



# The Lighthouse

## RECOVERY HOME

*An Urban Light Community Development Program*

# *The Lighthouse Handbook*

### *The Year of the Lord's Favor*

*The Spirit of the Lord God is upon me, because the Lord has anointed me to bring good news to the poor; he has sent me to bind up the brokenhearted, to proclaim liberty to the captives, and the opening of the prison to those who are bound; to proclaim the year of the Lord's favor, and the day of vengeance of our God; to comfort all who mourn; to grant to those who mourn in Zion—to give them a beautiful headdress instead of ashes, the oil of gladness instead of mourning, the garment of praise instead of a faint spirit; that they may be called oaks of righteousness, the planting of the Lord, that he may be glorified.*

*Isaiah 61:1-3 (ESV)*

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## The Lighthouse Recovery Home

Welcome to the Lighthouse Recovery Home! We are a Christ-centered addiction recovery program. It is our vision to break chains of bondage of addictions to drugs, alcohol, and/or other addictive behaviors, which have prevented a full and rewarding life. We pray that your time with us will be pleasant, comfortable, and educational.

The goals of The Lighthouse are:

- To teach the life skills to maintain a responsible & drug free lifestyle
- To find forgiveness for self and others
- To develop the wisdom to choose healthy relationships
- To embrace your uniqueness and individuality
- Maintain employment
- To successfully transition you into a financially and emotionally sustainable life. These desired results may be accomplished through maintaining integrity with an attitude of willingness, humility, & honesty. This program is designed to facilitate your success; you will only get out of this program what you put into it!

Our desire is to also reconcile people to God and to each other. In 2 Corinthians 5:17-19 it says,

*“Therefore, if anyone is in Christ, he is a new creation. The old has passed away; behold, the new has come. All this is from God, who through Christ reconciled us to himself and gave us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting to us the message of reconciliation.”*

The Lighthouse is a ministry of Urban Light Community Development Corporation (CDC). Urban Light CDC is a 501(c)3 non-profit organization. An organizational chart can be found in Appendix E.

### **You are eligible for the program if you can answer “yes” to the following:**

- Are you 18+ years of age?
- Are you struggling with addictions or life controlling problems?
- Do you want to change your life?
- Are you self-motivated to work a program?
- Do you have an attitude of willingness, humility and honesty?
- Are you willing to make a 9-12 month commitment to the program?
- Have you completed a minimum of your required time in jail/prison?
- Are you willing to submit to a national background check?
- Can you pass a drug screen? If not, are you willing to admit yourself to a detox program?

### **You are NOT eligible for the program if:**

- You are a chronic psychiatric patient who needs to be confined periodically
- You have serious mental health issues or ongoing medical health problems.
- If you have a history of violence or behavioral problems

- Are taking or prescribed narcotics or a controlled substance scheduled drug(s), I, II, III, or IV (*"The Lighthouse" is not staffed or equipped to treat on going medical problems or psychiatric/mental health issues, and may discharge any resident who exhibits such behavior to permit the resident to seek and obtain appropriate treatment*)

## **FIRST 2-4 WEEKS AT THE LIGHTHOUSE**

The first 2-4 weeks are a trial period before your program is considered.

- You will not be permitted to leave the house for any other outside activity without being accompanied by a staff member or other authorized person.
- You will not be permitted to use the telephone for personal calls until you have signed your Phase I contract. During this time you will begin exploring your goals, write a 2-3 page autobiography, look into getting personal needs met, insurance and medical needs and begin the process to obtain identification if needed.
- You will be required to participate in all house programs, activities, community service, and/or any other house requirements during this period (including the surrender of cell phones).
- Every resident must sign out when leaving the house and sign in upon returning.
- At the end of this trial period, your attitude, willingness, humility, honesty, mental & physical health and your ability to function within the guidelines will be assessed before signing your program contract to begin Phase 1. If your attitude is defiant or unwilling, you may be asked to leave at any time during this trial period.

## **PHASE I (90-120 DAYS)**

This will be an intense time of inner searching, steps 1-5, "Boundaries", "Safe People", and "House of Healing" book study groups along with four Battlefield of the Mind videos Phase I goals will be set according to the participants needs. (All 12 steps are listed in Appendix A)

- Every participant will be required to journal daily, attend Sunday services at Urban Light Community Church from 11-12:30, (10-2 pm the first Sunday of every month), attend all scheduled mandatory groups, partake in one-on-one counseling, follow their personal program, and adhere to the guidelines within the Lighthouse Handbook.
- All residents are expected to clean up after themselves, participate in daily & weekly house chores, write a monthly reflection paper, and are required to participate in any community service opportunities scheduled.
- A schedule sheet must be submitted and be authorized by a staff member, (this includes **ALL** activities outside of the house). Leaving at any time outside of the approved schedule without prior permission will result in a disciplinary action. Every resident must sign out when leaving the house with an estimated time of arrival (leaving and estimated time of arrival should match your authorized schedule) and sign in upon returning. This must be completed daily by 8:00pm Sunday through Thursday and on Friday for all weekend outside activity.

- During the first 60 days, Phase 1 residents will be permitted a supervised visit once-a-week on Saturdays from 1:30 - 4 pm. Additionally, once-a-month Phase I residents will be granted an upstairs, supervised overnight visit with their children.. You will be considered for outside visits on Saturday's from 12-5pm after 60 days; only with authorized family or friends,; family weekend passes will be considered after 90 days. Visits are limited to one a week and must be petitioned for by Wednesday 8am before the weekend of the visit (*Petition/Request a supervised overnight with children by Monday at 8 am.*)
- On Friday afternoon, Phase I residents will be permitted to schedule 2 hours of library time for between the hours of 2-5pm.

## **PHASE II (2-6 MONTHS)**

Phase II will be a continuation of inner searching and the healing as you work through steps 6-12. This is the time that you should be ready to begin seeking employment.

- You will be required to obtain employment within 30 days of the start of phase II.
- You will be permitted to obtain your cell phone, but must use it within the same guidelines as the house phone guidelines. Cell phones are for personal use only and subject to search at any time. Allowing another resident to use your phone will result in a major disciplinary action.
- You will be required to complete financial goals sheet before your first paycheck
- You will be required to open a bank account and follow a budget that will be set each pay period that will include all current and all back-fee responsibilities to the program (required to move to phase III), as well as, begin paying on any legal fees that will be considered in your budget.
- A check stub must be submitted to the staff at the time of the budget meetings.
- Upon obtaining employment you will only be required to attend two (2) outside meetings a week, morning devotions\*, an in-house step group.
- In phase II you will continue to prepare a daily schedule by 8 pm the evening before. It must be approved for anytime out of the house. If your scheduler is not ready by 8pm, you will not be permitted to go anywhere but to your employment and/or a scheduled appointment, ie doctor, case manager, etc...). You will continue to sign in & out.
- You will be required to follow your personal phase II program, continue journaling regularly, obtain a sponsor/mentor, and meet with your sponsor/mentor regularly.
- Sunday services are still required in a church of your choice. All residents will continue to clean up after yourselves and participate in weekly house chores.

\*(Unless conflicts with work schedule.

## **PHASE III (30 TO 90 DAYS)**

This phase implicates that you have worked a good program and should be ready to transition into your new life. The exit/relapse prevention plan will be the requirements of phase III. You should now be ready to begin the search for a safe and affordable residence.

- You should be prepared to move after 30 days, but within 90 days of Phase III beginning.
- You will be required to continue your personal journey in recovery, continue to journal, write monthly reflection papers, attend Sunday services in a church of your choice, continue to attend two (2) outside meetings, engage in the house meetings, continue to clean up after yourselves, participate in weekly chores, and follow all house guidelines.
- You are required to maintain employment.
- Your bed shall be made by 9am, permitting you to sleep up till that time on any given day.
- You will no longer have to fill out a daily schedule. You will be permitted to come and go (maintaining the 7am - 9pm curfew, 10pm Friday & Saturdays).
- You are still required to sign the in & out sheet before leaving and when returning.

## **ALCOHOL & DRUG USE**

- The Lighthouse is a drug and alcohol free environment
- A resident may not use or possess any controlled substances, alcohol, or any prescribed or otherwise mood altering drugs.
- Failure to submit to a drug screen will be counted as a positive screen.
- Drinking energy drinks while in this program are not permitted.
- ALL medications, including over the counter and prescribed must be surrendered to be secured. (No OTC sleep aides permitted outside of Melatonin).
- Medication will be distributed only as prescribed up to 3 times a day and must be supervised by a staff member or volunteer. Med line hours will be 7:30am, 1pm and 8:30pm. (Weekends will be given at 9am, 2pm, and 8:30pm)
- Upon obtaining employment, you will be permitted to have a weekly med box and over the counter medications in your room. Your medbox will be refilled weekly from the med closet weekly.

## **APPOINTMENTS**

- Each resident is responsible for the selection of medical professionals and scheduling appointments as needed per program agreements
- Residents will have a variety of appointments scheduled; these should be added to the calendar on the dining room cork board for staff viewing.
- Missing appointments without prior permission is subject to a disciplinary action.

## **BASIC PRINCIPLES OF TREATMENT**

- Treatment plan will be based on an individual assessment and will be implemented after the first 2-4 week trial period has been completed.
- Remaining in treatment is critical for treatment effectiveness. Remember, we did not make a mess of our lives overnight and we will not get better overnight!
- Individual, group, and behavioral therapies are critical components for effective treatment.
- Possible drug use during treatment will be monitored with random drug screens, breathalyzers and searches of personal property that includes your person and personal items as well as your cell phone (Phase II & III).
- Phase 1 residents will meet with the director one-on-one to review progress at least biweekly.

## **BOOK WORK**

- Residents will complete 12 weeks of recovery curriculum, including participating in book studies, completing worksheets, and viewing videos. This bookwork will take place on Monday and Friday mornings from 9 - 11 am and Wednesday afternoon from 2-4 pm.
- Residents will not be permitted to schedule any appointments during these times without prior authorization. The only exception will be scheduled court hearings.
- If a resident cannot complete all weekly assignments, she will need to her free time (ie... library, visit, etc.) as well. Book study work must be completed before each group. Not having the work completed may result in a disciplinary action.
- All materials should be kept in resident's room except when reading or studying.
- The daily schedule that lists all other groups is posted on the cork board in the dining room.

## **COMMUNITY SERVICE (MANDATORY)**

- The first Sunday of the month you will be required to help prepare the meal before services, serve and clean up lunch after services and usher once a month.
- Monday's 1-3 pm; you should be available for community service at the Church or upstairs at the Lighthouse as needed.
- You are encouraged to be involved in other volunteer opportunities, but they not mandatory
- These are program requirements unless a resident has a medical reason that they are unable to participate. A doctor's statement is required if this is the case. Other volunteer opportunities may arise, but they are not required.

## **CLOTHING & HYGIENE**

- Residents clothing allotment is limited to one dresser and a shared closet. Drawers should be filled only so full to allow drawers to close freely.
- The Lighthouse will provide for personal hygiene if participant is unable to provide her own. Hygiene items will be kept on resident's dresser when not in use. Residents are to maintain personal hygiene and dress appropriately with clean clothes.
- Dress should be moderate with no profane or inappropriate pictures or language.
- Any jewelry or items with \$30 value or more should be locked up in each resident's personal box in the locked closet when not in use.
- Bed linen should be washed regularly.

## **CURFEW/ALARM SYSTEM**

- The alarm system is located on the wall by the front door and is to be set by 9pm and may be disarmed at 7am daily.
- You will receive a code to unset at 7 upon signing your phase 1 contract.
- The alarm should be set to stay by pressing the doors and windows button 2 x's for stay, but if for any reason, a resident is not in the home, the alarm should be set for away (30 second delay), with only one press of the doors and windows button.
- Phase 1 resident will not leave the house for any reason between the 7 am -9pm without prior approval. Phase 2 will be approved outside of these times for work only.

## **DATING**

As the guidelines for the 12-step program, there will be no engaging in romantic relationships while you are in the program. **NO ROMANTIC INVOLEMENTS!**

- No sexual contact with any man or women will be permitted while in the Lighthouse program (unless the couple is legally married).

## **DRIVING**

- NO vehicles will be permitted to be parked on the street outside of Lighthouse property without proper legal paperwork.
- Residents will not be permitted to drive their personal car during phase I.
- If a resident owns a vehicle in phase II, the resident must be a licensed driver, must meet legal insurance requirements, and have current registration and plates.
- Residents who meet all driving requirements are not permitted to drive other residents to appointments unless it is a meeting to which both are attending.

## **EMERGENCY SITUATIONS**

- In case of any emergency, please call 911 and your daily supervisor (*staff scheduling and phone numbers will be present on the board in the dining area*)
- In the case that a unauthorized person would come through the gate and into the back yard, immediately go into the back door, lock it and call the supervisor on staff
- If a severe storm or tornado warning comes into effect, everyone should close their bedroom doors and move into the kitchen and bathroom areas for cover
- In case of a fire, please use the emergency exits provided. Residents should meet at the southwest corner of Mulberry & 6<sup>th</sup> streets.

## **EMPLOYMENT**

- Resident's will not be permitted to work for the first phase of the program. Phase I will include step work, in house groups, one on one counseling, and other workshops to prepare for the workforce which will begin in phase II.
- Phase 2 residents will not be permitted to work in facilities where alcohol or paraphernalia is sold. Phase II residents will have up to 30 days to find employment.
- No 3rd shift jobs will be permitted.
- Phase I residents are not permitted any cash on their person. Phase II & III will have no more than \$10 cash on their person at any time without prior consent from a staff member.

## **FEES & FINANCIAL RESPONSIBILITIES**

- Entry fee is \$50 which will cover the initial drug test and background report check.
- Weekly fees are set at \$50 per week.
- Each drug screen has a cost of \$10 per screen.
- Residents who have the ability to make purchases that are not necessities will be required to pay for drug screens and/or fees first. If you receive \$25 a week in support from outside sources, will be required to pay for the drug test at the time it is administered.
- During phase I, fees may be put on stay and will accumulate until the time the resident is financially able to assume this responsibility.
- Food is a responsibility of each resident at a minimum of \$40 each week. If Phase I residents are unable to purchase any food, they are required to go to at least one food pantry a week to participate in a share of the household food.
- Program fees are to be paid on weekly or bi-weekly (or as agreed between you and staff).
- Each resident is responsible for all personal expenses, including medical appointments, medications, cigarettes, and household items, including but not limited to, toilet paper, paper towels, and cleaning supplies.
- The Lighthouse or any of its affiliates will not be responsible for any expenses incurred by the resident due to any injuries on or off the premises.

- The resident is responsible for obtaining all personal belongings and changing mailing address within seven (7) days of exit. Any return fees due will be paid within 7 days. All return fees due will be forfeited after the seven (7) days of exit if no phone number or mailing address is provided at the time of exit.
- All payments are maintained by Lighthouse staff through an Excel spreadsheet and by the ULCDC's Executive Director through QuickBooks accounting system.

## **GREIVANCE PROCEDURE**

- Before filing a grievance, the resident must first take measures to resolve the issue by submitting a written request to set up a meeting with the Lighthouse Director.
- All grievances must be filed within 3 days of the incident.
- If the grievance is not resolved satisfactorily or is against the Lighthouse Director, the resident should mail the grievance to the Urban Light CDC's Executive Director.
- Grievance forms and preaddressed stamped envelopes are available in the ULH Resident Handbook binder located in the binder at the residence. (Appendix B)
- The grievance must be postmarked within this time frame of the 3 days of the incident or unsatisfactorily resolved date and will be addressed by the Urban Light CDC Executive Director within 10 days of the postmark.
- Residents have the right to appeal the decision of the Urban Light CDC Executive Director to the Urban Light CDC Board of Directors. All decisions of the Urban Light CDC Board of Directors are final.
- The Lighthouse will not subject residents who file a grievance or who have a grievance submitted on their behalf, to any reprisals, interruptions of care, and discriminatory or adverse treatment due to the grievance filing.

## **HOUSE RESPONSIBILITIES**

- Each resident will be assigned daily and/or weekly house chores and deep clean duties.
- A list of house assignments and cleaning expectations will be posted on the dining room board.
- Chores will be checked weekly on Monday mornings.

## **IMMEDIATE TERMINATION**

The Lighthouse Director will make the final determination regarding residency. Immediate termination *may* follow in specific cases...

- ...Alcohol or drugs have been used
- ...Alcohol, drugs or any unauthorized medications are found on the property
- ...Selling or giving any OTC or prescriptions drug to another resident
- ...Sexual or intimate relationship occurs with another resident
- ...Disregard for safety hazards or measures put into place by the Lighthouse policies
- ...Taking any inappropriate photos/videos of oneself or another resident with or without their permission

## **LAUNDRY**

- Each resident is responsible for their own laundry. (including bed linens and towels)
- Laundry should be done when resident has time to complete both cycles of wash & dry.
- Laundry should NEVER be left in the washer or dryer.
- Clothes will be confiscated for a period of time if the resident leaves the house with laundry in either the washer or dryer.
- No overloading the washer or dryer or drying tennis shoes or any other bulky items.

## **LIGHTS OUT / SLEEPING**

- Residents must be up and have their beds made by 7:30am. (9am on Saturday & Sunday and for all Phase III residents during the course of their last 90 days)
- Napping will be permitted only between the hours of 11am & 5 pm for no more than 1 ½ hours, once a day Monday through Friday (unless authorized by staff or volunteer).
- If a resident is working a 2nd shift is not required to go to bed for up to one hour after their arrival home. They must be up with beds made on the schedule of arrival between the hours of 11-12pm; their beds are to be made by 9am. 12-2am beds are to be made by 10am, and after 2am, beds will be made by 11am.
- 2nd shift workers should be up and functioning for a minimum of 2 hours after their scheduled up/bed made time and will be permitted to nap for 1 to 1 ½ hours. There will be absolutely no lying in bed or sleeping all day unless authorized by a staff member due to sickness.
- All bedroom lights should be out at 9pm, giving respect to those who are early to sleep.
- Small reading lamps have been provided for each bed.

## **MAIL**

- Residents are not permitted to communicate, send or receive mail from men in or out of incarceration without prior authorization. (i.e. family member' or children's fathers)
- Urban Lighthouse staff and leaders reserve the right to read all incoming and outgoing personal mail.
- Outgoing mail will be mailed by a staff member after morning meditations Monday through Saturday.
- Residents are responsible to supply their own envelopes and stamps.
- All personal mail will be opened by a staff member.

## **MAJOR AND MINOR INFRACTIONS**

- Each phase will have a 3 strike system.
- If a resident is written up on an infraction, a sanction will be imposed.

- Residents will be permitted 2 minor infractions per phase. The 3rd minor in-fraction **may** be cause for dismissal. Minor infractions are listed, but not limited to the infractions listed in Appendix C.
- Major infractions are possible causes for immediate termination of residency. They are a blatant defiance of house guidelines or direct orders given by a person in authority. Major infractions are listed, but not limited to the infractions listed in Appendix D. Major infractions include, but are not limited to: blatant defiance of house guidelines, non-compliance to a direct order given by a staff or person in authority, having an unauthorized guest in the house, arguing with staff, any physical altercation with staff or another resident, stealing, or testing positive on a drug test. Residents are encouraged to be honest if they are going to test positive before submitting to the test. ***A failed test will be documented and reported to the courts.***

## **MEAL TIME**

- Residents are encouraged to prepare meals and eat meals together as a household.
- If one person cooks for everyone in the house, those who participated in eating the meal are to clean the dishes, dry them and put them away as a group effort.
- All dishes must be done after each use. Dishes are never to be left in the sink or the dish drainer.
- Dining room table must be wiped down and chairs pushed in at end of use.

## **MEDICATIONS / MEDICAL NEEDS**

- Each resident must seek to obtain medical insurance and regular medical care.
- Use of any narcotics or schedule drugs I, II, III, IV, are not permitted while a resident, even if prescribed.
- All prescribed medication will be monitored by a staff member and will be taken only as prescribed. Any alterations from the med bottles prescribed amount must have a document from the doctor.
- Phase 1 resident must be present at the time med closet is unlocked to retrieve meds. (unless prior arrangements have been made)
- Taking or giving another resident medication, (*prescribed or OTC*) without prior authorization is grounds for immediate dismissal.
- The Lighthouse is not responsible or liable for prescription refills.

## **MEETINGS**

- The Lighthouse embraces the 12-Step recovery process and includes a variety of Christian, N/A and A/A meetings.
- Phase I residents must attend all schedule meetings. Phases II and III are required to attend two outside spiritual/recovery meetings a week as well as one church service.
- Phase I residents must attend required meetings and will be permitted to attend two (2) extra meetings outside of the required meetings per week. Extra meetings are subject to approval.
- Transportation to groups/meetings shall be accepted by authorized people only.
- Residents will meet with Director one-on-one regularly for progress review.

## **MONEY**

- Phase 1 residents shall not receive any cash monies directly from an outside person. All monies instead must be given to a volunteer or staff member to be given to the resident.
- Phase I residents will not be permitted any cash on their person at any time.
- Phase II & III will have no more than \$10 on their person at any time without prior consent of staff. All cash (exception of \$10 for phase II and III) will be placed in a personal box locked in the closet. Staff members may provide residents with your cash as needed.

## **MUSIC**

- All music inside the Lighthouse or **outside in the back smoking area** will be listened to with headphone set.
- Residents will not be permitted to listen to music that promotes the street and drug lifestyle.

## **PHONES**

- No cell phones are permitted during the first phase. Any cell phone received from family or a friend must be surrendered upon receiving them.
- A phone list must be submitted for approval at intake with a limit of four (4) personal contacts.
- Phone list must be approved before making calls and will only be approved for immediate family and/or supportive friends.
- Business (i.e. probation, courts, and doctors) calls are unlimited, but all personal calls will be limited to 3 a day at 15 minutes per call.
- Use of House phone shall not be permitted in bedrooms or outside. Phone should be placed on receiver when phone call is complete.
- Only one cell phone per resident will be permitted. (phases II and III)
- Both house and cell phones may be used between the hours of 7am and 10 pm, but all cell phones shall be turned off or left in rooms during in-house groups or meetings
- Cell phones shall only be used by the resident who owns the phone. Loaning or borrowing another resident's phone is not permitted.
- Staff reserves the right to confiscate and/or search personal cell phones at any time.

## **RESIDENTS RESPONSIBILITIES**

- When in meetings, the Lighthouse ladies should stick together as a group or in pairs and/or stick with the women in the programs. Leaving the group to hang with a man or group of men is not acceptable while participating in this program. If you are having a conversation with a man or men, you shall be responsible to have a resident or leader accountability partner with you.
- If a man should be present on Lighthouse property for any reason (i.e. yard work, maintenance etc...) any and all conversation should remain casual and light. As listed for meeting protocol, residents should take initiative to have an accountability partner or go inside until that worker has departed.
- Any resident giving information about another resident to any person not affiliated with the Lighthouse will be subject to disciplinary action.

- Residents may not deliberately alter or destroy any property of the Lighthouse or any other residents' property. (This will be considered be a major violation; which can result in termination.)
- Residents should not use abusive language, gossip, or violate the privacy of anyone verbally or otherwise. This includes residents, visitors, or staff member in the house.
- No personal conversation among residents surrounding previous drug use, sexual experiences, or prior "war" stories.
- All property that is dropped off for a resident (i.e. cigarettes, clothing, food, etc. must be done through a Lighthouse staff member. Person must make prior arrangements and will not be permitted to visit resident at this time). If residents are receiving visits, all items brought to a resident shall be done at the time of visitation.
- Residents who are not working are expected to maintain low noise levels during working residents sleeping times.
- No one outside of the Lighthouse staff or leadership should be inside of the house or on the property at any time without prior knowledge by the supervising staff.
- Residents, staff, and volunteers are REQUIRED to report hazardous and/or prohibited items or behaviors to Director. Failure to report may result in disciplinary!
- No flushing tampons in the toilet. If on a menstrual cycle, residents must empty the bathroom trash each evening to dispose of tampons or pads. If a resident chooses to flush a tampon and the toilet becomes clogged, the financial burden of a plumber will fall on resident.
- Residents may not loan or borrow anything from another resident. A resident who is unable to meet personal expenses or needs must report that fact immediately to the staff.
- Due to past Lighthouse property damage, residents must submit a written request to the Director seeking permission to use hair dye. A decision will be made within 24 hrs. Use of hair dye without prior permission will be considered a minor infraction and any damages to Lighthouse property will be paid by the resident.
- Residents are to comply with any instruction given by a house supervisor at the time given, but may protest the instruction by reporting to the Director, if the disagreement is between resident and the director, then it must be reported through the grievance policy to the Urban Light CDC's Executive Director. *Arguing with staff is grounds for immediate termination from The Lighthouse Program!* (See grievance procedures)
- When residents leave the grounds, they must have a daily schedule sheet pre-approved by 8:00pm the evening before, Monday through Thursday and by 8pm on Friday for both Sat. & Sun. This must be approved by a staff member before residents may leave the house. If resident leaves without proper authorization, an appropriate sanction will be imposed. (Phases I & II).
- Ink should be used when preparing a daily scheduler and when signing in and out. When a resident leaves, they must always sign out with time, destination, and estimated time of return. (These times should match the pre-approved scheduler). Upon returning, they must sign back in.
- All meals should be eaten at the dining room table. No eating or snacking in bedrooms, only bottled water for drinking is permitted in the bedroom areas. Snacks and chips may be consumed in the living room area.
- Any resident who leaves the Lighthouse program without permission may be terminated from further participation in the program.

## **RESIDENTS RIGHTS**

Every resident has the right to....

- ...confidentiality (*Residential records will only be accessed by Lighthouse staff; files are kept in a locked filing cabinet in a locked room. All electronic files are password protected.*)
- ...mental health or developmental training in accordance with standards of profession practice to which are appropriate to residents needs and are designed to afford opportunity to improve your condition.
- ...have the right to expect ethical behavior from the Lighthouse Director, all staff, and volunteers.
- ...to have safe drug & alcohol free environment to live. The Lighthouse will work to eliminate conversation , music, or television programs that promote triggers of addiction, lifestyle or other harmful behaviors.
- ...to live in a clean and safe environment that protects from neglect, physical, verbal, and emotional abuse.
- ...have the right to exercise their civil rights.
- ...to take unresolved grievance problems in accordance to Lighthouse grievance policy.
- ...have the right to contact and consult with legal counsel and private practitioners of your choice at your own expense.

## **ROOMS**

- Residents shall not be permitted to enter into any bedroom other than their own.
- Beds are to be made by 7:30am Monday-Friday, 9am on Saturday & Sunday. Resident is responsible for the floor in their personal area.
- Room and tops of dressers shall be neat in appearance and cleaned weekly.
- Dresser drawers shall not have clothes stuffed so full that the drawers cannot be closed.
- There should not be boxes or any other clothes containers full of clothes in the room. Only one clothes basket per person is permitted for each resident.
- Bedroom doors should not be locked while you are inside. Phase 2 residents will have a key to lock their door when not home.

## **SMOKING**

- Smoking will be permitted on the back porch only
- An ashtray is provided and no cigarette butts thrown in the yard
- Absolutely no smoking inside the house. This includes vapor/smokeless cigarettes.
- You are not permitted to hang around on the sidewalk outside of the house to smoke.
- If you can afford to smoke, you may be required to pay for drug screens at the time of administration.

## **TELEVISION**

- Times for watching television are 3 - 11pm Mon – Fri and anytime on the holidays & weekend outside of sleep hours.
- Television must remain off during any in house group.
- At the Lighthouse, movies that promote drug usage, drug dealing, and/or criminal activity or contain graphic sexual and/or violent content are not permitted to be viewed.

## **WEAPONS**

- No Firearms, pocket knives, taser guns, and any other personal defense items such as these are permitted on Lighthouse property.

## **VISITATIONS (SATURDAY)**

- Visitation requests must be submitted by 8am Wednesday before the weekend visit.
- All new residents will be subject to a 2-4 week probationary period that prohibits visitation
- After the probationary period, resident may have approved, staff supervised visits in the Lighthouse upstairs community room on Saturdays from 1:30-4pm. After 60 days, residents may petition for outside visits with authorized family and/or supportive friends. All visitors must be approved through probation or parole (If applicable).
- Visitors are not to bring cell phones or purses
- Any items brought for the resident are to be checked in at the door
- All visitors are subject to random drug screen at the request of a supervising staff member
- The Lighthouse reserves the right to terminate any visit at any time for any reason
- If a visitor is asked to leave, they will not be eligible to return for a minimum of 30 days
- Visitor and/or resident will not be permitted to go outside of gate during visit time.
- Smoking area is provided downstairs on the back porch
- Visits will end at 4 pm at the gate. Resident will not be permitted to go past the gate without previously acquiring staff authorization, which will be limited to helping an elder or child without a caregiver to the car. (Residents are not to linger at the car)
- The Lighthouse reserves the right to terminate any visit at any time for any reason
- Requests will be approved or denied by Wednesday evening of the submission.
- Requests may be denied if residents are not following guidelines or working their program.
- All request forms are in the Lighthouse binder along with the Lighthouse Handbook
- At no time should any visitor be in the downstairs area, visits will be limited to upstairs or the yard. (Exceptions will be made for legitimate physical limitations.)
- Except to go to the bathroom, resident and visitors must stay together during visits

## **WEEKEND HOME PASSES**

- After 90 days residents will be considered for a weekend pass once a month.
- Visitation requests must be submitted by 8am Wednesday before the weekend visit.
- Weekend passes will be from Friday 5pm until Sunday 5pm. (Unless other arrangements are approved through staff.)
- The resident will not be permitted to return and to the Lighthouse for any period of time during the pass unless other arrangements with staff are made. If a resident returns to the Lighthouse at any time during the weekend pass, the weekend pass will be terminated at that time.
- Weekend pass requests must be submitted Wednesday 8am before the weekend.
- Requests will be approved or denied by that same day, Wednesday by 8pm.
- Residents will only be permitted to stay with an approved immediate family member.
- Residents may not be in an establishment that serves alcoholic beverages, (including restaurants) nor are residents permitted to be with someone who is drinking alcoholic beverages or any illegal drug.
- Residents are to remove themselves from any situation that is detrimental to sobriety. If the situation becomes unmanageable, residents must call a staff member to pick them up. (A list of emergency contacts & information will be provided to resident before leaving.)
- Upon return, the resident and all items coming in will be searched.
- Upon return, resident will be drug tested.

## **VISITATION (CHILDREN OVERNIGHT)**

- Request for children must be submitted by Monday 8am before the overnight visit.
- Between 30 & 90 days of residency (or until weekend passes begin), residents may petition for one supervised monthly overnight visit with your minor child (ren) on Saturday night from 5pm – 1:00pm (with the exception of the first Sunday of the month). The child (ren) may be dropped off at 5 pm on the day approved and must be picked up by 1:00 pm the next day. All overnight visits will be supervised by a staff that will reside overnight. Requests will be approved or denied by Wednesday evening before the weekend visit and are subject to be denied if you are not following guidelines or working your program
- All residents who participate in the overnight opportunities with children will be responsible for food (if you are unable to supply food, please may staff aware that we may help) and required to clean the apartment after use.
- The Lighthouse reserves the right to terminate any visit at any time for any reason
- All request forms are in the Lighthouse binder along with the Lighthouse Handbook

## **HOLIDAY FAMILY PASSES**

- Easter Holiday Mother's day Family pass requests must be submitted by 8am Wednesday before the holiday pass and for Thanksgiving and Christmas request must be submitted a minimum of 1 week prior.
- Holidays eligible for family passes include Easter, Mother's day, Thanksgiving, & Christmas.
- The times allotted are dependent upon residents' program status and are subject to the Directors discretion.\*
- Residents who have been in the program between 14-60 days (phase 1), may be permitted to go home with authorized family members only from 9am-5pm on the specific holiday.
- Residents who have been in the program for more than 60 days, may be permitted to leave with authorized family members for an overnight pass the evening before the holiday. (5pm to 5pm of the holiday).

*\*The days and times are subject to the discretion of the Lighthouse Director*

## Appendix A

### Walking the 12 steps with Jesus Christ

1. I admit that (by myself without Jesus) I am powerless over my addiction; that my life has become unmanageable.
2. I came to believe that a power greater than myself (Jesus Christ) could restore me to sanity.
3. I made a decision to turn my will and my life over to the care of God as I understood Him.
4. I made a searching and fearless moral inventory of myself seeking to identify the wrongs of my past.
5. I admitted to God, to myself, and to another human being the exact nature of my wrongs.
6. I was entirely ready to have God remove all the wrongs of my past.
7. I humbly asked Him to remove these wrongs.
8. I made a list of all persons I had harmed and became willing to make amends to them all.
9. I made direct amends to such persons whenever possible, except when to do so would injure them or others.
10. I continue to take personal inventory daily, and when I am wrong, I promptly admit it.
11. I seek through prayer and meditation to improve my conscious contact with God, as I understand Him, praying only for knowledge of His will for me and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, I try to carry this message to others with addiction and to practice these principles in all my affairs.

# Appendix B

## The Lighthouse Resident Grievance Form



**Urban Light**  
COMMUNITY  
DEVELOPMENT

Resident Name: \_\_\_\_\_ Date: \_\_\_\_\_

Entry Date: \_\_\_\_\_ Current Phase: \_\_\_\_\_

<b>Date, time, and place of event leading to grievance:</b>
<b>Detailed account of occurrence:</b>
<b>Please state guidelines, policies, procedures that you feel have been violated:</b>
<b>Proposed solution to grievance:</b>
<b>Please state how you have tried to address grievance:</b>

The grievant will be given a copy of this form for her records. The signature below that you are filing a grievance and all information on this form is truthful.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

## Appendix C - Minor Infractions

Minor infractions are violations of the following mutually agreed upon policies/procedures or additional behavioral rules specific to a particular situation:

- Energy drinks
- Missing appointments
- Leaving Lighthouse group while at community meetings
- Failure to have daily schedules approved
- Having food or drinks in undesignated areas of the home
- Use of hair dye without prior approval
- Lying to staff or volunteers
- Having more than \$10 cash on person
- Curfew violation
- Clothing violation
- Noise violation
- Smoking guidelines violations
- Television guidelines violations
- Loaning or borrowing personal items
- Failure to complete household chores
- Failure to complete laundry responsibilities
- Bedtime “lights out” or quiet time violations
- Programming requirement violations
- Visitation guidelines violation (off grounds, weekend, and Holiday)

## Appendix D – Major Infractions

Major infractions include the following, and any individual court related requirements:

### **Major Infractions:**

- Possession of controlled substance, alcohol, or any prescribed or otherwise mood altering drugs
- Leaving at any time outside of the approved schedule without prior permission will result in a disciplinary action
- Being under the influence of a controlled substance, alcohol, or mood altering drug
- Misuse or sharing of prescribed medication
- Positive alcohol or drug screen
- Failure to surrender prescribed medication
- Giving medication to another resident in violation of program policy
- Sending or receiving mail from men in or out of prison
- Engaging in romantic relationships and/or sexual activity while in the program
- Use of abusive or violent language toward residents, staff, or volunteers (arguing with staff or volunteers)
- Physical Violence
- Unlawful destruction of property
- Theft
- Leaving the Lighthouse without authorization or before program completion
- Allowing unauthorized visitors into the home
- Having personal items dropped off to a resident by family or friends without prior approval
- Possessing a cell phone during Phase 1 in or out of the program
- In phase 2, Allowing another resident to use your cell phone

Appendix E



**Urban Light**  
COMMUNITY  
DEVELOPMENT

Organizational Structure

