

# Welcome to the Lighthouse Recovery Center Ladies 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 MANUAL**

### **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 Women's Housing program at the Lighthouse Facilities.
4. There will be a complete evaluation done before acceptance.
5. 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.
6. Each new guest that is eligible for E.B.T. (Food Stamps) must apply immediately upon entry of the Lighthouse Program. E.B.T. Card and number must be turned in to the Director for purchase of food. This is legal and authorized by the state.
7. 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.
8. 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. There can be drug/alcohol screens 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 \$160.00 per week.
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 screens 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 her gross income.

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

1. All piercing except one set of earrings must be removed upon acceptance into the program, and must not be worn in the facility or outside of the facility by a resident.
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 and cannot be lower than 3 fingers from the collar bone. Tops must cover the belt of your pants while in sitting position. Pants must not be tight or form fitted. Shorts must be right above your knees, not more than 4 in. in the sitting position. Skirts must be 3 in. past the knee.
4. No jewelry except wedding rings and cross necklaces allowed in facility.
5. Hair must be kept neat and clean.
6. No short hair cuts. (We encourage ladies to have hair like a lady.)

7. Guests 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 no smoking facility. (Smoking must be in designated areas only.)
10. No swearing, cursing, abusive or obscene language or behavior allowed. This includes off-color jokes.
11. No cell phones for the first 6 months. 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. All cell phones must be approved with a verification sheet through the Day-Time Director.
12. Vehicle use on or off the property of the Lighthouse Recovery Center requires a legal Drivers 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. No new relationships for the first 6 months, including new friendships of opposite sex!
15. Guest must awake by 7:00 A.M., unless it is a day-off from work.
16. The doors will be locked by 10:00 P.M. on weekdays and 11:00 P.M. on weekends.
17. Bed time will be at 10:30 P.M. and on weekends 12:00 A.M. Please respect the other guests' schedules by not disturbing others.
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 Chore Coordinator. We need to 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.
19. 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 12:00 A.M.
20. Some guests will be elected to hold an "office" in the house, these offices rotate.  
Examples:
  - President
  - Vice-President
  - Chore Coordinator
  - Shopper-Inventory Control

- Grounds, Maintenance, Safety & House Inspector
- Mail person

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. No men upstairs at any time, except for tours to facility. No men in the facility behind closed doors.
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.
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 center or Farm, Women's center, Harvest or at any other special event or function.
25. Any medication, non-prescription or prescription must be cleared by Daytime Directors.
26. All overnight visits with children must be preapproved.
27. There will be weekly shopping at Wal-Mart for those guests who do not have passes.
28. Guests are not to quit a job without having other employment already established.

These rules and policies if broken 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 rules and personal responsibility if broken. Please do not hold others responsible for your choices, faculty, teachers or other guests.

ALL RULES APPLY TO ALL VISITORS!!

#### **D. 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 either Harvest or Victory Tabernacle until 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 packet, 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 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 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. The Guests have an appointed counselor/case worker, this person will be State license 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. Guests are expected show respect to all in authority and to facility staff.

## **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', 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 guest will be allowed to visit upon the director's approval.
3. All visits must be held in the common areas only.

### **Visitation Schedule as follows:**

- Monday through Friday, from 5:00 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 1:00 P.M. to 4:00 P.M.
4. Visitors will be allowed to stay for meetings that are held in the Lighthouse facility.
  5. 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.

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.**

1. \_\_\_\_\_ANY DRUGS OR ALCOHOL BROUGHT INTO ANY LIGHTHOUSE FACILITY OR PROPERTY OR TO A LIGHTHOUSE FUNCTION.
2. \_\_\_\_\_FIGHTING, ANY PHYSICAL OR VIOLENT CONTACT THAT COULD HARM ANOTHER INDIVIDUAL OR YOURSELF.
3. \_\_\_\_\_THREATENING OR BEING VERBALLY ABUSIVE TO STAFF, TEACHERS, BOARD MEMBERS OR LAW ENFORCEMENT.
4. \_\_\_\_\_WEAPONS BROUGHT TO ANY LIGHTHOUSE FACILITY, PROPERTY OR LIGHTHOUSE FUNCTION.
5. \_\_\_\_\_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.
6. \_\_\_\_\_HAVING SEX IN ANY LIGHTHOUSE FACILITY, PROPERTY OR WHILE AT A LIGHTHOUSE FUNCTION.
7. \_\_\_\_\_HUFFING, PUTTING SOLVENT SOAKED IN A RAG, SOCK OR OTHER MATERIAL OVER OR IN THE MOUTH OR NOSE AND INHALING. THIS ALSO INCLUDES:
  - SNIFFING: BREATHING THE INHALANT THROUGH THE NOSTRILS.
  - BAGGING: SPRAYING OR PLACING THE INHALANT OR INHALANT SOAKED MATERIAL IN A PLASTIC BAG INHALING BY NOSE/ MOUTH OR BY PUTTING THE BAG DIRECTLY OVER THE HEAD AND INHALING.
  - SPRAYING: AN INHALANT IS SPRAYED DIRECTLY INTO THE NOSE OR MOUTH.
  - BALLOONS/CRACKERS: USING A PIN OR OTHER "CRACKING" DEVICE TO PUNCTURE A CAN OF NITROUS OXIDE OR OTHER INHALANT WHILE A BALLOON IS PLACED OVER THE END OF THE CAN, THE GAS IN THE BALLOON IS THEN INHALED.
  - K2/BATH SALTS OR ANY OTHER LEGAL OR ILLEGAL WAYS GETTING HIGH AT (LRC) WILL RESULT IN AUTOMATIC DISMISSAL.
8. \_\_\_\_\_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.

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

SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_

WITNESS SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_