

ALVIS HOUSE

Halfway House Program Handbook

State Parole/Post Release Control & County Probation

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ALVIS HOUSE MISSION STATEMENT

Our mission is *to serve individuals and families by providing effective programs and services that foster personal responsibility and healthy lifestyles resulting in safer communities for all.*

AGENCY HISTORY AND PROGRAMS

Franklin County Halfway House, Inc (now called Alvis House) was formed with the goal of raising the success rate of former offenders. The first client facility opened in 1968 and was named in honor of the late Ralph W. Alvis, former warden of the Ohio Penitentiary.

Alvis House programs are designed to target individuals who are at moderate to high-risk to recidivate, with moderate to high-needs. Research has demonstrated that these individuals receive the most benefit from being in a halfway house with intensive programming and services. Access to programs and services are made available without regard to client's race, religion, national origin, sex, disabilities, or political views. Alvis House clients 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 Alvis 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 clients of Alvis House are an important portion of the constituency. Our responsibilities to the constituency include supervision, treatment, accountability and education.

PRISON RAPE ELIMINATION ACT (PREA)

Alvis House has zero tolerance toward all forms of sexual abuse/misconduct. Client on Client, Staff on Client and Client on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated. Clients will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the client's safety, dignity, and privacy, without fear of retaliation.

Client on Client, Staff on Client or Client on Staff sexual abuse or assault is defined as one or more clients 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 clients are encouraged to report instances of sexual assault to any program staff member. Clients may also report a sexual assault/abuse through a grievance form or contacting the agency PREA coordinator. 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 client 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 case management to provide ongoing support, etc.

PROGRAM OVERVIEW

The **Alvis House Halfway House Program** 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 choices, to not violate others and will lead to a better quality of life.

Alvis 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 some one, 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 decisions that will affect your life and the lives of those close to you. In the past you have not always made the best choices for yourself. We would like to help you see your many choices so you can make the best decision for yourself.

The Alvis House Halfway House Program offers you many opportunities for personal growth, in both counseling and educational groups. Key program components are:

ASSESSMENT AND CASE PLAN

A very important aspect of the program at Alvis House will be the completion of assessments which will provide a framework for your program. One assessment is the Ohio Risk Assessment System (ORAS) which determines your risk to participate in future criminal behavior. This risk level is determined based on a combination of factors, some of which are static (can't be changed) and others are dynamic (you have control over).

The purpose of identifying risk level is not to discourage you, but to help in identifying the amount and type of programming which will provide you with the tools necessary to target your specific needs. Your cooperation in completing the assessment is important as it will provide significant information provided, which may be verified by criminal history records, 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 (or 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 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.

COGNITIVE BEHAVIORAL PROGRAMMING: Research has shown that the number one way to keep people from returning to the criminal justice system ("recidivate") is by learning new, more pro-social ways of thinking and behaving. Therefore, cognitive behavioral programming will be a very significant part of your program. There are several types of groups that make up the cognitive behavioral programming at Alvis House:

THINKING ERRORS (EQUIP)

By participating in this group, you will be able to identify your thinking errors, discuss how these thinking errors hinder your ability to make honest and good choices, and discuss developing positive replacement thoughts which can promote the process of recovery.

SKILL STREAMING/ ADVANCED PRACTICE

Learning the skills to stay out of high risk situation is essential for those with histories of offending behaviors. As you learn the skills to deal with frustrating people and situations it will be much easier to make healthier choices. Skills will be taught in all groups you attend to provide you with the tools you will need. You will need to learn step by step each skill and practice it in neutral "cold" situations so when you get into a "hot"

situation (risky) you will be prepared to make a healthy choice. Each healthy choice you make will lower your risk and prepare you for a non-criminal lifestyle. Skills will be taught through role plays in which you will be trained to use techniques to own and replace your social behavior problems with pro-social behaviors. You will be taught a model to help you participate in role plays in each group. Role plays are a fun, active way to learn and will prepare you for “healthy choices” when you return to the community.

SUBSTANCE ABUSE TREATMENT

Substance Abuse treatment group looks at various ways to develop the 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 or all of the time in your community and encounter additional opportunities and challenges of life away from the halfway house.

OTHER PROGRAMS

Other types of programs may be available based on available 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 the 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.

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.

In Columbus, all workforce development services are offered at the Alvis House Community Reentry Center at 1991 Bryden Road (or in the facility). In satellite facilities, services will be provided by facility staff, by videoconference or by referral to community organizations. When you have reached a level where you are eligible for participation in these programs, your case manager will make the arrangements for you to attend.

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.
- * Refrain from gang related activities or gestures.
- * Attend all scheduled assessments and programming; complete all assignments.
- * Meet employment expectations related to attendance and job duties.
- * Maintain a pro-social manner of dress.

Follow program expectations related to building and client 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: Clients 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 client, intimidating another client, racial/ culturally/personally offensive slurs [see below].

Physical boundaries: Clients 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: Clients 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: Clients are expected to respect clients 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 client has an expectation to follow staff requests. A staff request is any reasonable request that a staff person makes directly to the client.

Appropriate staff boundaries: Clients 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 related to self-care and pro-social skill building.

Respect for personal Safety: Clients are expected to follow all personal safety plans. This includes any behavior that is likely to lead to a client being hurt. This may include but not limited to tattooing, body piercing and self injurious behavior.

Appropriate use of own property: Clients are expected to maintain their own property. Clients should keep their property in working order, and refrain from lending / selling it to others or destroying it.

Maintaining appropriate hygiene: Clients are expected to maintain appropriate hygiene on a daily basis, and meet hygiene needs when directed by staff to do so.

Gang related activities: Clients are expected to not participate in any gang related activities. Non-violent gang activities include any display of gang paraphernalia, gang writing, gang signs or gang clothing.

Participations in treatment/education: Clients are expected to participate in assessments, structures programming, educational activities according to his/her case plan and complete any assignments.

Employment expectation: Clients are required to meet the expectations of their employer and Alvis House. This includes attendance, job duties, call off notification, and notice of resignation or termination.

Pro-social manner of dress: Clients are required to wear clothing that supports a pro-social environment [no sagging clothing, 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: Clients are expected to maintain respect for the program's property. This includes stealing, damaging, or destroying the property of program.

Safe client 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: Clients are required to follow the facility's policy on signing in and out when leaving and returning to the facility.

Follow itinerary expectations: Clients 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.

Escape [attempted]: Leaving the supervision of staff while off grounds, knowingly leaving the

physical boundaries of the program without permission or not returning from the community.

Remain substance free: Clients are expected to remain alcohol and drug free. This includes use of 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 on the contraband list included in this handbook.

Major contraband: Possession of the following while at the program is considered major contraband items: weapons, drugs, alcohol, drug/alcohol paraphernalia, illegal items, and legal mind altering substances, flammable or poisonous materials.

Appropriate movement within the facility or community: Clients 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: Clients are expected to refrain from participating in any form of gambling activity.

GENERAL RULES AND REGULATIONS

ACCESS TO FILES

Clients 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 Manager if you would like copies of the above information or if there is additional file information you would like to request be released to you. Only Alvis 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 Alvis 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 by 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. To be informed of one's own condition.
4. To be informed of available program services.
5. To give consent or to refuse any services, treatment or therapy.
6. To participate in the development, review and revision of one's own individualized case plan and receive a copy of it.
7. Freedom from unnecessary or excessive medication, unnecessary physical restraint, or seclusion.
8. To be informed of and to refuse any unusual or hazardous treatment procedures.
9. To be advised of and to refuse observation by others and by techniques such as one-way vision mirrors, tape recorders, video recorders, television, movies or photographs.
10. To consult with independent treatment specialist/legal counsel at your own expense.
11. To confidentiality of communication and personal identifying information within the limitations and requirements for disclosure of client information under state and Federal laws and regulations..
12. To have access to one's own client record in accordance with program procedures.
13. To be informed of the reason(s) for denial of a service.
14. To be informed of the reason(s) for terminating your participation in a program.
15. Not to be discriminated against for receiving services on the basis of race, ethnicity, age, color, religion, sex, national origin, disability or HIV infection, whether asymptomatic or symptomatic or AIDS.
16. To know the cost of services.
17. To be informed of all client rights.
18. To exercise one's own rights without reprisal.
19. To file a grievance in accordance with program procedures.
20. 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 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 CM, 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 a client 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

Alvis House believes in providing you with a clean, sanitary living environment. In order to assist us in achieving this, regular house detail assignments will be assigned to all clients. There are two (2) times a day when details are completed; once in the morning from 7a-9a and once at night from 7p-9p, or as otherwise specified. 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 facility is appreciated.

On various scheduled days and times, a “major house cleaning” session will be conducted and all clients who are in the facility will be required to perform specific details.

Clients 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.

Alvis House believes in the Restorative Justice concept. Every client should expect to participate in some type of community service project during your stay in this program. It is important that you begin to give back to the community in a positive way. If assigned a community service project, it is not optional.

DRESS CODE

1. Because there are both male and female staff members who will be in this facility, you must be dressed at all times, including when traveling to and from the 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 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 not 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 facility 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) in an Alvis House facility, you will be unsuccessfully terminated from the program.

EMPLOYMENT RULES

1. Clients may not start work until the Manager has signed and approved the job verification form.
2. Clients must be employed at close to 40 hours per week as possible; this may be required based on legal status.
3. Clients may not be out of the facility beyond twelve (12) hours for any reason within Manager's approval. Clients may not "abuse" this rule by signing back into the facility from work, only to sign out again to work to "beat" the twelve hour rule without approval from the Manager/Director.
4. The maximum amount of time that a client may be permitted to sign out of the facility 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 an updated, current work schedule furnished by the client'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 client's route and transportation method must be closely examined. Employment which requires this much travel time must be carefully considered and must have the recommendation of the client's case manager, and advance approval of the Program Manager.
6. Client overtime hours must be monitored closely for validity. Manager shall ensure that

their staff cross check client 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. Clients must be monitored at their place of employment. The use of pagers, two-way radios, or cellular phones are not acceptable methods of monitoring.
8. Jobs that require clients to routinely change locations from one place to another during a work shift are discouraged, and will only be permitted if positive telephonic monitoring can be achieved. If permitted to have this type of job, the client must call his/her facility when planning to leave present job location. The client must furnish the name, address, telephone number and travel time to the next job location. He/she must then call the facility from the new job location upon arrival.
9. Clients 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 Alvis House client.
10. Client's employer must withhold appropriate taxes on each paycheck. 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. Clients are now able to use a form that verifies hours worked after case manager verifies.
13. Clients will not obtain employment which provides a setting that can easily lead to the same offense reoccurring.
14. A verifiable temporary employment is permitted.
15. The Manager/Program Director must approve multiple clients working for the same employer.
16. Any legitimate job should be allowed for any client to work.
17. Clients 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. Clients may not quit, change jobs, or make any changes in their conditions of employment without the recommendation of the client'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 a local bank. Proper forms of identification are generally needed. **Loans are required to be repaid with your first pay check.** 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 FACILITY RULES (Note: Rules may be changed based on individual facility.)

1. You are expected to keep your dorm area clean and make your bed when you are not sleeping.
2. Lights out is at 12:00am (midnight) Sunday thru Thursday and 2:00am on Saturday and Sunday. You are expected to report to your dorm 15 minutes prior to lights out. The phones, televisions, lounges and smoke 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. Nightlights are not permitted. Clients are required to remain in their dorms until 5:00am unless preparing for work or emergency purposes.
3. All clients who are not working are expected to be up at 8:00am Monday through Friday and 9:00am on Saturday and Sunday. Clients need to have their beds made and personal area neat and clean as well. All employed clients 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 to your dorm.
5. You are only permitted to be in your own dorm. 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 a 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 facility. 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 facility at any time.
8. You may not perm or dye (color) your own or another client's hair. You may braid or cut your own or another client'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 of the facility.
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 dorm. All property must fit your locker and must not be defined by the agency 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 facility 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 client, 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 or a community corrections specialist, 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 do not agree with the grievance response, you may follow the grievance procedure outlined above, directing the grievance to the next level of supervision (i.e. clinician, director, or vice pclient of programs) 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 vice pclient of programs, the decision and response to the grievance is final.

LEAVING THE FACILITY

No client is to leave the facility without authorized 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, client must sign out with the staff member on duty, indicate destination with complete address, phone number, reason for contact, name of person to 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. Client returning to the facility must always enter the front door. Once out of the facility, the client must call in when arriving at each location and leaving each location (**No collect calls**).

LEVEL SYSTEM

Orientation Stage-all clients that arrive at the facility will be on orientation period and will stay in the facility. If employed, they may go to work.

Orientation Level- Approx. 2-4 weeks

Tasks:

- Read client handbook
- Complete Case Plan
- Get all required IDs (SS card, birth certificate, felony registration card, driver's license)
- Assessments
- Complete Employment Readiness
- Approval from PO for free time/pass (if appropriate)
- Provide a clean urine sample (at least one)
- No moderate or higher violations for 2 weeks
- Demonstrate positive ratings as indicated on the session summaries for 1 week of required programming.
- Pass Orientation Level test (graded by CM and reviewed by manager)
 - Need to receive an 80% or higher to pass.
 - Knowledge of rules and goals/action steps in your CP

Privileges:

- One store run per week
- Visitation following approval of visitors
- Possession of electronic items (cell phone, TV, DVD) following approval
- Religious Services (once a week for up to 4 hours)

(Client completes level request form; Case Manager (CM) and manager sign off on form)

Level 1- Approx. 4 weeks

Tasks:

- Obtain/maintain employment and/or actively job seek and/or register/attend full time educational program if applicable
- 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
- Demonstrate positive ratings as indicated on the session summaries for 4 weeks of required programming.

Privileges:

15 hours of community time to include up to 5 public places a week (store run, barber/beauty, religious services, library, gym, approved home residence) - max of 6 hrs/day

24 hour home pass

All privileges listed in Orientation Level are included.

(Client completes level request form; CM and manager sign off on form)

Level 2-Approx. 4 weeks

Tasks:

Obtain/maintain employment and/or actively job seek and/or full-time educational programming if applicable

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

Demonstrate positive ratings as indicated on the session summaries for 4 weeks of required programming.

Develop Aftercare Plan (housing, community ties, and family relationships)

Privileges:

20 hours of community time to include 5 public places a week (store run, barber/beauty, religious services, library, gym, restaurant, approved home residence)- max of 6 hrs/day

36 hour home pass

All privileges listed in Orientation Level are included.

(Client completes level request form; client goes to team to review progress; CM and manager sign off on form)

Level 3/Criteria for Successful Completion of the Program- Approx. 3 weeks:

Tasks:

Obtain/maintain employment and/or actively job seek and/or full-time educational programming if applicable

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 (store run, barber/beauty, religious services, library, gym, restaurant, approved home residence) - max of 6 hrs/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 no 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 prohibited unless approved by the supervising correctional authority: 1.) Correspondence to and from inmates of other institutions, 2.) Correspondence with former clients (a condition of supervision).

Censorship of client mail shall be no greater than is necessary to protect the facility, staff, clients, and other 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 of mail include: **threats of physical harm, threats of blackmail, contains obscene material, solicits goods or money from non-family members, concerns sending contraband in or out of the facility or violation of Agency or facility rules.** You will be notified when incoming mail is returned or outgoing mail is withheld.

Clients desiring 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 facility interests of order and security.

MEALS

Meals are prepared and may be transported from another Alvis House 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 the staff and the cook. No person other than the staff and the cook is authorized to use kitchen facilities or food supplies.

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

MEDICATION PROCEDURES

- A. All medications will be secured in the coverage area, including over the counter medication.
- B. Client must consume medication in the coverage area (bring a beverage with you at the time of your medication request). You may be asked to open your mouth and show that the medication has been swallowed.
- C. Medication for private use may be received from the coverage staff, used in private and must be immediately returned to staff.
- D. All medication is to be taken as prescribed.

- E. If a life saving medication such as an inhaler or heart medication is needed to be carried, client must obtain a written exception signed by the Manager.

PHONES AND PHONE CALLS

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

Pay phones are provided for use. Calls should be limited to 15 minutes. If necessary, a list will be established for use of the phone. Office phones are not permitted to be used unless authorized by staff for program related calls.

PROPERTY: WHAT TO BRING AND CONTRABAND LIST

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

Alvis House provides the following accommodations for its clients:

- One bed, pillow, sheets, pillowcase and blanket
- One Dresser
- Common washer and dryer
- Three (3) meals per day
- Pay phone
- Exercise Area, TV 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 facility. You keep such property at your own risk. All property must be kept in your locker. You may only use the combination lock issued to you at intake. You may be assessed a \$5.00 fee if you lose, destroy or do not return the lock upon your release.

You are limited as to the amount of personal property you bring and keep in the facility due to limited space in your locker. Personal property value is to be less than \$400 total. Any item over the allowable limit must be sent home within 48 hours or it may be confiscated and disposed of by staff. Alvis House is not responsible for lost or stolen property.

While Alvis House is here to assist clients in making positive choices and to help individuals change their lives, some clients 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 clients 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 facility. Staff shall consider as hard contraband any item which poses a serious threat to the security of the facility and which ordinarily is not approved for possession by a client or for admission into the facility. 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 be safely stored in the client's 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 client's relative, friend or acquaintance. For those reasons and to preclude sexual harassment in the workplace, a client 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. Agency property not specifically issued to the client.
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, wordings, 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 client, but whose possession is prohibited when its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include excessive clothing, cosmetics, shoes, etc. that cannot be stored neatly and safely in the designated area.

RESIDENT MEETINGS

Facility management staff will have regular meetings with clients to share information and hear about your general concerns. If you have a 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 facility for client 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 client a Star Card for volunteering for a community service activity.
- A client 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 completed by the staff person who witnesses the behavior to be acknowledged, and immediately given to the client to keep. Staff filling out the Star Card will make a copy of the form 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 client/house meeting. The client or clients 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 client receives a Star Card, the more likely it is that their name will be selected.

There is also a Bi-Weekly Incentive which is based upon the absence of program violations. All clients 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 client/house meeting. The client or clients whose name is selected as part of the Bi-Weekly Incentive Drawing will also receive a reinforcement from a menu of options.

ROOM APPEARANCE STANDARDS

You are responsible for keeping the living quarters neat and orderly, in accordance with the Alvis House Client Room Appearance Standards found at the back of this handbook. Bed will be made everyday upon waking. Clothes will be hung up in designated area, shoes will be aligned

neatly and need repairs immediately reported to staff. Dirty clothes will be washed every week. Any damage to Alvis House property will be charged to the responsible party.

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

Bed/Linens- Bed 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 unbunk or rearrange placement of beds or other furniture including lockers.

Pillow- Enclosed 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, along the 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 client if he/she has excess clothing/personal belongings. Staff or client 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 client rooms for trash can liners or to store clothing (fire hazard).

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

Wall Space- No posters or hangings. Client 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 shoe box size container. Cases 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 wall 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 on the dresser top will be determined by management. Uniformity is the guide. Must be neat and orderly.

Use of Unassigned Dressers- Not permitted. Items in vacant dresser area is contraband and will be removed by staff.

Radiators- Nothing allowed on the radiators.

Laundry Supplies- Stored in facility designated location. No bleach or soap powder is allowed in client's room.

Work Equipment- Must be stored in coverage office on 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 varies by facility, contact program manager for facility specific limitations.

VCR/DVD players- Allowed with approval.

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

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 client 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 Alvis House is not responsible for the bicycle. Must be approved by management/P.O. and must have a lock.

Scissors- Must be labeled with client's name and turned into staff. Client 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, Outer Sills, Overhanging Ledges inside of Room- Kept clean and dusted.

Trash Can- Trash in client'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 client room, nor is it to be stored or consumed in room. Staff will not store food and if you order or return to the facility with food, it must be eaten immediately or discarded.

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

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

Inspections- Room and personal 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 facility. 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 Alvis House cares about the health and safety of all clients and staff, all facilities are smoke free. Any tobacco product and/or lighting device are considered contraband. If you wish to participate in a smoking cessation program, ask your CM.

SUBSISTENCE

When you have a job, you are required to pay 15% of your gross wages or \$40 per week (whichever is less) toward your stay in the halfway 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 15%, drop any change (ie If your 15% is \$24.99, you only owe \$24). 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

Discounted bus passes may be available at the facility. Ask staff for facility procedures regarding purchasing bus passes. See Financial Information section regarding loan requests.

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

1. Provide a title, registration and proof of paid 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 a staff member
5. Written approval from the Manager. A car purchase must have prior approval from your CM, manager, and Parole Officer.

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. Saturday and Sunday 1p-5p
 - b. Approved holidays 1p-5p
2. Visitors must be approved by the CM and must be on the visitors list (maintained at the coverage 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 on 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 will be limited to two (2) adult visitors at one time. However, this may vary from facility to facility due to visiting area available.
6. If the number of visitors exceeds the capacity of the facility, a 30 minute limit may be set for each visitor.
7. You are responsible for the conduct of his/her visitors. Visitors will be denied visiting privileges for misconduct.
8. No one under the age of 18 will be permitted to visit unless accompanied by an adult.

9. Visitor lists may be limited.
10. All belongings brought into the facility by visitors are subject to be searched by staff.
This includes bags, purses, gifts, etc.
11. 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 Alvis 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 client could commit. The following written and implied conduct is provided as a reasonable guide of client conduct while in the Alvis House Program.

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.

Severity Range: Mi=Minor S=Serious Sv=Severe M=Major

MINOR VIOLATIONS

CODES	RULES	SANCTIONS
Mi1	Disturbance - No loud playing of radios, TV's recordings or CD's. No behavior that staff or other clients may consider disruptive.	Extra duty (up to 5 hours)
Mi2	Unauthorized Areas - Client shall not enter unauthorized areas without staff permission. Client shall not enter rooms or sleeping areas other than own. Sleeping is permitted only in client's own room.	Loss of free time. Impound client's personal belongings.
Mi3	Use of Equipment & Electrical Appliances - Client 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 client rooms.	Loss of privileges (TV, recreation room, phones, radios, store runs)
Mi4	Food - Client is permitted to store or eat food only in designated areas.	
Mi5	Packages - Client must bring packages, snacks, boxes and suitcases to the office or coverage desk for inspection upon returning to the facility.	
Mi6	Linen - Linen will be turned in on the designated day and time.	
Mi7	Obscene Material - No reading or other material that is generally considered to be obscene or pornographic is permitted on Alvis House premises.	

CODES	RULES	SANCTIONS
Mi8	Excess Personal Belongings - Client shall possess personal belongings that are generally considered to be essential for daily living. Client shall not bring into the facility or possess an excess amount of personal belongings.	
Mi9	Miscellaneous - All head apparel (with the exception of religious head apparel) may be worn only in designated areas. Shoes, shirts, pants, skirts or dresses must always be worn in designated areas.	

SERIOUS VIOLATIONS

CODE	RULES	SANCTIONS
S1	Monitor Failure - Not being at the agreed upon itinerary location when staff calls. Alvis House staff reserves the right to contact any Alvis House client at any time.	Loss of privileges (weekend, free time, recreation, driving)
S2	Itinerary / Curfew - When leaving Alvis House premises, client is required to sign out, indicating where he/she is going (location and telephone number) and the expected time of return to Alvis House. Client 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 Alvis House, client must sign in, obtaining time notation and initials from staff. Client is required to file an accurate travel plan, to be at places at stated times and to return to Alvis House no later than the approved time due back. Client 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.	Loss of visitation privileges. Up to 14 days restriction Extra duty (up to 10 hours) Loss of Levels
S3	House Assignments - Client 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, client may be required to clean periodically during the course of the day.	Chronic abuse may result in unsuccessful termination from Alvis House program.

CODE	RULES	SANCTIONS
S4	Personal Hygiene - Client is required to keep himself/herself, sleeping area and personal belongings neat, clean and odor-free.	
S5	Visitors - Visitors are allowed only in designated areas. Client is responsible for the behavior of visitors. Staff may reject and/or discontinue a visit if client or visitors are not adhering to Alvis House rules. All visitors must provide Alvis House staff with a valid picture I.D. Visiting hours are on Saturdays and Sundays from 1:00-5:00 p.m.	
S6	Motor Vehicles - Client is not permitted to operate a motor vehicle without proper authorization. Client may park only in designated areas.	

SEVERE VIOLATIONS

CODE	RULES	SANCTION
Sv1	Alcohol - Client shall not bring, use, possess or be in the presence of alcohol on or off Alvis House premises.	Any Severe violation may result in immediate termination from Alvis House program.
Sv2	AWOL - If a client is not where he/she is supposed to be or cannot be located at Alvis House or in the community within 2 hours after Alvis House staff try to contact them, client will be considered on AWOL status.	Up to 30 days restriction Extended stay In program Monetary Restitution
Sv3	Smoking - Alvis House is a non-smoking agency. There is no smoking or burning of anything in sleeping rooms. Smoking will only be allowed in designated areas.	Loss of privileges Loss of Levels
Sv4	Theft - Clients shall not use or consume any property of others without the owner's explicit permission.	Room Restriction
Sv5	Property Damage - Clients shall not intentionally damage or destroy the property of others or of the agency.	
Sv6	Urine/Drug Abuse/Alcohol Test Refusal - Stalling, or refusing to submit to urine testing or taking part in other drug abuse or alcohol testing.	
Sv7	Program Performance - Failure to do any portion of the program as outlined in the Rules and Regulations of the Client Handbook.	

MAJOR VIOLATIONS

CODE	RULES	SANCTIONS
M1	Fighting / Threatening / Weapons - Fighting or threatening bodily harm (physically or verbally) toward staff, clients or others present at the facility is not permitted. Client shall not possess or own any objects or instruments that could be used as weapons.	Any major violations may result in immediate termination from Alvis House program.
M2	Drugs - Client shall not bring, use, possess or be in the presence of illegal drugs and other mood altering substances on or off Alvis House premises. All prescription and nonprescription drugs must be handed in to Alvis House staff. Alvis House staff will supervise the administration of these drugs.	30 day restriction Extended stay in program Loss of Privileges
M3	Escape - Leaving the facility or a pre-approved travel site/location without staff authorization and/or unable to contact client within 24 hours will be considered an escape.	Loss of Levels Room Restriction
M4	Sex - Client may not engage in sexual relations, have any sexual contact, or attempted sexual contact with other Alvis House clients or staff on or off Alvis House premises.	
M5	Excessive Violations - Excessive and repeated Severe, Serious and/or Minor violations will result in a Major violation.	

Handbook Receipt

I have read and understand the Alvis House Halfway House Program 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.

Client Signature

Date

Witness Signature

Date

***Remove from handbook after signed by client and forward to CM for inclusion in the client's file.**