



## **Welcome to the Lighthouse Recovery Center Men's Housing and Rehab Program**

Welcome to a program that is designed to assist our guest in a focused goal of an acceptable standard of living; being self-sufficient beyond this program, attaining gainful employment, a permanent place to live, and having successfully gained permanent cessation from the use of drugs, alcohol, cigarettes and dysfunctional lifestyles.

### **POLICIES AND PROCEDURES**

#### **A. Procedure for Acceptance and Residence:**

1. This program is a 9-month to 2-year transitional/rehab housing program.
2. There will be an application process for every potential guest in this program.
3. Guests/Residents apply for acceptance into the men's Housing program at the Lighthouse Facilities.
4. There will be a complete evaluation done before acceptance.
5. Guests will not start our program until after our full orientation process.
6. The first 30 days for our guests will be a probationary period. During the probationary period guests will not be allowed off of the Lighthouse property except to travel to and from work, classes and attending church services. There will be a 30 day packet that guests must complete during that period.
7. Each new guest that is eligible for E.B.T. (Food Stamps) must apply immediately upon entry of purchase of food. This is legal and authorized by the state.
8. Upon acceptance to the Recovery Center all guests unable to receive outside sponsorship for their recovery fees are put in arrears until successful employment is secured. At that time guests will begin to pay fees and payments on arrears of 80% of net income will be applied until arrears are paid in full.
9. At the initial acceptance of an applicant for guests/residence, there will be a base-line drug screen taken. This will be the starting point at which recovery will be monitored, however if a guest does test positive a weekly test will be administered at the guests expense until all levels have dropped and a clean/negative drug test is presented. There after drug/alcohol drugs screens will be administered/done randomly or upon suspicion of drug use and also Breathalyzer can and will be used. Those found positive are discharged immediately.

However, counseling and case management can advise per each individual case. At that point special privileges can be taken away. Guests are told before they come that the requirement is that they do not use. All failed drug/alcohol tests will be turned into courts, probation /parole officer immediately. If Children and Family Services are involved, the test will be sent to them as-well.

## **B. Financial Obligations of Residents:**

1. Guests will be required to pay a "Recovery Fee" that will be a minimum of but not limited to \$180.00 per week. (Please see attached Financial Policy)
2. Guests are required to complete Intense Alcohol and Drug Treatment Group and Relapse Prevention (also Anger management and or parenting classes as needed) before guest's graduation date.
3. The Lighthouse, in working relationship with the Counselor/case worker and resident/guest, evaluate the resident's/guest's earnings on a regular basis, and provide an accountability system by which each guest has a budget and a savings trust account established to be used upon successful completion of the program.
4. Each guest is responsible to pay for any additional drug screen that exceed normal random drug screening policies.
5. The guest will also begin learning to tithe, deciding where he feels led to apply the 10<sup>th</sup> of his gross income.

## **C. General Conduct Rules and Policies:**

1. All piercing must be removed upon acceptance into the program, and must not be worn in the facility or outside of the facility by a guest.
2. No music or DVD's except Christian oriented music will be allowed in the facility, all DVD's and music will be approved by the Director. Any music or DVD's and instruments to play them will be confiscated and not returned. No TV's or DVD players allowed in our guest's rooms.
3. No shirts with non-Christian suggestions or wording on them. All shirts must have sleeves.
4. No jewelry except wedding rings and cross necklaces allowed in facility.
5. Hair must be kept neat and clean and no longer than collar length.
6. Beards and mustaches will be kept neat and trimmed.
7. Guest are required to shower daily, make their beds every morning and keep their rooms in order.
8. No weapons allowed. This includes pocket knives, if needed for work, must be kept in vehicle.
9. This is a non-smoking facility. (Smoking must be in designated areas only.) There will be no use of chewing tobacco, snuff, dip or e-cigs in the facility. If you are caught, this will be an automatic

3 month or 6 month pass suspension, at the discretion of the Director.

10. No swearing, cursing, abusive or obscene language or behavior allowed. This includes off-color jokes.

11. Guests can acquire a cell phone/tablet with no data or laptop after 6 months of residing at the Lighthouse Recovery Center upon meeting these certain conditions:

1. You must have a job.
2. You must be paying your fees/back fees.
3. You must be without any formal conduct reports.

If you are ineligible for a phone, you can have an MP3 player with no cellular data

If you have cell phone privileges, guests are not to share their cell phones with another resident/guest who do not have cell phone privileges. If caught, this will cost you your privileges. Also if you stop paying your fees/back fees or any inappropriate material is discovered on your phone or tablet, this will result in your losing your phone privileges. All phones/tablets will be checked randomly and will be confiscated if any inappropriate material is discovered on them and they will not be returned. All cell phones must be approved with a verification sheet through the day-time Director. There will be no social media contact or messaging between guests from the men's and women's facilities. (See relationship policy). If there are problems encountered with the cell phones, they will be confiscated and the policy will be adjusted and or changed. Cell phones are a privilege and should not be taken for granted.

12. Vehicle use on or off the property of the Lighthouse Recovery Center requires a legal Driver's license and must show proof of registration. Updated plates and insurance coverage is required as-well as a clearance by the Director for driving privileges.

13. Guests are expected to conduct themselves as viable law abiding citizens at all times.

14. Guest must awake by 6:30 A.M., be dressed and prepared for the day by 6:45 A.M. and at devotion by 7 A.M.

15. The doors will be locked by 10:00 P.M. on weekdays and 11:30 P.M. on weekends. Doors will be open at 6 A.M. for anyone who does not have a job. If working, the Director will make accommodations for the doors to be open.

16. Bed time will be at 10:00 P.M. and on weekends 11:30 P.M. Please respect the other guests' schedules by not disturbing others. All nighttime activities, such as showers, brushing teeth, and eating must be completed by 10:30 P.M.

17. Guest phone is a privilege use therefore all chores and rooms must be cleaned before using the phone in the morning. During the week the phone will be put up at 10:00 P.M. Weekends it will be put up at 11:30 P.M.

18. There will be a weekly house meeting. In this meeting guests air their concerns, go over the house activities. We will have reports from the President and Vice President, and will also have updates from the Department Heads. We need to have guest's home function as a team to keep the house and the property looking excellent and for other to see a successful operation. This will help guests develop skills in communication, confrontation, assertiveness and responsibility for their lives and learn how to live in community.

20. Some guests will be elected to hold an "office" in the house, these offices rotate.

Examples:

- A. President
- B. Vice-President
- C. Department Heads

The LHM will consist of Office Assistant, Transportation Coordinator, Kitchen Coordinator, Maintenance Coordinator, Program Coordinator and Clerk.

21. Guests who do not take responsibility and keep their rooms clean and orderly and who do not participate in the regular house activities are subject to questioning. Addictive behavior is usually evident if a guest is showing the following social behaviors; reclusiveness when it is not associated with rest for work or studies, confusion or paranoia, lack of organization and personal hygiene. The house meetings will quickly find out the resident who may be using.

22. Visitation must be conducted in the dining area of the Men's facility or in designated picnic areas outside except when on tours of the facility given by staff.

**Visitation Dress Standards:** Visitors shall wear clothing that is permissible in the facility. The following standards are to be met:

Undergarments must be worn at all times.

Shoes must be worn, except for infants who are carried.

Tight fitting pants, such as stirrup, lycra pants, or leggings, shall not be worn.

Dresses, skirts, or shorts must be no shorter than two (2) inches above the knee and not have deep slits.

Halter or tank tops, tube tops, sheer, see-through, or low-cut clothing is not permitted.

All visitors must wear a shirt/blouse with sleeves.

No jewelry, except a wedding band or set, may be worn in the visitation area.

Hats or other head coverings are not permitted, except as required by religious beliefs.

No heavy coats or sweaters will be permitted in the visiting area.

23. Upon leaving the facility, all belongings must be removed immediately. Anything left will be removed. The Lighthouse Recovery Center will not be responsible for any lost or stolen items. If a resident leaves the program and leaves their car on the Lighthouse property for more than 30 days, it will be towed away.
24. Do not leave any money or anything of value in your room. Please leave these things at home or leave money in billfold or bank. The Lighthouse Recovery Center will not be responsible for anything lost or stolen. In addition the Lighthouse is not responsible for guests who may get injured on the Lighthouse property...including Men's Facility, Women's Facility, Heaven's Kitchen, Victory Tabernacle, working for LHR Lawn Solutions or at any other special event, function or outside volunteer activities.
25. Any medication, non-prescription or prescription must be cleared by Daytime Directors.
26. All overnight visits with children must be pre-approved.
27. There will be weekly shopping at Wal-Mart for those guests who do not have passes.
28. Guest are not to quit a job without having other employment already established and without the Director's approval.
29. All guests must attend Victory Tabernacle Church until they obtain their 48 hour pass. For the 1<sup>st</sup> 90 days, they must attend both Sunday services and Wednesday evening church.
30. \*\*\*\* Guests must refrain from any backbiting or negative talking about the Lighthouse Recovery Center, Victory Tabernacle or any part of the program or staff members. This includes verbal, written or on any social media sites. This is a zero tolerance issue and any guest that does not follow this policy, will be automatically dismissed from the program. Guests are expected to treat each staff person with respect and be appreciative of the program and all it is offering.

#### **D. RELATIONSHIP POLICY**

No new relationships for the first 6 months, including new friendships of opposite sex! New couples including married couples and boyfriend/girlfriends are not to have any communication (phone calls, visits, passes or have any contact with each other for the first 30 days. There will be no sitting together in church or at any function. There will be an etiquette class given to make the decision whether they can then sit together. Sitting together is a privilege and should not be taken for granted. Anyone who violates the relationship policy will be dismissed from the program.

**If broken, these Policies & Procedures will have consequences. Passes and privileges can and will be suspended. PLEASE READ POLICIES AND TAKE THEM TO HEART!! It is each individual's responsibility to follow the policies and procedures and take personal responsibility if broken. Please do not hold others responsible for your choices, faculty, teachers or other guests.**

The method of character slips, thinking reports, verbal warnings, minor write-ups and major write-ups and anything deemed suitable by the Director, will be used to follow through and teach our guests to follow policies and procedures.

- Character slips will be logged in file to assure the same action that caused the character slip will not re-occur.
- Verbal warnings will be logged in file to assure the same action that caused the verbal warning will not re-occur.
- Minor write-ups will be a method of using character slips that continue by guest. 5 character slips for the same offense will equal a minor write-up. Minor write-ups can also be used in situations that are considered more serious than a verbal warning.
- Major write-ups are a method of using verbal warnings which could teach the guest to correct their behavior. If behavior is not corrected, a minor write-up would be used to further help our guest to see the seriousness of their actions. 3 minor write-ups of the same offense will result in a major write-up. 3 major write-ups will be dismissal from the program. A major write-up can also be used when a situation is more severe than a verbal warning or a minor write-up.

Each individual guest will have the opportunity to work off part or all of the write-ups received. Write-ups will be kept for our information but if worked off will not be used for dismissal from the program. This method is to give opportunity to change behaviors and for staff to watch for re-occurring behaviors and guests progress through our program.

### **ALL RULES APPLY TO ALL VISITORS!!**

- **Policies regarding leaving of the facility:**

1. Permission to leave the facility must be verbally cleared by the Director. After permission is given, the guest must use the sign-in/sign-out board when leaving and entering the facility. Failure to do so will result in passes being suspended.
2. For all guests, all outside passes must be cleared by the Director. All new guests must attend or Victory Tabernacle until their 48 hour passes are approved. At that point with permission

guests are allowed to attend the church of their choice and must turn in church verification slip for Sunday morning church.

3. For any other special reasons or events, permission to leave the premises will be required through the Director with minimum of one week notice.
4. Guests will start passes after being evaluated between 30-60 days based on completion of the 30 day requirements that you will receive in orientation, participation, attitude and fees being current and staff's discretion. Passes proceed as follows: Phase 1: minimum of 4 eight hour passes to be taken on Saturday between 9am-5pm. After re-evaluation guests may receive passes as follows Phase 2: minimum of 4-24 hour passes to be taken Friday night after class and return Saturday before 9pm. Phase 3 passes are considered to be gold star passes and are only attainable to those guests who demonstrate concrete evidence of progression in all facets of the program. Phase 3 as follows: To be taken directly after class on Friday evening and guest must return back to the program Sunday afternoon before evening church.
5. Passes must be taken in a clean, drug/alcohol free environment. This is for the benefit of our guests.

#### **E. Spiritual Growth Policies**

1. Resident/Guests are required to do a daily devotional, take notes in classes and be alert. Each guest will receive a 30 day work packet (which will consist of a Bible, orientation packet, 21 day packet, Conquering Chemical Dependency workbook, Socialization workbook, tracking form for matrix and 30 day requirement sheet) to begin and required to do weekly working of the 12-Steps in a journal format. These are reviewed by the group.

#### **F. Behavioral Health Procedures and Policies**

1. Guest should be learning to take responsibility and showing a desire to learn and grow.
2. The guest must prove focus and desire to change for good from the past life-style to a new way of living. This includes in many cases a total change of old or dysfunctional friends, associates and even sometimes change from living with dysfunctional family members. This also will include a change from old hangouts and possibly even employment in places where the temptation to use or drinking is a clear and present danger.
3. There will be a State licensed or Board approved to do the Alcohol/Drug Treatment or Relapse Prevention. These classes are requirements to graduate the Lighthouse. Guest/residents may enjoy guest speakers and teacher from the community desiring to do this type of service or ministry.

4. Guest are expected to show respect to all in authority and to facility staff. Guests will be required to attend all outreaches for the Lighthouse or Victory Tabernacle.

**G. Educational Opportunities:**

1. All residents are presented with the opportunity to attain their G.E.D. Statistics have proven that one of the reasons that those who find themselves in crisis, such as homeless, addicts, alcoholics and criminals return to their old ways is that they do not have the ability to earn good money without education. Those who have gone to school and improved their resumes in that way, have the potential to go further in the working world and have a tendency to go further away from the past oppression that they came out of.
2. Resume' services will be provided to those who desire to have a resume', please contact the Director for details. A fee for this service may be required.

**H. Visitation:**

1. The first 30 days there will be no guests allowed on premises except the Sponsors or family members. Director will approve all visitors.
2. After the initial probationary period, the resident will be allowed to visit upon the Director's approval.
3. All visits must be held in the dining area or in designated picnic areas outside.

Visitation Schedule as follows:

- ' Monday through Friday, from 4:00 P.M. to 6:00 P.M. with prior authorization.
- ' Saturday visitation time will be 9:00 A.M. to 4:00 P.M. (2 hour increments)
- ' Sunday visitation will be from 12:00 P.M. to 4:00 P.M.

The Multimedia room is allowed to be used for visitation only on the weekends.

4. Any other special visits will be cleared by the Director.

**I. Drug and Alcohol Policies and Procedures:**

1. Lighthouse may be searched at any time by Washington Police Department/Daviess County Sheriff Department and K-9 units.
2. Lighthouse residents will also be subject to random room and vehicle searches.





# *Lighthouse* RECOVERY CENTER

*Leading People Out Of The Darkness Into The Light.*

The Lighthouse Recovery Center, Inc.  
Ladies 311 E. Main Street or Men's 1276 N 250 E  
Washington, Indiana 47501  
Ladies 812.254.0860 or Men's 812.257.0113

## Agreement of Policies and Procedures: New Applicant

I, \_\_\_\_\_ have read and fully understand the policies and procedures of the Lighthouse Recovery, Inc. I agree to abide by the policies and procedures, and take instruction when needed.

Applicant Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_



# *Lighthouse*

RECOVERY CENTER

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While you are a resident of the Lighthouse Recovery Center, the program is not responsible for accidents or injuries incurred while at:

- A. Men's Facility
- B. Women's Facility,
- C. Heaven's Kitchen,
- D. Victory Tabernacle
- E. While mowing with LHR Lawn Solutions
- F. Any outside volunteer activities. This includes any and all church functions, camping trips, or visits to anyone's house.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Lighthouse

RECOVERY CENTER

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THE LIGHTHOUSE BOARD OF DIRECTORS (BOD) EXPECTS ALL LIGHTHOUSE GUEST TO BEHAVE AT ALL TIMES IN A MANNER THAT REFLECTS POSITIVELY ON THE MISSION OF THE LIGHTHOUSE RECOVERY CENTER (LRC), AND AIDS IN THEIR RECOVERY. THE STAFF AND (BOD) OF THE (LRC) HAVE COMPILED A LIST OF CERTAIN BEHAVIORS THAT WILL RESULT IN THE IMMEDIATE REMOVAL OF ANY INDIVIDUAL/INDIVIDUALS WHO VIOLATE ANY OF THE FOLLOWING ACTIONS LISTED BELOW. ANY PERSON/PERSONS WHO VIOLATE ANY OF THE FOLLOWING WILL FORFEIT ALL RIGHTS TO AN APPEAL TO (BOD) AND/OR (LRC) EXECUTIVE COORDINATOR. THE (BOD) AND EXECUTIVE COORDINATOR ALSO RESERVES THE RIGHT TO REMOVE ANY INDIVIDUAL/INDIVIDUALS FOR ANY OTHER REASON THAT COULD CAUSE HARM TO THEMSELVES OR ANOTHER PERSON, HARM TO LIGHTHOUSE PROPERTY OR BE SEEN AS DETERIMENTAL TO THE RECOVERY PROGRAM.

**YOUR REMOVAL FROM THE PROGRAM WILL BE IMMEDIATE FOR THE FOLLOWING REASON AND CAN NOT BE APPEALED.**

3. \_\_\_\_\_ ANY DRUGS OR ALCOHOL BROUGHT INTO ANY LIGHTHOUSE FACILITY OR PROPERTY OR TO A LIGHTHOUSE FUNCTION.
4. \_\_\_\_\_ FIGHTING, ANY PHYSICAL OR VIOLENT CONTACT THAT COULD HARM ANOTHER INDIVIDUAL OR YOURSELF.
5. \_\_\_\_\_ THREATENING OR BEING VERBALLY ABUSIVE TO STAFF, TEACHERS, BOARD MEMBERS OR LAW ENFORCEMENT.
6. \_\_\_\_\_ WEAPONS BROUGHT TO ANY LIGHTHOUSE FACILITY, PROPERTY OR LIGHTHOUSE FUNCTION.
7. \_\_\_\_\_ LEAVING THE LIGHTHOUSE DORMS DURING THE NIGHT WITHOUT PRIOR PERMISSION, NO ONE IS TO BE OUTSIDE OF THE LIGHTHOUSE DORMS AFTER THE (10:00 P.M.) CURFEW FOR ANY REASON UNLESS APPROVED IN ADVANCE BY THE DIRECTOR.
8. \_\_\_\_\_ HAVING SEX IN ANY LIGHTHOUSE FACILITY, PROPERTY OR WHILE AT A LIGHTHOUSE FUNCTION
9. \_\_\_\_\_ ANY LEGAL OR ILLEGAL WAYS OF GETTING HIGH AT THE LIGHTHOUSE FACILITY, PROPERTY OR WHILE AT A LIGHTHOUSE FUNCTION.
10. \_\_\_\_\_ ACTIONS THE LIGHTHOUSE BOARD OF DIRECTORS OR EXECUTIVE COORDINATOR FEEL COULD CAUSE HARM TO ANY PERSON, PROPERTY OR THEMSELVES OR COULD BE DETRIMENTAL TO THE PROGRAM ITSELF. THIS INCLUDES ACTIONS OUTSIDE OF THE LIGHTHOUSE PROPERTY.
11. \_\_\_\_\_ VIOLATION OF RELATIONSHIP POLICY
12. \_\_\_\_\_ BACKBITING, TALKING ABOUT LEADERSHIP FROM THE LIGHTHOUSE OR VICTORY TABERNACLE IN PERSON OR ON SOCIAL MEDIA.
13. \_\_\_\_\_ IF A PERSON QUILTS THEIR JOB WITHOUT THE DIRECTOR'S APPROVAL.
14. \_\_\_\_\_ VIOLATION OF THE SMOKING OR TOBACCO POLICY.

I UNDERSTAND I WILL BE REMOVED IMMEDIATELY FROM THE LIGHTHOUSE RECOVERY PROGRAM IF I VIOLATE ANY OF THESE RULES.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Lighthouse

RECOVERY CENTER

*Leading People Out Of The Darkness Into The Light.*

## Lighthouse Recovery Center Financial Policy

The cost of our program is: \$378.00 weekly.

This fee includes:

1. Education and supplies (workbooks, Bibles, notebooks, etc.)
2. Housing (food, bed, shower and utilities)
3. Drug screens
4. Administrative costs

However, we do have programs that can assist in paying some of these fees, such as Gambling Grant, Recovery Works or you can seek outside assistance to help pay these fees.

If you qualify for the Gambling Grant or Recovery Works, your out of pocket expense will be \$180/ week or \$720/month if paid in advance at the beginning of the month.

If you do not qualify for the Gambling Grant or Recovery Works, the minimum you must pay is \$180/week at the sliding scale. We also have other work programs implemented to help pay a portion of these fees.

For those who are disabled, we will do an evaluation upon your orientation and will be done so on a case basis.

Any American Veteran will receive a 15% discount, but you **MUST HAVE** proof of honorable discharge.

The Lighthouse Recovery Center reserves the right to waive any of these expenses or fees.

We will meet individually with each resident during orientation to discuss this financial policy.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_