

SHORT-TERM RESIDENTIAL HANDBOOK



ALPHA HOUSE

A PROGRAM OF ALTERNATIVES

JANUARY 2019

Welcome to Alpha House
Short Term Residential Treatment (STRT) Program

INTRODUCTION

The Alpha House Short Term Residential Treatment Program (STRT) is designed to provide substance use disorder treatment to male offenders who have been determined to be in need of Level III.5 Treatment Services. Clients will be in treatment for up to 90 days. All clients will participate in and complete various treatment groups and individual sessions to assist with education about addiction, identification of how their addiction has negatively impacted their lives and develop a plan based in a recovery lifestyle. You will be assigned several groups that you are expected to attend that will provide you with valuable tools, skills, knowledge and understand about your substance use disorder.

The Alpha House STRT Program philosophy is to work towards changing unhealthy behaviors and thoughts to healthy ones. This program strives to maintain the safety and security of all participants and encourage each person to engage and invest in the programs and activities that will challenge the old beliefs that led to involvement in the legal system.

During the course of your treatment it is our goal that you acknowledge your past problems, accept responsibility for negative behaviors and learn how to make positive choices that will lead to long-term change. This is accomplished through your participation in recommended programming, abiding by all facility rules and your participation in treatment groups with your peers and staff.

Purpose Statement

The STRT Program was developed to provide community residential treatment services for men who are diagnosed with the disease of addiction. By agreeing to participate in the STRT programming, you agree to participate in recommended treatment and case management services.

Treatment Philosophy

- That addiction and co-occurring diagnosis are illnesses and major public health and correctional problems.
- That addiction and co-occurring illnesses are increasingly being identified as causative factors for criminal behaviors and imploding the criminal justice system.
- That those in Montana who are either diagnosed or being affected by addiction, co-occurring disorders and criminal behaviors are entitled to treatment.
- That addiction and co-occurring disorders can be successfully treated.
- That treatment for these disorders versus incarceration can improve the overall quality of health for those diagnosed, affected and society as a whole.
- That community education can bring greater acceptance and understanding of those diagnosed with addiction, co-occurring disorders, and criminal behaviors.
- That appropriate intervention to address the criminal behaviors related to addiction and co-occurring disorders coupled with education about these medical disorders seems to be the most effective means of discontinuation and prevention of behaviors.
- That our LAC's maintain ethical standards by maintaining their license and our staff as a whole are educated regularly about addiction, co-occurring disorders and the population that we serve.

Upon intake, you will be assigned a room and an inventory will be completed of your possessions. You will be assigned a case manager immediately upon arrival and attend orientation classes that include an assessment by the Employment Placement Specialist, attend a money management class(s) and Life Skills.

Be advised you will receive a BA (Breathalyzer) every time you return to the Center.

Good luck to you, and if you have questions about settling in, please contact any Client Advisor, your Case Manager, the Operations Supervisor, the Program Supervisor, or the Director to assist you.

RIGHT TO PRIVACY

1. You are not allowed to give information about other residents, program participants or staff to anyone, including former residents.
2. If someone asks for information, take his or her name and phone number and pass the request along to the resident involved.
3. If the person persists, have him or her call the office and speak to a staff member.

SEXUAL HARASSMENT

Prison Rape Elimination Act (PREA)

Federal Law states that you have the right to be free from sexual abuse, sexual harassment and retaliation in correctional facilities. While in the Alpha House facility you cannot have physical relationships with other residents. You cannot give consent to sexual acts with employees or volunteers of the correctional facility or other correctional staff of the other facilities while you are under supervision.

If you are the victim, report this immediately to any staff member so that you can be protected and offered support and services at no cost to you. You can report to any staff member verbally or in writing. You can also place a report in the PREA box located near the resident mailboxes. If you do not feel comfortable reporting to a staff member there are other ways to report sexual abuse (see below). All reports will be taken seriously and will be fully investigated.

A third party such as a family member, friend or your lawyer can report on your behalf. This information can be found in visiting areas and on our website (altinc.net).

You can also call the Billings YMCA Gateway (406-245-4472), they offer rape crisis counseling and a rape advocate if you would like one to assist you. Your call to the YMCA Gateway is free and you have the option to remain completely anonymous. Gateway will only contact Alpha if you give them permission. You can call them during your regularly scheduled phone time or talk to your case manager about scheduling a time.

If you are engaging willingly in PREA violations with another resident, you will not only receive disciplinary action, but you may be charged with a new crime. If staff is involved with PREA violations, they may face felony charges.

EQUAL OPPORTUNITY

Alternatives, Inc. is an equal opportunity program. You may not be subjected to discrimination based upon your race, religion, national origin, gender, disability, or political views. If you feel that you are being discriminated against, you are encouraged to file a grievance.

PROGRAM EXPECTATIONS

The following rules and program expectations are important. Your progress will be evaluated weekly by treatment staff. The following are groups and activities that you may be required to participate in as noted in your treatment plan:

- Matrix (drug and alcohol education)
- Dialectical Behavioral Skills Group
- Trauma Group
- Moral Reconciliation Therapy (MRT)
- Life Skills/Orientation
- Budgeting
- Co-Occurring (dual diagnosis)
- Staff supervised recreation and hobby activities

STRT participants will be enrolled in additional groups, based on various factors such as individual needs, testing results, self-referral, length of stay, LAC or CM referral:

- Gambling
- Trauma
- Victim Impact Panel

You will receive a treatment schedule upon arrival. You will be expected to attend each group, activity and be on time. Missed groups and/or appointments will result in notice to your supervising officer and an Incident Report (IR) may be written.

Monday through Friday you will be scheduled to wake up and attend breakfast between the hours of 6 a.m. and 7:30 a.m. **You may NOT return to bed after 7:30 a.m.** You are expected to abide by all scheduled activities. Free time does not mean “sleep time”. If you are found in your room sleeping after 7:30 a.m., an Incident Report will be written, and your supervising Probation Officer will be notified

SHORT TERM RESIDENTIAL TREATMENT GROUP RULES

1. You must be on time for groups.
2. Please make sure that you have used the restroom before group. If you have a “medical” condition that may impact your use of the restroom, please let your facilitator know this. Bathroom use can be a distraction and disruptive to the group process. If this becomes an issue the facilitator may excuse you from the group and it may not count towards attendance.
3. Respect each other especially while others are talking. You are expected to be respectfully attentive and participate in group discussion and feedback. There is to be no crosstalk while other group members are talking.
4. No sleeping during group, or you will be excused from group.
5. No disruptive actions, noises, or behaviors during group. A group participant will be warned once and after that will be excused from group.
6. All group participants must sign in and out on the sign-in sheet. The sign-in sheet is used to verify group attendance. If you do not sign it, you were not there.

8. What is said in group stays in group. Staff members are required, per policy, to report any confirmed or suspected violation of agency rules by a client. Staff members by law must report child abuse, new crimes, and potential harm to self and/or others.
9. No head gear of any kind, food, drinks, gum, candy, tobacco products, scented products on clothing or person. No headphones will be allowed in group.
10. No swearing or other derogatory comments or statements.
11. Facilitator reserves the right to remove group member for any inappropriate attitude, behavior, or language.
13. If you do not have your work book and assignment for group, you will not be allowed to stay.
14. All participants must be escorted to and from group and are not to be wandering the halls.
17. Do not bring electronics to group. If you are wearing scented products or caught using a cell phone, you will be asked to leave, and will receive an unexcused absence.

LEAVING THE PROGRAM WITHOUT CONSENT

While enrolled in the STRT Program you will be restricted to the Alpha House and the surrounding campus for a minimum of thirty (30) days. All other movements outside of the facility will be staff supervised. Any unauthorized absence or deviation from any authorized leaves from the facility will be reported immediately to your supervising officer and may be grounds for disciplinary action up to and including termination from the program.

If at any time you are considering leaving the program without authorization, it is strongly recommended that you discuss your situation with a staff member.

STAFF ROLES

There are many staff at Alpha House who will be involved in your stay while participating in the STRT program. Please familiarize yourself with these staff roles so that you understand who to go to for different situations:

Client Advisors (CA)- These are the security staff in the building. They work 24 hours a day, 7 days a week to ensure the facility is safe and secure for everyone- staff and community members alike.

Case Managers (CM)- You will have an assigned Case Manager from the day you arrive. This person will meet with you regularly to address any concerns or questions you might have about the program, Skype requests, phone call and visitor requests and other personal questions. This is your primary go-to for any issues during your stay.

Licensed Addiction Counselor (LAC): This person will conduct the majority of your treatment groups, meet with you individually, establish a substance use disorder treatment plan and ensure that you are moving through the necessary components of treatment.

Licensed Clinical Professional Counselor (LCPC): This person will provide any needs related to your mental health and or co-occurring disorder. You may meet individually or in a group setting.

Student Interns- This person is attending college and is here for a hands-on experience as part of their education. While they may be performing some staff-related duties, the student intern is not a traditional staff person and cannot answer many of the questions you may have about the program or your personal placement plan.

SIGN-OUTS

After your initial thirty (30) days in the program, you may be approved to “sign out” of the facility by your United States Probation Officer and assigned Case Manager for specific activities. Staff must know your whereabouts at all times. Accountability in the community, although limited, is of the utmost importance and a requirement of your continued stay in the Program. All sign out’s will be approved by your case manager and supervising Probation Officer.

You may not leave Alpha House without an approved agenda. (i.e., medical, treatment, community self-help meetings, recreation/hobby).

You may need to make appointments with doctors, or other community professionals with Case Manager approval. You must attend these appointments punctually or cancel them if necessary. Appointments must be scheduled so they do not interfere with your regular programming.

You represent Alternatives, Inc. and the community corrections concept. Illegal, obscene, or abusive behavior or language in the community will not be tolerated. Such behavior will result in disciplinary action. You are expected to stay at your scheduled locations for the times indicated. You are expected to call the center as soon as you know these times will change; including leaving locations, and/or returning to the center early or late.

GENERAL RULES

1. You are expected to treat one another with courtesy and consideration at all times.
2. Do not enter staff offices unless a staff member is present and gives permission.
3. You are responsible for waking yourself. Staff will not wake you. You are encouraged to purchase an alarm clock as soon as possible.
4. Supplies (pens, paper, etc.) Will not be available from the office. You must supply your own.
5. Music cannot be played in the courtyards without using headphones.
6. There is no spitting on the sidewalks or on the premises, especially in water fountains. This is a health-safety concern.
7. Using profanity may result in disciplinary action.
8. “Cat Calling” to anyone will result in disciplinary action. **Do not do it!**
9. Horseplay is not tolerated; we do not want anyone getting hurt.
10. Latex is not allowed in-house. In the event that balloons are brought in house, they can only be Mylar.
11. You are expected to keep your room clean at all times.
12. **Do not enter other residents’ rooms.**

MEAL TIMES

Meal times are as follows:

Breakfast meal time	6:00 a.m. – 7:30 a.m.
Lunch meal time	11:30 a.m. – 12:30 p.m.
Dinner meal time	5:00 p.m. – 6:30 p.m.

A snack may be provided nightly at 9:00 p.m. Cereal will be provided daily at 4:00 a.m.

Saturday and Sunday brunch will be provided from 11:30 a.m. to 12:30 p.m.

INDIVIDUAL TREATMENT PLAN

You will work with treatment staff and complete an Individual Treatment Plan. Your Treatment Plan is your plan for treatment and programming while a participant in the STRT program at Alpha House. Once the Treatment Plan is finalized, any variation from the terms must be approved by the Treatment Supervisor, Program Supervisor, or Director. The only acceptable reason for an excused absence from programming is illness. If you have an emergency, you must make every effort to inform your primary counselor, either through your Case Manager or the Client Advisors. If you believe there is a discrepancy in your plan, please contact the above persons by writing a "kite".

MANDATORY APPOINTMENTS

It is important that you attend all of your scheduled appointments. If you miss a scheduled appointment with Alpha House Staff (including but not limited to treatment group, 1:1s, evaluations, etc.), the following may occur:

1. You may be subject to Disciplinary Action
2. Your first missed scheduled appointment and or group will result in an immediate sanction to complete up to 3 hours of extra duty within 48 hours.

Also, Sexual and Violent Offenders are required by law to register at the Sheriff's Office within three days of their arrival at Alpha House. Your case manager will give you the appropriate forms to take along and you are REQUIRED to return them to your Case Manager.

HOUSE MEETING/RESIDENT GOVERNMENT

House Meetings are designed to foster communication between staff and residents. Resident house meetings are the **first** and **third Thursday** of every month at 5:45 p.m. Attendance is mandatory for the entire meeting.

Resident Government is designed to provide you the opportunity to actively participate in making your stay here at Alpha House a more rewarding and meaningful experience. Elected representatives are available as liaisons for all residents to bring concerns or questions to them between House Meetings. Representatives present issues to the staff team at a pre-meeting before the House Meeting. The designated staff member will report back to the Resident Government representatives who will present this information at the next House Meeting. The success of Resident Government is dependent upon you and your active participation.

CELL PHONE AUTHORIZATION

You may be authorized to possess a cell phone. You must abide by all conditions of the Cell Phone Requirements/Request. Sanctions for failure to abide by these rules may include the loss of your cell phone privileges. You must obtain and complete the Cell Phone Requirements/Requests form with your Case Manager prior to getting a cell phone.

SMOKING

Alpha House is a tobacco free facility. Smoking and chewing of tobacco are only allowed in the designated area in the courtyard under the canopy. All tobacco products are to be extinguished at the containers in the designated courtyard – **not at the doors to Alpha House**. Current city ordinance restricts smoking within 20 feet of any entrance. You may not smoke or chew enroute to or from the designated courtyard. Rolled tobacco and rolling papers are considered contraband. If found in possession you may receive a disciplinary violation and the contraband will be destroyed. All tobacco products will be stored in your mail box.

AGENCY PROVIDED TELEPHONE USE

1. Hours of use – 6:00 a.m. to curfew
2. Length of calls - 15 minutes. Please respect that many other residents are dependent upon the phone for continued contact with their families and friends.
3. Residents placing or receiving a call may not pass the phone to someone else.
4. No collect calls can be accepted at Alpha House.
5. Emergency calls between curfew and 6:00 a.m. must be made or received on the CA office phone.

MAIL

1. Staff will open, inspect, and distribute all mail except legal mail and mail from corrections officials.
2. You must open packages in the presence of a staff member.
3. Contraband will be confiscated. If you receive contraband, it may result in disciplinary or legal action against you, the sender, or both.
4. All money coming through the mail must be processed through the Alpha House accounting office.
5. Pornography Ban: Pornography is inconsistent with the rehabilitative and treatment philosophy of Alternatives. Possession of any depiction—photographed or drawn—of uncovered breasts, buttocks, or genitals will also be prohibited. No images with “G” strings are allowed.
6. The following types of correspondence are monitored and should only be opened by the resident in the presence of his Case Manager: child support, medical bills, Internal Revenue Service correspondence, credit card applications, bank statements, and bills of any nature.
7. Mail will not be forwarded when you leave the program. Any mail that comes in after you have left the program will be marked “return to sender”.

ILLNESS

1. It is your responsibility to notify CA staff and the Nurse if you are sick.
2. It is your responsibility to cancel any appointments that day.
3. If you miss treatment due to illness. **YOU MUST REMAIN IN YOUR ROOM EXCEPT FOR MEALS AND USE OF THE RESTROOM.**

WALK ROUTE

1. After your initial thirty (30) days in the Program you may be eligible for a staff approved 60-minute walk route. It is imperative that residents stay on the assigned route, or they will be considered off agenda and appropriate disciplinary action will be taken.
2. No more than two residents may go on a walk together.
3. **WALKS MUST END BY 9:00pm.**

MEN'S 60-MINUTE WALK ROUTE



**** Residents must remain on the walk route at all times. At no time should a resident stop and loiter, smoke, sit, or enter any establishment along the route.**

LAUNDRY

Coin Operated laundry machines are available on site:

1. Hours of use are 6:00 a.m. to curfew.
2. Do not put any items containing rubber into the dryer. Do not put greasy clothing into the washer or dryer. Do not dye clothes in this equipment.
3. Please clean machines and filters after each use.
4. If you are financially unable to do your own laundry, you must speak with your case manager to request assistance and a stipend may be provided. If you choose to do your own laundry, liquid bleach is NOT permitted in-house. All products must be unscented or state fragrance "free" on them.
5. Alternatives, Inc. is not responsible for lost, stolen, or damaged property.

PERSONAL HYGIENE/HOUSEKEEPING

1. You are not allowed to wear or inventory scented deodorant, scented body sprays, colognes, perfumes or any other scented hygiene products. This requirement has been instituted to promote a healthier workplace/ living environment, and is in consideration of residents, co-workers, and clients with chemical sensitivities or allergies. Residents found in possession of these items may be subject to disciplinary action. and the contraband will be disposed of immediately.
2. You are required to maintain good personal hygiene by showering, doing laundry, and keeping personal property clean and in good order. If you fail to do so, you may be required to follow a personal

hygiene/housekeeping contract.

3. See-through clothing is not acceptable.
4. No hair cutting is allowed on premises.
5. Your Program issued shirt must be worn outside of resident rooms at all times. No tank tops are allowed except in your own room. While downstairs you must be fully clothed at all times.
6. Footwear must be worn at all times outside of your room.
7. You may not sleep in the nude.
8. Bed linen must be washed weekly.
9. Do not leave dishes, papers, cigarette butts, etc. in the courtyard.
10. You must close toilet and shower stalls while using them and keep the door to your room shut while changing clothes.
11. Tattoos which contain nudity, profanity, inappropriate gestures, or gang symbols need to be covered at all times.
12. No food or drink may be stored in mailboxes.
13. You are not allowed to change the color of your hair while in the program.
14. Hygiene kits may be obtained from accounting for a \$5.00 fee (some restrictions may apply).
15. Every Saturday, you will be required to participate in Super Saturday cleaning activities. Super Saturday will be held during designated hours. Passes will not be approved for this period, and you will not be allowed to leave until Super Saturday is complete or until your area has been inspected and approved by Housekeeping or their designee.
16. You may be assigned daily chores by Housekeeping. If you are given a house restriction for not completing a daily chore, you must get the restriction lifted by Housekeeping. Three house restrictions in a two-week period will result in disciplinary action. Housekeeping's hours will be posted on their office door.

Products with perfume, alcohol, or cologne will not be allowed. A list of products is available upon request.

ROOM ASSIGNMENTS

Once assigned to a room, you are not permitted to ask for a new room or roommate. Although some special circumstances may be considered, you will typically remain in the originally assigned room for the duration of your stay. Treatment staff do not have the ability to approve room changes.

1. You will be assigned a room upon arrival.
2. You are prohibited from entering any resident room other than the one in which you live.
3. Room changes are made on a case by case basis.

TESTING FOR DRUGS AND ALCOHOL USE

1. You will be tested for use of drugs (including alcohol) during the intake process and on a regular random basis thereafter.
2. If you are suspected of drug or alcohol use, you will be tested immediately. Appropriate security precautions and/or disciplinary action will be taken to ensure your safety, the safety of other residents and the facility. Once you are informed you need to provide a UA, you will have up to two hours from the time you are notified to comply with the request. During this time, you must remain under direct staff supervision and may receive 8-12 ounces of water to drink.
3. Refusing to provide a valid UA within the time limit may result in disciplinary action.

HEAD COUNTS

The STRT Program requires accurate accounting for your physical presence at all times while in the program. Counts will take place on a regular random scheduled basis. Counts will also take place during the day and night when you are involved in programming as well as while you are asleep. Every effort will be made by staff to be

respectful of your activities during these counts.

SEARCHES

In order to maintain the safety and security of the Alpha House facility and of the STRT program searches are necessary. You will be subject to and must comply with all common area, room and personal searches. These searches will be conducted routinely by staff or for cause. You are not required to be present during room searches. Possession of any contraband item(s) will be considered ownership.

HOUSE CURFEW

You are required to be in your bedroom by 11:00 p.m. Sunday through Thursday and by 12:00 a.m. on Friday and Saturday nights.

ROOM NOISE

If a resident is sleeping in the room, stereos, cell phone use, etc. may not be used regardless of the time of day unless the resident is wearing headphones. Any stereo, cell phone, etc. that can be heard outside of the room is considered to be too loud.

Please keep one ear clear when using headphones or ear buds in order to hear pages or alarms.

COURTYARD

1. The Courtyard is open from 6:00 a.m. to curfew.
2. You must stay within the fenced area. No leaving the courtyard for any reasons other than to go back into the building.
3. No visiting outside of the fence for any reason.
4. Cigarette butts must be disposed of properly.
5. Cigarette butt containers must remain in their designated spots. Moving them will result in an IR.
6. No basketball or horseshoes after 10:00 p.m.
7. Talking is to be kept down out of respect for others.
8. You must be completely clothed before entering the courtyard. No nightclothes or slippers.
9. No backpacks are allowed in the courtyard.
10. You may only smoke in the designated area, namely- under the canopy.

PRO-SOCIAL/LEISURE ACTIVITIES (RECREATION ROOM/ RECREATIONAL EVENTS/HOBBY/CRAFTS)

Pro-Social activities such as bowling, gym, leather work, stained glass, games, etc., are organized and arranged by the Recreation Manager and are staff supervised and/or transported.

You will be required to complete a variety of pro-social activities as outlined in your treatment plan. The goal of the recreation department is to provide you the access to positive pro-social activities.

1. No visitors, tobacco products, vaping/electronic cigarettes, food, or drinks are allowed during these activities.
2. You may not attend rec events that conflict with your treatment schedule.
3. You may not arrange to meet friends or relatives on a rec event.
4. If you choose to attend an event that requires an admission fee, you may be required to pay for your own admission.
5. The Recreation Manager has the authority to discontinue any activity for any breach of security, inappropriate behavior, or emergency situations.

6. Sexual Offender status residents must remain under staff supervision at all times and cannot attend certain recreational events.

The purpose of the recreation program is to create a positive recreational atmosphere that encompasses all aspects of recreation or leisure time, including social and physical activities to give you the necessary tools and knowledge for developing leisure skills and deals productively with daily living.

You will be expected to demonstrate good sportsmanship, handle yourself appropriately, attempt new programs/activities and obey program rules. You will have access to recreation programs and facilities as scheduled by assigned staff. You may be restricted from recreational programs/facilities due to disciplinary, security, medical or behavioral concerns. You will be responsible for the care of any recreational equipment or supplies. Recreation times are set into the weekly schedule and are subject to change.

Recreational Events are activities such as bowling, swimming, etc., which are arranged by the Recreation Manager and are staff escorted / transported.

RELIGIOUS PROGRAMS

The Alpha House Program provides access to religious programs and services for whoever wishes to participate.

Special religious observances will require prior arrangements with program administration. Program administration will attempt to arrange, at the participants request, religious counseling from a verified authorized representative of any faith requested, unless precluded by facility policy.

You may speak the language of your choice during religious activities and in the privacy of your assigned room or with special permission if English is a language barrier with family or elders. As a general rule, languages other than English are not to be spoken in the common areas.

CONTRABAND

The following items considered contraband include but are not limited to:

1. Weapons
2. Drugs and drug paraphernalia
3. Any unauthorized mood-altering substance (this includes products such as spice, Kratom, scorpion, John 3:16, etc.) or any synthetic made substance.
4. Alcohol (including medications such as Nyquil)
5. Unauthorized food or beverages (outside the dining room)
6. Toxic liquids (bleach, cleaning fluids, etc.)
7. Homemade video tapes, CDs, and DVDs
8. Jump drives and/or memory sticks that plug into USB ports on computers
9. Skateboards/longboards
10. Inline Skates
11. Mouthwash containing alcohol
12. Pornographic material
13. Gang paraphernalia
14. Inappropriate pictures
15. Rolled tobacco, rolling papers, and empty cigarette tubes
16. All powdered products
17. Markers (including sharpies)

RESIDENT ROOM – POSSESSIONS

IT IS YOUR RESPONSIBILITY TO KEEP YOUR ROOM NEAT, YOUR BED MADE, AND THE ROOM INSPECTION READY AT ALL TIMES. YOU WILL BE HOUSE RESTRICTED IF YOU FAIL TO MEET THE ROOM STANDARDS.

Bedroom furnishings are provided by Alpha House. You may not add to or substitute these furnishings. Any damage to or loss of items furnished by Alpha House must be reported to staff immediately. Your accounts will be charged the value of the item damaged except in cases of normal wear and tear.

You are provided a set of linens upon intake. You are responsible to take care of them and return them upon leaving. You will be charged for the full replacement cost of missing or damaged items (except for normal wear/tear).

You may provide your own linens. If you choose to do so, you must turn in the linens issued by Alpha House. **You may not provide your own pillows unless it meets** Federal Flammability Standards, 16CFR1632/1633 or DOC-FF-472, which are located on the pillow tag. If you require a specialized pillow or additional pillows, it must be approved by the nurse and meet Federal Flammability Standards.

You will be issued one dresser or one closet/armoie space to store clothing and personal items. Residents who have a dresser instead of a closet/armoie space will have extra hooks assigned to them for clothing that requires hanging space.

You are allowed two small shoe boxes to store your personal belongings, hygiene items, etc. Closets may contain only clothing, clothing accessories, linens, laundry supplies, small gym bags, and approved boxes. You may not keep luggage or duffle bags in your room. No large plastic or cardboard totes will be allowed in your room.

There is no storage space available at Alpha House. If you are over inventory, you will be required to obtain a private storage facility at your own expense with Case Manager approval or remove the property to another location. If property is not removed within 7 days of staff notification, your property may be processed for donation or destruction. All property must be listed on your inventory or be subject to seizure. **PLEASE REMEMBER IF IT IS NOT DOCUMENTED ON YOUR INVENTORY, IT DOES NOT EXIST.**

Candles, and incense are not allowed in the building. **SMOKING/CHEWING TOBACCO/VAPING PRODUCTS ARE NOT ALLOWED TO BE USED IN THE BUILDING.** Tobacco products must be kept in your mailbox.

Heat/air conditioning vents must be kept clear and operational. **DO NOT** hang or attach items on lamps.

With the exception of water, **food and drinks are not allowed in bedrooms or anywhere on the 2nd floor.** Exceptions may be made by the nurse if you have a confirmed illness or injury.

Your property and clothing will be inventoried, processed and searched by security staff. If you arrive with property that you are not permitted to have, you will be asked to make arrangements to have it removed from the facility in a timely manner. Items of nominal value such as a minimal amount of clothing, driver's license and social security card may be stored at the facility in anticipation of your release. When you leave Alpha House for any reason, your property will not be held for more than 30 days. If your property is not removed within this time frame, it will be donated or destroyed.

The only items of personal property you are authorized at the Alpha House facility are the following:

INVENTORY ALLOWANCES

We ask that you do not bring personal belongings in a laundry basket or luggage. These items are not allowed in your room and we don't have space available to store them. Mesh laundry bags are okay. Paper boxes that can

be thrown away after they are unpacked and duffle bags that can be folded and put away are the best way to transport inventory.

8	Denim Jeans, Casual Jeans, or Dress Pants
8	Undershorts (Briefs, Boxers)
3	Sleepwear
8	Undershirts/t-shirts
8	Socks
2 Sets	Thermal Underwear (winter only)
5	Sweaters / Sweatshirts
10	Shirts
3	Hats
3 Total	Shoes / Sneakers
5	Linens
5	Gym shorts / Cut-offs
2	Jogging Suits
1 Pair	Gloves
2	Belts
2 Total	Coats / Jackets
7	Jewelry
2	Wristwatch / Pocket watch
1	Electric Shaver
3	Stereo Components
1	Alarm Clock
1	Hairdryer
2	Eyeglasses / Sunglasses
2	Billfold
15	Cassettes / CDs /
5	Books
1	Hobby Box Tools
1	Hobby Box Crafts
1	Bike / Bike Tools
3	Religious Items Requiring Special Handling

DRESS CODE

You are expected to be appropriately dressed at all times and dress in clothing issued to you by the program. You will be required to wear your STRT program issued shirt during your time in the program. **No mesh or half/crop tops allowed.** All shirts must have sleeves. When wearing nightclothes, all shirts must be buttoned up and bathrobes closed. No nightclothes are allowed downstairs. All undergarments must be covered at all times.

The following clothing/items are not allowed:

1. morbid, gruesome, obscene or suggestive pictures/slogans;
2. gang-related pictures/slogans;
3. bandanas;
4. spandex (unless worn as an undergarment);
5. advertisements for alcohol, drugs, or sex.

Tattoos which contain nudity, profanity, inappropriate gestures, and gang symbols need to be covered. Baseball caps may be worn with the brim facing forward only and dew-rags must be worn as intended.

You may not have any body piercing or tattoos done while in the program. If you already have piercings prior to coming into the program, you are not allowed to wear jewelry in any piercing other than the ears. If a resident has a piercing in a location that closes quickly such as the tongue, a clear or flesh colored spacer may be used at staff discretion.

MEDICAL POLICY

You are responsible for all your medical expenses during your stay in the STRT program.

You must take a Release of Information and Medical Incident Report (Med IR) with you to all medical appointments. It is your responsibility to ensure that your Case Manager or the nurse is aware of upcoming medical appointments, so a Med IR can be ready for you to take to the appointment. It is your responsibility to ensure the Med IR is filled out by the medical provider and given to the nurse when you return. In case of emergencies, please notify the CAs and a Med IR will be made available to you.

Failure to follow medical instructions (prescription directions, activity/work restrictions, etc.) May result in disciplinary action.

MEDICATIONS

We ask that if you are taking any medication that you bring enough to last your during your stay. All prescription medications and prescription slips must be turned in to the CA office. You must turn in the medication to the CA office prior to taking your first dose. Your prescription may need to be reviewed by the nurse before it is filled. A record of medication use will be maintained. You may keep some prescription creams, eye drops, and inhalers on you or in your room after they are recorded by CA staff and approved by the nurse.

Please bring something to drink with you to the CA desk when you are taking medications.

Medications containing alcohol, benadryl, dextromethorphan, pseudoephedrine, ephedrine, and phenyl propanolamine are **prohibited**. You may not share any medication, or prescription, with other anyone.

Powders and aerosols are not allowed. All medical items must be turned in to the CA area for dosage monitoring. Incident reports will be issued if unauthorized medications are found in your room.

The following is a list of the most common medications (but not limited to) that are NOT allowed at Alpha:

1. Any form of narcotic pain medications. Some examples are Lortab, Percodan, Percocet, Oxycodone, Oxycontin, Methadone, Codeine, Morphine, etc., including all generic forms.
2. Any form of sedatives or tranquilizers. Some examples are Xanax, Valium, Klonopin, Clonazepam, Diazepam, Paxipam, Halazepam, Lorazepam, Oxazepam, Prazepam, (anything that ends in "pam").
3. Any type of sleeping pill or sleeping aid. Trazodone, Desyrel, Amitriptyline (as a sleep aid), Sonata, etc.
4. Any form of muscle relaxant. Soma, Carisoprodol, Flexeril.
5. Wellbutrin: must have prior arrival from the medical staff and the Director prior to use.
6. Gabapentin and Tramadol.

You may not have medication of any kind in your possession without staff authorization. All medications stored in the secure drawer, will only be issued at the CA counter and issued with a clear water container. STRT participants should keep in mind that Alpha House is a treatment based center and SCHEDULED medications can easily lead to relapse and addiction. Scheduled medications are also known as classified medications, such as Class II medications.

Many over-the-counter medications and herbs can cause false positive results for the UAs and interact negatively with prescription medications. **Every medication needs to be entered on the computer. Do not take over-the-**

counter medications from other sources, other residents. You must follow all conditions outlined in the Self-Administered Medication Rules you received at intake.

The following are NOT approved over-the-counter medications/supplements:

1. Anything in liquid or powder form.
2. Dietary supplements that are not vitamins (weight loss, creatine, etc.)
3. Large training packs/bottles of vitamins. Anything that takes over one-half of your mailbox.
4. Herbs that may cause irregularities in the UA testing process. Any herbs must be approved by staff prior to purchase.

RESIDENTS TAKING SECURED MEDICATIONS ARE REQUIRED TO STAY IN HOUSE FOR 8 HOURS AFTER EACH DOSE.

Non-approved medications brought into the facility may be disposed of at staff's discretion.

Self-Administered Medications:

1. All medications, both prescription and over the counter (OTC) that are allowed to be self-administered must be approved by the nursing staff or the In-Charge CA prior to use.
2. Once approved, you must turn in all medication(s) to the CA desk before taking the first dose.
3. If an OTC is not on the approved list, approval must be received by medical prior to purchasing.
4. All medications are to be kept in the original packaging and remain unopened until approved.
5. If approved, you will receive the medication in your mail box with the initials of the In-Charge CA who approved it.
6. Self-administered medications must be in bottles of 100 or less.
7. No capsules or gel tabs will be allowed.
8. All self-administered medications (not deemed as ones you may keep on your person) must be kept in your mailbox.
9. It is your responsibility to budget for prescription refills.

POSITIVE INCIDENT REPORTS

You may receive a Positive Incident Report when a staff witnesses positive behavior. Positive Incident Reports may be redeemed for different things. Please ask staff for more information as the perks/rewards are subject to change.

CARRYING CASH

The maximum amount you are allowed to carry on your person is \$20.00.

EXTRA DUTY HOURS

Extra duty hours consist of in-house maintenance or other house-keeping/chores duties.

- You do not have the option of choosing what chores you will do.
 - Timely completion of extra duty hours is your responsibility.
 - You cannot complete someone else's extra duty hours.
 - If you do not complete your extra duty hours, you may receive a Class 200 Incident Report.
- ***Did you know? You will receive extra duty hours as an immediate sanction for missing your first scheduled group and/or your 1:1 appointment(s).***

HOUSE JOB ASSIGNMENTS

A clean house is not just an afterthought at Alpha House. You are expected to become more responsible for your behavior and how well you complete your house job is one way to show progress. When living in a pre-release/treatment environment, your lack of responsibility can affect everyone.

The following are some of the procedures and guidelines for performing daily house job assignments. You may need to ask a Client Advisor for further instructions.

- You may be assigned house jobs that start Monday morning and continue through Sunday evening.
- It is your responsibility to sign off in the House Job Book that you completed your duty.
- You are expected to maintain your rooms on a daily basis.
- Failure to clean rooms or complete house jobs will result in disciplinary action.
- In the event that you are unable to perform your assigned house job, it is your responsibility to “kite” the Housekeeping department.

SUPER SATURDAYS

“Super Saturdays” occur EVERY Saturday at the posted designated times. You will participate in an intense cleaning of either the facility or your room. You may only be excused if you are sick/injured (must be approved by Housekeeping).

EMERGENCY PROCEDURES

You must be familiar with the Alpha House emergency procedures and the emergency escape plan. Be sure to know the following:

- The location of all fire exits;
- The meeting places inside and outside the building.
- Keep calm, use common sense, and follow directions from staff.

FIRST AID - The first aid kit is located in the CA office. If anyone is injured or unconscious, notify a staff member immediately. All staff members are trained in First Aid and CPR. Follow all of their instructions and help in any way they ask.

FIRE - Know the locations of all fire exits and extinguishers. If a fire is noticed or the smoke alarm goes off, exit the building immediately.

WHEN THE ALARM SOUNDS - EVERYONE MUST LEAVE THE BUILDING IMMEDIATELY THROUGH THE NEAREST EXIT.

- Move quickly but calmly.
 - Close any doors as you leave.
 - If faced with heat or smoke, keep low.
 - Feel every door with the back of your hand before opening it. If the door is warm or smoke is coming through, do not open it, use another escape route or wait at a window for rescue.
 - Once out, go immediately to the staff parking lot (see evacuation plans for meeting point). Stay there until you receive further instructions from a staff member or emergency personnel. If someone is missing, do not return to the building. Wait for the Fire Department; staff will inform them someone is missing and give the individual's last known location.
- ***Did you know? There is no smoking or cell phone use in the parking lot during or after an***

evacuation. You are not to lean, sit on, or touch any vehicles in the parking lot during or after an evacuation.

EARTHQUAKES - Remain in your present location, indoors or outdoors. Most injuries during earthquakes occur when people are entering or leaving buildings. If indoors, sit or stand against an inside wall, in an inside doorway, or take cover under a desk, table, or bench. Stay away from windows and outside doors.

SEVERE WEATHER - Severe weather conditions may include the following: tornado, blizzard, extreme cold, or wind chill. Unnecessary exposure to any severe weather condition should be avoided. Keep the radio or television tuned to a local station for current information and advice from the weather bureau. Facility staff reserves the right to restrict certain activities and/or impose additional safety measures during extreme weather conditions.

INTRUDER OR OUTSIDE DISTURBANCE - If there is evidence of an intruder, active shooter or outside disturbance, notify a staff member immediately. Remain in house. Follow directions from staff and provide assistance if requested.

GAS LEAK - If there is a gas smell, open all windows and notify a staff member immediately. Keep open flames and cigarettes away.

PLUMBING LEAK OR HEATING FAILURE - Notify a staff member immediately.

“SHOTS FIRED”

- Outside of the building: All residents and staff come into the pre-release, and everything goes on lockdown until “all clear” is announced by law enforcement.
- Inside the building: Leave through the quickest route possible. If no route, lock yourself in a room and barricade the door.

POWER FAILURE – You should remain where you are. Staff will provide emergency lighting as soon as possible.

MEETING PLACES:

INSIDE: Basement - earthquake, tornado

OUTSIDE: Parking lot – fire

SELF-HELPS

You will be required to attend self-helps during your program. In order to verify attendance at self-helps, you may be required to fill out a Self-Help Verification form. The Self-help Verification form must be turned into your Case Manager at your 1:1 sessions. Copies may also be required to your treatment providers as well.

ZERO-TOLERANCE FOR VIOLENCE OR DRUG USE

It is the policy of Alternatives, Inc. that use of alcohol or drugs or violence of any kind will not be tolerated and may result in your termination from the program.

DISCIPLINARY SYSTEM

The Disciplinary system is administered through the Incident Report (IR) system. IR’s will be issued based on behavior, alleged violations of house rules and your programming.

All Incident Reports (IR’s) will be discussed and staffed with your supervising USPO to include recommendations for disposition/sanctions.

Incident Reports are divided into three classes:

- Class 100 are the most serious, jeopardizing security and order within the center and/or the community.
- Class 200 are serious and poses a threat to the center and/or the community and shows a high level of non-compliance.
- Class 300 are less serious, minor behavioral issues of the facility rules and personal conduct.

Types of Disciplinary Actions

1. **Informal Resolution:** Informal resolution of incidents involving an infraction is preferred and shall always be considered prior to taking formal disciplinary action. Informal resolution may involve imposition of any of the center's approved minor sanctions.
2. **Formal Hearing:** Before the Disciplinary Hearing Officer or designee. The Hearing Officer may impose a range of sanctions up to and including termination from your program.

Class 100 & 200 Disciplinary Hearing Process

The Alpha House Disciplinary Officer will present you with your alleged violation(s) and your rights. During this time, you may request any witnesses and a lay advisor. A lay advisor is a person familiar with the disciplinary process. The role of the lay advisor is to explain what is going on during the hearing when you don't understand. The Disciplinary Officer will investigate alleged violation(s) and arrange for witnesses and the lay advisor to be present the day of your hearing. You will be given an opportunity to speak on your own behalf, present evidence to refute the allegations surrounding the Incident Report, and if necessary, the Disciplinary Officer will review any issues that need to be resolved prior to your hearing. All class 100 and 200 hearings will be conducted by the Disciplinary Hearing Officer or designee.

Class 300 Disciplinary Hearing Process

Class 300 violations may be addressed informally or through the Hearing process. Class 300 IR's are served and heard by assigned Client Advisor Staff. You will be served the incident report and notified that a hearing will be scheduled. At the hearing, you will meet with the assigned Client Advisor, who will review the alleged incident with you and give you the opportunity to make a statement. If you are found guilty, appropriate sanctions will be imposed at that time.

GRIEVANCE PROCEDURE

The purpose of a grievance procedure policy is to set forth clearly your rights to file a grievance and the procedure for doing so. You have the right to file a grievance for any reason without alteration, interference, or delay, and without fear of any adverse action occurring as a result. The procedure allows for you to file a grievance without submitting it to the staff member who may be the subject of the complaint. Staff and residents are asked to keep in mind that the grievance procedure is to be used when informal procedures do not work or are felt to be inadequate.

1. You shall complete a Statement of Grievance clearly stating the grievance and what action you are asking the staff to take to remediate the grievance.
2. You need to place the Statement of Grievance in the Grievance box by the mailboxes.
3. The grievance will be reviewed by the Screening/Disciplinary Coordinator (SDC) and forwarded to an investigator who will meet with you and attempt to resolve the grievance informally.
4. In the case of an unresolved grievance, the SDC will call a hearing before a three-member Grievance

Committee. The Grievance Committee shall be appointed by the SDC and shall consist of staff members not involved in the grievance. The SDC shall call witnesses requested by you or staff involved in the incident. The Grievance Committee will listen to you state your grievance orally. All witnesses will present their evidence orally or by written statement.

5. The Grievance Committee shall make a decision as to what action is to be taken, if any. You are given the opportunity to accept the action of the Grievance Committee.
6. You may request a copy of the Response to Grievance for your records.
7. You may appeal the formal grievance decision to the Alpha House Director via the Grievance Appeal. A copy of the Director's decision may be provided to the resident lodging the grievance and any other appropriate parties.

In exceptional cases, appeals of the Director's decision may be made to a special committee of the Alternatives, Inc. Board of Directors.

Copies of the grievance form, along with instructions are available in the CA Lobby/Resident mail box area

FREQUENT RULE VIOLATIONS

(The below list shows the most common rule violations. Please remember that all program rules must be followed)

- Failure to Comply with Rules, Regulations, or Staff Instructions, Whether Written or Verbal
- Contraband
- Unauthorized Area
- Providing a False Statement
- Smoking Where Prohibited
- Use of or Possession of Alcohol or Drugs
- Agenda/Schedule Violation
- Contract Violation/failure to comply with treatment plan
- Lying and/or Manipulation
- Excessive Rule Violations

A copy of the Standard Rules/Violations for the Alpha House Pre-Release Center will be provided to you upon intake.

Alternatives, Inc.

Alpha House

Resident Room Standards/Super Saturdays/House Jobs and Room Inspection

Room standards are necessary for health and safety requirements. The following provide an outline of an acceptable standard for rooms. Please be respectful of your roommates by providing a neat, clean, and safe room. **Standards are to be maintained at all times (day or night). Rooms not up to these minimum standards at any time may receive immediate pass restriction and/or a Class III Maintenance Violation I.R.**

1. The use of power strips must be pre-approved.
2. No cardboard boxes other than 2 shoe boxes on top of closet or under the bed.
3. No food or drink (water allowed). This includes no flavored water.
4. Bed made. Extra blanket(s) should be folded neatly on your bed. If you are not in it, it must be made.
5. No clothes on floor. Must be neatly organized and nothing on the tops of armoires (personal closets).
6. All clothing should be in its place. Either in a closet, dresser, or laundry bag. Shoes need to be out of the way and should be placed inside your closet or under your bed.
7. Garbage in trash can (half full or less), with trash liner.
8. All items arranged neatly on top of dresser and free of clutter, all drawers closed.
9. Room (all corners, edges, under the bed) vacuumed or mopped and room dusted.
10. Baseboards and all window seals clean no clutter on window ledge.
11. No covering up windows with objects or material (window blinds only).
12. Window blinds wiped down.
13. Towels hung up properly on towel hooks or hanger
14. All room decorations attached to bulletin boards. Nothing is to be fastened directly to the walls, ceiling, windows, etc. or laying on floor, leaning against walls.
15. Nothing on/or attached to any part of lamps. No colored lights.
16. No plants, live or artificial.
17. No air fresheners, or aerosol cans, wicker baskets, plastic bags.
18. All electronic equipment and room lights must be turned off when the room is unoccupied.
19. No extension cords are allowed.
20. All hygiene products must fit in one standard size shoe box or be neatly organized in or on your dresser.
21. Inventories must be up-to-date and within prescribed limits.
22. All furniture dusted.
23. Dressers must be neat and organized / also closets.
24. All laundry detergent stored on top of closet or dresser.
25. You are not to move any furniture in your room (beds, dressers, desks, etc...)
26. No personal rugs are allowed in rooms.

Alternatives, Inc.
Visitor Policy

It is your responsibility to inform your visitor(s) of the following rules. Failure on your part or visitor(s) to follow the visitor rules or guidelines may result in the suspension of your visiting privilege. All visitors must be pre-approved by your supervising Probation Officer.

I. Visitor's Requirements

1. Upon arrival at Alpha House for a visit, the visitor(s) will check in at the Client Advisor's (CA) Office and sign the Visitor Log Book. Upon request of a CA, the visitor shall display picture identification (preferably a Driver's License). Visitors without proper I.D. or those determined to be under the influence of alcohol or drugs will be denied a visit. Upon departure from Alternatives, Inc., all visitors must check out at the CA office.
2. The visitor log is considered public information and will be released upon request to an authorized agency.
3. Visitors are subject to pat searches at any time by security staff of the same gender of the visitor.

II. Visiting Area

1. The visiting area will be designated by Alternatives, Inc.
2. Visitors are to remain in the visitor area at all times and are not permitted to leave the area. Children are the responsibility of the visitors and are not permitted to leave the visiting area. All visitors under 18 years of age must be accompanied by their parent or guardian.

III. Visiting Room Rules

1. Physical contact between visitors and residents must be appropriate at all time. An embrace and kiss upon the arrival and departure of the visitors is acceptable. Additionally, hand holding is acceptable if done in an appropriate manner. Hands must be easily observable at all times. Good manners and respect for the rights of others are to be observed at all times.
2. Parents are responsible for the direction supervision of their children at all times.
3. The dress code for visitors will be left to staff discretion. If visitors are not dressed properly, they may be asked to leave.
4. The light in the visiting area is to remain on at all times during the evening visiting hours.
5. Music and conversation in the visiting area is to be kept low enough so as not to interfere or disturb the routine of the center.
6. The television in the visiting area is to remain off during visiting hours
7. The residents receiving visitors are responsible to see that the visiting area is cleaned up at the conclusion of a visit.
8. During visiting hours, residents who do not have visitors are not allowed in the Recreation/ Visiting room.
9. A visitor may only visit one resident at a time. The In-Charge CA may make an exception in the case of a visitor being related to two different residents, etc.
10. Bags, purses, diaper bags, etc. are not allowed in the building at any time.
11. Inmate workers can visit during visiting hours as long as it does not interfere with their work schedule or duties.

IV. Visiting Hours

1. Tuesday, Thursday, and Sunday
7:00 PM – 9:00 PM
Visiting hours will occasionally be pre-empted by house functions such as house meetings and group sessions.
2. Visiting hours other than those scheduled may be considered in special situations, but require the approval of the In-Charge CA.
3. Due to the limited visiting area and number of residents, the number of visitors that may be in the center at any one time is to be determined by the CA staff on duty. If visitation is denied for any reason, the staff who denies the request must document the incident in the Shift Change Notes detailing the circumstances.

***FAILURE BY ANY PARTY TO FOLLOW THE ABOVE RULES AND GUIDELINES MAY RESULT IN THE
SUSPENSION OF VISITING PRIVILEGES.***

ALPHA HOUSE
SHORT TERM RESIDENTIAL RESIDENCY CONTRACT

This agreement outlines what is expected of each resident who enters the Alpha House Short Term Residential Program. It is suggested that the prospective applicant read the Alpha House Rules before signing the Acknowledgement. All individuals who plan on entering Alpha House must acknowledge agreement prior to taking up residence.

1. I agree to create, with the Contract Team, a contractual program that will help me to acquire the skills and understanding I need to live in the community successfully. This contract is developed between my case manager and me and approved by the staff team within seven days of my arrival. This may include but is not limited to: Chemical Dependency Treatment, Anger Management, MRT, Psychiatric testing, and any other programming deemed appropriate by the Contract Team Supervisor.
2. I agree to perform any house job as assigned (House Job Descriptions are listed in the Resident Handbook and the resident house job assignment handout sheet) and I understand that I may receive an Incident Report, lose a pass, or assigned extra duty hours for failure to do so.
3. I agree to develop a leisure time program and to attend all counseling classes required of me by Alpha House staff members. These classes include, but are not limited to, house meetings, individual counseling sessions with my case manager, and Job Club.
4. I agree to pay for all medical and dental expenses incurred while in the program.
5. I agree to enroll in the Affordable Care Act upon arrival unless I have appropriate medical insurance.
6. I agree during my residency at Alpha House not to possess or consume any alcoholic beverages, narcotics, anything containing poppy seeds, drugs (other than those prescribed by a physician or any other mood-altering substance). Further, I agree to submit to urinalysis and breathalyzer tests upon the request of Alpha House staff members. I also agree to cooperate with the personal, room, and vehicle search policies of Alpha House.
7. I have read all the rules and policies outlined in the Alpha House Rules and Guidelines and agree to abide by them.
8. In the event of contact with local law enforcement agents while in residence at Alpha House, I agree to report such contact to Alpha House staff members immediately.
9. I agree to comply with any medical tests as mandated by Alpha House (This can include TB, Hep B, and serological [federal residents]).

I understand that my failure to comply with the above conditions or failure to work on my program contract that I establish at Alpha House may result in my termination from the program.

In return for compliance with the above conditions, Alpha House agrees to provide, or arrange for, the following services:

1. Pleasant and healthful living accommodations.
2. Drug, alcohol, financial, mental health, and/or marital counseling as required.
3. Aid in gaining access to community services.
4. Support and counseling to help the resident overcome their problems.
5. Aid in completing a realistic and acceptable plan that includes, but is not limited to: employment, counseling, and savings.

HOUSE JOB / EXTRA DUTY ASSIGNMENTS

Day room (Please put out wet floor signs)

- Chairs straightened
- Windows cleaned (as needed) Empty garbage cans Baseboards wiped down
- Bookshelves dusted, and straightened Radiators wiped down
- Light switches and fixtures cleaned Doors wiped down
- Walls cleaned
- Electrical conduits cleaned
- Sweep and mop the floor. Use fresh mop water and discard after use.

Main stairways and sidewalks (Please put out wet floor signs)

- Stairs swept and mopped. Use fresh water and discard after use.
- Sidewalks swept or shoveled.
- Baseboards cleaned. Radiators cleaned.
- Light switches and fixtures wiped. Doors cleaned.
- Electrical conduits wiped. Walls cleaned.
- Windows cleaned. Disinfect handrails.
- Dining room/alcove

Dining Room

- After each meal remove all food, dishes, etc. And put in kitchen. Wash off tables with a damp cloth.
- Clean and wash down coffee maker and juice machines.
- Arrange silverware and clean silverware cart.
- Wipe top, sides, and front of icemaker. Clean windows.
- Dust window sills, baseboards, and light switches. Clean radiator, door moldings, and doorknobs.
- Chairs are to be stacked before mopping. When done mopping, chairs are to be placed around the tables.
- Sweep and mop the floor. Use fresh water and discard after use. Empty garbage can.
- Garbage can washed once a week. More often if required.
- Area behind garbage is to be cleaned everyday as well as mopped.
- Leave trash liner in garbage can at all times.
- Clean microwave inside and out.

Bathrooms (Please put out wet floor signs)

- Clean mirrors
- Sweep and mop floors. Use fresh water and discard after use. Baseboards wiped.
- Door frames wiped. Radiators wiped.
- Light switches and fixtures wiped. Water pipes dusted.
- Toilet bowls cleaned. Sinks cleaned.
- Paper holders wiped.
- Empty trash and replace liner. Shower stalls cleaned.
- Electrical conduits wiped. Walls cleaned.
- Doors and doorknobs cleaned.
- Stock all stalls with toilet paper.
- Stock footbath, clean footbath (light blue unit bathroom only). Urinals cleaned, and urinal screens replaced as needed.

Residents Rooms (Please put out wet floor signs)

- Floors swept and mopped. Use fresh water and discard after use. Carpeting vacuumed.
- Clothing put away.
- Dressers dusted & organized. Beds made.
- Laundry done. Walls cleaned. Windows washed. Radiator dusted.
- Doors and door frames cleaned.
- Closets organized.

- Baseboards cleaned.
- Light fixtures and switches cleaned. Electrical conduits cleaned.
- All furnishings dusted.
- Empty trash and replace liner.

Meal Servers

- Resident is to follow the instructions of the cook in helping serve and prepare meals.
- This will include the serving of correct portions of food, the handing out of milk, the re-supplying of condiments that run out during the course of the meal, and other duties as directed by the cook.

Busboy

- Keep tables wiped off during meals. Keep condiment/microwave table clean.
- Keep coffee machine wiped down; keep table wiped down. Keep ice machine wiped down.
- Keep soft drink dispensers wiped down.
- Wipe chairs down and keep chairs arranged at tables.
- Keep debris off floor, mop when necessary.
- Busboy is responsible for overall cleanliness of dining room area during entire mealtime. Make coffee when pot is empty.
- Wipe down walls as needed. Empty garbage when full.

Late evening dining room (Please use wet floor signs)

- Wipe all tables, countertops, refrigerators, cabinets and coffee maker.
- Sweep and mop floor. Use fresh water and discard after use.
- General pickup of the dining room area. Empty trash and replace liner.

Hallways/trash/lounges (Please put out wet floor signs)

- Telephone areas cleaned, and telephones disinfected. Electrical boxes cleaned.
- Fire extinguisher boxes cleaned. Walls and windows cleaned.
- Carpeting vacuumed.
- Sweep and mop the floors. Use fresh water and discard after use. Baseboards and door frames wiped.
- Light switches wiped. Radiators wiped.
- Water pipes wiped down. Electrical conduits wiped down. Empty all trash and replace liner. Vacuum cushions in the lounges.
- Dust the top and sides of the TVs and the tv stands.

Courtyard

- Empty ash trays.
- Empty trash and replace liner.
- Pick up all garbage and cigarette butts. Rake leaves.
- Shovel snow. Sweep walkway.
- Sweep or shovel sidewalks

Laundry rooms (Please put wet floor signs out and Please do not pull machines from walls)

- Wipe down all machines.
- Sweep and mop the floor. Use fresh water and discard after use. Empty trash and replace liner.
- Wash walls.
- Clean lint filters.

CA hall/bathrooms/waiting area (Please put out wet floor signs)

- Sweep and mop floor. Use fresh water and discard after use.
- Wipe counters.
- Clean windows. Disinfect phones.
- Wipe molding and baseboards.

- Clean mirrors.
- Wipe light switches and fixtures.
- Water pipes dusted.
- Toilet bowls cleaned.
- Sinks cleaned.
- Restock paper products.
- Empty all trash and replace liner.
- Walls cleaned.
- Dust fire extinguisher box. Wipe all counters.

House vans

- Floors vacuumed. Seats vacuumed. Windows cleaned.
- Dashboard, seats, and sides wiped down.
- Exterior washed.

Refrigerators

- Wipe down the outside
- Wipe down the inside, including shelves and drawers.