

RESIDENT RULES

POLICY

Residents will receive a copy of the “All Things Are Possible” Rules and informational materials upon admission.

BASIS

The “All Things Are Possible” Rules and informational materials help residents understand the expectations and benefits of the program.

PROCEDURE

Upon admission, each resident will receive a copy of the “All Things Are Possible” Rules and informational materials. At the time of admission, the “All Things Are Possible” representative will review the “All Things Are Possible” Rules and informational materials with the resident and the resident will sign a copy of the Rules that will indicate the review and understanding of all rules and expectation to adhere to the rules.

RULES & REGULATIONS

At All Things Are Possible, communication and responsiveness is prioritized and influence and mentorship is provided appropriately to aid in the client’s recovery through our house mentors, recovery coaches, Christian counselors, addiction counselors, and guidance by area Pastors, support groups and community therapists. Residents are emphatically encouraged, and occasionally mandated by conditions of parole or probation, to utilize all local mental health resources.

While it is our sincere desire each of our residents will come to know Jesus as personal Savior, we do not exclude any person based on their religious beliefs or non-belief. All residents must acknowledge their understanding that “All Things Are Possible” is a faith based residence and certain activities that promote our faith will be part of the required daily curricula and/or activity. This will include devotions, bible study, attending chapel, worship services, church and related activities. Sunday church attendance is mandatory and residents with less than 30 days residency or on disciplinary actions will attend Sunday services with one of the directors either at Calvary Temple or Mexico Baptist Church.

We also encourage each resident to seek any and all treatments available to help them attain and sustain a substance free lifestyle. You are required to attend at least two (2) peer recovery support meetings per week, and you must have your meeting slip signed by leader or a member of the group, (this may not be an ATAP resident) YOU are responsible to fill out your meeting information and turn it in to directors to be placed in your file.)

You must obtain an appointment with an addictions therapist or other mental health professional within the first week of residency. You must provide a contact name and phone number and give it to the directors to be placed in your file. This is the RESIDENT’s responsibility and will be verified. Failure to comply will result in a conduct report. (12/9/2019)

You are required to attend and be prepared to join discussions and complete all homework for on-premises studies. You will be assigned curricula on DVD and may complete these at your own pace. Satisfactory completion of DVD and other various studies including any assessments of material will be required to move to the next level building block. (7/9/2020)

House meetings are typically held on Sunday evenings and are meant for the benefit of the residents. Here you may share questions, new chore rosters, and issues or concerns. House meeting attendance is mandatory, (the only acceptable reason to miss a meeting is because you are working a regularly scheduled shift), there are no exceptions to this rule. Meetings should be scheduled to avoid the possibility of a work conflict whenever possible. Meetings are scheduled and attended by the

residents and are not the responsibility of the staff. Failure to hold and attend required meetings may result in loss of privileges for the entire house. Minutes MUST be turned in to director in a timely manner.(12/9/2019)

Curfew is 9:00 PM Sunday - Friday and 11:00 PM on Saturday. Exceptions to curfew will be granted for shift work and must be documented by pay stubs.

You are to remain on premises until directors approve you for off-site activity (minimum thirty (30) days) Approval will be given based on your behavior and progress. If you have secured employment, you will be allowed to work but must leave and return without any additional stops. If you are not employed, you are expected to be working on your studies, attending peer support or activities scheduled within the residence.

You must sign out when leaving the premises for any reason and you are required to sign in upon your return. You are to record the time and date, where you are going, who is going with you, mode of transportation and time that you returned.

All overnight visits must be pre-approved by the Director(s) in advance. Community Corrections or Probation officers must approve all overnight visit requests prior to approval by ATAP Directors. Overnight visits require written permission and a minimum of 24 hour notice.. Any inconsistencies in leave times are grounds for discharge from "All Things Are Possible."(12/9/2019)

Cell phones are not allowed. Your phone will be surrendered upon admittance and locked in cabinet or you may choose not to bring one. Please do not ask another resident or a mentor to use their phone. A land-line telephone is available for approved calls . These include legal, medical and pre-approved contacts on your list. Please be courteous and limit your talk time to 10 minutes. Abuses may result in loss of phone privileges. Land line phones are to remain on the main floor and never to be taken outdoors. Failure to comply may result in loss of phone privileges.(8/20/2020)

You are required to be employed full time (or as required by Drug Court), and you are not permitted to turn down a job offer or quit a job without first discussing it with the Director(s). Employment status will be checked periodically.

There are certain types of employment that are not allowed, and you must speak with the Executive Director prior to accepting any employment in an establishment that may be questionable for someone in recovery. These include, but are not limited to; working in bars, clubs, or places that sell alcohol or drug paraphernalia, Gentlemen's Clubs or strip/dance clubs.

Shared house expense fees must be paid every Friday or the first Friday following a payday (for those on a bi-weekly pay schedule) to the manager/mentor on duty, and kept up to date without exception.

Residents who allow program fees to become four (4) weeks in arrears will be subject to dismissal.

You may not purchase take out food or other non-essential items unless all housing fees are paid and current. **NO EXCEPTIONS.** If discovered breaking this rule, you may be subject to dismissal. (8/28/2020)

Gambling is prohibited. This includes lottery tickets.

Residents may not enter into an agreement to purchase or actually make a purchase which would endanger their ability to fulfill to agreed upon financial obligations to ATAP. Residents must discuss any such financial plans with the Director(s) prior to the expenditure.

Your living areas should be kept neat, your bed made at all times, rugs vacuumed, toilets cleaned, kitchen area clean, absolutely no dishes, cups, glasses, forks, knives, spoons, etc. are to be left in living room , bedrooms or bathrooms at any

time, and all trash must be disposed of in a timely manner. Beds will be stripped and sheets and pillowcases will be laundered weekly.2/25/2021 **ABSOLUTELY NO FOOD OR DRINKS ALLOWED UPSTAIRS** (12/9/2019) Consistent violators will be dismissed. (8/28/2020)

You will be assigned daily and weekend chores (these are mandatory as part of your stay).

All vehicles will have current tags and insurance, all drivers must have a valid driver's license and documentation provided. There will be no storage of vehicles, and no working on vehicles on the premises.

Bikes and other modes of transportation must be stored in the appropriate locations, and security for these are at your own cost.

Any situation that requires police involvement must be discussed with the manager/mentor in charge and if deemed necessary, she will contact the police. (any police involvement without manager/mentor approval will be grounds for disciplinary action).

There will be no profane language allowed by residents or visitors. Resident violations will result in verbal warning or conduct report and visitor violations will result in termination of visit and they will be asked to leave the property. Visits and telephone calls are limited to pre-approved contacts. These may be reviewed by probation, corrections and legal representatives and will be adjusted as necessary. Contacts listed may not meet approval criteria and will be excluded. Visitors are not allowed in any sleeping areas. Certain exceptions may be made for infants and toddlers but this will be at the discretion of the staff in charge.

No visitors allowed after 8pm and no phone calls allowed after 9pm.

All rooms are subject to inspections/searches at any time. There is **no expectation of privacy** in relation to searches. The K-9 squad may be utilized and will perform random searches outside and inside the home, including but not limited to; all items, all rooms, furnishings, residents, visitors and volunteers as well as any vehicles on the premises.

There will be no congregating outside the front of the home, no loud music or discussions, no inappropriate dress, language, or music is allowed. We are a faith-based facility and all literature, media and activities will reflect that in a positive manner.

You are required to attend to daily hygiene needs. (Baths, clean hair and nails, oral hygiene) **Sanitary pads and tampons will be discarded in a trash receptacle after being wrapped in tissue. NEVER flush tampons.** Baby wipes, make-up removal towelettes or any like items are not allowed and will be confiscated if found.

All interactions with neighbors are to be friendly and polite. If there is a concern raised by one of the neighbors, please excuse yourself and immediately. Have the manager/mentor in charge speak with the neighbor. You are NEVER to argue, antagonize, curse, or mock a neighbor.

There will be no sharing of clothes, personal property, loaning money, borrowing vehicles, including bikes by either staff or residents.

You may be requested to submit to a UA drug screen at any time, which may include either with cause or without. Another resident may request someone to be tested if a person's behavior warrants it.

Any resident who is aware of a rules infraction and does not notify the manager/mentor in charge immediately will be subject to discharge, this includes finding out at a later time that you had knowledge of it.

All rooms are subject to inspections/searches at any time. There should be no expectation of privacy in relation to searches. The drug canine squad may be utilized.

Smoking/Vaping is not allowed in rooms or in the house. Smoking/Vaping is only allowed in designated areas outside and at the back of the residence. No Smoking/Vaping by residents or their guests is allowed in the front of the property. All debris (cigarette butts, matches etc) will be disposed of in appropriate containers. **They are NEVER to be thrown on the ground.** Security of following items is each individuals responsibility; Vapes and vaping accessories, cigarettes and accessories (matches, lighters, etc.)

All cooking done by residents requires immediate clean-up. Teams of residents will be responsible for cooking and clean-up as well as other household duties. Please check your assigned weekly chore list.

A laundry room is provided in the basement but is kept locked. You will be assigned a day and time to do your laundry and may not use any of the machines without being escorted by the laundry monitor and shown how to correctly operate them. You will be given laundry detergent by the monitor. (8/14/2020)

You will be given two fresh towels weekly. Hang them to dry after bathing. If you must get a fresh towel due to excessive soiling, you may exchange it for a fresh towel from the resident who has towel washing as their chore or a staff member. You will be asked to sign when you exchange. This should not be done more than once per week.(8/14/2020)

Any delegation, directive, or request that is made by staff will be treated with respect and promptly carried out.

Any medical conditions and/or injuries must be brought to the attention of the house manager/Director(s).

If there is an emergency, call 911, and then notify the house manager/mentor immediately.

Any and all medications, prescription and over the counter medications including pain pills, psych. meds, aspirin, Advil, cold, flu, sinus, etc.will be locked up at all times, either in medicine cabinet or your personal med lock box for your daily doses.You will be allowed one weeks dosage to be kept in your med box. (2/3/2020) There are certain medications that will be dispensed only by staff.You must let the Director(s)house manager/mentor know what medicines you are taking. Prescription and over the counter medications that have an unreadable label will be disposed of promptly.

Failure to divulge any and all medications to the house manager/mentor may cause you to be discharged.

All residents are expected to be up and downstairs by 8AM unless they work a shift that gets them home later than midnight. Second shift workers able to be in bed by 1am are to be up and downstairs by 9am. 3rd shift workers will be allowed 8 hours of sleep time. **No exceptions to the above.** First offense is a verbal warning. 2nd and subsequent offenses incur a conduct report. You may be asked to leave the residence if you incur three conduct reports.(8/14/2020)

NO SLEEPING ON THE SOFAS. Residents may NOT SHARE BEDS with one another...ie, you MAY NOT sleep in SAME BED. NO EXCEPTIONS. (2/6/2020) You are not to go back to bed or nap during the day without permission. If you are not working, you may study, read or otherwise constructively fill the time. You may be assigned tasks around the house to help maintain a clean and orderly environment. If you are ill, you will get up, come downstairs and contact your medical provider for an appointment.

Hair color is to be a natural color. No pink, blue, purple, green, bright red, or magenta hair color is permitted. No Hair dye treatments, bleaching nor color is allowed at ATAP. We have had items stained and ruined. **NO EXCEPTIONS.** Nail polish and polish remover will only be used in the bathroom areas and a protective covering used on surface where being applied. **NO EXCEPTIONS** (12/1/2019)

There will be no additional tattoos or body piercing while in residence at All Things Are Possible (ATAP). There will be no body piercing jewelry worn while at ATAP. (8/28/2020)

Residents of ATAP may not have an intimate relationship while in residency at ATAP and all single residents are expected to maintain a celibate lifestyle. (8/28/2020)

There are no pets allowed indoors or on the grounds of ATAP. Visitors may not bring animals to ATAP. (8/28/2020)

House shut downs (no phone privileges, no visits or visitors, no leaving the house,) will occur if chores are not done, the grounds and buildings are not cared for, rooms are not kept clean, or general attitudes are not in line with house etiquette. This will be done at the discretion of the house mentor/manager in charge and promptly reported to the Director.

All rules and regulations are subject to additions and changes. The Director(s) may revise and implement new rules at her/their discretion and they will be in effect immediately upon being communicated to residents.

All Things Are Possible is a program of recovery and is not governed by State or Local real estate rental laws or ordinances.

I've had the opportunity to read the Resident Rules and have any questions and concerns addressed by a responsible member of the All Things Are Possible volunteer staff. My signature below indicates my understanding and my consent to comply.

Resident Signature: _____

Printed Name: _____

Date: _____

“All Things Are Possible” representative Signature: _____

Printed name: _____

Date: _____

DISCIPLINARY ACTION POLICY

Residents of All Things Are Possible who fail to adhere to the rules agreed to on admission to the program will be subject to progressive disciplinary procedures.

BASIS

All Things Are Possible operates on the basis of trust built over time according to interactions between all parties. When a policy is violated, disciplinary action will be taken and trust may be lost.

PROCEDURE

Infractions against All Things Are Possible (ATAP) policies such as violating curfew, not doing chores, etc., are subject to progressive disciplinary procedures. Generally, residents are initially given a verbal warning, followed by a written warning (Conduct report). Second conduct report is the final opportunity for a resident to change the behavior of concern as a third conduct report warrants discharge from the residence.

In the event of discharge, consequences are immediate. The Resident must make their own arrangements to find accommodations elsewhere. Seven (7) days are allowed to make arrangement for personal belongings to be retrieved. Personal property not retrieved after seven (7) days of dismissal from ATAP becomes the property of ATAP and disposition of all items will be at the discretion of ATAP.

The infractions that result in immediate discharge from All Things Are Possible are:

Using **ANY** type of mind altering substance

Drugs, alcohol or any related paraphernalia found in possession of any resident or in resident's possessions **or** not notifying staff in charge about another resident's use or possession

Positive results from a random drug screening that are not covered by a valid prescription.

Being under the influence of alcohol and/or drugs

ANY form of threats, any verbal or physical assault toward self or others, acts of violence, fighting, bullying.

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possession of weapons

Property destruction or altering the physical construction of the premises, including interior walls

Failure to submit to a drug screen

Lies, either found on your intake paperwork or otherwise, stealing, or involvement in criminal activity of any kind

Sleeping with another resident

Habitual failure (3 or more instances) to comply with rules and/or staff directions

Suicide attempts or verbal intent (suicidal ideation) will be referred to an appropriate care facility

DRESS CODE POLICY

Residents, visitors and staff members of All Things Are Possible(ATAP) will adhere to the following dress code to ensure they are attired and groomed in an appropriate manner.

BASIS

The image created by All Things Are Possible is important to the supportive living environment. Extremes in clothing and grooming are considered inappropriate for both The All Things Are Possible staff and residents. Personal grooming is an important aspect of a resident's recovery.

PROCEDURE

All staff members of All Things Are Possible and residents shall adhere to the following:

Maintain high levels of personal standards of cleanliness with regard to hair, nails, oral and body hygiene.

Clothing shall be neat, clean and conservative. No tight fitting clothing and no seductive clothing, such as low cut or sheer styles or short dresses or short shorts.

Certain exceptions may apply when All Things Are Possible staff or residents are participating in certain events (e.g. yard work, painting, etc.). You may wear old or previously stained clothing but it must still maintain modesty.

Residents must be fully dressed in the common areas at all times. Pajamas, providing they maintain modesty, are permitted for morning coffee/early breakfast.

No clothing with profane or lewd language or imagery is permitted.

Upon dismissal, change of address will be filled out and posted to mailbox, bed will be stripped and linens brought downstairs. Room will be vacuumed and dusted and any trash taken to trash receptacle in rear of house. All your personal belongings are to be packed and must be inspected by a director prior to removal from the home. Medications, electronic devices, lighters, cigarettes and any addition belongings kept in the locked medicine cabinet will be issued and signed for. You are responsible to have your belongings picked up within seven (7) days or they will be disposed of or utilized by ATAP. (2/25/2021)

I've had the opportunity to read the Disciplinary Action Policy and Dress Code and have any questions and concerns addressed by a responsible member of the All Things Are Possible volunteer staff. My signature below indicates my understanding and my consent to comply.

Resident Signature: _____

Printed Name: _____

Date: _____

“All Things Are Possible” representative Signature: _____

Printed name: _____

Date: _____