

Resident Handbook



[COMPANY NAME]

&

TAYLOR HOUSE

Our Curriculum

Each student is required to complete 222 hours of studies which include:

Addiction and Recovery-exploring the psychological, physiological, spiritual, social, and relational effects of addictions and how to move into recovery.

Extraordinary Women- focusing on women's issues throughout the lifespan and the challenges one may face in different life stages.

Breaking Free- helping you to break free from the hurts, habits, and hang-ups that keep you locked in bondage.

Caring for People- aiming to help you learn how to heal your relationships, make amends, and relate to others.

Stress and Trauma- taking traumatic events in our life and moving into post traumatic growth and turning them into a message of hope.

Value Packed Parenting and The Blessing- exploring both the theological and psychological aspects of parenting, how to be an effective parent, and how to pass your faith to your children.

Anger Management-helping to understand the different emotions that feed your anger and how best to handle it.

Cognitive restructuring- to help retrain your neural pathways towards recovery through Re-Think How You Think.

Relapse Prevention- focusing to build a relapse prevention plan to follow to ensure you are equipped to handle life on life's terms.

Bridges Over Poverty- an eleven-week study focused on re-entering into society and getting ahead while getting out.

Bible Study- a complete study and dissection of the 66 books of the Bible

Walking the 12 Steps with Jesus Christ- the traditional twelve-steps, focused on Jesus Christ as your ultimate Higher Power.

Daily Routine

This is a general overview of what a day at the Jericho House/Taylor House may look like. This schedule reflects a typical day for an individual within their probationary period and until they are permitted to work. Each individual is different and this schedule will change due to employment or schooling.

7:00-7:15AM- Residents must be up and beds made before smoking their first cigarette break.

7:15-8:30AM- Residents will perform their assigned chores, eat breakfast, and get ready for the day and be downstairs at 8:30AM, residents of the Taylor House must make their way to the office at the Jericho House by 8:30AM.

8:30-12:00PM- Residents are not allowed anywhere but in the office area during these hours. Daily lectures are first priority and residents will rotate on the computers until each has had an opportunity to complete their lecture for the day. After lectures are completed residents may work on 12-Step, Bible Study, or any other assigned house curriculum.

12:00-12:30PM- Lunch is served and afterwards residents clean the kitchen.

12:30-3:30PM- Intensive Out-Patient Group Therapy

3:30-6:30PM- Leisure time, Jericho House Residents are permitted upstairs and Taylor House residents are permitted to return home. No sleeping is allowed during this time period.

6:30-8:30PM- Alpha-Recovery 12-Step Meetings- Mon: Anger Management, Tues: Step Work, Wed: Step Work, Thurs: Step Work, Fri: Relapse Prevention, Sat: Step Work

At no point during the day are residents expected to be idle. There are a myriad of studies to keep them busy.

Televisions are not permitted in the residents except with prior approval on weekends with good behavior.

Communicable Disease Policy

Basic controls to prevent the spread of communicable diseases:

- If you are feeling unwell speak with your house leader immediately to determine whether you should be separated from other residents.
- Wash your hands well and often but especially before eating and after visiting the bathroom. Use plenty of soap and warm water. One should spend at least 20-25 seconds washing their hands. After drying hands, use a paper towel to turn off the faucet and open the door (so clean hands stay clean). If soap and running water are not available, alcohol-based gel can be used. However, as soon as possible, use soap and running water as described earlier.
- Unbroken skin is intact and healthy. Skin is a major barrier to pathogens. Any cuts or abrasions should be cleaned and covered with a bandage.
- Make sure food is well cooked; do not eat pink meat.
- Wash fresh fruits and vegetables BEFORE eating them.
- Do not share personal items: towels, clothing, razors, shavers, toothbrushes, and other personal items.
- Avoid sexual encounters with persons who are infected with HIV, whose HIV infections status is unknown.
- Blood borne pathogens: Use universal precautions if in contact with another person's blood or other bodily fluid (i.e. prior to administering first aid). According to the concept of Universal Precautions, all human blood and certain body fluids should be treated as if known to be infectious for HIV, HBV, HCV, Hepatitis A, B, or C, and other blood borne pathogens. Therefore, using disposable sterile gloves and possibly other protective gear may be in order.
- Airborne pathogens: Airborne routes including coughing, sneezing, talking, and spitting release small and large-particle droplets containing germs or dust particles containing a pathogen agent. The particle remains suspended in the air for a long period of time (e.g., TB, Measles, Mumps, Chickenpox, Smallpox, SARS, and Avian Flu). The germs may become inhaled by or deposited on a susceptible host. To help prevent the spread of airborne pathogens cover your mouth and nose every time you sneeze or cough by placing your face in the bend of your elbow.
- Staph and MRSA skin infections: keep your hands clean by washing thoroughly with soap and water or using an alcohol-based hand sanitizer, keep cuts and scrapes clean and covered with a bandage until healed, avoid contact with other people's wounds or bandages, avoid sharing personal items such as razors or towels.

Gloves and disposal bags are available in the office as well as in the first aid kits in your respective residences.

Medication Policy

- Resident will log all medication with House leader upon pickup and both the resident and House Leader and resident will initial the date, dosage, and times the medication shall be taken.
- Resident must self-administer medication as prescribed by a physician.
- Resident must not discontinue medication for any reason without a physician's order.
- Resident may not be prescribed narcotic medications.
- Resident must keep a log of their medications on the calendar provided in the residence
- Medication must be stored out of plain view from other residents. For example, in a dresser, closet, or in a container under the bed.
- Random pill counts will be conducted on all medications.
- Over the counter medication is provided by the residence and kept in the office.
- Over the counter medication must be requested from the House Leader and logged.

- No cough medicines containing dextromethorphan will be allowed on the premises.
- House Leader will contact the Program Coordinator when any new medication is prescribed.
- The Program Coordinator (Margie Maddox, CEO) upon consultation with Dr. Amanda Kovalyn, has final say over which medications are allowed on premises.

Paid Work Agreements

- Program Coordinator (Margie Maddox, CEO) may occasionally provide an opportunity for residents to perform tasks for the Houses or Program for compensation. Residents will be paid a fair market wage for their work. Residents are not obligated to participate in paid work agreements. Work agreements will not interfere with a resident's recovery goals, nor will a work agreement impart special benefits other than fair compensation.

Personal Finances

- Residents are responsible for managing their own finances, but will be required to submit an account register monthly for review, including all receipts
- No resident, owner, operator, or otherwise affiliated person shall become involved in personal financial affairs (i.e. borrowing or lending money)

Dress Code

- Hats are not permitted inside the building
- Hoodies are not permitted inside the building
- Residents may not have facial piercings
- Residents may not sag their pants below their waists
- Shorts and skirts are to be an appropriate length
- No holes in jeans that skin is visible through
- No obscenity, advertisements, or otherwise inappropriate writing or logos on clothing
- Men are not permitted to wear earrings

Tobacco Policy

- Smoking is permitted on the outside of the property in designated areas ONLY
- Cigarette butts are to be disposed of in the provided containers ONLY
- Residents are allowed eight (8) cigarettes per day and will smoke at the following times: 7:00AM, 9:00AM, 11:00AM, 1:00PM, 3:00PM, 5:00PM, 7:00PM, and 9:00PM.
- The resident is responsible for providing his or her own cigarettes
- No smokeless tobacco products (i.e. dip or snus) are allowed on the premises
- Failure to abide by these rules may result in the loss of the privilege to smoke
- E-cigarettes or Vapes are not permitted

Good Neighbor Policy

- All residents must read and sign this policy at the beginning of their residency at the Jericho House. Any breach of these policies is grounds for disciplinary action.
- Each resident contributes to the weekly upkeep of a minimum of one communal area

- No loud music or disruptive noise of any kind
- Dispose of trash and recycling on a weekly basis
- Attendance at all mandatory residential meetings
- Participate in community safety and emergency preparedness plan
- Keep noise levels to a respectful level during daytime and evening hours. No profane language.
- Participate in keeping the grounds and building well-maintained
- Participate in activities/gatherings in the local community
- Adhere to on-site and local area parking rules and regulations
- Ensure guests Adhere to on-site and local area parking rules and regulations
- No cigarette butts ANYWHERE on the grounds
- Be courteous to your neighbors, say hello, wave, be friendly.
- IF you are approached by a neighbor that has a concern ensure that they are given information to contact either Margie (419)-689-1412 or John (419)-689-1273

Emergency Procedures

- In the event of a life-threatening emergency immediately dial 911 or press the panic button located on the alarm system in the back near the side door or upstairs in the front bedroom
- Narcan is provided on premises for those trained in its use
- Provide help however possible without further injuring the person
- Contact Margie (419)-689-1412 or John (419)-689-1273
- In the event of a fire follow the exit routes posted in the residences
- Fire extinguishers are located in the kitchens of the residences
- Routine emergency evacuation and shelter in place will be performed periodically
- Safety equipment is checked monthly by John to ensure it is in proper working order

Emergency Phone Numbers

- Bucyrus Police Department- (419)-562-1006
- 911
- Margie Maddox- (419)-689-1412
- John Maddox- (419)-689-1273

Resident Grievance Procedure

STANDARD: All residents have the right to pursue a grievance with regards to their participation in the Alpha Recovery 12-Step Program/Jericho House/Taylor House. The Peer Panel alongside the Program Coordinator and a selected Board Member will hear and attempt to resolve all grievances in a fair and timely manner.

PROCEDURES:

1. The aggrieved person, or person acting on his/her behalf will meet with the person against whom the complaint is directed, or with the person who is most involved in the conditions resulting in the complaint. This meeting will be informal and designed to provide a solution that will not require further discussion. Cases of verbal or physical abuse shall be reported directly to the Program Coordinator.
2. If a solution cannot be reached, the aggrieved (or representative) may ask the House Leader of their respective house for an appointment. The meeting must be held within five (5) days of receipt of the grievance. The aggrieved (and/or representative) and the House Leader will discuss the problem, and will attempt to reach a solution satisfactory to all parties.

3. If a solution cannot be reached, an appointment may be scheduled with the Peer Panel. The meeting with the Peer Panel must be scheduled within five (5) days of meeting with the House Leader. The Peer Panel will be supplied with notes from the previous meeting and will discuss the situation with the aggrieved (and/or representative) privately, and will attempt to reach a solution satisfactory to all parties.
4. If a solution cannot be reached, the aggrieved (or representative) may ask the Program Coordinator (Margie Maddox, CEO) for an appointment. The Program Coordinator (Margie Maddox, CEO) will be supplied with notes from the previous meetings with the House Leader and the Peer Panel and will discuss the situation with the aggrieved (and/or representative) privately, and will attempt to reach a solution satisfactory to all parties.
5. If all other avenues have been exhausted and a solution has not been reached that is satisfactory to all parties, the aggrieved may contact the selected Grievance Officer from the Board of Directors, Crystal Dean. The meeting with the Grievance Officer must be made within five (5) days of the meeting with the Program Coordinator (Margie Maddox, CEO). The Grievance Officer will be supplied with notes from the previous meetings and will discuss the situation with the aggrieved (and/or representative) privately, and will attempt to reach a solution satisfactory to all parties. The Grievance Officer shall remain the last and final avenue for the hearing of resident grievances.
6. A written summary of the formal grievance heard by the Grievance Officer will be recorded, which includes the nature of the grievance and a remediation/correction plan.
7. Residents will be informed of their right to be represented by an advocate (one of their peers). A signed release will be required in order for the Jericho House and Taylor House owners/operators to discuss the grievance with such advocates.
8. Grievance forms are located in the front filing cabinet in the office. Your respective House Leader can help you locate them if need be.

Crystal Dean: (419)-632-5401

Margie Maddox (419)-689-1412

House Rules

I. Upon Arrival

1. Resident will commence a 30-day probation period.
2. Complete an Intake Form and Consent Form.
3. Review Resident Handbook and sign receipt
4. Read and sign Residency Contract.
5. Program fees are \$300 per month and due on the 5th day of each month and no deposit is required.
6. All accumulated debt and fees must be paid before leaving the Jericho House/Taylor House program.
7. Resident will be given a drug and alcohol test.

II. During initial 7 days of Residency

1. Resident will apply for Medicaid if not already actively enrolled.
2. Resident will apply for food assistance if not already actively enrolled.
3. Resident will schedule appointments with house-approved medical providers for a physical/medical assessment, dental, and vision.
4. Resident will schedule a drug and alcohol assessment.

III. During initial 30 days of Residency

1. Residents will begin a “black out” period in which no contact or visits are permitted with anyone other than their children unless prior approval is obtained from Program Coordinator.
2. Employment or school schedule must be obtained within 90 days of initial date of residency at Jericho House.
3. Resident may not have any overnight stays off premises.

4. Curfew is 9:00 PM daily. Unless otherwise stipulated by the courts or any other legal authority. If resident will be arriving past curfew contact with the House Leader or Program Coordinator must be made a minimum of 30 minutes prior.
5. Resident must sign in and out when leaving, or arriving at the house, and may only leave the premises with persons not on house probation, or with an approved sponsor.
6. Residents must attend all 12- Step Alpha Recovery meetings in-house or out-of-house.
7. At the completion of the initial 30 days of residency, a house vote will be taken, in concurrence with a consultation with the Program Coordinator (Margie Maddox, CEO) to determine the continuance of your residency.
8. An individual consultation with Program Coordinator (Margie Maddox, CEO) will be completed at the end of the initial 30 days to determine the status of your probationary period and to review House policy and procedure.

IV. During initial 90 days of Residency.

1. Resident must attend a minimum of 90 Alpha Recovery 12-Step meetings in 90 days. After 90 days, a minimum of (5) meetings per week is required. Participant is required to keep an attendance log that is signed at each meeting and this log will be reviewed at each house meeting to ensure compliance.
2. Any relationships with any member of the Jericho House/Taylor House or any other Alpha Recovery 12-Step Program participants are specifically prohibited.

V. Expense Responsibility

1. No Deposit is required
2. Program fees are \$ 300 per month and due on the 5th day of each month.
3. Groceries are not supplied by the house.
4. Advance payments can be made for program fees and/or other charges.
5. There will be a \$25.00 fee for all returned checks.
6. No resident is permitted to work while within their 30-day probationary period, after the 30-day probation period the resident and Program Coordinator (Margie Maddox, CEO) will discuss whether the resident is permitted to work.
7. During the time period that a resident is not permitted to work third party payers of program fees are permitted.
8. The resident will be informed when a third party payer agrees to provide sponsorship and how long they may expect to be sponsored.
9. After resident obtains employment they will be required to end any agreement with a third party payer and begin to self-pay.
10. Residents will be given receipt of payment whether self-paid or paid through a third party.
11. No bartering of personal items (i.e. Clothing, cigarettes, hygiene products) between residents is permitted.

VI. Employment Obligations

1. Resident seeking employment in an establishment that serves alcohol must receive approval by Program Coordinator (Margie Maddox, CEO) as well as their probation officer, if applicable.
2. Resident progress toward employment and recovery goals will be addressed at each house meeting.

VII. Immediate dismissal will occur for the following:

1. Disruptive behavior is grounds for immediate dismissal.
2. Disruptive behavior is defined as follows, but not limited to:
 - i. _____ Abusive verbal behavior.
 - ii. _____ Threats of physical violence.

- iii. Physical violence.
- iv. Open displays of hostility
- v. A chronic attitude that is detrimental to household unity.
- vi. Gambling.
- vii. Destruction of house property.
- viii. Loud music, television, radio or instrument.
- ix. Theft.
- x. Arson.
- xi. Breaking confidentiality.
- xii. Abusive/loud arguments.
- xiii. Violation of house policy and procedure.
- xiv. Use of drugs or alcohol on or off of the property.
- xv. Possession and/or use of weapons.
- xvi. Being found in possession of a cell phone or other prohibited electronic device.
- xvii. Being found in possession of tobacco products or tobacco paraphernalia beyond what is declared and kept in approved areas.
- xviii. Refusal to provide a urine sample for substance abuse testing and/or breathalyzer.
- xix. Not informing the Program Coordinator (Margie Maddox, CEO), the Peer Panel, or House Leaders when you know that a resident is using drugs or alcohol or behaving in a way that is detrimental to themselves, other residents, or the program.
- xx. Not paying program fees.
- xxi. Disrespectful comments made to volunteers, residents, owners, directors, or anyone affiliated with the Alpha Recovery 12-step Program/Jericho House/Taylor House.
- xxii. Any sexual relationships with other residents, sexual comments, conversations of a sexual nature, or any other action that can be classified as sexual harassment.

Program Coordinator (Margie Maddox, CEO) upon consultation with the Peer Panel and Board of Directors will make any decision regarding expulsion and House rule changes.

VIII. Resident Responsibilities

1. Resident must respect the anonymity of all residents. Resident and House business is confidential and **must not be discussed outside of the house**. Violation of this policy will be grounds for immediate expulsion.
2. Resident will be responsible for completing assigned chores. Chores will be assigned by House Leaders and will rotate weekly.
3. Residents will be out of bed at 7:00AM daily.
4. Assigned chores will be completed by 8:30AM and residents will be in the office area ready to begin their day.
5. Residents are expected to maintain a respectful noise level at all times while in the house.
6. Resident must complete aftercare as required by the referring treatment center, counselor, or parole officer. Release of information (consent form) must be completed to monitor compliance.
7. Rooms are subject to inspections or searches at any time by John Maddox (Treasurer) or Program Coordinator (Margie Maddox, CEO). Rooms should be kept neat and clean, and the beds are to be made daily.
8. No eating is permitted in bedrooms or living rooms.
9. All dishes are to be washed, dried, and put away after use. Absolutely NO dishes are to be left in sinks or on counters.
10. All laundry will be stored in a hamper, plastic bag, or laundry bag.
11. Bed linens will be washed once per week.
12. On Saturdays, all house cleaning chores must be completed by no later than 8:30AM. House

must be cleaned by all residents and inspected by House Leader(s) prior to anyone being able to leave the premises. Residents are expected to plan their time accordingly in order to complete their individually assigned chores.

13. The last resident to leave the premises will ensure that all windows are closed and doors are secured.
14. Each resident is required to participate in one hour of ground maintenance on Saturday or Sunday.
15. No loitering in the front of the building.
16. Alpha Recovery 12-Step Program/The Jericho House/The Taylor House are not responsible for lost or stolen items.

IX. Overnights

1. No overnights or Step-Down stays will be allowed for anyone during their probationary period.
2. Overnight stays off premises must be requested through the Program Coordinator (Margie Maddox, CEO).
3. Overnight or Step-Down stay requests must be received no later than one day before the requested date.
4. Overnights or Step-Down stays may not be accumulated.
5. All overnight or Step-Down stays must be pre-approved by Program Coordinator (Margie Maddox, CEO).
6. Overnight or Step-Down stays are 24 hours, unless pre-approved by Program Coordinator (Margie Maddox, CEO)
7. Overnight and Step-Down stays are at the discretion of the Program Coordinator (Margie Maddox, CEO)
8. Prior to visits residents are required to provide an agenda and timeline for the visit.
9. After visits residents are required to provide a detailed report of the visit.

X. Medicine

1. Resident must log prescribed medication with House Leaders when picked up from the pharmacy.
2. Resident must self-administer medication as prescribed by a physician.
3. Resident must not discontinue medication for any reason without a physician's order.
4. Resident may not be prescribed narcotic medications.
5. Medication must be stored out of plain view from other residents. For example, in a dresser, closet, or in a container under the bed.
6. Random pill counts will be conducted for all medications.
7. All medications must be approved by Program Coordinator (Margie Maddox, CEO) upon consultation with Dr. Amanda Kovolyan.

XI. Curfew

1. House curfew Sunday through Saturday is 9:00 PM.
2. Exceptions will be made only for employment-related reasons (verification will be required).

XII. Visitors

1. All visitors must be pre-approved by Program Coordinator (Margie Maddox, CEO) before visits.
2. Visitors are allowed on the first floor of the Jericho House only.
3. No visitors are allowed upstairs in the living quarters or stairways.
4. No visitors are allowed at the Taylor House. Residents of the Taylor House may conduct their visits at the Jericho House in the first floor addition or office area only.
5. All visitors must have a minimum of 90 days of sobriety.

6. Residents will not bring or invite any old acquaintances or individuals that are actively in addition at any time onto the Jericho House/Taylor House properties.
7. If a visitor is suspected to be under the influence of alcohol, drugs, or other mind-altering substances they will be asked to leave the property immediately. If the visitor refuses to leave a Bucyrus Police Department officer will be called to remove them and they may be subject to arrest.
8. Any visitor asked to leave the premises for suspected drug, alcohol, or other mind-altering substance use will not be permitted to return.
9. Any Visitor is required to log in and out and declare the purpose of their visit.
10. No one is to drop off items to a resident without prior approval.
11. Any items dropped off to a resident must be declared and searched by House Leaders.
12. Any items that a resident brings into the house must be declared and searched upon arrival.

XIII. Telephone

1. Local and long-distance calls can be made on the House phone ONLY.
2. Calls are limited to 15 minutes (TWICE DAILY)
3. No cell phones.
4. All calls are to be made during the following hours: 8:00AM-9:00AM and 4:30PM-6:30PM.

XIV. Written Communication

1. Resident is not permitted to write any individual whom is incarcerated.
2. Letters must be screened by House Leaders or Program Coordinator before being mailed.
3. Photo copies of letters must be made prior to mailing.
4. Stamps are kept in the office and must be logged when requested.

XV. Termination of Contract

1. Those individuals who are not under a judicial order or in treatment in lieu must inform the Program Coordinator in writing of their intent to end the residency contract and when they plan to vacate the premises. A minimum of 48 hours is required.
2. Those individuals whom are under a judicial order or in treatment in lieu may follow the same protocol, however Program Coordinator (Margie Maddox, CEO) is obligated to notify an officer of the court.
3. If a resident is arrested or goes to jail for any alcohol or drug related offense, willingly vacates the premises, or is removed for breach of the residency contract or house rules their personal belongings will be held in storage for 72 hours. They must make arrangements for someone to pick up their property. The Jericho House/Taylor House is not responsible for the continual storage of resident's property and if it is not picked up within 72 hours it may be donated to a worthy organization.

XVI. Physical Contact

1. Residents will not enter into relationships with other residents or program participants.
2. There will be no physical or sexual contact between residents or program participants.
3. There will be no conversations of a sexual nature between residents or program participants.
4. There will be no sexual comments made toward another resident or program participant.
5. There will be no lewd gestures or otherwise provocative displays toward another resident or program participant.

Sexual Harassment

Objective

The objective of this policy is to define sexual harassment in our residences and to outline procedures for filing complaints, investigating sexual harassment claims and issuing appropriate disciplinary measures in the case of violations.

Scope

This policy applies to all residents of the Jericho House/Taylor House at all locations. All residents, at every level, will be subject to discipline, up to and including discharge, for any violation of this policy. Residents are prohibited from harassing others both on and off the premises.

Defining Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with a resident's recovery process or creates an intimidating, hostile, or offensive living environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Examples of prohibited conduct

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another resident's body, or poking another resident's body.

Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.

Preferential treatment or promises of preferential treatment to a resident for submitting to sexual conduct, including soliciting or attempting to solicit any resident to engage in sexual activity for compensation or reward.

Subjecting, or threats of subjecting, a resident to unwelcome sexual attention or conduct or intentionally making a resident's recovery process more difficult because of that resident's sex.

Sexual or discriminatory displays or publications anywhere in the Jericho House/Taylor House living or office areas by the Jericho House/Taylor House residents.

Retaliation for sexual harassment complaints.

Responding to Conduct in Violation of Policy

Resident

If an resident feels that he or she is being subjected to sexual harassment he or she may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the resident is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own House Leader, the Peer Panel, or the Program Coordinator (Margie Maddox, CEO). It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report all concerns of sexual harassment or inappropriate sexual conduct to the House Leader, Peer Panel, or Program Coordinator as soon as possible. House Leaders, the Peer Panel, or the Program Coordinator must be made aware of the situation so that they can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

House Leaders, Peer Panel, and Program Coordinator

House Leaders, the Peer Panel, or the Program Coordinator must deal expeditiously and fairly when they have any knowledge of sexual harassment within the residencies, whether or not there has been a written or formal complaint. They must:

Take all complaints or concerns of alleged or possible harassment seriously no matter how minor or who is involved.

Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

House Leaders or other residents who knowingly allow or tolerate sexual harassment or retaliation, including the failure to immediately report such misconduct to the Peer Panel or Program Coordinator, are in violation of this policy and subject to discipline.

House Leaders, the Peer Panel, and Program Coordinator are responsible for:

Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of a sexual harassment complaint.

Explaining the Jericho House/Taylor House's sexual harassment policy and investigation procedures to all parties involved.

Exploring informal means of resolving sexual harassment complaints.

Notifying the police if criminal activities are alleged.

Arranging for an investigation of the alleged harassment and the preparation of a written report.

Submitting a written report summarizing the results of the investigation and making recommendations to the designated Grievance Officer, Crystal Dean.

Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

Complaint Resolution Procedures

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The House Leaders or Peer Panel may assist the complainant in completing a written statement or, in the event a resident refuse to provide information in writing, the House Leaders or

Peer Panel will dictate the verbal complaint.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:

The name and position of the person or persons allegedly committing harassment.

A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.

The effect of the incident(s) on the complainant's ability to perform his or her household duties or recovery activities.

The names of other individuals who might have been subject to the same or similar harassment.

What, if any, steps the complainant has taken to try to stop the harassment.

Any other information the complainant believes to be relevant to the harassment complaint.

Discipline

Residents who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of residency. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the House Leaders, Peer Panel, or Program Coordinator take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the office.

Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.

Certificates

Two different certificates are awarded for Program Participants depending on the curriculum that is completed.

Certificate of Completion

A successful completion certificate is only awarded when a participant completes all of the following:

- Addiction and Recovery
- Extraordinary Women
- Breaking Free
- Caring for People God's Way
- Stress and Trauma Care
- Value Packed Parenting
- The Blessing Project
- Anger Management
- Relapse Prevention
- Bridges Over Poverty
- IOP

Certificate of Attendance

If an individual is unable to complete the required curriculum to receive a certificate of completion, but exits the program on good terms they will be awarded a certificate of Attendance.

Visitation Guidelines

Phase 1:

0-30 days: One 2- hour, supervised, in house visit with child/children upon prior approval from the House Manager.

Phase 2:

30-180 days: One 5- hour, supervised, in house visit with child/children upon prior approval from the House Manager.

Phase 3:

180+ days: One overnight, supervised, visit with child/children starting from 6 PM, until the following day once a month with prior approval from the House Manager.

As one accomplishes goals and progresses in the program one may earn the privilege to obtain more than one overnight visit per month.

All studies and visitation logs must be up to date, along with the visitation request form filled out and turned in at least three days prior to requested visit. If you have any questions, please ask the House Manager.

Any infraction of house rules, incomplete studies, or any other behavior that is detrimental to a good conducive living and/or study environment may result in visitations being suspended at the Jericho House. The Program Coordinator (Margie Maddox, CEO) shall have the final discretion for any suspension.

All visitations may be subject to restrictions set forth by Court order, Children Services or any other entity having authority over visitation with any child/children and they have final say. It is not our intent to violate any order or restrictions set forth by a governing authority. It is the responsibility of the parent(s) to notify us when there is a conflict.