

# **BYER'S FLATS**

## **RULES, POLICES and PARAMETERS**

### ***Effective December 1, 2008***

**A. Eligibility:** Residents must be referred to the house by a representative of law enforcement or by an official of the Court. Resident criteria includes:

1. No deviant sexual history and/ or sexual charges and/ or convictions.
2. No history of violence or violent charges and/ or convictions, subject to discretion of Byer's Flats management.
3. Must be 19 years of age or older.
4. Must agree to the rules and polices of house.
5. Must agree to the monitoring and therapeutic activities of the house.

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**B. The Residence:** Byer's Flats consists of six-two bedroom rooms. Each resident will have a single bed or bunk, a dresser, and a share of a closet.

Two common kitchens and dining areas will be where residents prepare and eat meals and snacks. Residents are required to prepare all meals.

Coin operated laundry facilities are located within the residence. An initial set of bedding and towels are supplied upon arrival to the residence. All additional bedding and towels are the responsibility of the resident. Residents must check back in all bedding and towels upon departure or forfeit their "deposit" funds.

There is a common living area at the Flats. The television room is part of a "Great Room" on the main floor. This space is available for watching satellite television, snacking, socializing with friends and family and it has computer/ Internet access available.

For residents having cars, off-street parking is provided.

There are two large bathrooms in the residence, each with a toilet, sink and tub/shower facilities.

A subscription to the Hastings Tribune is provided.

**C. Transportation:** The following rules, policies and parameters apply to vehicles and transportation:

1. Residents are allowed to have one vehicle per person. Rules applicable to use of vehicle include:
  1. Proof of ownership and/ or permission to use vehicle.
  2. Proof of valid driver's license.
  3. Proof of insurance.

4. Valid and current license plate on vehicle.
  5. No working on vehicles on the residence property.
  6. Vehicles not in working order are not allowed to be kept on property.
2. Byer's Flats will provide two bicycles for those who do not have transportation. These are available on a limited basis on a first come, first serve basis and will not be considered one's permanent transportation.
  3. Staff is not expected to provide transportation under any circumstance. Should a staff member provide transportation, resident will hold harmless any damage to personal self or property in event of accident.

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**D. Monitoring:** The residence is staffed from 8:00 a.m. to 7:00 p.m. Monday thru Friday and 10:00 a.m. to 5:00 p.m. on Saturdays and Sundays.

Staff is responsible for ensuring program compliance and reporting to referring entity any violation or non-compliance with Rules and Policies of program.

At all times video security monitoring of all areas, except bedrooms and bathrooms, inside and outside will occur.

Staff will review monitoring tapes on a daily basis from the previous night. All cameras recordings will be available via a network system within the residence as well as associated offices.

A minimum of one week of historical data will be available. "Critical Incidents" will be kept on a digital file and stored in resident's permanent record. Referring entity may review this data. The referring entity may request the ISP number to view real time activities at the Flats.

Visitors/ Guests to the residence will be aware of security monitoring via signage.

Staff may do search of resident bedrooms, dressers and beds and other personal belongings at any time and in absence of resident.

Residents understand and agree to search of self and personal belongings by a drug dog used by a trained handler to search for drugs, paraphernalia, weapons etc. Items found by the drug dog, staff, or other law enforcement may result in the usual and customary progression of events surrounding such discovery, this may include but not be limited to arrest, detainment and expulsion from the Byer's program. Residents are not only responsible for their own personal property but knowledge of contraband in common areas and bedrooms will also constitute violations.

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**E. Visitors/ Guests:** staff must approve Visitors/ Guests to the residence. Rule for visitation include:

1. Visitors/ Guests are restricted to the common areas of the house.
2. Residents may not accompany visitors/ guests to the restrooms.
3. Visitors/ Guests are not allowed in the bedrooms.

4. Residents may ask for special visits outside the scope of regular visitation from staff.
5. Visitors/ Guests must not disturb other residents.
6. All visitors/ guests must check into and out of the residence.
7. Visitation from Alumni of Byer's Flats is encouraged at all times.
8. Children must be accompanied and supervised by an adult at all times.
9. Guests must wear proper attire at all times, including shoes, shirts and dress according to the guidelines of house rules.
10. Residents may not have visitors/ guests at Byer's without staff present.

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**F. Required Activities:** The below therapeutic activities are required and are considered part of the therapeutic environment of the program, participation is NOT an option.

***All residents are required to take part in the following:***

1. **House Meetings** when scheduled and when a special meeting may be called. House meetings are held to discuss house rules, cleaning and cooking assignments, budgets, disciplinary recommendations, rewards for achievement, etc. They are mandatory. Absences must be approved prior to meeting.

Each resident will be assigned house duties on a weekly basis. This may include supper preparation, supper cleanup, taking out trash, cleaning bathrooms, yard/ grounds work, etc. Staff will make on-going house inspections throughout the day.

2. **Effective Money and Time Management Sessions (Individual)**  
Designed to teach and support proper budgeting and management of financial resources. Designed to teach and support proper management of time for work, house chores, family, recovery and socializing.

3. **Employment Support Session (Individual)**  
Each ***unemployed resident*** will attend Employment Support counseling five days per week until a job is secured. The only activity allowed prior to securing a full time job is job-seeking activities approved by staff.

Each ***employed resident*** will attend Employment Support counseling once per week. Employment Support counseling is designed to emphasize the importance of work, the development of respect for the authority of one's boss, dealing with co-workers, successful employment behaviors, disruptive behaviors, disciplinary action and advancement, etc. Residents will learn how to support one another in their efforts to seek and maintain employment.

**4. Sobriety and Society Support Group**

Residents must engage in activities that make them aware of issues in their lives and in their community/ society that plays a role in staying clean and sober. Individuals support each other and offer the opportunity for others to understand their own drug and alcohol issues while at the same time working an effective plan to keep themselves clean and sober. This allows a person to explore their own thoughts about cultural diversity, current events, family, friends, work, healthy choices versus bad choices, situational stressors, etc. enhancing tolerance and understanding of ones struggle with sobriety. This allows a person to engage in and explore healthy choices for leisure time activities. Positive hobbies are discussed and developed. This will result in increased self-confidence and will broaden one’s understanding of results of choosing healthy/ positive leisure time activities.

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**G. Elective Activities:** Each resident is required to take part activities for self-improvement. A resident is encouraged to take part in as many elective activities as time will allow but must be involved in at least two.

**House/ Facility Maintenance:** These activities include maintenance of house inside, cleaning, minor repairs, painting, appliance repair/ maintenance, etc.

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**Ground Maintenance:** These activities include painting, gardening, yard work, mowing, snow removal, tree trimming, etc.

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Involvement in the above mentioned activities are a responsibility of being in the house. Residents will not be compensated for this activity, as it will not encompass anything beyond the scope of what is routinely done at one’s own home.

**H. Out of Residence Activities:** Residents are encouraged to take part in activities within the community. Rules applicable to this activity include:

1. Staff must approve all activities outside of residence.
2. Residents will not visit private residences without prior approval.
3. Residents may not visit any area/ business that sells or uses alcohol without prior approval.
4. Residents will not frequent areas that are known to or appear to be locales that are frequented by drug and/ or alcohol users/ abusers/ dealers.

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**I. AA/ NA Support:** The referring entity may mandate minimum attendance at community based AA and/ or NA meetings. If not, Byer's Flats will **NOT** mandate attendance by a resident. However, should staff decide this may be a positive support in a residences life; staff may make this a condition of stay.

All 12-step meetings will be attended within the community. A list of meeting places and times will be provided to residences upon arrival and will be posted on the bulletin board.

Residences are encouraged to participate in AA/ NA programming and to find a sponsor as soon as possible upon arrival at the residence. Sponsors will adhere to visitation rules and policies. However, sponsors are allowed to make emergency visits at the request of residents outside of visiting hours. Outside of residence meetings with sponsors must be done at public locales.

Residents may not leave AA/NA meetings early. If a resident is leaving early or coming late to meetings, this may be considered a violation. Blue AA/ NA attendance cards are available at the residence and must be turned into staff when filled.

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**J. Personal Property:** Residents are encouraged NOT to bring valuable personal property into the residence. The following Rules and Polices apply to personal property:

1. Byer's Flats (Western Alternative Corrections, Inc.) is not responsible for any damaged, lost or stolen personal property.
2. Residents are not allowed to wear clothing or possess any personal belongings reflecting known gang colors and/ or paraphernalia.
3. Residents may not possess any illegal or hard-core pornography. Subscriptions to pornographic literature is not allowed.
4. All personal property must be kept in residents' bedroom.
5. Food and beverage items may be kept in kitchen with name written on them.
6. Residents may not possess any firearms or weaponry including clubs, knives, slingshots, blowguns, etc.
7. Any personal property left for 24 hours after resident leaves the residence will be sold or donated to charity.
8. Pets are not allowed. This includes reptiles, fish, cats, dogs, crabs, etc.
9. Residents must be properly dressed at all times. Footwear, pants and shirt must be worn at all times outside of the bedrooms.

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**K. Overnight/ Weekend Passes:** Overnight and/ or Weekend passes may be requested upon completion of 30 days of residency without any violation of house rules and polices. Approval from staff must be secured by completing an Overnight/ Weekend Pass form not less than 3 days prior to time of departure. Residents may not receive more than two overnight/ weekend passes per month for a maximum of two nights absence per pass.

All rules pertaining to overnight/ weekend passes are a base for the referring entity to begin with. Byer's Flats rules and restrictions regarding passes is superceded by the referring entity and/ or judges orders.

Resident will be responsible for identifying another resident that will accept his responsibility for house duties when going to be absent.

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**L. Employment:** Residents are required to maintain employment. The following rules and policies apply to employment while at the residence:

1. Residents must immediately register with Workforce Development if not employed.
2. If not working, residents must register with the local temporary agencies.
3. Residents must spend a minimum of five hours per day seeking employment if not employed.
4. If a resident is not working they may be required to begin volunteer work.
5. Residents will visit potential job/ employers alone. It is against policy to have friend's and/ or family members meet residents away from residence while resident is looking for a job.
6. Byer's Flats (Western Alternative Corrections, Inc.) will not be responsible for any transportation needs.
7. Residents may not quit work without first speaking to staff and receiving their endorsement.
8. On days off and holidays residents may sleep in an extra two hours. This is only allowed if a person is working on a full time basis.
9. Employment checks will be done by staff to assess resident attendance, rate of pay, job performance and co-worker relations.

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**M. Meals:** Included in the resident's fees are meals for breakfast, lunch and supper. The following are the rules, policies and parameters for meals:

1. Resident is responsible for making his own meals and cleaning up afterwards.
2. Visitors/ Guests may purchase meals for \$5.00.
3. Snack foods are the residents' responsibility and may be kept in the kitchen only with each persons name on the item. The taking of others personal snack items is a violation of house policy.
4. No food or beverages are allowed in the bedrooms.
5. Sack lunch items are provided to residents needing to take a lunch to work. Residents may not bring food and/ or beverage items into the residence that has been previously opened.
6. Visitors/ Guests may not bring food and/ or beverage items into the residence that has been previously opened or prepared.
7. Staff will do grocery shopping once per week.

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**N. Use of Alcohol and/ or Illicit Substances:** The following rules and policies apply to the use of alcohol and/ or illicit substances:

1. Alcohol possession and/ or consumption is prohibited in the residence or on the property.
2. Use of illicit substances is prohibited. This may include illegal drugs, abuse of prescription drugs, huffing, inhaling, smoking, snorting, injecting, etc. over the counter products that may cause intoxication. This may include, but is not limited to paint, mouthwash, cold and flu medication, aftershave, etc.
3. Staff may perform random alcohol (breathalyzer) tests and drug tests to determine if a person is under the influence.
4. Included in the resident fees is one random presumptive drug test per month.
5. Should staff find it necessary to administer additional tests, the resident will be responsible for paying \$10 for the drug test.
6. Failure or refusal to submit to a requested test may result in the termination of residency.
7. A resident found to be under the influence will be asked to leave the residence and may not return until they have been abstinent for a minimum of 72 hours. Re-entry will be negotiated between staff and referring entity.

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**O. Gambling:** Gambling is not allowed in the residence. Forms of gambling include playing card games for wagers (of any sort), dice games for wagers, sporting events/ game pools, etc. Electronics and other communication venues may not be used to communicate with individuals to place bets or wagers outside of the facility.

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**P. Use of Telephone:** There is a telephone for resident use located in the Great Room. The following rules apply to the use of the telephone:

1. Residents must use a phone card or call collect when calling long distance.
2. Calls are limited to 15 minutes at a time.
3. No calls may be made or received during house meetings.
4. Non-residents may not use the telephone.
5. No 411 calls.

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**Q. Communication:** A common house bulletin board is located in the entry way. Staff will put up items of interest, i.e.: work schedules, emergency phone numbers, group schedules, happenings in the community, pictures etc. and residents are welcome to put up items they feel other residents and staff may enjoy.

Individual mail will be delivered to your bedroom. It is against the law to take anyone's mail but your own.

Residents will not use or possess cellular telephones on residential grounds without prior approval from staff. Staff may request copies of cell phone bills and may share copies with referring entity.

**R. Medication:** Residents are allowed to take prescription medication if taken as prescribed. Residents must be able to administer their own medication. Anyone found to be abusing prescription medications might be discharged. This includes sharing or selling medication to other residents. All medications must be inventoried by staff upon arrival and any time a new or refill prescription is received.

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**S. NO Smoking:** Byer's Flats is a non-smoking facility. There will be no smoking in the house or on the property. Resident caught smoking on the premises will result in a violation.

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**T. Locked Doors and Keys:** The following are rules, policies and parameters for locking/ unlocking doors and issuance of keys when necessary.

1. Upon arrival, residents will be provided with one key. That key will unlock the main entrance on the main floor of the house.
2. Should a resident lose his key, he will be charged \$5.00 for each additional key.
3. Doors will be unlocked at 8:00 a.m. and will be locked by 10:00 p.m.
4. Residents working outside the scope of the above mentioned hours will be responsible of ensuring doors are locked when they re-enter the facility after work.
5. The only acceptable way in or out of the facility, except during times of emergencies, will be the front door. The use of other doors will result in a violation.

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**U. Bedrooms:** The following rules and parameters apply to resident bedrooms:

1. Residents must be out of bed, with their bed made by 7:00 a.m. during their workweek.
2. Residents may sleep an extra 2 hours on their days off and holidays.
3. Residents may not enter the bedrooms of other residents besides their own.
4. Residents may not change/ trade bedrooms without the permission of staff.
5. All personal property must be put away at all times, including dirty laundry.
6. Residents will not "hang out" in the bedrooms.

7. Residents who are sick and not able to work for more than two days must seek medical help by the third day.

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**V. Computer Access:** Byer's Flats will provide one computer for resident use. That computer will have Internet access. Using the computer to look at pornography is prohibited. Purchasing and/ or charging services and/ or merchandise via the computer is not allowed. There is a ½ hour time limit on the computer if someone else is waiting to use it. Residents must sign in and out on the computer log. Staff will routinely review the history of the Internet sights visited as well as the security camera can view the monitor.

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**W. Lights Out and Curfew:**

Curfew with the doors to facility being locked is at 11:00 p.m

Residents are encouraged to be at the facility at 9:00 p.m. unless prior approval from staff is given.

Lights out is at midnight.

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**X. Actions that MAY result in termination from Byer's Flats:** Any violation of above described rules, polices and/ or parameters of stay. Further, the staff and management of Byer's Flats are at the liberty to evaluate each circumstance independently and render opinions for dismissal accordingly. All violations will be reported to the referring entity.

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**Y. Actions that WILL result in immediate termination from Byer's Flats:**

1. Physical and/ or verbal violence, threats or intimidation of any kind. Police will be called and charges pressed.
2. The use of alcohol and/ or illegal drugs on property.
3. Non-payment or late rent.
4. Sexual contact of any form on the property.
5. Theft of property from other residents, house and/ or property.
6. Possession of any kind of weapon.
7. Sexual, Racial or Religious harassment.

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## **Z. Agreement and Signature:**

By signing below, I have had the Byer's Flats Rules, Polices and Parameters explained to me as well as I have had the opportunity to read each rule, policy and parameter. In addition, I was offered the opportunity to ask questions and have had those questions answered to my satisfaction. I understand that the rules, polices and parameters apply to me immediately upon arrival and that ignorance is no excuse for violation.

I agree to the terms and conditions of this alcohol free/ drug free living environment and it is my intent to stay sober while residing at Byer's Flats.

I further understand that the policies, rules and parameters outlined above may be amended and changed without prior notice and that I will be notified of such changes in writing.

I absolutely waive my rights in regard to any and all landlord/ tenant laws as they may conflict with the terms and conditions of this agreement. Should I be asked to leave Byer's Flats, I will do so immediately without disruption.

I agree to hold Byer's Flats; it's owners and staff harmless for any loss, damage, or injury that may befall me during my stay at this residence.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date