**RESCUED!**

**Home for Men**



**Restoring Families One Man at a Time**



 **Contact Information**

RESCUED!

**RESCUED HOME FOR MEN**

Restoring Families One Man at a Time

 **Founder / President / Board Chair**

 **Kyle Bass 229-977-0421 demonkiller13@outlook.com**

 Duties include but are not limited to:

* Responsible for the direction of the RHM home.
* Interact professionally with patients and family in the formation of the plan of care.
* Perform management activities including interviewing, hiring, evaluating and terminating staff and residents.

 **Program Manager**

 **Sedrick Robinson 229-977-1212**

 Duties include:

* Enforce policies and procedures
* Admissions
* Collection of Rents / Monies and turning them in.
* Scheduling transportation for all in the house.
* Scheduling of all house chores and duties and posting them in common area.
* Making sure residents are staying on track and communicating with director.

 **Vice President / Treasurer**

 **Heather Bass 229-977-0093 3Rministriesinc@gmail.com**

Duties include:

* Receive paychecks from resident’s weekly
* Bookkeeping for the resident’s weekly
* Maintaining resident files.



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Congratulations! You have just completed your first step to recovery – admitting you have a problem. Rescued Home for Men is a church that understands your plight! We are Real People, Dealing with Real Issues, serving a Real God, and we want to help you. We are on your side!

Our goal is to provide you with a safe and nurturing place to live while helping you become dependent on Jesus and able to live independently of any assistance other than His divine will for your life. Before you make your decision to enter our program, please consider the following:

 1. Program completion will take approximately 1 year, or longer.

 2. We do not allow any anti-depressant, narcotic pain killer(s), anti-anxiety or any other mind/mood altering medicines. Any medications you take must be approved in advance by the Program Director.

 3. We are a "working" program. When you come into the program, you will be placed immediately in a position of volunteer service to keep the ministry functioning. This service is part of our recovery program and you will not be paid in dollars for your service.

 4. It is imperative to disrupt your current cycle. In order to do this, there will be zero contact with the "outside world" for a minimum of 30 days with exception of immediate family. Phone privileges are achievable after 30 days and furloughs after 60 days, based on your progress and evaluation approval.

5. Make sure you read and understand the attached program agreement, because violations of any rules set forth will be grounds for dismissal from the program.

Again, congratulations! I am praying that your journey will be as awesome as mine has been.

All for Jesus,

**RHM MISSION STATEMENT**

 Our mission is to create an environment of safety, freedom and growth. To demonstrate the love of Jesus through action, then empower men to become who they were created to be.

**WHAT IS RHM?**

 Rescued Home for Men is a faith-based men’s transitional/recovery facility. We will supply shelter, food, transportation and job assistance. We also help with life skills training such as job interviews, financial budgeting, savings, credit building and becoming a valued employee through hard work and good attendance. The men will attend faith-based recovery classes, anger management, and bible studies. We focus on character and accountability that will produce moral and ethical mindsets and attitudes.

 Our goal is to meet men right where they are in life with acceptance, discipline and love. We provide a drug free, safe environment with structure and accountability. RHM will require a commitment of 1 year. Upon completion, if the men opt too, they may stay longer. The time will be determined by director.

 Our desire is to see men set free from not only drugs and alcohol but to be healed mentally and emotionally from their past. We want men to begin a new life that would be valuable, not only to themselves but to their families and society as well. It is our belief that for those that are willing to work hard and to practice and apply this training to their everyday life they will be substance abuse free and successful. Our drive is based on our calling. We want men to experience the same freedom God granted us, then empower them to become leaders of restoration in their circles of influence. II Corinthians 5:15

**WHAT RHM IS NOT?**

1. We are not a rehab. We are a transitional facility. (RHM is designed to help men who have already made up their minds to start a new way of life.)
2. We are not a short cut, or alternative to prison. (We work with the judicial system not against it.)
3. We don’t offer handouts; we only provide helping hands up.

**RHM Resident Program Agreement**

 **Eligibility**

Services offered at Rescued Home for Men (RHM) are designed to improve the health and well-being of men who are dealing with addiction(s). The following are required to be considered for entrance into our program:

1. Interview with Pastor/Director or House Manager

2. Program participants must be at least 18 years old

3. Signed completed Application Form

4. A desire for a different life and willingness to change

**Orientation/Evaluation Period**

For each resident, RHM will:

1. Complete a criminal Background Check through GCIC and will check Police records of arrests and outstanding warrants

2. Complete a Sexual Offender/Predator check

3. Conduct drug test(s).

 RHM leadership will meet with each participant as needed depending upon results of the above checks.

**Admission Criteria**

1. Be admitted voluntarily.
2. Be 18 years of age or older.
3. Be at least 72 hours from the last use of alcohol and/or drugs.
4. Commit to 1 year stay at the Rescued House for Men.
5. Be medically stable.
6. Have adequate control over their behavior and assessed not to be imminently dangerous to self or others.
7. Express a desire to recover from addiction to drugs or alcohol.
8. Have the capacity for active participation in all phases of the program.
9. Be ambulatory and meet personal needs without assistance.
10. Have a plan for meeting financial obligations.
11. Participate and complete “Rescue Workbook for Men”, OR one on one counseling AND interview.
12. Must not have any convictions of sexual crimes due to the presence of a school and childcare facility near residence.
13. Voluntarily sign consent for open communication between RHM administrative staff and Probation, Parole, etc.

**Exclusion Criteria**

The potential resident cannot:

1. Have clinical manifestations that meet criteria for a more intense level of care (e.g. acutely psychotic or a danger to self or others).
2. Have severe permanent deficits in recent memory, attention or concentration that would keep them from not attending affectively to activities of daily living, understanding and participating in the program.
3. Have ongoing medical issues, which require a more intensive level of monitoring and care than can be provided by RHM.

**Program Graduation Requirements**

There is no "required" maximum time you can participate. However, the following must be accomplished in order to receive a Certificate of Completion from RHM:

**1. Valid driver’s license or ID**

**2. Social Security card**

**3. Complete your choice of at least one (1) of the following:**

 **a) Read and write a report on The Purpose Driven Life by Rick Warren**

 **b) Read and write a report on Battlefield of the Mind by Joyce Meyers**

 **4. Complete budget/money management training**

 **5. Secure a reasonable and safe place to live**

 **6. Exit Interview that includes:**

 **A) Submit to a plan of action for remaining in recovery**

 **B) Submit to a monthly budget including but not limited to housing, utilities, food, transportation expenses etc.**

**Documentation of Care**

Each resident’s stay at Rescued Home for Men, from admission to discharge, will be documented in their individual chart.

Documentation reflects the status of the resident and the resident’s response to care, is an account of resident progress, promotes staff communication, data collection and is a tool for evaluation.

1. Documentation should: be written in ink, contain the resident name on every page, signature and title of the staff member doing the documenting, contain date of entry, and identify the type of documentation.
2. Types of Documentation:
3. First meeting note – This note documents the resident’s entry into the program and the beginning of their participation. With this note there will be a signed covenant for entry into the house.
4. Monthly Evaluation – Progress notes are written in both objective terms and narrative style describing observations and interactions with the resident that occur with the staff member or in a group setting during the month.
5. Incident Note – This note documents occurrences or behaviors that are not consistent with previous observations of the resident such as a crisis or rule violations. This might be followed up with a Disciplinary Action. See Disciplinary Action section.
6. Discharge Note – The discharge note is completed within one week following resident discharge and relates the reason of discharge and recommendations.
7. Other Documentation – This includes medical or legal documents and correspondence with resident’s parole/probation officer and urine drug screens.
8. Delayed entries should be avoided, but when necessary they are to be dated for the day entered into the chart and refer to the date when the behavior occurred.
9. Corrections in documentation are made by crossing through the mistake with a single line, initialing at the mistake and then writing the correction.

**Random Urine Drug Screens**

Residents with the diagnosis of alcohol and/or other substance dependence/abuse will be required to randomly submit urine for drug screens.

Random urine drug screening is an effective means of monitoring resident alcohol/drug intake status.

1. The collection of urine for a drug screen test may be administered by any staff member of Rescued Home for Men, either randomly or with probable suspicion of the resident’s use of drugs/alcohol during their stay at the Rescued Home for Men. The test will be administered and read by a staff member of RHM.
2. Urine may be collected either using rapid on-site drug detection methods (commonly referred to as a “dip stick”) or collected and sent to a lab for testing. If the sample is to be sent to a lab, it will be packaged and mailed according to the mailing instructions provided by the laboratory.
3. Results are noted in the resident’s chart.

**Intervention for the Intoxicated/Impaired Resident**

The staff of the Rescued Home for Men will effectively manage residents who are intoxicated or impaired by a substance.

Addicted residents may relapse while in residence and become intoxicated or impaired by a substance. Therefore, staff must be able to manage residents in an appropriate manner.

1. The following procedure should be implemented for residents who are assessed as being intoxicated or impaired by a substance.
2. The staff member who observes the behavior, or is informed of the possibility of the resident being intoxicated, should evaluate the situation by assessing the following:
* Is the resident’s behavior uncharacteristic of how they normally appear?
* Does the resident have slurred speech or unsteady gait?
* Does the resident have an odor of alcohol, pot, glue or some other substance?
1. If the resident is assessed to be intoxicated or impaired by a substance, staff will ask the resident if he has been drinking/using a substance. If the resident acknowledges his drug/alcohol use, then they will be subject to disciplinary action in accordance with the established rules.
2. If the resident who is assessed to be intoxicated or impaired by a substance denies using alcohol or drugs, then the staff member should ask the resident’s peers for supporting evidence that the resident was using and perform a urine screen (refer to the policy on “Random Urine Drug Screens”). Also, a room search may be warranted to ensure that no illegal or dangerous substances have been brought into the house. If the urine screen test shows a positive reading or the search reveals alcohol or mood altering/illegal substances, then resident will be expelled.
3. Staff will document the incident in the resident chart and follow prescribed disciplinary action or dismissal.

**Search for Hazardous Items**

**RHM has the right and the responsibility to search residents’ belongings, living space and the resident’s person for illegal substances and inappropriate/hazardous items.**

RHM seeks to ensure the safety of all residents and to provide a safe environment conducive to recovery from addiction.

1. Upon admission, a staff member will search the residents’ personal belongings for illegal or inappropriate/hazardous items. The resident will be informed of RHM’s policy regarding keeping of illegal substances or inappropriate/hazardous items in residence.
2. Periodic searches (timing is decided by the staff on a periodic basis) of the residence will be done by at least two staff members to look for illegal or inappropriate/hazardous items.
3. If a resident is found to be in possession of an illegal or inappropriate/hazardous item upon admission, the item or substance will be confiscated by the staff member. If, during a residence search, it is discovered that a resident is keeping an illegal substance (e.g. drugs such as cocaine, heroin, meth, etc.) or an inappropriate/hazardous item (e.g. a legal but mood-altering drug such as alcohol or a weapon or pornography) item(s) will be confiscated and the resident will be subject to discipline and may be discharged/dismissed.
4. Inappropriate/Hazardous Items:
* Illegal drugs – Cocaine, heroin, amphetamine, pot, etc.
* Legal drugs that are mood altering – alcohol and anything containing alcohol, prescription drugs, etc.
* Weapons include but are not limited to: any firearm, gun, explosive, bomb, or knife over 3.5 inches, or ANYTHING heavy or sharp enough to be used as a weapon
* Pornography

**Smoking or Tobacco Use**

Smoking is prohibited inside of the residences and offices of RHM house. Residents may only smoke in the designated areas outside.

Smoking inside is against the Fire Codes and endangers personal safety.

1. Smoking is prohibited in all indoor locations at RHM. Smoking is restricted to the designated area outside the house. Guidelines include:
2. Resident’s must purchase and keep their own tobacco products. Borrowing tobacco products is discouraged.
3. Uses of tobacco products are restricted to the outside designated area of the house.
4. Tobacco/smoking refuse shall be discarded in the appropriate receptacle. These receptacles will be emptied when needed by the ones who use them.
5. A resident who violates this policy will be informed that he is in violation of RHM policy and will be told to stop smoking inside. Failure to comply with this policy will result in disciplinary action and possible discharge from the program.

For the purposes of this policy, smokeless tobacco (snuff, “dip”, chewing tobacco, etc.) are to follow the same no-smoking guidelines

**Disciplinary Action (DA)**

Disciplinary Actions are formal, written documents that describe the offense and the date(s) that it happened. A Disciplinary Action will be issued if you commit an offense. An offense is defined as the breaking of any rule set forth in this agreement or in the RHM house rules and procedures.

Examples include but are not limited to:

* Failure to come to, or tardiness to church services, classes, or house meetings;
* Sleeping in class;
* Failure to work the program;
* Having un-approved visitors;
* Excessive conflict with other residents or RHM leadership (verbal arguments will not be permitted) (Physical fighting or threats of physical harm is grounds for immediate expulsion);
* Tampering with the thermostat settings;
* Smoking in any place other than designated areas.
* Not maintaining a clean personal space.

Disciplinary Action Forms are kept in your permanent records and three (3) or more are grounds for Expulsion from the program. DA’s will be available to judges, probation offices, other agencies, etc.

**Expulsion (or Dismissal) From the Program**

Occasionally, residents must be dismissed or “expelled” from the program prior to completion of the restoration program when they fail to follow the terms and conditions set forth in this Resident Program Agreement. The following list provides some examples of offenses that are grounds for immediate expulsion. However, this list is not comprehensive but rather is intended to provide you with an idea of the type of offense that will lead to expulsion:

* 3 Disciplinary Actions (for any offense);
* Sowing discord (Proverbs 6:16-19) repeatedly or after your grace period;
* Physical fighting (or threats of physical harm) with anyone, residents and staff included;
* Use and/or possession of illegal drugs; positive drug test other than the one you were given immediately upon your entry into the program;
* Possession of firearms or other weapons;
* Destroying or stealing property (RHM will prosecute anyone caught stealing.);
* Rude or demeaning behavior toward others, including RHM residents and staff members;
* One or more nights away from the men’s house without advance permission;
* Knowingly allowing a non-resident to come to the RHM residence.

**RHM also reserves the right to dismiss residents for any other reason that causes significant disruption to the program’s operations.**

**If you leave or are asked to leave the program for any reason, anything left behind, INCLUDING ANY FUNDS IN YOUR RESIDENT ACCOUNT, will be disposed of at RHM’s discretion.** Re-entry into the RHM program must be approved by the RHM House Leader and Program Director.

**Policies and Procedures**

**AWAKE TIME:** Monday-Friday you will need to set your clock early enough so that you can come to the morning devotion awake and ready to listen and share. Attendance and punctuality are expected. Devotion times may change due to work schedule. If you want to smoke before morning group, it is your responsibility to get up early. **Multiple tardies will lead to disciplinary action.**

**CURFEW**: Sunday through Thursday nights, the curfew is 9:00pm. On Friday and Saturday nights, it is 10:00pm. The doors will be locked at curfew so all residents must be inside the house at this time unless prior arrangements have been made with RHM leadership. Missing a ride or having your ride not show up is not a valid reason to miss curfew.

**LIGHTS OUT**: Lights out times are Sunday – Thursday night 11:00pm. Friday and Saturday night is 1:00am.

 **HOUSE MEETINGS**: Attendance and punctuality are expected for the following:

Morning group Monday-Friday

Evening group Monday-Thursday

Sunday mornings Church service

Tuesday evenings Celebrate Recovery **(including Small Groups)**

 Thursday evenings Digging Deep

**VISITORS**: No visitors are allowed in the resident’s room at the RHM program homes. After you have been in the program for 30 days, all your family and friends are welcome and encouraged to attend our Tuesday night and Sunday morning services. However, residents will not be allowed any communication with family or friends until they have been approved by RHM for visitation. Church services are held at Victory Fellowship Church 19150 US-19, Thomasville, GA 31757. All residents must stay together when at church or any outside activity RHM attends.

**HEAT/AC:** All windows must remain closed when the heat or air conditioning is in use at RHM. The thermostat is set by RHM leadership and residents are not allowed to adjust it. It is very important to conserve electricity in order to keep operating costs as low as possible.

**SEARCH POLICY:** Your room, backpacks, or any other storage area on our property is subject to inspection by RHM Leadership at **ANY TIME.** Your room and property can be searched **whether you are present or not**. Refer to Search for Hazardous Items section for a list of inappropriate/illegal items and disciplinary actions if found with such items. **Room doors must always stay unlocked.**

**DRUGS/ALCOHOL:** Drug and/or alcohol testing can also be done at any time. You could be required to go off site to obtain your test at your expense if necessary.

**INSUBORDINATION/INSOLENCE:** towards 3RM Leadership or anyone else **will not be tolerated.** This type of behavior is not permitted at the RHM facility, the resident’s place of employment or at any RHM group activity. **Disciplinary action will be at the discretion of 3RM leadership.**

**Insubordination:** refusing to do as asked by 3RM staff/leadership, your employer/supervisor, or staff/leadership at RHM group activities.

**Insolence:** is defined as mocking, being disrespectful, using abusive language or insulting others.

**WEAPONS:** Weapons include but are not limited to any firearm, gun, explosive, bomb, or knife over 3.5 inches, or ANYTHING heavy or sharp enough to be used as a weapon. Possession of or use of a weapon is grounds for dismissal from the program.

**FIGHTING/VERBAL THREATS/VIOLENCE:** Physical fighting or threats of physical harm towards 3RM leadership, other residents, individuals at RHM group activities, and/or coworkers is not permitted and is grounds for immediate expulsion from the program. Violence means any form of physical violence, verbal harassment, sexual harassment, threats of violence and/or any form of bullying.

**CHORES:** Keeping our facility clean and orderly is a high priority. You will be expected to keep your area clean as well as complete weekly chores assigned by the 3RM House Manager. A weekly chore checklist will be made and posted by 3RM Staff. The House Manager has implemented a points system to document and maintain a record of chores completed. Any resident not completing an assigned chore or not completing a chore properly will receive half a point (1/2). Any resident accumulating 5 points will be given a written warning of insubordination. When a resident accumulates 10 points, a meeting will be held between 3RM leadership and the resident discussing possible termination from the program. Residents are updated of their points accumulation during scheduled house meetings by 3RM Leadership. There will be random room inspections so beds should be made daily, rooms kept tidy and doors unlocked.

**DRESS CODE**: Maintain high levels of personal standards of cleanliness regarding hair, nails, oral and body hygiene. Men are not to wear muscle shirts or tank tops at any time while in any public place. Shirts of this type are allowed at home only. Your chest should be completely covered. Keep your shirts buttoned! Shorts are to be an appropriate length (when standing with hands down at sides, length should be to your fingertips). The tops of pants (including shorts) cannot be worn more than 2 inches below your natural waist. Residents can’t show their underwear. Clothing should be neat, clean and conservative.

**SEXUAL MISCONDUCT WILL RESULT IN IMMEDIATE DISMISSAL**. RHM believes in abstinence from sexual behavior unless you are married and then sex only with your spouse.

**TELEVISION/RADIO VIEWING/LISTENING HOURS**: Follow house rules. No audio devices are allowed except when approved by leaders. Secular music will not be allowed. ALL movies/videos must be approved by RHM leadership prior to viewing or listening to while you are in the program.

**MAIL**: To protect the privacy of all residents, only the staff will get the mail out of the mailbox. Under no circumstances will residents be allowed to get the mail or tamper with another person’s mail. All residents are required to have their mail sent to: PO Box 5726 Thomasville, GA 31758.

RHM reserves the right to review all incoming and outgoing mail. All outgoing mail must be processed through RHM leadership. All residents give RHM leadership permission to go through their mail for the safety of the house and other residents.

**USE OF TOBACCO PRODUCTS**: In designated smoking areas only!! Ask and you will be shown where these are. No use of tobacco products is allowed when participating in any RHM group activity. While attending services at other churches, shopping at a grocery store or Walmart, while delivering or picking up donations, during outside employment, use smoking areas at the discretion of RHM leadership.

**FURLOUGHS**: A Resident Request form must be completed & approved for any outside, off campus activity. All forms must be turned in a minimum of 72 hours in advance of the activity you'd like to participate in. If a resident does not return from an approved activity OR shows up 2 hours after their set curfew, it is considered a No Show. **Any and all No Shows are grounds for dismissal from the program at the discretion of 3RM leadership.**

**FOOD:** No food will be allowed in assigned sleeping areas. always Keep kitchen and eating area clean. This will keep the pests away.

**LAUNDRY:** Each resident is responsible for doing his own laundry. The assigned laundry days list is posted in the laundry area. There are assigned laundry days in your house and you MUST comply.

 **TRANSPORTATION:** Residents must arrange for all appointments (including court appointments and doctor appointments) with RHM leadership 48 hours in advance of the appointment. Health emergencies will be handled on an as needed basis. ABSOLUTELY NO RESIDENT IS TO TRAVEL ALONE IN ANY RHM VEHICLE!

**COEXISTING**: All residents are expected to treat each other with respect. No arguing, name-calling, gossiping or complaining will be tolerated.

**DESTRUCTION OF PROPERTY:** Residents and 3RM Staff should respect the space in which they are living. Anyone caught in the act of destroying program property including but not limited to : slamming doors, throwing objects, ripping objects from walls, punching/kicking holes in walls or doors, intentionally breaking 3RM property or vandalizing the building or other 3RM property in any way will be subject to disciplinary action/termination from the program at 3RM Leadership discretion. The resident will be held responsible for the repair/replacement of damaged or destroyed property.

**MOVING IN**: If you are admitted into the program, a move-in date and time will be set. RHM provides basic items for you, including food, clothing, sheets, towels and basic hygiene products such as soap, toothpaste, and toothbrush. Do not bring any clothing other than what is on the attached suggested list. However, any other items that may make life more comfortable for you should be brought with you. Some examples include stamps, umbrella, or toiletries/hygiene products. Your most important tool will be your Bible. If you do not have one, RHM will gladly supply one! Upon your arrival, RHM will conduct an inventory of what you bring.

**MEDICAL:** We are not a medical facility! If you are not physically able to work, you are not eligible for our program.

Any medical expenses incurred by you during your stay at RHM are your responsibility.

* RHM does not pay for medicines.
* RHM does not allow you to take any mood/mind altering medicines (medication such as for blood pressure and insulin are ok).
* All medicines must be approved prior to entry into the program.

**LEGAL ISSUES**: All outstanding warrants must be taken care of within fourteen (14) days of entering the program. Your legal issues are your responsibility. Communication with the RHM leadership and legal authorities is crucial and is your responsibility. RHM leadership must be notified immediately when you enter the program of any outstanding legal court dates, issues, etc.

**Remember: We are on your side!**

**3RM FUNDS AGREEMENT**

All residents will sign a notarized permission form allowing 3RM Leadership/Staff to pick up **ALL** checks while in the program. If an employer requires that a residents check be deposited, the necessary paperwork will be provided to the employer so that the residents paycheck can be Direct Deposited into the 3RM Men’s Account. **Direct Deposit of your paycheck to a debit card is NOT allowed.**

**RENT:** Upon entering the program each resident signs a **binding, legal agreement** to occupy a bed at RHM for a 12-month period at the cost of $150.00 per week. This amount breaks down at $75 for a room and $75 for food, transportation and utilities. Each resident is required to begin paying this amount when either a) the resident receives his first full paycheck according to their work schedule OR b) beginning on the residents 31st day of occupancy. If after 30 days the resident is still unemployed, then the resident will be required to pay back rent once employed. A full paycheck does not necessarily mean that you worked 5 days. If for example your work schedule is 3 days a week then that would be considered a full paycheck.

**DISBURSEMENT OF FUNDS:** Resident funds will be deposited into an account managed by 3RM, Inc. Upon deposit, each resident will have $150.00 deposited into the operating account to cover rent and expenses outlined above. Remaining funds for each resident will be placed into a resident account. Residents will be given a weekly allowance of $50 at the discretion of 3RM leadership. All money in excess of rent and allowance will be held as savings for each resident. Resident savings can be accessed once a resident has accumulated over $500.00 in his account. Exceptions to this would be needing to meet legal obligations or purchasing work related materials. **Disbursement of savings funds are at the discretion of 3RM Leadership.** Receipts are required for any money requested to verify that the money was used for what it was requested for. **If you do not turn in receipts, all future request for money will be automatically denied.**

**REQUESTING FUNDS:** All requests must be submitted in **writing** the week before funds are needed. In cases of emergency, 3RM Leadership requires residents to give a written 24-hour advance notice of funds needed and why. **Requests for funds will no longer be accepted over the phone or by text message. Exceptions to this will be made at the discretion of 3RM Leadership.**

**Requests for funds are NOT GUARANTEED for approval. All requests will be approved/denied by 3RM Leadership. Funds in the resident account are intended to provide the resident with the financial means to make a fresh start upon completion of the program.**

**EARLY DISMISSAL/ VOLUNTARILY LEAVING:** If a resident is dismissed or voluntarily leaves before his 12-month commitment to the program is over, that resident **GIVES UP THE RIGHT TO IMMEDIATE DISBURSEMENT OF ANY AND ALL FUNDS IN HIS ACCOUNT.** Remaining funds will be held until the resident’s bed is filled by another paying resident. This period could take up to 60 days.

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

Leadership Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

**RHM House Rules**

 **Major Rules: Failure to comply will be grounds for dismissal.**

1. There will be random and alcohol testing given at any time and totally at the discretion of director. If at any time they are refused or failed; you will be removed from the program and property, absolutely no exceptions. If you are found cheating a test or your test is inconclusive you will be removed.
2. Absolutely no putting your hands on anyone at house or anywhere else while in program.
3. You must not turn down any offer of work or any job while in program
4. You cannot quit or be fired from a job for any reason other than medical (written by a doctor) or you have a better job offer.
5. You must turn in all money received from work or checks while in program.
6. You must return from passes on time.

**Minor Rules:**

1. Resident must attend all classes and services while in program.
2. Resident must complete all house chores in an efficient and timely manner.
3. No outburst of anger with staff or fellow residents will be tolerated.
4. Transportation may require you to leave early or wait to be picked up. This is all part of the program. Constant complaints or disruption will not be tolerated.
5. Good hygiene is a must for all concerned.
6. Driver’s license, fines, parole or probation fees will be up to date and paid so resident can leave up to date and with a fresh start.
7. Resident must obtain employment by 60 days or dismissal procedure will begin. At day 31 rent will begin to be charged to your account.
8. No part time jobs or jobs that interfere with treatment.
9. No personal vehicles or outside rides when you start the program. This is determined by resident’s level of status and will be determined on an individual basis.
10. No stealing or using house or others property without permission.
11. Personal area must be kept clean. This includes but not limited to beds made daily, clear floors, tops of dressers / bedside tables neat and clean, all trash in trash cans. Clothes should be put where they belong, no clothes left in the washing machine or dryer. If you use it wash it and put it away. Kitchen always needs to be kept clean.

Resident Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**PHASES**

As resident progresses in their recovery they should be able to gain the skills necessary for increasing responsibility and increasing freedom. The phases will help the resident to acquire these skills by providing a clear structure for the resident to work within. All four (4) phases must be complete before graduating the program.

 **Phase One:** Drug test on intake.

**First 30 days:** Report to probation/parole. Obtain ID, SS card, and birth certificate. We will check on any legal obligations that might be owed such as child support, probation fees, and/or court fees, etc. Resident will begin service work, all classes, church services, and meditations/devotions. Resident will retain all information for application / resumes for work search. Resident will fill out all request forms so that leadership can verify for calls, visits, and passes. Resident will need to set 3 goals for the first 90 days of program. If resident hasn’t already done so prior to entering program, he should begin working on Rescued Workbook for Men.

**30 Days:** Rent will begin at 31 days or the week of first full week paycheck earned if resident begins working before the end of the 30 days. Resident will continue to search for work. Sign up for temp services, GA workforce, and check with Labor Department. At 30 days phone calls are permitted if a call request form has been submitted and approved. A call schedule will be assigned by leadership. Phone calls will be made in the evenings after all responsibilities (meetings and chores) are done. Visits will also start at this time and will be every 2nd and 4th Saturday of the month. Visits will be from 12 pm – 4 pm. Visitors will need to let leadership know if they will be coming to visit by Friday. Complete Rescued Workbook for men.

**60 Days / 2 Months:** Must have obtained full time job. Be in active participation in classes and service work and settling into program. Passes will begin and the men will be allowed on a **4-hour pass (12pm-4pm) twice a month every 2nd and 4th Saturday of the month.**

**90 Days / 3 Months:** Will be doing one the following: Battlefield of the Mind or Purpose Driven Life. Be prepared to share on the progress of these teachings. Do one on one interview / progress report with Sedrick and Kyle.

\*Phone calls, visits, and passes are a privilege. Everyone is expected back on time if anyone is late, they will lose their privilege until approved by Manager or Director. All phases work around probation / parole classes, community service, etc.

**Phase Two:**

**120 Days / 4 Months:** Set new 90-day personal goals. Based on the progress and attitude of resident residents passes increase to **8 hrs (8am-4pm) twice a month every 2nd and 4th Saturday of the month**. All fees and conditions of probation, parole, child support, etc. should be up to date and if not current, working toward getting current.

**180 Days / 6 Months:** Resident must give personal report on what they have learned from Battlefield of the Mind or other title listed above to Monday night class. Passes increase to **24 hours (Friday 4pm-Saturday 4pm) twice a month every 2nd and 4th Saturday of the month**

**Phase Three:**

**240 Days / 8 Months:** Passes increase to a **weekend pass (Friday 4pm-Sunday 4pm) twice a month every 2nd and 4th weekend**. Residents with weekend passes must attend church services. At this point residents should be leaders and mentors to new men. Resident must have completed one of the books required for graduation. Should be ready to set new 90-day goals and be meeting prior goals. Residents will have an interview with Sedrick and Kyle.

**Phase Four:**

**300 Days / 10 Months:** Residents should be getting ready to purchase a vehicle. Resident will be required to start getting budget ready for exit of the program. Resident will be looking for places to rent, checking on getting power on, and all the deposits it takes to step out on their own. Plan of exit, should have church home, find fellowship in small groups. Cell phone / vehicles.

**360 Days / 1 year:** Victory and Freedom in Christ Jesus! Celebration ceremony at Victory Fellowship Graduation Certificate.


**Please indicate your understanding and acceptance of this** agreement by initialing each of the following items and signing and dating the page below the items:

RESCUED!

**RESCUED HOME FOR MEN**

Restoring Families One Man at a Time

 \_\_\_ I give Rescued Home for Men permission to use my name, my children’s name(s) (if any), and/or our photographs, video and/or recording and other information related to myself and/or my children for news, publicity, advertising, newsletters, website and/or any other publication. I freely give this permission without recourse to Rescued Home for Men.

 \_\_\_I authorize Rescued Home for Men (RHM) to disclose information included in my case file with other agencies, prospective employers, school officials and other entities and individuals as needed or requested and at the discretion of RHM. I further authorize RHM to request and receive information needed by RHM from other entities with whom I am or have been involved. I have read, understand and agree to this statement of authorization.

 \_\_\_I agree that I will not hold RHM, its employees (volunteer or otherwise) or other program participants responsible for any loss to or damage of my personal property or belongings, accident or injury to myself and/or my loved ones, or any expenses incurred by myself and/or my loved ones.

\_\_\_ I have read, understand and agree to abide by all policy, procedure and rules of Rescued Home for Men.

\_\_\_ I understand that if I am dismissed from the program or leave before the end of 12-months that I give up any and all rights to immediate disbursement of any funds I have in my resident account. I understand that it could take up to 60 days for these funds to be released to me.

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

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE

**RHM APPLICATION**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_

 SS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Marital Status: M S D (need proof)

1. Are you on Parole or Probation? If yes what county? Probation / Parole officer Name & Phone#.
2. Do you owe child support? How much?
3. Highest education completed?
4. Work History in the last 10 years?
5. List specific skills, trades, certificates, license.
6. List all drug and alcohol addiction. How long? What is your drug of choice? How long?
7. Do you receive SSI or disability?
8. List all medical problems.
9. List all medications.
10. Have you been diagnosed with any mental health issues? When and where?
11. Do you have any allergies? Do you have any special dietary needs? List all.
12. Do you have any issues that would hinder you from working?
13. Urine Test Results?
14. 3 personal goals you want to accomplish in 90 days?

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_