



# **ADMISSION HANDBOOK OF RULES & REGULATIONS**

## **Check-in & Medicine Times**

The Fair Haven Home for Men is open to anyone who wants to check in without regard to race, color, creed, or religious belief. Each new resident must comply with the regulations of this manual, as set forth by the staff of the Fair Haven Home for Men.

Anyone wishing to be a resident must be physically and mentally able to work.

### **We are unable to help the following people\*:**

- People with moderate to severe Handicaps, which prohibits them from working
- Anyone who has tested HIV positive
- Any registered sex offender

\*Any pending court charges must be taken care of first.

### **Check In will be as follows:**

1. A TB and Hepatitis are required before entering the mission. All residents are to tell the staff if you are TB, or Hepatitis positive for the safety of the mission and others residents.
2. A \$250 deposit is required for all those entering the program.
3. Upon check-in the supervisor on duty will go over the check-in policies.
4. Only the supervisor or approved staff will do the check-in.
5. The completion of the forms will be done in an approved office.
6. All new residents must have an ID.
7. Former residents, who do not have an ID at check in, must have an ID on file. Former residents will then have 45 days to obtain a new ID.
8. \*If the resident has a steady income (Disability, Soc. Security, etc.), he will be asked to pay a non-refundable rent charge monthly.
9. A complete search of a new resident's personal belongings is to occur before the resident is allowed to enter the dorm room. This resident must be bodily searched also with a witness.
10. Any illegal items that are found will be taken and returned to the owner at the time of his departure or trashed if against the law or the mission standards.

### **Medicine Call**

Medicine will be given out according to the directions on the bottle unless an approved doctors note has been given.

All medication is to be collected upon checking into the mission. This includes all over the counter drugs as well.

At any given time your room/personal belongings can be searched if suspicion occurs, and it will be done in front of two or more staff members as witnesses.

## **VISITATION & HOME PASS POLICY**

### **Visitation**

1. **A new resident may not have a visitor for 7 days, unless approved by staff member.**
2. After the 7-day period is up, the resident may receive a visitor between 2:00pm and 5:00pm on Saturdays and between 2:00pm and 4:30pm on Sundays. **The visitors must call the Thursday before the visit and must check in with the supervisor on-duty after coming on the property.** The supervisor can either accept or refuse the visit. The supervisor on-duty must approve of any item brought from the outside. A visitor that brings drugs or alcohol on the property will be asked to leave and will not be permitted to return. Anyone who does not follow the right procedures will be asked to leave the property and the resident will receive extra duty.
3. The resident and visitor will be given a designated area for their visit.
4. All visitors must be dress appropriately
5. No smoking is allowed on the property

### **Home Pass**

Home passes will not be issued for 90 days. You will not be able to leave the facility for home visits while here at Fair Haven. You may have visitors according to above guidelines. If someone in your family is sick you will need to make arrangements that someone other than yourself to see to their wellbeing. You will not be permitted to care for them, you are enrolled into a program. If you leave for any reason you will be dismissed for 90 days.

## **GENERAL DRESS CODE**

1. Clothing must be neat and clean.
2. No torn clothes
3. No tank tops/muscle shirts
4. No hats in the eating area or in the church.
5. No gang related clothing
6. No offensive words or displays allowed on clothes
7. Shoes and socks must be worn

8. Undergarments must be worn
9. No flip-flops outside living quarters.
10. No White Tie shirts
11. No ear rings, nose rings, tongue rings, eyebrow rings, and etc. are allowed
12. No necklaces or bracelets.
13. All obvious tattoos must be covered.
14. No sunglasses are to be worn inside of the buildings
15. No shorts are to be worn.
16. No baggy pants. If pants are baggy, a belt is required to keep pants from falling down.
17. No do rags or wave caps to be worn.
18. No hats to be worn backwards or sideways.
19. Sandals are okay if they have strap on back. You must wear socks with the sandals while on campus.

## **DRESS CODE FOR CHURCH SERVICES**

It is important that the men at the mission be presentable to the public at all times.

### **Acceptable Dress Attire for Church Services**

1. Collared shirt (long/short sleeve) required
2. Neck tie required
3. Khaki or dress pants
4. A coat is not mandatory
5. Dress shoes
6. Must wear a belt with pants

**\*\*\*All clothes for church must be ironed before wearing them\*\*\***

# MEALS

## Meal Procedures

Meals will be eaten at your discretion. There is food in the cabinets and in freezer. If a food item is needed then please make a list for Bro. Jeff to pick up at grocery store.

**No eating in your sleeping area!!! All meals are to be eaten in the kitchen.**

## PHONE POLICY

1. Any new resident may make one **10 minute** phone call, to whomever, to inform them of his whereabouts
2. **New residents may not be able to use the phone for (7) seven days unless approved by the supervisor on-duty.**
3. After the seven (7) day period, the resident may use the phone between 6:00pm and 10:00pm. Phone calls will be limited to **(10) ten minutes per week**. You can make as many calls as you'd like in your (10) ten minutes. If the phone calls are abused, the resident's phone privileges will be canceled, and extra duty will be given.
4. **Learn to write letters to family members.**
5. **No calls will be made during church services or class time.**
6. If you receive an Emergency call then the supervisor on-duty will notify you ASAP.
7. You will be given a message for calls received before 4:00 pm.
8. The phone is a blessing to you, don't abuse it. The mission does not have extra money to pay for your phone conversations!!!!

## GENERAL RULES & TIMES

Monday through Friday

- 6:00am Wake-up
- 6:30am Breakfast in kitchen (Make bed, pickup your stuff and clean kitchen after breakfast)
- 7:00am Devotions (Bring a KJV bible to class so everyone will be in unity.)
- 7:30am - Bible Study
- Between Bible Study and Work Clean Kitchen, Sweep and Mop Floor
- 8:45am – 12:00 Work
- 12:00 Lunch (if you eat in the kitchen wash all dishes you use.)
- 1:00pm – 5:00pm Work
- 6:00pm Supper (Wash ALL dishes after your meal and clean counters and table)
- 6:30pm -7:00pm Devotion (Devotion is at different times depending on Preachers)
- 8:00pm – 10:00pm Free Time

- 10:00pm Quiet Time
- 10:45pm All residents in their dormitories
- 11:00pm Lights Out      No one is to be out of room after 11:00pm

### Saturday

- 6:00am Wake-up
- 6:30am Breakfast in kitchen (Make bed, pickup your stuff and clean kitchen after breakfast)
- 7:30am Devotions (Bring a KJV bible to class so everyone will be in unity.)
- Between Bible Study and Work Clean Kitchen, Sweep and Mop Floor
- 8:45am – 12:00 Work
- 12:00 Lunch (if you eat in the kitchen wash all dishes you use.)
- 1:00pm – 5:00pm Work
- 6:00pm Supper (Wash ALL dishes after your meal and clean counters and table)
- 9:00pm – Prayer time in Prayer Room
- 10:00pm Quiet Time
- 10:45pm All residents in their dormitories
- 11:00pm Lights Out

### Sunday

- 7:30am Wake-up
- 8:00am Breakfast in kitchen (optional)
- 9:45am – 1:00pm Attend Church
- 1:00 Lunch
- 2:00pm – 4:30pm Visitation Time
- 5:45-8:00 Attend Church
- 8:30 Supper after church
- 9:00 - 10:00pm Free Time
- 10:00pm Quiet Time
- 10:45pm All residents in their dormitories
- 11:00pm Lights Out

## **Counseling**

Friday at 10:30am each resident will be brought in to discuss with a Counselor how they feel they have progress in the program and also discuss how the counselor feels they have progressed. Guidelines will be given for the future week.

## **GENERAL RULES & TIMES**

1. Bring a KJV Bible to all devotions and classes at the mission for unity.
2. No Alcohol in any form is allow anywhere on grounds (this includes but limited to mouthwash, cologne, liquid shoe polish, medicine (like Nyquil and or other medicines with alcohol in them , and any other form of alcohol.)
3. No resident can leave the grounds at any time for any reason without permission
4. Job assignments will be given out after morning devotion/chapel each morning. Any one refusing to carry out there job assignment will be checked out of the mission.
5. Work hours are from 8:45 am to 5:00pm Monday through Friday and on Saturday from 8:45 am to 5:00pm.
6. Sunday there will be no work

7. No lying back down on your beds after 6:00 am until the workday is complete. On Sundays no lying back down until after church and lunch.
8. All men must attend Life Baptist Church. All mission men must sit together at any church that the mission is attending.
9. You must take a shower everyday, no exceptions. Personal hygiene is a must. Shave, shower, and brush teeth daily. Showers must be taken by 10:00pm every night.
10. No more than 2 loads per person on any day can be done in laundry room.
11. Linen day is on Thursday. All bed linens must be done on this day. Clean bathroom in dorm area also.
12. All Approved Christian videos must be watched before 10:00pm
13. If you have any extra duty hours, you are not allowed to have any privileges until your hours are complete and a supervisor approves them. Privileges include talking on the phone or any other activity. You may not complete the extra-duty during regular work hours.
14. Anyone who goes to a doctor and gets samples of medicine or a prescription must turn them in to a supervisor. Prescriptions should not be filled by anyone but a staff member. If anyone fills their own prescription, they will be checked out for 90 days.
15. Anyone who goes to the hospital, the Health Dept, or any other medical facility and is dropped off must wait until the mission comes back and picks them up. If you call anyone else to come get you, then you will be checked out. You must call the mission when you are finished with your appointment. Also, no other person is to meet you at any of these facilities.
16. Anyone who checks in and lies about pending charges or probation will be checked-out for up to 90 days or more.
17. No one is allowed to have a personal vehicle without the permission of Bro. Jeff and the vehicle has to be necessary for your job. That vehicle is to be only used for the owner and it is to be used only for to and from work.
18. When you have visitors you are allowed only in the fellowship hall. No visiting in the parking lot.
19. No visitors except on Saturday from 2:00pm to 5:00pm and on Sundays from 2:00pm – 4:30pm.
20. If you have personal belongings delivered here (money, clothes, etc.) they must go through the office first before you are allowed to receive them
21. 10:00pm is quiet time to read, study, pray. Have respect for others.
22. Any disrespect or defiant behavior towards another resident, supervisor, staff member, or church member will not be tolerated. Automatic checkout is for (6) six-months if this occurs.
23. Any complaints or requests are to be made through the supervisors. If it is necessary to have an appointment with Bro. Jeff, it will be at his convenience.
24. All doctor appointments, dentist, and etc. are to be scheduled only by a supervisor or staff member. Money is required for medical visit if not at Clinic and money is required for dentist appointment.

25. All church related activities are mandatory unless you have prior permission to be absent from Bro. Willis or Bro. Jeff. If you are back on the mission property from work 45 minutes before our scheduled departure, church is mandatory.
26. All financial dealings whether medical, personal, or other wise are to be handled by Bro. Jeff. This includes making phone calls concerning your financial business.
27. **No headphones are allowed. The only radio stations allowed to be played are 88.5 FM, 90.7 FM**
28. All books and literature must be Christian materials, and must be approved by a supervisor.
29. Residents are not to lend money to any other resident.
30. At any given time your room/personal belongings can be searched if suspicion occurs, and it will be done in front of two or more staff members as witnesses.
31. After completing the 90 day program you will need to find a place to live after finishing the program. Unless you are enrolling in program 2. Only residence that do very well are considered for Program 2.

Note: This is a young mission. There will be some issues that have not occurred or have not been covered by these rules. Any situation that is not covered by these rules will be addressed as they arrive. Any disciplinary action will be discussed and dealt with in a fair manner. Always ask a supervisor about the rules if you have any questions and not a resident.

### **Alcohol Policy**

If you are suspected of drinking alcohol in **any form** you will be given a breathalyzer test. If you test positive at any percentage) you will be dismissed no excuses will be accepted.

### **NICOTINE/SMOKING POLICY**

Any resident that fails a nicotine test after their first 13 days at the mission will be given a reprimand and will be given extra work duties. Second offence will be given more work duties and will be asked to write Psalms 119. Third offence will be a check out for 60 days.

### **Cleaning**

1. Rooms will be kept neat and clean at all times
2. When you awake make your bed and clean your room. Clothes hung and shoes on the floor under clothes. Vacuum on Monday and Thursday
3. Kitchen and bathroom duty will be by room number
4. All residents are required to keep church clean for services.

### **WORK POLICY**

#### **On-Site Work Policy**

Each man at the mission is required to have a job assignment and is expected to perform that job with a **good attitude** while doing his “fair share”. In order to ensure that the residents begin to reclaim their dignity and to fulfill their GOD given responsibility to work, the following work policy has been established:

1. If a resident is given a job and he refuses to do the job, then he is to be checked out of the Mission for **Ninety (90) days**.
2. The first time a resident is given a job assignment and he does not complete the job, then he is to be put on a one (1) day restriction to the premises which will include no phone calls, basketball, and will be given two (2) hours extra duty.
3. The second time a resident is given a job assignment and he does not complete the job, then he will be given two (2) additional days of restriction to the premises, one (1) week with no phone calls, basketball, and will be given four (4) hours of extra duty.
4. The third time a resident is given a job assignment and he does not complete the job, he is to be checked out of the mission for a period of **Ninety (90) days**.

### **Off-Site Work Policy**

1. Residents may be eligible to work for the public at the discretion of Bro. Jeff. This meaning you can rake leaves for someone in the community when they call. Work for Individuals in the community as they need men from the home. This is a limited time not a full time all the time job.
2. All jobs must be approved by Brother Jeff. Although work is not the first goal of the mission, it is part of our plan to help our residents find a job. We want to take the right steps in doing this, and make sure the timing is right for the resident.
3. Work hours must not interfere with Bible study. The staff will work with the resident, but the resident must attend either morning or night bible study.
4. All extra money must be turned in to the office, unless permission is given from Bro. Jeff.
5. All work must be pre-approved by Bro. Jeff.
6. **20%** of all income is to be paid to the mission. This is just for structure in his life. If the resident receives unemployment he will be charged either 20% or \$70 per week, which ever is less. Residents who are on a fixed income such as disability or SSI are required to pay \$280 per month(\$70 per week)
7. All residents transported to and from work by a mission vehicle must pay \$5 (\$2.50 each way) per day for gas.

### **PERSONAL FINANCE POLICY**

The following applies to your finances while residing at the mission:

1. **A 10% tithe will be paid for all income received**. The tithe is kept by the resident and is to be paid by the resident.
2. Residents are not allowed to have an ATM card. ATM cards must be submitted to Bro. Jeff to be held in the safe.
3. All your bills will be paid on a regular basis and receipts are required to be returned

4. **No more than \$50.00** will be allowed **in your possession** at one time unless a bill is to be paid or prior approval is given by Brother Jeff.
5. When checking out of the mission, if you are in good standing and plan your departure from the mission, **a 24 hour notice is required to request your money.**
6. If you have to leave the mission for breaking the mission contract or without giving a 24 hour notice, your money will be mailed to the address you provide in the form of a check within 30 days.

1Cor:4:2: Moreover it is required in stewards, that a man be found faithful.

## STORAGE POLICY

Although the Mission is not designed to be a storage facility, there are times when a resident will leave unexpectedly and leave behind clothing, personal items, and possibly vehicles. In the event we must store a residents personal items the following has been established:

### Clothing and Personal Items

There may be times when a resident will leave and will not be able to take his clothes with him. The Mission is not responsible for any items that are left behind for any reason. Arrangements will be made in advance. The following storage criteria have been established:

1. If a resident leaves hastily and makes no arrangements or is unwilling to take his clothes with him, then the mission is not responsible for these items.
2. Disposal is at the mission's discretion.
3. **The Mission is not responsible for lost or stolen items.**
4. Upon departure, you will be given 72 hours to pick-up items. No other arrangements will be made.

## FRATERNIZATION POLICY

For the first 90 days a man is at the Mission, there will be no fraternizing with women. The resident is only allowed to socialize with his **legal wife** or an immediate family member. This includes no staring and no vulgar comments. Speak only when spoken to. Do not engage in a conversation unless it was started by the woman. No Hugging, Handshaking is permitted.

Exchanging telephone numbers, pictures, letter, and etc. will not be tolerated in any way.

No disrespect will be tolerated as well.

**This includes at the mission, at any church, Wal-Mart, or any other place that the mission is being represented.**

**If you were not in a relationship prior to coming to the mission, no new one is to be started for 3 months.**

First Offense: The resident is written up and both are to be warned. The outside party is to be warned that a second offense will be viewed as trespassing on the property.

Second Offense: The resident is to be checked out of the mission for a period set by the supervisor at that time.

**Anyone engaging in the services of a prostitute is subject to automatic checkout.**

## **FIGHTING**

- Any resident who gets into a fight while a resident at the mission will be checked out without excuse or appeal.
- The resident, who makes the first contact, whether it is pushing, kicking, or punching, will be checked out for 90 days.
- The resident who retaliates will be checked out for 30 days.
- Any resident who attacks or assaults a staff member will be checked out permanently and possibly prosecuted.

If you have any questions about this policy, you will need to discuss it with your supervisor.

## **CHECK-OUT POLICY**

Checking out of the Fair Haven Home for Men occurs in one of two ways:

1. Voluntary, when the resident decides that he must leave the Mission for some personal reason.
2. Enforced, when a resident is asked by the Staff to leave because of inappropriate behavior.

**VOLUNTARY:** Check-out time for voluntarily leaving the Mission should occur between the hours of **6:00am** and **8:30pm**. Enforced check-outs could occur at any time and is at the discretion of the Supervisor in charge. In the event of **INAPPROPRIATE-BEHAVIOR** after 9:00pm, the behavior will be addressed the following morning. No one is to be checked out after 9:00pm without approval from Bro.Jeff.

**ENFORCED:** Check-outs should occur as follows:

1. The resident is KINDLY asked to leave peaceably. He or she MUST leave the building within ten (10) minutes after being checked out.
2. If the resident becomes aggressive and/or abusive call 911. **DO NOT WAIT for the situation to become explosive.**
3. Enforced checkouts usually incur a period of time before the former resident may check back in. It should be stated to the individual **CLEARLY** what that time period is at the time of being checked out and then recorded on his or her record.
4. **In the event the Police must be called a MANDATORY check out period of six (6) months will be imposed.**
5. Anyone who refused to sign **ANY** discipline form, regardless of reason, will be considered **DEFIANT** and will be asked to leave the Mission.
6. If you are asked to leave this mission, the mission is no longer responsible for you. You will need to notify someone to pick you up on the day of dismissal. If this takes place at night you will be required to have them pick you up the next morning from the mission. If you do not you will be taken to a bus station and or train station and it will be your responsibility to get home
7. If you mess up then you pay the cost to go home.

**PROCEDURES TO BE USED FOR BOTH TYPES OF CHECK-OUTS:**

1. The Supervisor in charge or his Assistant will personally supervise the packing of the former resident's belongings to ensure that no Mission property is packed.
2. The former resident will have 72 hours to claim his possessions.
3. Return ALL medication to the former resident at the time of check out. Should the medication be left on the premises, it will be disposed of after 7 days.
4. Return previously confiscated property to the former resident. (unless they leave after 9:00pm)
5. Clearly tell the former resident how long before he can check back into the Mission.
6. File ALL paperwork on the former resident in the historical files.
7. When a resident checks out it is the policy of the Mission that the resident **CANNOT RETURN for a period as follows from the date of check-out.**

**1<sup>st</sup> Visit – 3 months**

**2<sup>nd</sup> visit – 6 months**

**3<sup>rd</sup> visit – 1 year**

**\*\*To Complete the Program You Must Be Here Ninety (90) Days\*\***