**Passes- Long term Program**

There are several types of passes granted at Minnesota Adult & Teen Challenge. Clients should familiarize themselves with the different types of passes and understand the eligibility requirements for each. Clients must submit a Pass Request Form to their Program Manager for approval by Wednesday of the week the pass is desired. (Emergency passes do not require advance notice.) The Program Manager will approve or disapprove the pass request. Clients on probation/parole or furlough must have approval from their probation officer or sheriff to qualify for any pass.

Clients may not take more than one pass in any particular week and may never combine passes with scheduled breaks.

Clients are responsible for their own transportation to and from our facility when going on pass. The visitor picking up the client is required to sign them out when leaving and sign them in when returning. The client is to remain with the person(s) reflected on their pass request.

Minnesota Adult & Teen Challenge occasionally schedules activities on Saturdays that may interfere with normal visitation pass schedules. The Program Manager will inform clients of any changes in schedule which may prevent passes and visitation on a given Saturday.

# Program Pass

Clients are eligible for a program pass after completion of level one, two, and three. Program passes cannot be split into smaller blocks of time and cannot be combined with any other passes.

Clients are allowed one program pass for each level completed. Each pass is a onetime pass that must be used in the level it’s assigned to. If a client given an extension with level one privileges, the client is not eligible for another level one or level two program pass.

COMPLETION OF LEVEL ONE: Client will receive one 10 hour pass. (11am – 9pm Sat.)

COMPLETION OF LEVEL TWO: Client will receive one 36 hour pass. (8am Fri. – 8pm Sat.)

COMPLETION OF LEVEL THREE: Client will receive one 48 hour pass. (6pm Thurs. – 6pm Sat.)

If a client is eligible for a program pass at Thanksgiving, the client may be eligible to take their program pass on Thanksgiving Day at the discretion of their Program Manager. Clients going on a program pass Thanksgiving Day are eligible to leave the facility at 10:00 a.m. that morning.

# Family Pass

Each client is allowed **one** family pass during their stay at Minnesota Adult & Teen Challenge for a special family event such as wedding, birthday, anniversary, family reunion, Thanksgiving or other events of special importance. Eligibility will be considered after being in the program at least 90 days. **The Program Manager will determine the duration of each family pass based on the nature and location of the event.** Since only one pass of this nature is allowed during a client’s stay, each client should carefully plan which family event is the most important for him/her to attend.

Clients will not normally be approved for family passes on Sundays because of the requirement to have everyone sing in the choir.

**Level 4 Weekly Pass**

Clients shall receive off-site passes for Saturdays. Passes may be used between the hours of 12:00pm and 6:00pm on Saturdays.

# Emergency Pass

Unfortunately, emergencies are a part of life and require special and immediate attention. Clients should see the Program Manager to discuss their particular circumstance. If he/she approves the emergency pass, the Program Manager will complete the “Client Emergency Pass Request” form, and will work with the client in determining the duration of the pass. The amount of time allowed for the emergency pass will depend on the nature and location of the emergency. Qualifying emergencies include the death, severe injury, or severe illness of a close family member, or circumstances that threaten their immediate safety.

**Valentine’s Day and Wedding Anniversary Pass:** Clients that are legally married at the time they enter the program will be allowed, at the discretion of their Program Manager, to take a four hour pass on Valentine’s Day and also on their wedding anniversary. The pass shall be from 5:00 p.m. to 9:00 p.m.

# Abuse of Pass Privilege

Clients who abuse their pass privileges by failing to return on time, falsifying information on their pass requests, or attempting to deceive staff about their passes will face disciplinary action. Clients returning from pass will be checked to ensure prohibited items are not brought into our facility. Any client attempting to bring prohibited items into our facility will face disciplinary action

Whether clients are at Teen Challenge or away from the program on passes, it is their responsibility to abide by Teen Challenge policies while enrolled as a client. This includes no smoking, drinking or using drugs, as well as all other policies outlined in the Client Manual. Clients are not permitted to pick up their own prescriptions. This must be done by Teen Challenge staff. If clients become ill while on pass and have medication prescribed, it is their responsibility to notify the Program Manager immediately.

**Transitional Appointments**

Level 4 clients will be allowed outside appointments, at the discretion of their Program Manager, for the purpose of aftercare planning for things such as: job interviews, church visits, and housing interviews. Appointment destinations, transportation and length of time must be determined prior to leaving the building and approved by their Program Manager. Clients are responsible for providing their own transportation.

**Holiday Breaks**

There are two scheduled holiday breaks in the program—Summer Break and Christmas. All normal client activities cease during these times, with the exception of the Short-Term Program. Minnesota Adult & Teen Challenge is not liable for the safety of clients who are away from our facility on break.

**Eligibility**

Clients may go home during these breaks only if all of the following conditions are met:

1. They must be in our program at least 90 consecutive days prior to the start of the break.
2. They must have the approval of their Program Manager.
3. If on parole/probation, they must have written permission from their probation officer.
4. Clients furloughed to Minnesota Adult & Teen Challenge must have approval from their county sheriff.

**Transportation**

Minnesota Adult & Teen Challenge does not provide transportation for adult clients who are going away on break. This includes transportation to/from airports, train stations, bus stations, or any other location.

**Clients Remaining At MnTC during Break**

Recreation, visitation and other activities will be scheduled for clients who remain in our facility during these breaks.

**Break Schedule**

A schedule of when clients may depart and when they must return during each break will be provided and will also be posted on the bulletin board in the client’s living facility. Clients who do not return from break on time may be discharged, their time in the program may be extended and/or lose future opportunities to go home during scheduled breaks.

Because there are no exceptions to the designated departure and return times to and from MnTC, clients should reserve their flight/bus tickets at times that will allow them enough time for transportation to and from their mode of travel.