

The Prodigal Son's House

PARTICIPANT HANDBOOK

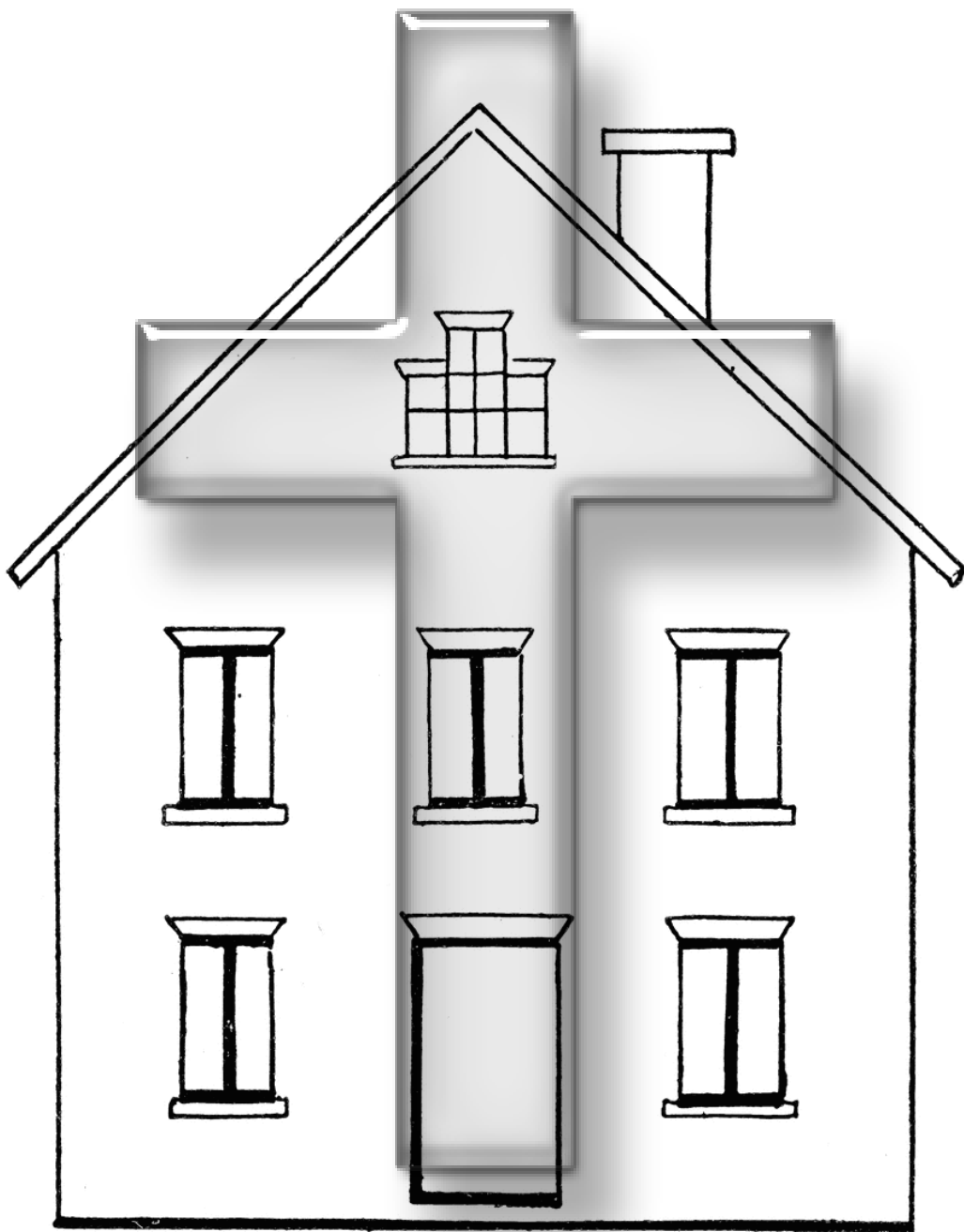


TABLE OF CONTENTS

Page 2	The Sons Mission Statement
Page 3	The Prodigal Son's House history and Programs
Page 4	Program Overview/Assessment & Case Plan
Page 5	Case Management/Bible Memorization/Chapel
Page 6	Other Programs/Employment
Page 7	Program/Expectations
Page 8	Program Expectations/Definitions
Page 10	General Rules & Regulations/Access to Files/Americans with Disabilities Act
Page 11	Client Rights/Community Time
Page 12	Detail Assignments/Dress Code
Page 13	Drugs & Alcohol/Employment Rules
Page 15	Financial Information/General House Rules
Page 16	Grievance Procedure
Page 17	Leaving the Facility/Level System
Page 19	Mail/Meals/Medication Procedures
Page 20	Phones & Phone Calls/Property: What is Allowed & Contraband List
Page 22	Resident Meetings/Rewards
Page 23	Linen Exchange/Room Appearance Standards
Page 25	Search Procedures/Smoking
Page 26	Subsistence/Transportation/Visitation Procedures
Page 27	Violations/Sanctions
Page 31	Handbook Receipt (Removed once signed)

The Sons Mission Statement/Purpose

Our purpose is to effectively encourage once hopeless and addicted men who had lost their footing in society to once again become productive godly men with integrity, and to guide these men to live by the spiritual principles of God in order to become useful to their families and also their communities again as husbands and fathers, and working productive members of the community and society as a whole.

PRODIGAL SON'S HOUSE HISTORY & PROGRAMS

The Prodigal Son's House was formed with the goal of raising the success rate of former addicts. This is our first facility in honor of veterans who have fought for our freedom and now may need a hand up in order to transition back into their communities.

The Prodigal Son's House is designed to target veterans who are at low to moderate risk of going back out and repeating the same behavior in which landed them here. Access to programs and services are made available without regard to the veteran's race, religion, natural origin, or political views. Prodigal Son's House veterans shall not be required to participate in political or lobbying activities.

This Handbook is designed to provide you with the information necessary to have a successful program at the Prodigal Son's House. It is your responsibility to familiarize yourself with the handbook contents and to ask questions in any areas you do not understand. It is yours to keep and to refer to. The veterans of the Prodigal Son's House are an important portion of the constituency. Our responsibilities to the constituency include supervision, treatment, accountability and education.

SEXUAL HARASSMENT/ZERO TOLERANCE

The Prodigal Son's House has zero tolerance toward all forms of sexual abuse misconduct. Veteran on veteran, staff on veteran and veteran on staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated. Veterans will be free from fear of sexual assault if a report of sexual assault is made, it will be investigated thoroughly and with respect to the veteran's safety, dignity and privacy, without fear of retaliation.

Veteran on veteran, staff on veteran or veteran on staff sexual abuse or assault is defined as one or more veterans engaging in, or attempting to engage in a sexual act with one another or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more persons aimed at coercing and/or pressuring another to engage in a sexual act.

In order to ensure your safety, all veterans are encouraged to report instances of sexual assault to any program staff member. Veterans may also report a sexual assault/abuse through a grievance. All allegations will be taken seriously and thoroughly investigated and staff shall take the necessary steps to separate the victim from the accused. Staff will make assistance available for the client to receive medical evaluation and care as well as needed mental health support.

Appropriate steps will be made to protect the veteran including but not limited to; transferring to another facility where they can be housed more appropriately (i.e. single room) moved to another room in the facility closer to the staff office, increased contact with the case management to provide ongoing support, etc.

PROGRAM OVERVIEW

The Prodigal Sons House is intended to help you start a path to rehabilitation and progress while establishing a pro-social lifestyle and responsibility in the community. The goal of this program is to help you find ways to make healthy, spiritual choices, to not abuse any mood mind altering substance will lead to a better quality of life.

The Prodigal Sons House is proud to offer this program as an opportunity for personal growth to individuals who are ready to make positive changes in their lives. Program participants will advance through levels as an important part of their program. As this advancement occurs, participants will be expected to set an example for other program participants as well as show increased personal responsibility and involvement in their own Case Plan (CP). Movement through the level system will offer specific privileges and may vary based on your legal status.

Your thinking and behaviors will be challenged during your involvement in this program. You have the right to disagree and you are entitled to your own opinions. We ask that you keep an open mind regarding alternatives to behaviors and thought processes, and that you be willing to hear constructive criticism and accept feedback from both peers and staff. Our goal is to pass on as much information and insight to you as you wish to receive while you are here to assist with your personal growth. If at any time you have difficulties adjusting to the changes in your life or you have the need to talk to someone, let us know. We will meet with you either at that moment or schedule the next available appointment with you.

In the next few weeks and months you will be making the decisions that will affect your life and lives of those close to you. In the past you have not always made the best of choices for yourself. We would like to help you see your many choices so you can make the best decision for yourself.

The Prodigal Sons House is a Christian Mission program which offers you many opportunities for personal spiritual growth, in chapel, bible memorization and other educational groups. Key program components are:

ASSESSMENT AND CASE PLAN

A very important aspect of the program at The Prodigal Sons House is to determine from the initial interview your risk assessment which by we will determine your risk to participate in future behaviors that caused you to be here, (relapse).

The purpose of identifying the risk level is not to discourage you, but to help you in identifying the amount and type of programming which will provide you with the tools necessary to target your specific spiritual needs. Your cooperation in completing the assessment is important as it will provide significant information provided, which may be verified by criminal history records (DUIs, PIs etc.) input from supervising authorities or by reliable sources whenever possible. Other assessments may be completed as necessary to provide additional information in specific areas.

Information from the assessments aids staff in helping to develop your "treatment contract" called a Case Plan (CP). Your input in this process is crucial. The CP, to be successful, must include your involvement, time, energy and commitment.

Your CP will be developed within the first ten days of your program and will outline goals to help you target long term achievements as well as objectives, which are smaller steps which help you realistically take one step at a time, one day at a time to help you achieve your goals. The CP will be used by staff to evaluate your progress and to make decisions concerning level moves and pass hours.

Each goal listed in the CP is attainable by you but will require your strongest effort and cooperation. This is expected. To give anything less will be a hindrance to treatment and would be unacceptable to the program.

CASE MANAGEMENT

You will meet regularly with your assigned case manager to review your progress on the goals on your case plan and to discuss day to day needs such as itinerary approval. This service is meant to provide opportunity for you to share needs and challenges experienced in the program. In addition, staff are expected to provide feedback to you on goal attainment and to update goals as appropriate to help you work toward addressing your identified needs.

PRODIGAL SONS HOUSE BIBLE MEMORIZATION:

The purpose of the Bible is to reveal the whole counsel of God to man, both what we are to believe concerning God and what God requires of us. It is the revelation of God in its abiding covenantal form. In it we find God and His will and glory; our relationship to Him laid out and established in terms of creation, fall and redemption, faith and life. It all centers on the Lord Jesus Christ, and the scarlet thread of redemption runs through it from beginning to end. It's purpose is to bring Salvation to men, to re-establish their relationship with God, and to accomplish this purpose it has to reveal God to man, reveal man's heart and need, establish the covenant of redemption in Jesus Christ, and nurture the soul as the Holy Spirit makes it the Word of life.

CHAPEL SERVICES

- 1) The Prodigal Sons Chapel program exists to provide occasions for worship, assembly, spiritual formation and education in community.
- 2) We believe that worship includes the proclamation of the Word, the stirring of our souls in musical acclamation and opportunities to respond to the truth of God's Word as it is encountered in our lives.
- 3) We believe that the study of God's word is a transformational process, affirming that education is a holistic endeavor, involving academic study, relational response to God and direct application of truth to our lives and ministries.
- 4) Education helps to define our distinctive as a Christian educational institution while at the same time contributing to the growth

OTHER PROGRAMS

Other types of programs may be available based on staff or volunteers.

Recreation will be a regular part of your schedule to allow for you to identify ways to fill your free time in a pro-social manner as well as increase your level of activity.

You may be required to give back to your community through various community service opportunities during your stay in the program. Not only will this provide people in the community much needed assistance, but you will also have the opportunity to learn valuable skills through many of these projects.

SUBSTANCE ABUSE TREATMENT

Substance Abuse treatment group (Alcoholic Anonymous), looks at various ways to develop skills that are essential to maintain a sober life. You are encouraged to identify your thinking errors related to your substance use and learn new ways to make healthier choices.

AFTERCARE

Aftercare groups provide additional support as you make your final preparation to complete the program and/or as you have recently left the program. The number of sessions and when they are offered will be determined as part of your aftercare plan and may be identified as a specific term of supervision as determined by your supervising officer. These groups will be most helpful to you if you honestly share your experiences as you begin to spend most of your time in your community and encounter additional opportunities and challenges of life away from the Prodigal Sons House

EMPLOYMENT HELP

Seeking and maintaining employment is key to maintaining a productive lifestyle. To assist you in finding employment, all participants will participate in a series of educational opportunities to help assist you in achieving this goal. You will receive job readiness training which outlines agency rules for job seeking and employment and focuses on developing basic work skills needed to find and keep a job.

PROGRAM EXPECTATIONS

Engage in respectful and healthy interactions with peers.

- Use appropriate language and respectful peer interaction.
- Be respectful of personal differences.
- Use appropriate physical boundaries.
- Respect peer property.

Engage in respectful and healthy interactions with staff.

- Use respectful language.
- Follow staff directions.
- Practice appropriate boundaries. For example: respect physical space, staff time, staff personal life.
- Respect confidentiality

Follow program expectations related to self-care and pro- social skill building.

- Respect for personal safety.
- Appropriate use of own property
- Maintain appropriate hygiene.
- Follow the daily schedule.
- Attend all scheduled assessments and programming, complete all assignments.
- Meet emolument expectations related to attendance and job duties.
- Maintain a pro-social manner of dress.

Follow program expectations related to building and veterans safety/security and program structure.

- Be respectful of the physical property of the building
- Sign in and out of the facility
- Follow itinerary expectations
- Remain drug/alcohol/substance abuse free.
- Keep the environment free from disallowed/unsafe contraband.
- Maintain appropriate movement in the facility and the community.
- Refrain from gambling

PROGRAM EXPECTATIONS/DEFINITIONS

Engage in respectful and healthy interactions with peers:

Respectful language and interaction: Veterans are expected to use appropriate {non-cursing /non aggressive} language and communication. This includes both inappropriate but non-threatening language or gestures, and threatening language or gestures.

Inappropriate language = cursing/profanity, raising one's voice {non-directive}. Non-threatening interaction = cursing or raising one's voice at another person {without threatening violence}, inappropriate gestures toward another person. Threatening interaction = verbal threats, non-verbal intimidation/physical gestures, provoking another veteran, Intimidating another veteran, racial/culturally/personally offensive slurs {see below}.

PHYSICAL BOUNDARIES: Veterans are expected to refrain from any inappropriate physical interaction. This includes the following: Invasion of personal space and physical gestures. Any form of physical horseplay, fighting, physical assault and consensual or non- consensual sexual activity with another person. Exposure of genitals or non- discreet masturbation. Respect peer property: Veterans are expected to maintain respect for other's property. This includes stealing, damaging, or destroying the property of peers.

Extortion-gaining money, property, damages, or reputation through threat of force.

RESPECT PERSONAL DIFFERENCES: Veterans are expected to respect veterans or staff of a different race or culture. This includes respecting the observance of religious behavior or refraining from making racial, sexist, homophobic or other slurs.

Engage in respectful and healthy interactions with staff

Respectful language and interactions: See above - same, but applicable to staff.

FOLLOW STAFF REQUESTS: Each veteran has an expectation to follow staff requests. A staff request is any reasonable request that a staff person makes directly to the veteran.

APPROPRIATE STAFF BOUNDARIES: Veterans are expected to have appropriate boundaries and use pro-social skills when interacting with staff. This includes physical boundaries {observe appropriate personal space}, boundaries around staff time {making unreasonable demands on staff and failing to attend appointments with staff}, and staff personal issues {inquiring with staff or others about staff's personal life}.

Follow program expectations relates to self-care and pro -social skill building.

RESPECT FOR PERSONAL SAFETY: Veterans are expected to follow all personal safety plans. This includes any behavior that is likely to lead to a veteran getting hurt. This may include but not limited to tattooing, body piercing and self-injurious behavior.

APPROPRIATE USE OF OWN PROPERTY: Veterans are expected to maintain appropriate hygiene on a daily basis, and meet hygiene needs when directed by staff to do so.

PARTICIPATION IN TREATMENT ACTIVITIES: Veterans are expected to participate in assessments, structures programming, and educational activities according to his case plan and complete any assignments.

EMPLOYMENT EXPECTATION: Veterans are required to meet the expectations of their employer and the Prodigal Son's House. This includes attendance, job duties, call off notification, and notice if resignation or termination.

PRO-SOCIAL MANNER OF DRESS: Veterans are required to wear clothing that supports a pro-social environment {no sagging clothes, no gang identifiers, no promotion of drugs or alcohol or the use of drugs and alcohol, nothing that could be considered offensive, nothing that is sexually explicit or provocative}.

Follow program expectations related to building and client safety/security and program structure:

RESPECT PHYSICAL PROPERTY OF THE PROGRAM: Veterans are expected to maintain respect for the

program's property. This includes stealing, damaging, or destroying the property of program.

Safe veteran expectations: includes tampering or stopping any security equipment; false fire alarm, intercoms, sensitive treatment documents, or disrupting attempts of staff to create a safe and secure environment.

SIGN IN AND OUT: Veterans are required to follow the facility's policy on signing in and out when leaving and returning to the facility.

FOLLOWING ITINERARY EXPECTATION: Veterans are expected to follow their itinerary when signed out of the facility. This includes refraining from going to places not listed on the itinerary and following all other itinerary expectations; which include call in procedures, returning by curfew, and having appropriate documentation.

AWOL: Leaving the supervision of staff while off grounds, knowingly leaving the physical boundaries of the program without permission or not returning from the community.

REMAINING SUBSTANCE FREE: Veterans are expected to remain alcohol and drug free. This includes illegal substances as well as any other intoxicating substance, such as cleaning products, prescription drugs, or any illegal mind altering substance.

MINOR CONTRABAND: Clients are not to have items that are listed as contraband items:

- Weapons
- Drugs
- Alcohol
- Drug/Alcohol Paraphernalia
- Illegal Items
- Mind Altering Substances
- Flammable or Poisonous Materials.

APPROPRIATE MOVEMENT WITHIN THE FACILITY OR COMMUNITY: Veterans are expected to transition appropriately. This includes any movement from one location to another. Expectations include appropriate boundaries, following staff directions, and following facility expectations regarding movement within the facility or community.

GAMBLING: Veterans are expected to refrain from participating in any form of gambling activity.

GENERAL RULES AND REGULATIONS

ACCESS TO FILES

Veterans have access to review and make copies of the following case file information:

- a) Financial Records
- b) Case Plans

Please submit a file review request form Case Manger if you would like copies of the above information or if there is additional file information you would like to request be released to. Only Prodigal Son's House produced documentation can be considered for release and no information will be released that contains confidential information or that could negatively impact the safety, security of health of any person.

AMERICANS WITH DISABILITIES ACT

It is the policy of The Prodigal Son's House to accept individuals with disabilities and to make reasonable accommodations as required by the Americans with Disabilities Act.

Your disability will be considered in the development of your CP and agreed to you. Reasonable limitations in the performance of any tasks or programming will be documented and adhered to by staff. Your disability and limitation of activities must be medically documented. You may request the assistance of a designated volunteer to help you in your adjustment.

CLIENT RIGHTS

You have the right:

1. To be treated with consideration and respect for personal dignity, autonomy and privacy
2. To receive services in the least restrictive, feasible environment.
3. The confidentiality of Communication and personal identifying information within the limitations and requirements for disclosure of veterans' information under state and federal laws and regulations.
4. To be informed of the reason(s) for denial of a service.
5. To be informed of the reason(s) for terminating your participation in a program.
6. Not to be discriminated against for receiving services on the basis of race, ethnicity, age, color, religion, sex, national origin.
7. To be informed of all veterans rights.
8. To exercise one's own rights without reprisal.
9. To file a grievance in accordance with program procedures.
10. To have oral/written instructions concerning the procedure for filing grievance.

COMMUNITY TIME

Time in the community is a privilege and is to be used to complete specific tasks such as to purchase hygiene items or job seek, or to prepare for discharge. To remain eligible for community time, you must have no serious, repetitive, or major violations. All subsistence must be current. The appropriate forms must be submitted IN WRITING to case manager by the designated deadline.

There will be no pass alterations after they have been completed and submitted. This means hours will remain as recorded whether you leave on time or not. If there are major pass infractions before or during your allowed time in the community, the balance of community time will be revoked until reviewed by the manager. You must return to the facility from work before signing out on community time.

Staff can and will restrict if needed. To refuse instructions will mean a loss of greater privileges, such as home passes. If you feel these restrictions are unjust, you may appeal the decision in writing. It is your responsibility to understand the seriousness of your situation and to do something positive about it. It is our responsibility to assist you in your choice. Other regulations and rules will be communicated to you as needed.

DETAIL ASSIGNMENTS

The Prodigal Son's House believes in providing you with a clean, sanitary living environment. In order to assist us on achieving this, regular house detail assignments will be assigned to all veterans. There are two (2) times a day when details are completed; once in the morning from 6-7am and in the afternoon from 1-2pm. Saturday from 8-10pm for general clean up. And on Sunday clean-up after breakfast. You may also be assigned to perform special details in order to maintain a clean, acceptable facility appearance. Your cooperation in maintaining the cleanliness of the house is appreciated.

On various scheduled days and times, a "major house cleaning" session will be conducted and all veterans who are in the facility will be required to perform specific details. Veterans will utilize chemicals in the cleaning process which are considered to be toxic and/or caustic if they are handled improperly. For your safety, we ask that you do not ingest any cleaning chemicals. Please follow all directions from staff and all listed directions when utilizing chemicals during your details. All chemicals must be signed out from staff and promptly signed in once you have completed your cleaning detail. Your safety is important, so if you have any questions or concerns regarding the use of these chemicals in the cleaning of the facility, please do not hesitate to ask staff.

DRESS CODE

1. You must be dressed at all times, including when traveling to and from shower.
2. Clothing (not pajamas or sleepwear) and shoes must be worn at all times in all common areas of the facility. Clothing that displays tobacco, drug or alcohol products is not permitted. If your clothing is inappropriate, you will be asked to change.
4. You must maintain an acceptable level of personal hygiene while in the program. Hygiene products (including a towel and a washcloth) are available for indigent clients.

DRUGS AND ALCOHOL

Studies have shown that drug use and abuse leads to poor decision making, criminal behavior, violence, health problems, and many other difficulties that are but a part of making positive changes. Therefore, in order for us to assist you in making positive choices, drugs and alcohol are strictly prohibited while in the program.

Drug paraphernalia is also considered contraband and is not to be brought into the house or to be in your possession while in the program. Violation of this guideline may also lead to termination from the program. If you are believed to be under the influence of alcohol or drugs, you will be instructed to submit to an alcohol and/or drug test. You will also be randomly tested throughout your stay in the program. Refusal to submit to testing within the requested time is considered a positive test.

If you possess or use drugs (including alcohol), you will be unsuccessfully terminated from The Prodigal Son's House.

EMPLOYMENT RULES

1. Veterans may not start work until the manger has signed and approved the job verification form.
2. Veterans must be employed at close to 40 hours per week as possible.
3. Veterans may not be out of the house beyond twelve (12) hours for any reason without Managers approval. Veterans may not "abuse" this rule by signing back into the house from the Manager/Director.
4. The maximum amount of time that a veteran may be permitted to sign out of the house for work equates to travel time(to and from work) plus actual work hours for that particular day, as verified on the Employment Verification form(or if work hours vary, on all updated, current work schedule furnished by the veteran's employer). Any changes to the travel time must be approved by the Case Manager, in advance.
5. If travel time to and from work each way exceed sixty (60) minutes, the veteran's route and transpiration method must be closely examined. Employment which requires this much travel time must be carefully considered and must have the recommendation of the veteran's case manager, and advance approval of the Program Manager.
6. Veteran overtime hours must be monitored closely for validity. Manager shall ensure that their staff cross check veteran sign in/out hours worked (as verified on the itinerary) with the number of hours actually paid. (Minus reasonable time not paid for lunch breaks and authorized travel time to and from work).
7. Veterans must be monitored at their place of employment.
8. Jobs that require veterans to routinely change locations from one place to another during a work shift is discouraged, and will only be permitted if positive telephonic monitoring can be achieved. If permitted to have this type of job, the veteran must call the house when planning to leave present job location. The veteran must furnish the name, address telephone number and travel time to the next job location. He must then call the house from the new job location upon arrival.
9. Veterans are not permitted to be self-employed, or permitted to work for a supervisor or employer who is a family member, significant other, co-defendant or other Prodigal Son's House veteran.
10. Veteran's employer must withhold appropriate taxes on each pay check. The tax must be itemized - federal, state, local.
11. Each paycheck must be received on a regular date without gaps of missing pay periods. For example: paycheck received on 1st, 15th, 29th, etc. The case manager will ensure that the Manager knows when to expect first and subsequent paychecks to anticipate when subsistence is due. Manager must ensure that Community Corrections Specialist know when to expect subsistence payments.

12. A pay stub must be provided when subsistence is paid. The pay stub must indicate the time period which the paycheck covers and show the amount of pay received. The pay stub should be in consistent format and may not be handwritten. Veterans are now able to use a form that verifies hours worked after the case manager verifies.
13. Veterans will not obtain employment which provides a setting that can easily lead to relapse, such as bar tending or wine tasting.
14. A verifiable temporary employment is permitted.
15. The Manager Program Director must approve multiple veterans working for the same employer.
16. Any legitimate job should be allowed for any veteran to work.
17. Veterans are not permitted to work in an unreasonable or unbelievable setting. For example: working 65 hours a week for a \$200 salary. Such an arrangement implies that an "under the table" circumstance exists.
18. Veterans may not quit, change jobs, or make any changes in their conditions of employment without the recommendation of the veteran's case manager, and Manager's approval.

FINANCIAL INFORMATION

If you are indigent and have no money available to you, you may apply for a loan. Loan applications are due to your case manager by Tuesday of the week before needing the assistance. Loan checks are dispersed on the following Friday. Loan checks then need to be cashed at local bank. Proper forms of identification are generally needed. Loans are required to be repaid with your first paycheck. Your request for advancement in the level system may be denied if loans are not paid. Loans are to be paid in full prior to the use of community time. Staff will direct and assist you through this process. Individuals with cell phones are not considered indigent and will not be considered for financial assistance.

GENERAL HOUSE RULES

1. You are expected to keep your room area clean and make your bed when you are not sleeping.
2. Lights out at 10pm Sunday through Friday and 11pm on Saturday. You are expected to report to your room 15 minutes prior to lights out. The phones, televisions and general areas will be closed at this time. Lights will go out at the times listed above and you are expected to be in your bed at that time. Night lights are not permitted. Veterans are required to remain in their rooms until 6:00am unless preparing for work or emergency purposes.
3. All veterans who are not working are expected to also be up at 6:00am Monday through Friday and 8:00am on Saturday and 7:00 in Sundays. Veterans need to have their beds made and personal area neat and clean as well. All employed veterans depending upon circumstances may be held to this standard. Exceptions to the above must be approved by staff.
4. Food and beverages may not be taken into your bedroom.
5. You are only permitted to be in your own room. You may not cover your bed number with any property, including your coat. All property must be kept in your locked locker at all times.
6. You may use personal radio, CD or MP3 player with headphones. You must wear headphones when you play these devices. If others can hear it, staff will instruct you to turn it down. Refusal to comply may lead to confiscation of the device until the scheduled release date or until you have someone remove it from the house. You are not permitted to wear headphones in your bed after lights out for safety reasons.
7. You are not permitted to have air fresheners of any kind. This includes, but is not limited to, stick-ups, spray air fresheners, potpourri, incense, etc. No aerosol sprays are permitted in the house at any time.
8. You may not dye (color) your own or another veteran's hair. You may braid or cut your own or another veteran's hair, but in designated areas only and you must have prior approval from staff. You are expected to clean up afterwards. You may have the opportunity to get a haircut outside the house.
9. You are not permitted to speak to anyone by talking or yelling out of the windows or through the fences.
10. You may have clothing, shoes, personal items, and toiletries in your room. All property must fit your locker and must not be defined by the house as contraband. Any excess property will be confiscated. You must sign your property list and keep it current. You may decorate the inside of your locker. Decorations may not be fire or safety hazards, be inappropriate, or violate any agency standard. You can hang one towel and one wash cloth from your locker. You are permitted only three (3) pair of shoes under your bed and one small laundry bag may hang from your bed. Staff must be able to have an unobstructed view of your bed area at all times. Window sills should be kept free and clear of any personal property.
11. Ear plugs are not permitted in the house due to safety reasons unless needed for work purposes.

GRIEVANCE PROCEDURE

IF YOU FEEL YOUR RIGHTS HAVE BEEN VIOLATED OR IF YOU FEEL THAT YOU HAVE BEEN UNJUSTLY ACCUSED OF VIOLATING ANY RULE CONTAINED IN THIS HANDBOOK, YOU MUST USE THE FOLLOWING GRIEVANCE PROCEDURE. IT IS IMPORTANT THAT YOU FOLLOW THESE STEPS. THIS PROCEDURE HAS BEEN ESTABLISHED TO ENSURE THAT YOU ARE TREATED FAIRLY.

Situations in which you have clearly violated program rules or situations that are beyond the direct control of staff do not constitute grounds for a grievance.

If you have a complaint about another veteran, a grievance may be submitted in writing to your assigned case manager. The case manager will speak with you within two business days after receiving the grievance. Within two business days after that conversation, the case manager will respond to you in writing. If you do not agree with the response of the case manager, you may re-submit the grievance to the program supervisor (i.e. manager or director). The program supervisor will follow the procedure outlined above. The decision of the program supervisor is final.

If the grievance is against a case manager, a grievance may be submitted in writing to the program supervisor. The program supervisor will speak with you within two business days after receiving the grievance. Within two business days after that conversation, the program supervisor will respond to you in writing.

If the grievance is against the program supervisor, it will be filed with their supervisor in the same manner.

If you disagree with the grievance response, you may follow the grievance procedure outlined above, directing the grievance to the next level of supervision (i.e., director) progressively. You must follow the chain of supervision in submitting a grievance and waiting for a written response, to proceed to the next level. Once the grievance has reached the director of programs, the decision and response to the grievance is final.

LEAVING THE FACILITY

No client is to leave the facility without authorization permission from staff members. Permission will be granted for specific reasons outlined in your CP and based on one's performance.

When leaving the facility, veteran must sign out with staff member on duty. Indicate destination with complete address, phone number, reason for contact, and expected time of return. If time out is longer than four (4) hours, a phone check to the facility may be required every hour. Veteran returning to the facility must always enter the front door. Once out of the facility, the veteran must call in when arriving at each location and leaving each location (No Collect calls).

LEVEL SYSTEM

Orientation Level (Approx. 2-4 weeks)

Tasks:

- Read Prodigal Son's House handbook
- Complete Case Plan
- Get all required IDs (SS card, birth certificate, driver's license)
- Assessments
- Complete Employment Readiness
- Provide a clean urine sample (at least one)
- No moderate or higher violations for two weeks
- Must understand rules and regulations

Privileges:

One store (Walmart)run per week
Visitation following approval of visitors
Possession of electronic items (cell phone, TV, DVD) following approval

Veteran completes level request form; Case Manager and manager sign off on form

Level 1 (Approx. 8 weeks)

- Obtain/maintain employment and/or actively job seek.
- Establish/maintain financial obligations (child support, restitution, court costs and fees)
- Continue meeting the objectives outlined in your CP including attending required programs
- No moderate or higher violations for 4 weeks

Privileges:

- 15 hours of community time to include 5 public places (Walmart, barber shop, religious services(bible study), library, gym, approved home residence) - max of 6 hours per day
- 24 hour home pass
- All privileges listed in orientation level are included

Veteran completes level request form; Case Manager and manager sign off on form

Level 2 (Approx. 6 weeks)

Tasks:

- Obtain/maintain employment and/or actively job seek.

- Establish/maintain financial obligations (child support, restitution, court costs and fees)
- Continue meeting the objectives outlined in your CP
- No moderate or higher violations for 4 weeks
- Develop Aftercare Plan(housing, community ties, and family relationships)

Privileges:

20 hours of community time to include 5 public places a week(Walmart, barbershop, religious services(bible study), library, gym, restaurant.

Veteran completes level request form; Case Manager and manager sign off on form

Level 3/Criteria for Successful Completion of the Program (Approx. 3-6 weeks)

Tasks:

- Obtain/maintain employment and/or actively job seek.
- Establish/maintain financial obligations (child support, restitution, court costs and fees)
- finalize Aftercare Plan
- Complete CP objectives

Privileges:

- 25 hours of community time to include 7 public places a week (Walmart, barbershop, religious services (bible study), library, gym, restaurant. Max of 6 hours a day.
- 48 hour home pass
- All privileges listed in orientation level are included.

MAIL

You have the opportunity to receive and send mail without censorship, unless there is a substantial and probable cause given to restrict those mail privileges. There is neither a limit to the amount of incoming mail you may receive nor a limit to the amount of outgoing mail you may send. You will be notified by staff when you have received letters, packages or registered mail notices. You may send mail and receive mail from any person or group with the exception of the following, which is prohibited unless approved by the supervising management authority: 1.) Correspondence to and from inmates of other institutions. 2.) Correspondence with former veterans (a condition of supervision).

Censorship of veteran mail shall be no greater than necessary to protect the facility, staff, veterans, and others involved. When based on legitimate facility interests of order and security, mail may be read or rejected. All personal mail is to be opened in the presence of staff. You will be asked to empty the envelope and demonstrate that no contraband is included.

Reasons for rejection if mail includes: threats of physical harm, threats of blackmail, contains obscene material, and solicits goods or money from non-family members, concerns sending contraband in or out of the facility or violation of house rules. You will be notified when incoming mail is returned or outgoing mail is withheld.

Veterans deserving to have letters mailed may submit their letters (sealed, stamped, and ready for delivery) to staff on duty for mailing. The outgoing mail may be opened and inspected in your presence for contraband when based on legitimate house interests of order and security.

MEALS

Meals are prepared and may be transported from another facility. Breakfast, lunch and dinner will be served at designated times to be eaten in designated areas. These meal times will be adhered to unless special circumstances exist. Food preparation will not be permitted without staff consent. Snacks may be allotted by staff and the cook. No person other than the staff and cook is authorized to use kitchen facilities or food supplies unless special permission is given by staff or cook specifically.

There is a meal sign up for late plates and/or sack lunches if you need to be out of the house during mealtime due to work or programming needs.

MEDICATION PROCEDURES

- A. All veterans will present staff with the medication they are taking as prescribed by a Doctor.
- B. All meds are to be taken as prescribed.

PHONES AND PHONE CALLS

You may have the opportunity to own a cell phone, but it may not have a camera or video recording capability. A cell phone Agreement must be signed prior to possession or use of a cell phone in the house.

PROPERTY: WHAT TO BRING AND CONTRABAND LIST

You should bring enough toiletries to last at least four weeks.

The Prodigal Son's House provides the following accommodations for its veterans:

One bed, pillow, sheets, pillowcase and blanket.
One dresser
Common washer and dryer
Three meals per day
Tv Room
Game Room

You are responsible for your own personal property while in the program. An itemized list of your property will be required upon intake. You will be required to list all items (with quantities) brought in with you on a Property List Form. The completed form is to be initialed by you and a staff member.

It is recommended that you do not keep valuable property such as expensive jewelry and/or clothing in the house. You keep such property at your own risk. All property must be kept in your wall locker. You may only use the combination lock issued to you at intake. You may be assessed \$5.00 fee if you lose, destroy or do not return the lock upon your departure.

You are limited as to the amount of personal property you bring and keep in the house due to limited space in your locker.

While The Prodigal Son's House is here to assist veterans in making positive choices and to help individuals change their lives, some veterans may have trouble adjusting and may resort back to negative and unproductive behavior. We encourage you to always secure your personal belongings in your locker. Loaning and borrowing items and property from other veterans is prohibited.

Contraband includes materials that are prohibited by law, or regulation, or material (s) that can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the house. Staff shall consider a hard contraband any item which poses a serious threat to security of the house and which ordinarily is not approved for possessions by a veteran or for admission into the house. Examples of contraband include, but are not limited to the following:

1. Weapons.
2. Drugs and drug paraphernalia.
3. Tools.
4. Ammunition or explosives
5. Combustible or flammable liquid.
6. Hazardous or poisonous chemicals or gases.
7. Cigarettes, any tobacco product or lighting device.
8. Correspondence or reading material that cannot safely be stored in the veterans designated area.
9. Nude or sexually suggestive photos or graphics that present special concerns about personal safety, security, and good order, particularly when the subject is a veteran's relative, friend or acquaintance. For those reasons and to preclude special harassment in the workplace, a veteran is not permitted to retain, receive, or possess a personal/commercial photograph in which the subject is partially nude or nude, or where the photograph depicts sexual acts such as intercourse, fellatio, or sodomy.
10. Medications not in their original container or clearly identifiable.
11. Any electrical/electronic device not in good repair that is deemed to present a safety hazard.

12. Food, cooking devices and eating utensils.
13. Aftershave lotion, hair spray, facial preparations or mouthwash containing alcohol.
14. Alcohol/drinks containing alcohol.
15. Vehicle keys, except as specifically approved by the manager/director.
16. Driver's license, except as specifically approved by the manager/director.
17. The property of another person.
18. Lock picks.
19. Prodigal Son's House property not specifically issued to the veteran.
20. Any item bearing any wording, image or suggestion deemed offensive to a religion, political group, race, ethnicity, gender, age group, or persons of any sexual orientation.
21. Gang paraphernalia.
22. Coded communications.
23. Any paraphernalia with drug/alcohol symbols, pictures, wording, referring to drug/alcohol.
24. Tattooing supplies, (needles, ink, etc.)
25. Post Office Box

Keys

26. Camera or video recording equipment.
27. Staff may consider as nuisance contraband any item other than hard contraband which has never been authorized, or which may be or which previously has been authorized for possession by a veteran, but whose possession is prohibited when its condition of excessive quantities if its present a health, fire, or housekeeping hazard. Examples of nuisance contraband include excessive clothing, shoes, etc. that cannot be stored nearby and safely in the designated area.

RESIDENT MEETINGS

Facility management staff will have regular meetings with veterans to share information and hear about your general concerns. If you have specific concern relative to yourself, please address this with your case manager. These type of questions and issues are not appropriate in a group format. If you are not present in the house for veteran meetings, minutes of the meetings will be posted for your review. You are encouraged to address any questions or issues as they arise, rather than wait for the meeting.

REWARDS AND INCENTIVES

There will be opportunities for you to receive incentives and to be rewarded for achieving goals, demonstrating pro-social behavior and going above and beyond in your programming participation. Staff may provide you with targeted verbal praise, which is a way of giving you a specific compliment for demonstrating positive behavior. When you demonstrate and put to use skills that you have learned or are achieving goals, staff may also issue you a Star Card. Star Cards may not be requested from staff. Staff must observe evidence of Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Examples include:

- > A client who typically struggles with participating in group may be given a Star Card for doing an exceptional job.
- > Staff may give a veteran a Star Card for volunteering for a community service activity.
- > A veteran who disengages from an argument could be given a Star Card.

There are two components to Star Cards: The star card itself, and the Star Card Drawing. The Star Card should be suggested by staff who witnesses the behavior to be acknowledged, and immediately given to the veteran to keep. Staff presenting the Star Card will make a copy of the form related to the acknowledgment of the behavior and submit it to the case manager for review at the next scheduled individual meeting.

The second part of the card is used for the reward drawing to take place during each veteran/house meeting. The veteran or veterans whose Star Card is drawn will receive reinforcements chosen from a menu of options. Examples of incentives may include skipping a major house cleaning, extended in house curfew, a free phone call from an office, etc. The more times a veteran received a Star Card, the more likely it is that their name will be selected.

There is Bi-Weekly Incentive which is based upon the absence of program violations. All veterans that have no more than one minor violation, and no serious or higher violations for the prior two week period will be eligible for the bi-weekly incentive, which will also be determined by drawing at each veteran/house meeting. The veteran(s) whose name is selected as part of the Bi-Weekly Incentive Drawing will also receive reinforcement from a menu of options.

LINEN EXCHANGE/ROOM APPEARANCE STANDARDS

You are responsible for keeping the living quarters neat and orderly, in accordance with the Prodigal Son's House Room Appearance Standards found at the back of this hand book. Beds will be made every day upon awakening. Clothes will be hung up in designated area, shoes will be aligned neatly and needed repairs immediately reported to staff. Dirty clothes will be washed every week. Any damage done to The Prodigal Son's House property will be charged to the responsible party.

Linen exchange will be conducted once per week, on the day and time designated for your room. Staff will collect dirty linen from the veteran and distribute clean linen. When this exchange takes place, it is the veteran's responsibility to sign in the linen they are turning in and sign out the linen they are receiving. Veteran will wash own blanket every two (2) weeks and advise staff upon completion.

Bed/Linen - Beds must be made neatly, free from lumps and wrinkles. Blanket used as a spread, turned at the head of the bed, edges of blanket tucked under mattress. Sheets must be kept on bed except during linen exchange. On linen exchange day, blanket is neatly folded at foot of bed. Pillow placed on bed. Do not rearrange placement of beds or other furniture including lockers.

Pillow - Encloses in a clean pillow case

Bed Posts - No towels, hats, robes or other clothing will be hung from bed posts, dressers, lockers or chairs

Shoes - Aligned neatly in a row on the floor, edge of the bed. Shoes should be limited to 5 pairs maximum per client.

Hanging Clothes - Must be hung neatly in provided storage areas from designated clothes racks.

Folded Chairs - Stored neatly in provided storage areas. Staff will inform veteran if he has excess clothing/personal belongings. Staff or veteran must remove excess clothing/personal belongings after one (1) verbal warning.

Drying Clothes/Laundry in Room - Not allowed.

Cardboard Boxes - Not allowed.

Plastic Bags - Used only in kitchen/office/restroom trash containers (or as specifically directed otherwise by management). Cannot be used in veteran rooms for trash can liners or to store clothing (fire hazard).

Suitcases - Ok, if not too large to fit into storage closet or under clothes rack.

Wall Space - No posters or hangings. Veteran may not use tape or nails to hang clocks, calendars, etc.

Books /CD's/DVD's - must be stored out of sight. A small supply may be stored in a show box size container. Case holding large amounts of CD's/DVD's create storage and theft concerns.

Closets - Must be cleaned and straightened. All clothes hung up neatly-No clothes left on closet floor.

Floor Space - Must be kept clear. No boxes, bags stored between bed and walk or next to dresser.

Floors - Floors must be swept and kept clean, free of debris.

Personal Hygiene Items - Must be stored out of sight

Dresser Tops - The amount/type of items/personal effects that will be permitted to be left in the dresser too will be determined by management. Uniformity is the guide. Must be neat and orderly.

Laundry Supplies - Stored in facility designated location. No bleach or soap powder will be allowed in veteran's room.

Work Equipment - Must be stored in coverage office in a case by case basis; I.e. power saws, bulky tool boxes, etc. Check with management.

Televisions - Must be approved by management before allowed in room. Permitted size no bigger than 42" screen.

DVD players - Allowed with approval

Video Games - Allowed with prior approval-hand held units only-violent games are not allowed.

Personal heaters and/or Air Conditioners - Not Allowed

Extension Cords - Not Allowed

Fans - Permitted but must be turned off and stored against the wall when the room is vacant or when veteran is out of the facility.

Musical Instruments - Must be discussed with and approved by management before being brought into the facility

Bicycles - Must be stored in the designated area and The Prodigal Son's House is not responsible for the bicycle. Must be approved by management and must have a lock.

Scissors - Must be labeled with veterans name and turned into staff. Veteran may request when needed.

Screens - Kept installed unless directed by management to remove for seasonal storage.

Window Blinds - If installed must be kept drawn at equal lengths. Must be cleaned regularly. Must look and feel clean from grease and dirt.

Window Sills, Ledges, Outer Sills, Overhanging Ledges inside of room - Kept clean and dusted.

Trash Can - Trash in veteran's room trash can must be regularly emptied, before container is full. There can be no plastic bags or liners.

Candy/Food/Soft Drinks/Coffee - Not permitted in veteran room, nor is it to be stored or consumed in the room. Staff will not store food and as you order or return to the facility with food, it must be eaten immediately or discarded.

Water/Ice - Permitted in veteran room. Water is the only beverage permitted in room.

Damaged or Worn - Veteran should immediately report items in which require maintenance, replacement or other attention in order to correct the situation promptly.

Inspections - Room and persons belongings will be inspected and/or searched routinely by staff.

SEARCH PROCEDURE

All clients and property are subject to be searched when entering or leaving the house. Unannounced searches of living quarters and automobiles will also be conducted periodically by facility staff. Any contraband found in your possession or quarters is subject to seizure and will result in immediate house restriction until disciplinary action can be taken. Refusal to cooperate with staff will result in further disciplinary action.

SMOKING

Because The Prodigal Son's House cares about the health and safety of all veterans and staff, The Prodigal Son's House is smoke free. Any tobacco product and/or lighting devices are considered contraband.

SUBSISTENCE

When you have a job, you are required to pay 30% of your gross wages or \$80 per week (whichever is less) toward your stay in the Prodigal Son's House program; this payment is called subsistence. You must immediately show your paycheck to staff once you receive it and they will help you calculate the amount owed. After you calculate the 30% drop any change (i.e. if your 30% is \$50.49, you only owe \$50.00). You will then need to purchase a money order in that amount and turn in a copy of your check stub and the money order to staff within 48 hours of receiving your check. If you do not do so, you will receive a violation for failing to pay subsistence.

TRANSPORTATION

Transportation will be provided by Prodigal Son's House transport bus.

Before ownership or use of a vehicle, you must provide the following:

1. Provide a title, registration and proof of insurance premiums for the vehicle. Please note that you must be one of the insured drivers on the policy in order to operate the vehicle.
2. If the car is not yours or in your name, then you must provide a notarized letter from the owner of the vehicle stating that he/she has given you permission to operate the vehicle.
3. You must have a valid driver's license.
4. Vehicle must be searched by staff member.
5. Written approval from the manager. A car purchase must have prior approval from your CM, and manager.

VISITATION PROCEDURE

All visitors must be approved by the CM. This should be done during your orientation period and involves proper identification by the visitor. You will be allowed visitors under the following conditions:

1. Visiting hours
 - a. Sunday 9am - 5pm
 - b. Approved holidays 9am - 5pm
2. Visitors must be approved by the CM and must be on the visitors list (maintained at the manager's desk) prior to visiting. Visitor must sign the visitor's log using their full name, address, SS number/ID number and phone number.
3. You may only have a drop-off from individuals in their approved visitors list unless approved in advance by facility management. Staff will make a copy of the ID of the person dropping off items.
4. All visitors must be properly clothed and will be permitted only in designated areas. Any display of sexual feelings is prohibited.
5. You are responsible for the conduct of your visitors. Visitors will be denied visiting privileges for misconduct.
6. No one under the age of 18 will be permitted unless accompanied by an adult.
7. Visitor lists may be limited.
8. All belongings brought into the facility by visitors are subject to be searched by staff. This includes bags, purses, gifts, etc.
9. Refusal of visitors to follow conditions of visitation will result in the termination of the visit and possible future restrictions of visitation.

VIOLATIONS/SANCTIONS

The Prodigal Son's House program is an opportunity for preparation for successful re-entry into the community. Staff, services, programs and equipment are to assist you and are privileges not rights.

It is impossible to list every possible violation and consequence a veteran could commit. The following written and implied conduct is provided as a reasonable guide of veteran's conduct while in the Prodigal Son's House.

Sanctions: Sanctions will be chosen to coincide with the appropriate violations. Management may increase the severity of sanction (s) recommended, but may not exceed the ranges specified. More than one sanction may be imposed.

Mi = Minor S=Serious Sv= Severe M= Major

MINOR VIOLATIONS

Mi 1 = Disturbance - No loud playing of radios, TV's recordings or CD's. No behavior that staff or other veterans may consider disruptive.

Mi 2 = Unauthorized Areas - Veteran shall not enter unauthorized areas without staff permission. Veteran shall not enter rooms or sleeping areas other than own. Sleeping is permitted only in veteran's own room.

Mi 3 = Use of Equipment & Electrical Appliances - Veteran may use recreational equipment only when authorized. Electrical appliances and lights are to be turned off when not in use. Extension cords are prohibited. Items made of plastic, I. e. plastic trash can liners, plastic clothes bags are prohibited in veteran's rooms.

Mi 4 = Food - Veteran is permitted to store or eat food only in designated areas.

Mi 5 = Packages - Veteran must bring packages, snacks, boxes and suitcases to the office or coverage desk for inspection upon returning to the house.

Mi 6 = Linen - Linen will be turned in on the designated day and time.

Mi 7 = Obscene Material - No reading or other material that is generally considered to be obscene or pornographic is permitted on Prodigal Son's House premises

Mi 8 = Excess Personal Belongings - Veteran shall possess personal belongings that are generally considered to be essential for daily living. Veteran shall not bring into the house or possess an excess amount of personal belongings.

Mi 9 = Miscellaneous - All head apparel (with the exception of religious head apparel) may be worn only in designated areas. Shoes, shirts, pants, must always be worn in designated areas.

SANCTIONS TO BE CHOSEN FROM, AND APPLIED TO WHAT MANAGEMENT FEELS WOULD COINCIDE WITH A PARTICULAR MINOR VIOLATION LISTED ABOVE

SANCTION - Extra Duty (up to 5 hours)

SANCTION- Loss of free time.

SANCTION - Impound veteran's personal belongings

SANCTION - Loss of privileges (TV, tea reaction room, phones, radios, Walmart runs)

SERIOUS VIOLATIONS

S1 = Monitor Failure - Not being at the agreed upon itinerary location when staff calls. The Prodigal Son's staff reserves the right to contact any Prodigal Son's veteran at any time.

S2 = Itinerary/Curfew - When leaving Prodigal Son's House premises, veteran is required to sign out, including where he is going (location and telephone number) and the expected time of return to the Prodigal Son's House. Veteran is expected to call in upon arrival at location, call in when planning to change location and again when arriving at new location. Upon returning to the Prodigal Son's House, veteran must sign in, obtaining time notation and initials from staff. Veteran is required to file an accurate travel plan, to be at places at stated times and to return to the Prodigal Son's House no later than the approved time due back. Veteran cannot be out later than assigned curfew or estimated time of return without prior staff approval. Less than 2 hours past the agreed upon time due back will result in an itinerary /curfew violation.

S3 = House Assignments - veteran is required to complete assigned house duties within specified time limits and is responsible for asking a staff person to inspect work when assignments are completed. To assure the cleanliness of the house, veteran may be required to clean periodically during the course of the day.

S4 = Personal Hygiene - Veteran is required to keep himself, sleeping area and personal belongings neat, clean and odor-free.

S5 = Visitors are allowed only in designated areas. Veteran is responsible for the behavior of visitors. Staff may reject and/or discontinue a visit if a veteran or visitors are not adhering to the Prodigal Son's House rules. All visitors must provide Prodigal Son's House with a valid picture I.D. Visiting hours are on Sundays from 9am-5pm.

S6 = Motor Vehicles - Veteran is not permitted to operate a motor vehicle without proper authorization. Veteran may park only in designated areas.

SANCTIONS TO BE CHOSEN FROM, AND APPLIED TO WHAT MANAGEMENT FEELS WOULD COINCIDE WITH A PARTICULAR SERIOUS VIOLATION LISTED ABOVE.

SANCTION - Loss of privileges (weekend free time, recreation, driving)

SANCTION - Loss of visitation privileges.

SANCTION - Up to 14 days restriction.

SANCTION - Extra duty (up to 10 hours)

SANCTION - Loss of Levels

Chronic abuse may result in unsuccessful termination from the Prodigal Son's House program.

Sv 1 = Alcohol - Veteran shall not bring, use, possess or be in the presence of alcohol on or off Prodigal Son's House premises.

Sv 2 = AWOL - if a veteran is not where he is supposed to be or cannot be located at the Prodigal Son's House or in the community within 2 hours after Prodigal Son's Staff try to contact them, veteran will be considered AWOL status.

Sv 3 = Smoking - Prodigal Son's House is a non-smoking Christian Mission. There is no smoking or burning if

anything in sleeping rooms. Smoking will only be allowed in designated areas.

Sv 4 = Theft - Veterans shall not use or consume any property if others without the owners explicit permission.

Sv 5 = Property Damage - Veterans shall not intentionally damage or destroy the property of others or of the house.

Sv 6 = Urine/Drug Abuse/Alcohol Test Refusal - Stalling, or refusing to submit to urine testing or taking part in other drug abuse or alcohol testing.

Sv 7 = Program Performance - Failure to do any portion of the program as outlined in the Rules and Regulations of the veteran's handbook.

SANCTIONS TO BE CHOSEN FROM AND APPLIED TO WHAT MANAGEMENT FEELS WOULD COINCIDE WITH A PARTICULAR SEVERE VIOLATION LISTED ABOVE.

Any SEVERE VIOLATION may result in immediate termination from the Prodigal Son's House.

SANCTION - Up to 30 days restriction

SANCTION - Extended stay in program

SANCTION - Monetary restitution

SANCTION - Loss of privileges

SANCTION - Loss of Levels

SANCTION - Room Restriction

M1 = Fighting, Threatening, Weapons - Fighting or threatening bodily harm (physically or verbally) toward staff, veterans or others present at the house is not permitted. Veteran shall not possess or own any objects or instruments that could be used as weapons.

M2 = Drugs - veteran shall not bring, use, possess or be in the presence of illegal drugs and other mood mind altering substances on or off Prodigal Son's House premises. All prescription and nonprescription drugs must be handed in to Prodigal Son's House staff. Prodigal Son's House staff will supervise the administration of these drugs.

M3 = Escape - Leaving the house or a pre-approved travel site/location without staff authorization and/or unable to contact veteran within 34 hours will be considered termination of self from program.

M4 = Sex - Veteran may not engage in sexual relations, have any sexual contact, or attempted sexual contact with other Prodigal Son's House veterans or staff on or off the Prodigal Son's House premises.

M5 = Excessive Violations - Excessive and repeated Severe, serious and/minor violations will result in a Major violation.

SANCTIONS TO BE CHOSEN FROM, AND APPLIED TO WHAT MANAGEMENT FEELS WOULD COINCIDE WITH A PARTICULAR MAJOR VIOLATION LISTED ABOVE.

Any major violations may result in immediate termination from the Prodigal Son's House program.

SANCTION - 30 day restriction

SANCTION - Extended stay in program

SANCTION - Loss of Privileges

SANCTION - Loss of Levels

SANCTION - Room Restriction

HANDBOOK RECEIPT

I have read and understand the Prodigal Son's House Christian Mission handbook and its contents. I understand that I am responsible for the contents in this handbook and I agree to meet with my case manager and/or management for clarity on any of these topics should I have questions.

Veteran Signature

Date

Witness Signature

Date

* Remove from handbook after signed by veteran and forward to CM for inclusion in the clients file.