

## RESIDENT GUIDELINES AND EXPECTATIONS

*The 30-Day Step-Inn Residence and the longer-term Step-Up Residential Recovery Centre is a supportive housing service of Ruth & Naomi's Mission in Chilliwack BC. The program is unapologetically spiritually-based. In this, we believe that meaningful life-change is best accomplished through a relationship with Jesus Christ. We blend biblical principles with proven life-support strategies to assist residents in pursuing their life and recovery goals. In coming into these programs, residents will be asked to submit to these declared values. We will not push 'religion' or force unwanted beliefs on any one but will ask residents to respectfully abide by the values and direction of the Mission and its staff.*

### EXPECTATIONS OF STAY

1. You are expected to refrain from use of alcohol, marijuana, illegal drugs, or other chemicals.
2. You are expected to be (or in the process) a client of the Ministry of Social Development & Poverty Reduction (Income Assistance). RAN Mission is a per diem residence registered with BC Housing and BC Ministry of Health. If you are not in receipt of Income Assistance (i.e. - you are in receipt of EI, CPP, OAS, working, etc.), the costs are \$775/month in the Step-Inn (30-day) residence and \$852/month in the Step-Up Residential Recovery Centre.
3. You are expected to show and demonstrate honor for other residents, staff and property. This includes refraining from swearing, abusive language, any behaviors/gestures that incite violence, or using sexualized language and inappropriate sexual conduct.
4. You are expected to participate in all programs and comply with the direction of staff. This will include the development and daily management of a personalized plan to help you meet your goals and prepare to successfully transition out once you have completed the program.
5. Should you not meet one or more of the guidelines stated above, you will:
  - a) Be asked once by staff to come into compliance.
  - b) Should you not respect or fail to comply with staff regarding these expectations, you will have the choice to engage in **defined processes\*** to deal with these matters or remove yourself from the program. We will honor either choice. If you bring the **willingness** to be in the program; we will help you with the **ability** to fully experience a successful life.

**\*defined processes** will be facilitated by staff which may include one or more of the following:

  - F.A.S.T.E.R. Relapse Prevention Worksheet
  - Double-bind Worksheet
  - Behavior Change Opportunity Worksheet
  - Self-Discovery Worksheet
  - Change-Plan Worksheet
  - Last Chance Worksheet
  - Problem Behavior Worksheet
6. In addition to the above conditions and requirements, the Resident agrees not to engage in criminal activity on the premises or in the community, including but not limited to:
  - 6.1 Any activity that threatens the health, safety or wellbeing of staff, residents, or other persons;
  - 6.2 Any activity involving alcohol, street drugs or illicit use of medications;
  - 6.3 Theft, assault or threatened assault, and battery -- this includes sexual interference or assault;
  - 6.4 Unlawful use of a firearm or other weapon.Any of the above will result in immediate dismissal from the program.

**THINGS YOU NEED TO KNOW:**

**RESIDENT CODE OF CONDUCT**

- G** – Gracious language, behavior and grateful attitude
- R** – Respect other residents and staff
- A** – Ask for support and help
- C** – Control yourself: take a deep breath and be fair
- E** – Everyone deserves to be safe

**1. Curfew and over-night/weekend passes:**

**... REFLECTION PHASE (30-Days) – STEP-INN ‘downstairs’**

For the duration of your stay in the 30-Day Reflection Phase, you will be expected to be checked in no later than **8:30pm** each night unless prohibited by work. If you are not in by that time, you will be deemed to have made the choice to leave the program and your belongings will be packed up and given to charity. NO overnight or weekend passes will be considered unless prior approval is given by the Manager. **NOTE: The building is locked down at 10:30pm each night for your safety.** If you exit the building for any non-medical reason, you will not be permitted back in.

**... READJUSTMENT PHASE (4 months) – STEP-UP ‘upstairs’**

For the first 30 days of your stay in the Readjustment Phase, you will be expected to be checked in no later than 8:30pm each night. If you are not in by that time, you will be deemed to have made the choice to leave the program and your belongings will be packed up and given to charity. After 30 days, the curfew is set at 9:00pm. Overnight or weekend passes will be considered with pre-authorized approval of the Program Manager once per month. Application for a weekend pass must be submitted no later than Friday by noon.

**... RECOVERY PHASE – STEP-UP ‘upstairs’**

After 4 months, and for the duration of your stay in the Recovery Phase (up to about 18 months), you will be expected to be checked in no later than 10:30pm each night. If you are not in by that time, you will be deemed to have made the choice to leave the program and your belongings will be packed up and given to charity. Overnight or weekend passes will be considered with pre-authorized approval of the Program Manager. Application for a weekend pass must be submitted no later than Friday by noon.

In any of the program phases, if you need a curfew extension to be attending a support group, meeting with sponsor/mentor, or to attend to critical family matters, application must be made in advance and an extension will be provided to no later than 11:00pm. Otherwise, an overnight pass must be secured, and will be dependent on your good standing in the program.

**NOTE: The building is locked down at 10:30pm each night for your safety.** If you exit the building for any non-medical reason, you will not be permitted back in.

**2. Meals:** Meals will only be served to residents at the allotted times. These times are: 7:00am for Breakfast, 12:00 noon for Lunch, and 5:00pm for Supper. Saturday has brunch served at 10:00am.

If a resident misses a meal, it will NOT be kept for them to eat at a later time. The ONLY exceptions include:

- If the resident is sick and unable to attend the dinner table
- If the resident is required to attend to medical, recovery, legal matters or work during meal times. Confirmation must be provided to staff.
- You are free to eat-out with family or friends with the pre-authorized approval of the Staff, but food will not be kept for you.
- Dietary accommodations (as best we can) will be made for those with food allergies, intolerances and special diets as described in a doctor's note.

- 3. Medications:** All medications are the responsibility of the individual resident. Residents, upon entry to the program will be asked to have prescriptions packaged in a daily script and to be administered by the IDA Pharmacy located at 46198 Yale Road. The Pharmacy brings these medications to the Residence each day. All non-prescription or other over-the-counter medications (Tylenol, ibuprofen, antacids, herbal remedies, creams, vitamins, etc.) will be the responsibility of the resident to manage. The Mission and its staff may keep these medications safely secured, but the actual medications will be handled ONLY by the resident. Any alcohol-based products (i.e. rubbing alcohol) MUST be kept safely secured by staff.
- 4. Telephone and Electronic Devices:** Residents must use supplied resident phone for all incoming/outgoing phone calls. No telephone calls after 10:30pm. If you possess a cell phone or other personal texting/electronic communication device, it must be turned **OFF** while in program. All computers, both the property of Ruth & Naomi's Mission and/or personal computers including laptops, iPads, and tablets must be shut off by 11:00pm -- NO EXCEPTIONS. Laptops, ipads and other tablet-like devices may be placed in locked security by the Staff on duty at your request.
- 5. Sexual Activity:** In order to protect the physical, sexual and emotional integrity of residents, no sexual activity is permitted on the premises including holding hands, cuddling, touching, groping, kissing, oral or anal sex, intercourse, mutual masturbation, use of sexual toys, or use of electronic communication such as Facebook, texting, sexting, etc. for sexual or relationship purposes. The development of any emotionally dependent relationship between residents will result in termination.
- 6. Hygiene:** You are required to attend to personal hygiene (i.e. shower) and grooming on a daily basis. You are required to be fully dressed at all times, wear proper underwear, and have hair combed (if you have any!) at all times. Proper sleepwear (pajamas, night shirts with pants, or sweats) must be worn at bedtime. NO NUDITY.
- 7. Chores:** You will be assigned chores on a daily basis.
- 8. Smoking:** When you are on-site at Ruth & Naomi's Mission, **smoking is strictly prohibited**. Smoking must be done in designated areas only or off-site (i.e. roadway or beyond – at least three meters from any door). All E-Cigarette/vaping devices must be securely stored by staff when you are in the building. You have access to them but vaping is not permitted in any building.

9. **Asking for Money/Drugs/Cigarettes:** You are **NOT** to ask other residents or staff for alcohol, drugs, tobacco or money.
  
10. **Program Participation:** You are required to attend scheduled meetings, special workshops, work bees, classes, small groups, lectures, seminars and special outings facilitated in the program. Special permission to be excused from a particular meeting or activity must be submitted in advance and approved by staff. You are also required to meet as scheduled with appropriate staff to discuss progress with your individual goals.
  
11. **Check-in/Check-out Log:** You must sign the “**Check-In/Check-Out Log**” prior to departing and upon returning to the facility.
  
12. **Personal Items and Clothing Allotment:** You may bring a **MAXIMUM** of one backpack **or** one suitcase worth of items into your residence. Should you acquire more along the way while in your stay, you have the option of throwing out or donating unwanted items/clothing to Ruth & Naomi’s Mission Wearhouse. Items to be kept minimal at all times. Your belongings are subject to search daily or at any time deemed necessary by staff.
  
13. **Drug Testing:** The Resident accepts that random drug testing is a program component and agrees to provide a urine or breath sample when requested by Staff, and further agrees that:
  - a. the procedure of providing a sample be witnessed by staff to ensure no substitutions; and
  - b. residency may be terminated for refusal to provide a sample or for having a sample test positive.
 A separate consent will be signed by the resident for such testing.
  
14. **Appearance:** You must be appropriately and modestly dressed at all times. **NO HATS OR SUNGLASSES** to be worn in building. All logos on shirts or hats must reflect the values of RAN Mission – no swearing, inappropriate images or reflections of the drug or alcohol culture.
  
15. **Confidentiality:** The Resident agrees to treat all information about other residents as confidential.

I, [PRINT NAME] \_\_\_\_\_, *acknowledge that I have read the **Resident Guidelines and Expectations** document above and/or it has been explained to me a manner I can understand. I agree to abide by the conditions and consequences stated therein.*

Resident’s Signature	Staff Member’s Signature	Date: Month / Day / Year
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ALL GUIDELINES ARE SUBJECT TO CHANGE AND MODIFICATION BY MANAGEMENT WITHOUT PRIOR NOTIFICATION