

# Evansville Rescue Mission



GUEST RULES AND REGULATIONS

## *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.

God bless you!

Tracy L. Gorman  
President / CEO

# Programs

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## EMERGENCY SHELTER

It is our policy that as our guest you can receive nightly shelter for up to sixty days. At the 30 day mark you may apply for the PACES program.

## PACES

### **Purpose Accountability Christ Education and Service**

Once you have been in emergency shelter for 30 days you are eligible to apply for our long term program that is aimed to further develop you into a Servant of Christ.

#### **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.

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

**P.A.C.E.S. 2: 6 months long;** residents read all six 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), complete an anger management class, a boundaries class, and meet with the case manager regularly to begin planning for post graduation.

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

**P.A.C.E.S. 3: 6 months long;** Students continue to work a regular detail within the ministry. Men attend a weekly PACES class. In order to complete PACES 3 students must write out the entire book of Proverbs. Participants must also continue to meet with the case manager regularly to monitor progress before graduation.



## **WORK PROGRAM**

Work Program is a short term, case managed residential program for men who are employed and need assistance to save money and achieve independent living.

To be eligible for the program the applicant must be employed and present verification of such employment from the employer. He must also submit to a drug screen and test negative and fill out the application for entrance into the program.

Work Program guests will be assigned to bed in 407 and can stay on program for 60 days.

Work Program guests are required to save 60 percent of their income and attend a Saturday morning financial management class in house.

Work Program guests are to meet at least bi-weekly with the case manager and work on a housing plan. If at any time there is a change in working status to a program guest, you are to report it immediately to staff.



# Our Services

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There are many things that can act as a barrier from 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. The initial meeting is mandatory. 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

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.

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 Direct Care Team and we will do our best to find a more suitable program for you.

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 or possession of weapon
- 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

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

The Evansville Rescue Mission reserves the right to drug test any resident after 10 days of residency. If after 10 days of residency, there is a failed drug screen the resident will be immediately dismissed, with the exception of marijuana which will be tested for after 30 days. However, if at any time a member of the ERM staff suspects (smelling like, change in behavior, signs of physical or mental impairment) continued use of an illegal or illicit drug, after having entered the Mission, you may be screened. If the screening produces a positive result for any drug or illicit substance, you will be immediately dismissed.

Prior to entering any ERM programming (PACES, Work Program, Post-PACES), a mandatory drug screening will take place. The number of days in residency for programming does NOT apply. You must have a clean drug screen to enter any program.

If a resident is suspected to be under the influence of K2, staff will immediately dismiss the resident.

## **APPOINTMENTS**

The Evansville Rescue Mission is a working Mission. Each guest is assigned a detail. If you have appointments that you must attend please clear those with your detail supervisor. If you miss your assigned detail two times this is considered a refusal and you will be dismissed from the facility. If you obtain employment it is your responsibility to notify staff and request a change in detail.

## **CELL PHONES, ELECTRONICS DEVICES**

Electronic devices or cell phones are not permitted in the dorm areas for any reason.

## **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 7:00PM. Please have your cell phones turned off and be in your seat by 6:50PM.

## **CHURCH ATTENDANCE**

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

## **CLOTHING VOUCHERS**

Clothing vouchers for St. Vincent de Paul are available for our guests at the ERM Administrative offices. There are limited amounts of clothing available from our clothing room. Please see a staff member or Guest Services if you need anything.

## **DORM AREAS**

You are not permitted in any dorm between the hours of 8am – 4pm with the exception of an assignment to the Work Program dorm.

## **INSPECTIONS**

Inspections of the dorm areas are done daily.

## **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. The Evansville Rescue Mission is a men's only shelter, therefore all clothing (outer and under) must be gender appropriate for this facility. Please remove all hats and/or headwear before entering and while in the Men's Residence Center.

## **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)

## **Lunch Punch Cards**

If you obtain employment please see staff for a lunch punch card. This card entitles you to 10 sack lunches to get you started before payday.

## 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. Bed linens will be washed on Monday, Wednesday, and Friday.

### LAUNDRY SCHEDULE

**MONDAY** – 100,300, 400 DORMS STRIPPED AND CLEANED/PERSONAL LAUNDRY

**WEDNESDAY** – DORM 223 BED'S STRIPPED AND CLEANED/PERSONAL LAUNDRY

**FRIDAY** – REMAINING 200 DORMS STRIPPED AND CLEANED/ PERSONAL LAUNDRY

## 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. Roll call sheets must be signed every evening before Chapel.

## 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 courteous of other guests that are staying with us.
- All residents 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. If you leave the building any time after curfew or fail to return by curfew, you will not be permitted to enter the facility until the next morning, after having first met with the Director of Resident Services.

### **The following is NOT allowed:**

- Food of any type (including, but not limited to: candy, condiments, instant coffee, “on-the-go” type of products, etc.) is not permitted in your tote, crate or in the dormitory. Possession of food will result in an immediate dismissal from the facility.



- Resting or sleeping (w/o specific Residential Staff permission) between 8:00 AM to 4:00 PM.
- Horseplay of any kind
- Only furniture that is approved by staff will be allowed in dorm areas.
- You are not allowed to take any personal blankets, pillows or other items that could be considered bedding into the dorm.
- 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**

The Evansville Rescue Mission is not responsible for any medication. It is the responsibility of the resident for the keeping, safety and security of their medication. If you possess narcotic medications or medications with street value we suggest you keep them on your person.

### **PERSONAL HYGIENE**

All residents are expected to shower daily. All personal hygiene items should be removed from bathtubs and showers after use. **The use of bar soap is not permitted.** Any bar soap that is found will be confiscated and disposed of in a proper manner. All residents are to clothe themselves respectfully, in a manner that complies with the dress code of the MRC. 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 a second 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.

### **THEFT**

Theft, of any kind, will result in immediate dismissal from the facility with the possibility of permanent restriction. The Evansville Rescue Mission is not responsible for lost or stolen property.

## **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 must be approved by your department supervisor, program director (if applicable), and the Director of Residential Services.

## **RULE VIOLATION PROCEDURE**

**First Violation** – Verbal Warning

**Second Violation** – A Written Warning will be issued and you will need to schedule a meeting with the Director Of Resident Services.

**Third Violation** – A second Written Warning will be issued and you will be required to meet with the Director of Resident Services.

**Fourth Violation- a fourth violation results in dismissal from the MRC.**

## **OUT TIMES**

Whether you leave on your own or are dismissed on violations you are out the same amount of time with the exception of violence and/or threats. You can also be barred from the facility at staff's discretion for a serious violation.

### **Emergency Shelter and Work Program**

**First- 30 days**            **PACES 1- 90 days**

**Second-60 days**        **PACES 2- 180 days**

**Third- 90 Days**        **PACES 3-365 days**

**Fourth-180 days**

**Fifth- 365 days**

## **White Flag/Red Flag**

If the temperature is below 32 degrees the MRC will activate “WHITE FLAG”

If the temperature is over 90 degrees the MRC will activate “RED FLAG”

This means that any male over 18 (that can pass both 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.

## **CHAPEL RULES**

1. Everyone needs to be seated and quiet by 6:50PM, 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.

## **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 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.

## **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 immediately call 911 upon the sounding of the alarm.
3. Roll call will be performed to ensure that everyone is out of the building.
4. Only the Maintenance Departments, Fire Department, or Police Department can disarm the fire alarm.

## **RELEASE OF PHOTOGRAPHIC IMAGES**

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

## **MAIL POLICY**

When a resident leave the MRC, mail will be held for two weeks, If a forwarding address is left it can be forwarded for an additional 2 weeks then after that time is "returned to sender"

**MRC Direct Care Staff**

**Amanda Crowe- Director Of Residential Services**

Office Hours- 7am-4pm Monday-Friday

**Steve Kochersperger- Program Director/Chaplin**

Office Hours-8am-5pm Monday-Friday

**Victoria Flaherty- Case Manager**

Office Hours- 8am-5pm Monday-Friday

**Caleb Clark- Assistant Program Director/Chaplin**

Office Hours- 2pm-11pm Monday and Tuesday

**Bob Lawrence- Resident Center Attendant**

Office Hours- 2pm-11pm Wednesday- Sunday