

Policies & Procedures

Daily Routines

- Wake up 7 am- make bed, hygiene & breakfast ready for the day by 8am.
- Devotion with volunteers 8am
- 9am-3pm - Work - (If you do not have employment, start submitting at least 6-8 applications in a regular work day time frame showing your actively seeking employment.)
- Dinner 5-7pm (loosely)
- 2 hrs a day on education/career goals
- Curfew 9pm if working or at other approved activity
- Lights out 10pm

Weekly Routines

- Case management - set by CM
- Church Sundays (**ONLY FH 1**)
- Celebrate Recovery Tuesdays 4pm-8pm (**ONLY FH 1**)
 - Serve as volunteer 4pm-6pm
- Life Group Wednesday nights or Sunday morning (**ONLY FH 1**)

Money (**ONLY FH1**)

- 30% of Paycheck for personal spending (groceries, transportation, necessities)
- 20% of income into the program for expenses
- 40% of income into a savings account
- 10% goes to tithe (church or charity of your choice)

Work Schedule/Rules

- Must be turned in on the day received & added
- Changes communicated to the program manager
- No working at restaurants that serve alcohol, convenience stores, clubs, or bars. No pet sitting or babysitting.

Discipline

- 3 write-ups is an automatic dismissal
- Not adhering to the rules is an automatic dismissal
- Write-ups - discipline
 - Lying (lead group devotion to integrity)
 - Missing crew few (early wake-up - make the coffee)
 - Chores (must be completed before work vs any time in the day)

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House Rules

- Always speak from a place of love and encouragement. Let's lift one another up without judgments. We are all perfectly flawed!
- When taking phone calls, be mindful of others and continue your call outside of the house.
- Bring your belongings with you when taking showers, and take everything back to your room, including shampoos, conditioners, clothing, trash, etc.

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- We are all grown adults,, so please pick up after yourselves. This includes washing any dishes you use and putting them up.
- There will be no overnight stays unless we have the address and phone number and speak with the individual two weeks in advance. If we do not feel it's a safe place for you to take a home pass, we will deny it. This is for your safety and well-being.
- If you take anything from Freedom House, while living there or after leaving, that doesn't belong to you - we WILL prosecute. Do not steal.

Protocol

- Search items- Reference list- Intake forms- Drug test - Signed agreement & rules
- Must attend case plan meetings weekly and CR and Church

Forms

- Medical Assistance Request Form - Overnight Pass Request Form - Incident Report
- Bible Study- Multiple Group - Devo Sheets (mon-sun)

FREEDOM HOUSE 1 ONLY

Phase 1 (Week 1)

- Intake forms & assessments
- Career & personality testing
- Identification/legal paperwork
- Counseling set up/ Crossroads medical evaluation
- Resume building

Phase 2 (Weeks 2-3)

- Bank Account
- Job Search – Must apply for at least 6 a Day
- Must work a minimum of 32 hours a week
 - No nights, no bars, no convenience stores
- Employment required by the end of week 3

Phase 3 (ONGOING)

- Weekly mentoring sessions
- Weekly meetings & classes
- Work schedule & banking management
- Random drug testing
- Connection with government entities (probations, CPS, FFN, HHA, etc.)

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MENTAL HEALTH & SUBSTANCES

MUST HAVE 3 MONTHS OF SOBRIETY (FH1 ONLY)

- RANDOM DRUG SCREENINGS WHILE IN THE PROGRAMS
- REFERENCES TO SPEAK TO YOUR STATUS OF SOBRIETY

NARCOTIC MEDS- ALLOWANCE

- ONLY FOR INCARCERATION RELEASE
- IF THE PROGRAM MANAGER GRANTS AN EXCEPTION
- 3 WEEKS PROBATIONARY PERIOD TO WEAN OFF MEDS OR TRANSITION TO NON-NARCOTIC

PSYCH MEDS POLICY:

- NO SCHIZOPHRENIC OR MEDICAL CONDITIONS THAT REQUIRE MEDICAL SUPERVISION
- PSYCH MEDS PARTNERSHIPS: COPE CENTER - DEFUNK\AVALON CENTER- PCOLA\ BRIDGEWAY

CLIENT NAME

PRINT _____

SIGNATURE _____ DATE _____

WITNESS _____ SIGNATURE _____