and behaviors into the conscious awareness of clients as well as to hold clients responsible for these behaviors. Not only is this a means to show clients that all of their actions have consequences (both positive and negative), but also to help clients to make better decisions based on the consequences of previous choices.

Level 1 Infractions

Infraction	Assigned Automatic Infraction Response
<ul style="list-style-type: none"> • Late to meds (ex: more than 15 minutes late) • Sleeping in group • Incomplete assignments (ex. not handing in work, not doing work or late assignments) • Clothing/items on light fixtures • Sunbathing • Unauthorized area (ex. Being upstairs when floor is closed) • Disruption in area (ex. being disruptive in group/med lounge) • Violating dress code- client must be appropriately covered/dressed at all time. • Late to complete urine screen (not producing urine as scheduled in the 24-hour period) • Late off the floor (ex: on the second floor during groups, outside when groups are in session, on the first floor after 10pm or before 7am) • Late to group/leaving without permission • Profanity • Food or drink on second floor (only water allowed) • Not cleaning up after self/littering (ex: leaving trays or food in great room, leaving books on table, leaving cups in community) • Failure to complete chore • Not signing in or out when leaving the building 	<ul style="list-style-type: none"> • Written assignment • Community service • Ask help from the community

Level 1 infractions address issues that mostly deal with the program’s day-to-day operations. It is important to remember that the list above is not all-inclusive. If staff members find a client’s actions as infraction-worthy, they may assign the appropriate clinical intervention. Clients can explore with their PAC why these rules exist and how they may relate to “social norms” in the community.

Level two Infractions

Infraction	Possible Infraction Response
<ul style="list-style-type: none"> • Rude to staff (ex: not following directions, ignoring staff) • Contraband (ex: cell phones, outside food, outside medications) • Disruptions in group ex. (disrupting speaker,) • Exchange of good and services (loaning clothing or personal items, cutting hair, borrowing clothing or personal items) • Staff Splitting (ex: going to more than one staff person to ask for information, to make phone call etc). • Being in another client’s room • Unauthorized visits or deliveries (ex: asking for packages without clearing with PAC or leadership) • Five or more level one infractions 	<ul style="list-style-type: none"> • Loss of phone call • Written assignment • Case Staffing (meeting with clinical team) • Public Apology/Ask for help from community • Behavior Contract • High Risk Contract • Unsuccessful Discharge

Level 3 Infractions

Infraction Examples	Possible Infraction Responses
<ul style="list-style-type: none"> • Aggressive or threatening behavior (ex. use of physical force, a weapon, or stance) • Stealing (ex. from another client, staff or CARS) • Use, possession, or sale of any drug • Cheeking medication/using medication other than how it was intended/distributed or prescribed • Safety issues/violation of person or community (ex. climbing on the roof, in trees...) • Destruction/misuse of property (ex. intentionally damaging another staff or client's personal property or damaging intentionally CARS property) • Breach of confidentiality (ex. talking about another client's treatment plan with outside personnel). • Sexual harassment/sexual activity between clients (ex; kissing, hugging, etc) • Bullying (ex: calling staff or clients derogatory names) • Possession of a weapon (homemade or other) • Two or more missed urine screens • 5 or more level 2 infractions 	<ul style="list-style-type: none"> • Behavior Contract • High Risk Contact • Case Staffing (meeting with clinical team) • Any other consequence designated by leadership • Unsuccessful discharge

Positive Recognition Guidelines (Hero Recognition)

- Staff will hand out positive recognition for specific deeds, chores, or accomplishments unselfishly done for the good of the community.
- Staff will hand out positive recognition when they observe a client engaging in pro-recovery behavior change.
- There will be no quid pro quo, where a client does something to specifically earn positive recognitions. Clients who ask for positive recognition will not earn it.
- Clients will not earn positive recognition every time they volunteer to complete a task.

Pro-Recovery Behavior

- Demonstration of Hard Work, Gratitude, or Humility
- Excellent participation in group or individual session.
- Demonstration of effective problem-solving skills.
- Excellent Citizenship
- Patience and ability to delay gratification

Possible Hero Recognition Responses

Notebook
 Folder
 Pens/pencils
 Gel pens
 Markers
 Extra phone call