

# Evansville Rescue Mission



## Resident Policy and Procedures

# **TABLE OF CONTENTS**

**WELCOME**

**P.A.C.E.S. PROGRAM**

**OUR SERVICES**

**HOUSE RULES**

**PRINCIPLE OF THE PATH**

**WHITE FLAG (WINTER / SUMMER  
CONTINGENCY PLANS)**

**PROGRAM FEES**

**CLOSING WORDS**

# *Welcome...A message from our President/CEO*



My dear friend,

Welcome to the Evansville Rescue Mission! We are glad that you are here with us either for a night, or for a while. It is my hope, and the hope of our entire ministry team, that you will feel both wanted and welcome while you are here.

Whatever you've experienced which has led you to this point, please know this: We're not here to judge you, or to condemn you. Not at all! However, we are here to welcome you with open arms and an open heart, and to try to make your time with us as pleasant and productive as possible.

While you're here, please take advantage of each and every opportunity that is available to you. Go to the classes and to chapel. Listen to the lessons and the sermons. Get to know your fellow guests and

our staff. Learn all you can about the One who can (and will - if you'll let Him) change your life forever. Of course, I am talking about Jesus Christ. He most definitely can become your very dearest friend, and He's looking forward to the opportunity to do just that.

I look forward to personally meeting you, so if you see me out and about around the ERM campus, please say hello and introduce yourself.

God bless you!

Tracy L. Gorman  
President / CEO

# P.A.C.E.S.

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**Purpose • Accountability • Christ  
Education • Serve**

Beyond the daily provision of meals, shelter and clothing, we feel the most important component of any of our homeless service programming is spiritual development—the desired outcome of the Evansville Rescue Mission’s long-term residential program called **P.A.C.E.S.** –**Purpose Accountability Christ Education and Service.** Any individual desiring to spiritually grow and to have a relationship with Jesus Christ can voluntarily commit to enroll in our long-term residential program which lasts a little over a year, led by our Spiritual Life & Program Director.

During this time, residents progress through a multi-level program that includes the following levels:

## **P.A.C.E.S. One**

**P.A.C.E.S. 1: 6 weeks long;** residents read and complete the Lifetime Guarantee book and accompanying study guide while attending one Lifetime Guarantee study group during the week; individuals are required to fill out **5** job applications each week; men are assigned a work detail in their respective shelter wing.

## **P.A.C.E.S. Two**

**P.A.C.E.S. 2: 6 months long;** residents read the first three books in the Design for Discipleship series, complete a work detail at one of our four ministry divisions (Men's Residence Center, Youth Care Center, Camp Reveal or the Mission's Thrift Store), participate in a bible study elective either held at the Men's Residence Center or at a local church, attend life skills classes focusing on money management, job skills and communications, and begin searching for permanent housing.

## **P.A.C.E.S. Three**

**P.A.C.E.S. 3: 6 months long;** residents are assigned a work detail at an ERM facility or an internship at a local business based on their preference and previous skill-set where the first 3 months an individual serves as an apprentice and the last three months serves as a mentor; men read the final four books of the Design for Discipleship series; residents participate in a bible study elective either held at the Men's Residence Center or at a local church.

Meanwhile, program participants are daily given meals, shelter, & clothing, and receive case management from our Case Manager, and from the ERM's fellow collaborators.

**P.A.C.E.S. One is schedule to begin again on:**

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# Our Services

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There are many things that can affect you reaching successful independence. Starting on your fourth day, you will be able to start the process toward self-sufficiency by meeting with our Case Manager. We can help you address a variety of issues:

- Obtaining a birth certificate
- Personal identification
- Eligibility for SSI, SSD or food stamps
- Medical / Mental health services
- Addiction Recovery Support
- Employment / housing opportunities
- GED instruction
- Self – Improvement

# House Rules

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Welcome to the Evansville Rescue Mission Resident Center. This is a Christ-centered emergency shelter with programming for long-term residential life recovery. It is designed to offer you the best available options for successful program completion. We feel the following eight goals must be achieved for a resident to be successful:

1. Be a passionate follower of Jesus
2. Be victorious over addiction
3. Be connected to a local church
4. Have a GED or appropriate level of education for the future
5. Be accountable to a mentor or an accountability group
6. Be placed in a financially suitable job
7. Be reconciled as much as it is possible to family members
8. Be placed in safe and comfortable housing



Your success is determined by the path you choose and the effort you put forth in conjunction with the program.

We expect you to observe the Policies and Procedures outlined in this manual. You may not be allowed to remain at the Evansville Rescue Mission if you violate these Policies and Procedures.

It is the policy of the Evansville Rescue Mission to provide a safe, drug- and alcohol-free environment for all residents of the program; hence, we have a **Zero-Tolerance Policy** regarding several behaviors. The following lists the Zero Tolerance issues, which if violated a resident will be terminated immediately:

- Violence
  
- Possession or use of alcohol, illegal drugs, narcotic medication, tobacco products, paraphernalia, or pornography
  
- Threats to harm staff or residents
  
- Theft or destruction of Rescue Mission property
  
- Possession or use of weapons

If you follow the Policies and Procedures that are expressed in this section you will succeed and you will have the foundation for a bright future. If you feel that you are not able to abide by the Policies and Procedures please inform a member of the Residency Team and we will do our best to find a more suitable program for you.

### **EMERGENCY SHELTER POLICY**

It is our policy that as our guest you can receive nightly shelter for up to sixty days.

**\*\* ALL POLICIES AND PROCEDURES  
OUTLINED IN THIS MANUAL ARE  
SUBJECT TO CHANGE AND  
MODIFICATION BY STAFF WITHOUT  
ANY PRIOR NOTIFICATION. \*\***

## **ALCOHOL, TOBACCO PRODUCTS AND ILLEGAL DRUGS**

The use of alcohol or illegal drugs during your stay at the Evansville Rescue Mission is strictly prohibited. In order to help us monitor substance abuse we administer Breathalyzer test upon entry, as well as, random drug tests. Refusal to take a test will be considered a positive result and will be cause for immediate dismissal.

Any resident dismissed for substance abuse will be banned from Mission property for a minimum of 30 days and potential of permanent restriction. Anyone found to be distributing drugs or alcohol on Mission grounds will be permanently banned from Mission property.

## **APPOINTMENTS**

All appointments require residents to complete a Schedule Adjustment Request Form. It is extremely important that you complete these forms at least 24-48 hours in advance so staff can accommodate your request and make schedule changes. If you fail to complete this form, and have it signed by your supervisor, your request may not be honored and it will be considered a work detail violation. These forms are located in the office behind the lobby desk.

## **CELL PHONES, ELECTRONICS DEVICES**

Residents are not permitted to have any electronic devices such as: cell phones, MP3 players, iPods, iPads, etc) in the dormitories. Charging stations and computers can be found near the atrium.

## **CHAPEL ATTENDANCE**

Residents are required to attend chapel services that are part of the regular schedule. Chapel will take place in the Atrium Monday through Thursday, beginning at 6:30PM. Please have your cell phones turned off and in your seat by 6:25PM.

## **CHURCH ATTENDANCE**

All residents are required to attend a Church service either on Saturday or Sunday morning/evening.

## **CLOTHING VOUCHERS**

Clothing is available through our thrift store. Please see an ERM staff member if clothing is needed.

## **DORM AREAS**

You are not permitted in any dorm with the exception of an assignment to the work dorm.

### **INSPECTIONS:**

There will be daily inspections of all dorm areas to insure accountability, proper housekeeping and safety for all residents.

### **DRESS CODE**

Modest apparel is required at all times. Shirt (sleeved) and shoes are required when you are not in your bunk area. Clothing that promotes or advertises drugs, alcohol, sex or anything else that would be offensive to God is strictly prohibited.

### **FOOD SERVICES**

**Meals are served three times every day in our dining hall at the following times:**

Breakfast: 6:30AM – 7:00AM (Monday – Friday);  
7:30AM – 8:00AM (Saturday and Sunday)

Lunch: 12:00PM – 12:30PM (Monday – Saturday);  
12:30PM – 1:00PM (Sunday)

Dinner: 5:30PM – 6:00PM (Everyday)

## **HOUSEKEEPING CHORES**

All residents are expected to do their part to maintain a clean, safe and orderly environment. Each resident will be assigned a daily chore. Chore lists are posted. Times will be posted on the lists as to when the work needs to be completed. Assigned living space must be kept clean and beds are made before leaving area every morning. There will be room checks in the morning. If chores are not done, the staff will determine what corrective measures will be applied.

## **LAUNDRY**

Laundry bags have been provided for your convenience. You may wash up to three sets of clothes on Tuesday, Thursday and Saturday. A laundry basket will be provided for you the night before and will be located at the entrance of the bathrooms. Ben linens will be washed on Monday, Wednesday and Friday.

## **LEAVING THE PREMISES / ROLL CALL**

All residents must sign in and out whenever departing from or returning to Mission property. Provide your name, destination, purpose and time to the desk officer upon departure. Unless you are

working or on a pass, roll call is daily at 6AM and 6PM.

## **LIVING AREA EXPECTATIONS**

Each resident is expected to:

- Keep assigned living area clean and bed is to be made before leaving area each morning. Personal belongings must fit in your crate, which should remain flush with the top, and/or your laundry bag at all times. **NOTHING** should be kept on the floor or under your bed.
- Be considerate of others who share dorm space. If you are in the work dorm area please refrain from turning on lights during sleeping hours.
- Be sure to check the schedule, located on your dorms door, to see if it is your turn to straighten the room. Failure to comply will result in a housekeeping violation.

### **The following is not allowed:**

- Food of any type (including but not limited to: condiments, instant coffee, “on-the-go” type of products, etc.)
- Resting or sleeping (w/o specific Residential Staff permission) between 8:00 AM to 4:00 PM.

- No horseplay of any kind
- Only furniture that is approved by staff will be allowed in dorm areas.
- Be courteous of other guests that are staying with us.
- You are not allowed to take any personal blankets, pillows or other items that could be considered bedding in the dorm.
- All guests are expected to be in the building by 9PM with lights out and no talking by 10PM. On the weekends and beginning in the month of June through the end August curfew will be extended to 10PM with lights out by 11PM
- Backpacks, suitcases or other types of luggage are not permitted in the dorms. Any items of this type must be stored in your tote.

### **MEDICATION**

All narcotic medication must be turned into the desk office upon arrival into the mission. No medication containing alcohol (including mouthwash) is allowed on Mission property.

### **PERSONAL HYGIENE**

All residents are expected to bathe or shower daily. All personal hygiene items should be removed from



bathubs and showers after use. The use of bar soap is not permitted. All residents are to clothe themselves respectfully. Showers will be available beginning at 4:00PM – 7:30AM.

## **SEARCH POLICY**

Upon entry and at any time deemed necessary by Staff, the Mission reserves the right to search all personal property and confiscate any materials or substances that would be categorized as contraband, either unlawful or impermissible, in the opinion of the Residency Department. Every effort will be made to have an individual present if a search of said person's property is necessary.

This is a courtesy and not a requirement for any search of personal property in the Mission.

**PASSES** You must have ten days of residency before you will be issued a day pass. Thirty days of residency is required before you are issued an overnight pass. Passes are considered to be a privilege; criteria for passes include but are not limited to: no rule violations, program fees paid in full, compliance with pay stub submission, etc.

## **WORK DETAILS**

This is a "working" Mission which simply means, we are all expected to do our part to help. At registration you will be assigned a daily chore to perform until your four day evaluation with the Case Manager. After four days of residency you will be asked to join a work detail. During this Orientation Meeting please tell us about yourself

and your skills. It is our intent to match you with a work detail that fits your particular set of skills.

# PRINCIPLE OF THE PATH

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Once you have embraced the rules and policies that we have outlined this compelling principle will empower you to identify and follow the path that leads to your desired destination. And this same principle will enable you to avoid life-wasting detours along the way.

Below you will find a listing of the rules that have been outlined above and the consequences for violating those rules. **The standard for rule violation(s) is as follows:**

**First Occurrence** – Verbal Warning / Meeting with the Executive Resident Director

**Second Occurrence** – A Written Warning will be issued and you will be required to meet with the Executive Resident Director.

**Third Occurrence** – A second written warning will be issued and you will be required to meet with the Executive Resident Director.

If, there is a third occurrence for a rule violation a pre-dismissal conference will be scheduled with the Executive Resident Director.

If you have been asked to leave the Mission that standard violation for all offenses except violence is:

**First** – 30 days

**Second** – 60 Days

**Third** – 6 months

**Fourth** – 1 year with the possibility of permanent restriction

<u>RULE / VIOLATION</u>	<u>DISCIPLINARY ACTION</u>
<b>Bed / Sleeping Area Unkempt or Disorderly Violence</b>	Standard Rule Violation Procedure Dismissal / Permanent Restriction
<b>Tote Overfilled</b>	Standard Rule Violation Procedure
<b>Food or Drink in Dorm</b>	Dismissal From Facility
<b>Health, Hygiene (showering, general cleanliness)</b>	Standard Rule Violation Procedure
<b>Sexual Activity (pornography, possession of pornographic materials, sex, etc.)</b>	Dismissal From Facility with a possibility of permanent restriction
<b>Possession of Mission Owned Laundry</b>	Standard Rule Violation Procedure
<b>Smoking Outside Patio Area</b>	Standard Rule Violation Procedure
<b>Electronic Devices In Dorm Area</b>	Standard Rule Violation Procedure / Possible dismissal from facility
<b>Possession of Weapon</b>	Removal From Facility w' possibility of permanent ban.
<b>Work Detail Violation</b>	Standard Rule Violation Procedure

# WHITE FLAG (WINTER/SUMMER CONTINGENCY PLAN)

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If the temperature is below 32 degrees or above 95 degrees the ERM MRC will implement their “Emergency Weather Contingency”

This means that any male over 18 that can both pass a breathalyzer and is not on the sex offender’s registry can enter the shelter as an overnight guest. They are given a chore that must be completed in the morning before they are to leave at 8am.

If an individual is removed from the MRC on a minor violation, they are still able to utilize weather contingency. However, if while using winter contingency a rule is again broken they will be asked to leave. **VIOLENT OR THREATENING OFFENDERS** are **NOT** eligible for the weather contingency.

# PROGRAM FEES

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If you are employed while staying at the Evansville Rescue Mission, receive money for services; or receive pension, SSI, SSDI you will be required to pay program fees. Workers will have 30 days to provide two paystubs or an award letter. Failure to do so will result in possible no passes being issued or dismissal from the facility.

We will collect \$5.00 per day from individuals who are working. This will help establish a payment history for residents when they leave the PACES or work program(s) of the ERM. Residents who receive Social Security, SSDI or SSI income will be required to pay 25% of their income.

# OTHER POLICIES

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## **CHAPEL RULES**

1. Everyone needs to be seated and quiet by 6:30PM and remain seated until closing prayer.
2. Please refrain from wearing any caps, hats and/or hoodies during the chapel service.
3. Turn off all electronic devices including but not limited to: cell phones, iPods, laptops, MP3 players, etc.
4. Treat the chapel speaker with respect. Do not disrupt by talking or moving around.

## **FIRE ALARM**

When the fire alarm sounds, it is very important that the following steps be taken to ensure safety:

1. Immediately evacuate the building thru the nearest exit per the Emergency Evacuation Plan: signs posted through-out the residence center and assemble outside the patio area.
2. It will be the responsibility of the desk officers to call 911 upon the sounding of the alarm immediately.
3. Roll call will be performed to ensure that everyone is out of the building.



4. Only the Resident Director, Assistant Resident Director, Fire or Police Department can disarm the fire alarm.

## **PERSONAL PROPERTY**

The Evansville Rescue Mission is not responsible for personal property kept on our premises. The responsibility for the safety of property is the sole responsibility of the property owner. Any personal property that is remains when a resident checks-out or leaves will be kept for 24 hours.

The Evansville Rescue Mission reserves the right to search any personal property on our premises.

## **RELEASE OF PHOTOGRAPHIC IMAGES**

The Evansville Rescue Mission and any of its designated agents have my permission to publish photos of me, my children and/or my property for use as they deem fit.