



EXODUS HOMES

**Bringing People and Communities from Disgrace to Dignity
Since 1998**

MANUAL FOR SUPPORTIVE HOUSING PROGRAM

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Hickory, NC**

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www.exodushomes.org

**Rev. Reggie Longcrier
Founding Executive Director**

**Rev. Susan Smith
Assistant Executive Director**

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EXODUS HOMES STATEMENTS OF PURPOSE

FAITH BASED

Exodus Homes is a faith-based organization. We believe that a relationship with God is the foundation of successful living and maintaining sobriety. Exodus affirms the freedom of religion for all residents and will assist them in pursuing spiritual growth through their chosen faith. Residents who decline a faith-based recovery program will be offered alternative activities of equal value. No one will be denied services due to nonparticipation in faith-based activities.

SERVING “THE LEAST OF THESE”

Exodus Homes provides emergency, transitional and permanent supportive housing for chronic drug addicts and alcoholics in recovery who meet our admission criteria. Our goal is to reduce and prevent homelessness in our community for this population. Our residents come from treatment programs; detox centers, hospitals, prisons, jails, homeless shelters, and other settings. Our programs are also an alternative to incarceration and can be used as a means of restorative justice. Exodus Homes provides unique services and programs to meet the needs of addicts and alcoholics in recovery, especially those who fall through the cracks of the human services system.

LEADERSHIP DEVELOPMENT

Exodus Homes provides an intentional leadership development process for our residents to build our volunteer staff team.

COMMITMENT TO OUTREACH

Exodus Homes will conduct ongoing activities in the community to reach those we wish to serve, their family members, and friends.

EDUCATION AND ADVOCACY

Exodus Homes will advocate for the needs and rights of those we serve. We will educate the community about substance abuse and recovery from addiction, alcoholism, and incarceration.

General Information

Exodus Homes provides transitional to permanent housing for men and women who have lost their way due to alcohol, drugs or incarceration. People come to Exodus Homes for an opportunity to restore their lives, restore family relationships, reorganize their priorities, and start a new life.

Exodus Homes will enable many to live a new life with new friends to prevent a relapse due to loneliness or continued dependency on former drinking/using companions. We emphasize accountability during spiritual fellowship, with the goal being maintenance of a satisfying sobriety.

What services are provided at the Exodus Homes?

Supervised Independent Living

This component is for all residents and provides the structure and close supervision residents need in sequential levels to successfully work a recovery program, so they can maintain their sobriety. The program also includes services to help them grow spiritually in the faith of their choice, find employment, learn budgeting skills, learn social skills, learn computer literacy, gain their GED and access all the services they need to help them resolve problems in life. Residents who decline participation in faith-based activities are offered other activities that are equally valuable to their recovery.

Family Preservation/Family Reunification

This component serves families who face imminent risk of removal of children into foster care, or families who need to be reunited with their children who are already placed in foster care or a relative placement. We will take the parent first, and then bring the children into the program. We also allow child visitation for residents who want to have a relationship with their children even though they will not be reunited.

Post Incarceration Aftercare

This component serves individuals coming from jail or prison with or without a substance abuse history. It includes activities that insure residents abide by their conditions of probation, intensive probation, or parole.

A comprehensive continuum of support services includes an Orientation Phase, Case management, 12 Step Recovery Group Meetings, Relapse Prevention, Open Discussion Groups, Spiritual Counseling, and Special Workshops such as Life Skills, Budgeting, Healthy Families and Work Readiness.

We recognize that the disease of addiction affects an individual physically, mentally, emotionally and spiritually and that recovery must occur in all of these areas.

Our residents are voluntary participants in our program and agree to abide by the program guidelines outlined in this manual.

Community Living

Life in recovery is new and sometimes a confusing experience for most residents. To minimize the stress involved in early recovery, a structured program exists to enable the total community to function in a constructive and supportive atmosphere. At the time of admission, each resident is fully briefed concerning all rules and regulations and will agree to cooperate fully with all program requirements. The staff provides supervision and support, to assist in teaching of individual living skills.

Food Subsidy and Preparation

New residents will apply for Emergency Food Stamp assistance (if applicable) to enable them to buy food until they find full time employment. Exodus Homes will provide some foods when available from donations or Food Bank. All meals are prepared by the residents in each unit, on a rotating basis, as are the other duties for maintaining unit cleanliness.

Community Meetings

A monthly community meeting is held for all residents from all locations. Exodus Homes' staff will announce upcoming activities, discuss rule changes, discuss resident concerns, announce Pass Requests and Phase Changes and take maintenance requests. These meetings also provide residents an opportunity to make suggestions to improve the program.

Transportation

Exodus Homes will provide transportation whenever possible for residents to go to and from work, and medical/social services/legal appointments and weekly store runs for a calculated fee. Transportation will be provided for program activities and church at no cost. Upon approval, residents are encouraged to obtain their own transportation especially when job sites are outside Catawba County.

Exodus Homes' policy is that residents should feel safe and comfortable in the agency vehicles. The vehicles should be a clean environment with pleasant conversation and respectful behavior towards one another. Music harmful to the recovery environment will not be allowed in Exodus Homes' vehicles. Exodus vehicles are a moving advertisement for the program, and we aim to represent a positive light around town as people see us coming through. Therefore, residents refrain from cussing, eating, or smoking while in vehicle. Residents are encouraged to seek transportation from other approved residents, sponsors, or approved drug/alcohol free contacts. Residents are also encouraged to use Hickory public transportation upon approval.

Transportation rules are as follows:

1. The Exodus Drivers are an extension of staff. Therefore, they're responsible for the vehicle as well as the residents who are riding. Everyone is expected to treat them with respect as they would a staff member.
2. Exodus drivers will also show respect to their riders and anyone they meet while in an Exodus vehicle.
3. There will be no drinking or eating in Exodus vehicles.
4. All appointments must be scheduled ahead of time whenever possible (as soon as you are notified) and a transportation request filled out. This includes doctor appointments., Cognitive Connections appointments, etc.
5. You should get your own personal ride for court cases.
6. You must notify transportation, your site manager of any changes in your work schedule and **expect a one hour pick up window.**

Activities

One of the critical aspects of recovery is the creative use of leisure time. Idle time, boredom, lack of recreation and fun can greatly increase the probability of relapse. Involvement and participation in social activities with Drug-Free Programs and people are encouraged. Supervised activities are periodically planned for the entire community. Attendance at Exodus Function is mandatory.

Work Readiness

During this portion of the program, residents will report to the Exodus Thrift Store/Warehouse each morning for detail assignment.

Employment Search

Each resident coming into the program will be in the Orientation/Exodus *Works* phase, unless the resident is coming from prison or work release. This phase can last from one week to 90 days depending on individual circumstances. Exceptions can only be made by the Executive Director. _

If you quit or walk off your job you will automatically lose your phase, or some other consequence determined by staff.

Senior Resident Responsibilities

Senior Residents should set a positive faith-based attitude for each unit. Their responsibilities are as follows:

- All Seniors are an extension of Exodus Staff and are responsible for security of all Exodus properties. Senior residents will rotate serving on the front desk and give drug tests as needed.
- Senior Residents monitor the rules and insure that the residents in each apartment adhere to the rules.
- Senior residents are responsible for making up chore roster and checking chores after completion, making sure apartment is “tour-ready” at all times.
- Senior Residents must report to staff any infraction of rules.
- Senior residents should be working regularly and paying their program fees on time.
- Senior residents are responsible for making sure that resident’s curfews are adhered to in that unit.
- Senior residents must check unit upon curfew to ensure everyone is in. He or she must also inform Site Manager of a missed curfew **before** resident is allowed back in the unit.
- Senior residents must be alert to residents in their units and making staff aware of irrational or unusual behavior or any other significant problem.
- Senior residents must always conduct themselves in a pleasant and orderly manner , dealing fairly and giving equal treatment to all.
- Senior residents must adhere to all rules.
- Senior residents must attend all Senior Residents meetings or send a representative from their unit if they are working.
- Senior residents must make sure that roommates follow laundry washday rules, and dayroom cleaning assignments.
- If a senior resident fails to fulfill their duties, their position, as well as, their private room will be given to someone else.
- Senior residents **will not deliver consequences**, but report problems to staff for necessary disciplinary action.

NEW SECURITY INFORMATION

Site Manager for Horseshoe – Ali Bahaj 828-238-4019

Assistant Site Manager - Bradley Camack 828-639-7941

Extension Site Manager - George Reid 828 238-8628

Extension Site Manager - Ali Bahaj 828-238-4019

Women’s Site Manager – Darlene Sanders 828-582-2451

Women’s Director - Audrey Longcrier 828-962-8207

Security

Horseshoe

The office will stay open until 10:00pm Sunday through Thursday, and 11:00pm on Friday and Saturday. Ali Bahaj, Bradley Camack, and George Reid are authorized to knock and enter apartments at any time. Otherwise, no one is to enter anyone else's apartment without permission.

General Security

Residents are only allowed in their own units. If you want to go into another unit before curfew time, **YOU MUST KNOCK, AND BE ALLOWED IN BY A RESIDENT WHO LIVES THERE.** If no one comes to the door, do not go in.

Site Managers and Assistant Site Managers can give permission for the residents who live in their apartments to be in the day room until the **evening football game** is over on **Monday, Thursday, and Sunday.** This is the only reason anyone needs to be away from their own unit. These games are usually over by 11:30pm. **Residents need to go straight back to their own units after the game is over.**

Curfews

Curfews are the same at the Horseshoe and the Extension.

Sunday – Thursday

You should be on your own porch by 10:00pm and inside by 11:00pm. If you come out to smoke after 11:00pm, smoke your cigarette and go back inside your unit. Do not linger outside.

Friday and Saturday

You should be on our own porch by 11:00pm, and inside your unit by 12:00am. If you come out to smoke after 12:00am, smoke your cigarette and go back inside your unit. Do not linger outside.

Tapping on windows or knocking on doors after curfew

IF ANYONE INSIDE THE PROGRAM OR OUTSIDE THE PROGRAM TAPS ON YOUR WINDOW OR KNOCKS ON YOUR DOOR AFTER CURFEW, DO NOT OPEN YOUR DOOR.

IF THEY ARE IN PROGRAM TELL THEM TO GO HOME AND CALL THEIR SITE MANAGER.

IF THEY ARE NOT IN THE PROGRAM TELL THEM TO LEAVE OR YOU WILL HAVE TO CALL THE POLICE, THEN CALL YOUR SITE MANAGER AND LET THEM KNOW.

Non-Emergency Number for Police 828-328-5551

Emergency 911

Phases – Program Levels at Exodus Homes Orientation / Life stabilization Phase

The Exodus Homes program offers supervised independent living in a program that has four sequential levels that allows the resident to earn higher levels of freedom and personal responsibility over time.

Orientation Phase is the *Life Stabilization* portion of our program. In this phase a resident will complete all requirements, such as, Vocational Rehab, CCM, Cognitive Connections, DSS, regulation of medication, work readiness and any court cases should be resolved including child support issues, except for special cases. In this phase the resident will be on the “Buddy System”. On the buddy system a resident does not move outside the program by themselves for any reason. To walk to the store, you must ask permission from your Site Manager and have two approved people with you. This close supervision helps us get to know you better to help us to provide a recovery program that best fit your individual needs.

All new residents will be on a 90-day probationary period and returning residents, will be on a 120-day probationary period. If the returning resident left in good standing, such as completing the program, their probationary period may be 90-days. After 45 days of their probation, the resident will be reviewed, and status evaluated as an Exodus Resident.

Probation means: The new resident and/or returning resident must follow all rules and regulations set for them. Any infractions of these rules may result in termination of the program or their orientation period may be prolonged.

In the **Orientation Phase**, and those **returning resident**, who are still **on restriction**, are required to get permission from the Site manager.

1. During the Orientation Phase, time away from the program outside of program activities is not allowed. This is to help the new resident get stabilized in their recovery before going on passes. Exceptions to this will be made on a case by case basis.
2. Attend all required program activities, always abide by the program rules , and volunteer in the program as needed.
3. If a resident is gone from the Exodus property for 4 hours or more outside of program activities, they will take a drug and alcohol test when they get back. You must pay \$15 for this drug test BEFORE you leave.
4. Consequences will be levied if these rules are not adhered to or they may be prevented from moving to the next phase.
5. During the Orientation Phase, residents need to get their ID card, social security card, food stamp card, and CCM card before moving to Phase 1.
6. New residents will be volunteer trainees in our vocational training program. Exodus Works. They can be assigned to the Exodus Works enterprises team doing moving, landscaping and general labor OR they can be assigned to one of our corporate partners Mitchell Gold + Bob Williams, Vanguard Furniture, and Shuford Yarns.

As vocational trainees, residents trade their voluntary labor in the training program for all the services they are receiving at Exodus Homes. Residents who provide voluntary labor in the Exodus Works enterprises moving, landscaping or doing general labor receive tips from customers. Residents who provide voluntary labor at Mitchell Gold + Bob Williams, Vanguard Furniture, or Shuford Yarn receive weekly training stipends based on the number of hours they gave weekly.

Residents are required to participate in the vocational training phase of the program for at least 4-6 months before being released for employment in the community. This is to ensure a good recovery foundation is in place before residents become employees earning wages. Some may prefer to remain in the vocational training phase longer than 4-6 months, and this is allowed with approval from Rev. Longcrier.

When a resident has participated in the vocational training program 4-6 months, they can request approval for employment from the Executive Director Rev. Longcrier. Some residents may need to be in the vocational training phase longer than 4-6 months depending on their work performance in the program and other factors related to their recovery.

While participating in the Exodus Works vocational training program residents can keep their tips and training stipends. Once employed in the community, residents will pay program fees for the services they are receiving.

Phase I

Phase I: The duration of this Phase will be at least 90 days, unless otherwise approved by Exodus Staff. Residents will be expected to accomplish the following tasks, and submit a Phase Change Request form, in order to move to Phase II:

1. Attend all required program activities, always abide by the program rules , and volunteer in the program as needed.
2. Obtain an approved sponsor or mentor, and work with them on a regular basis as approved by your Site Manager.
4. Continue to develop a good work ethic and be willing to give back and volunteer in the program as needed.
5. Learn how to confront conflicts and crisis, developing improved problem solving/conflict resolution skills. Make positive behavioral changes.
6. If employed, pay program fees on time and in the amount required.
7. Work to accomplish your personal goals.
8. **Unless otherwise approved, curfew for this phase is on the grounds by 10:00 pm and in your own apartment or house by 11:00 pm Sunday through Thursday. On Friday and Saturday curfew is on the grounds by 11:00 pm and in your own apartment or house by 12:00 am. Curfew may be extended with the Executive Director's approval. If you are not able to contact your Site Manager, you need to be back on time. It is unlikely in this phase to get an extended curfew unless it is an extreme emergency.**
9. Time away from the program in Phase 1 can be two day passes from 4-8 hours long plus one overnight pass per month. Exceptions to this will be made on a case by case basis. Passes must be requested on a Pass Request Form that can be obtained at the front desk. All Pass Request Forms are due in the office by 5:00pm on Wednesday. Any exceptions to this will need to be approved by the Executive Director or the Assistant Executive Director in his absence.
10. Pass requests must include the name and phone number of the person who is taking you out and the reason for your pass request. You must put the date and time you are leaving and returning.
11. If a resident is gone from the Exodus property for 4 hours or more, they will take a drug and alcohol test when they get back. You must pay \$15 for this drug test BEFORE you leave.
12. Consequences will be levied if these rules are not adhered to or they may be prevented from moving to the next phase.

PHASE II: is a mid-range level where the resident is allowed a limited amount of freedom to move independently and required to demonstrate a higher level of personal accountability.

Residents in this phase will need to submit a Phase Change Request Form to be approved for Phase II. On Phase II, residents will become a more active part of the recovering community. They will establish a comfortable routine, build healthy relationships with recovering peers, and develop a support system in the larger recovery community in Hickory. All residents on Phase II must be willing to accompany Phase I residents on the "Buddy" system when requested by staff. Phase II residents will be required to accomplish the following:

1. Attend all required program activities, always abide by the program rules , and volunteer in the program as needed.
2. Work with your sponsor or mentor on a regular basis.
3. Continue to learn how to confront conflicts and crisis, developing improved problem solving/conflict resolution skills. Continue to make positive behavioral changes.
4. Work with your Site Manager to evaluate and modify your personal goals.
5. Maintain steady employment.
6. If employed, pay program fees on time and in the required amounts.
7. **Curfew for this phase is; on the grounds by 10:00pm and in your own apt. by 11:00pm Sunday through Thursday. (Friday and Saturday curfew is on the grounds by 11:00pm, and in your own apt. by 12:00am) Curfew may be extended with Site Manager's approval.**
8. Time away from the program in Phase II can be two weekend passes Fri – Sun if they are not back to back, plus two one night overnight passes on the other weekends. Passes must be requested on a Pass Request Form that can be obtained at the front desk. All Pass Request Forms are due in the office by the end of the day on Wednesday. Any exceptions to this will need to be approved by the Executive Director or the Assistant Executive Director in his absence.
9. Pass requests must include the name and phone number of the person who is taking you out and the reason for your pass request. You must put the date and time you are leaving and returning.
10. If a resident is gone from the Exodus property for 2 hours or more, they may be subject to a drug test.
11. If a resident is gone from the Exodus property for 4 hours or more, they will take a drug and alcohol test when they get back. You must pay \$15 for this drug test BEFORE you leave.

12. Consequences will be levied if these rules are not adhered to or they may be prevented from moving to the next phase

Restricted Phase II: No missed Sundays, must get approval when coming and going, and only 2 one night overnight passes per month.

PHASE III:

Phase III is a higher level where the structure and supervision are significantly decreased and the expectation for personal accountability and initiative are significantly increased. Residents on this phase have highly individualized programs. Residents can request Phase III after being in the program at least two years, and approval will be based on their behavior in the program, the quality of their recovery, and maintaining employment successfully. During this phase, structure and supervision will be greatly decreased and residents should be ready to accept a much higher level of personal responsibility.

1. **Attend all required recovery meetings as agreed between resident, Executive Staff and Executive Director.**
2. **Must not have any write-ups or infractions in the last 6 months.**
3. **Must be willing to act as Office Support or Security Personnel.**
4. **Maintain regular contact with sponsor as agreed between resident and sponsor.**
5. **Confront conflicts/crisis in a manner that demonstrates effective problem solving/conflict resolution skills.**
6. **Continue making positive behavioral changes.**
8. **Continue working with Site Manager to evaluate and modify personal goals.**
9. **Maintain steady employment.**
10. **Pay program fees on time and in the required amounts.**
11. **Always abide by the program rules, especially the freedom to move independently within the schedule of required activities.**
12. **Residents on Phase III can request approval to come and go on passes without turning in Pass requests, but they will still need to sign in and out**

Resident Movement in Phase I and II

Exodus Homes wants to give you the very best in our supportive housing program. Any resident granted permission to leave for outside activities must sign out, write down where they are going, write down who gave them permission to go, ex: "permission by (name of person)", and sign back in when they return.

Any resident needing to ask permission to miss a meeting or leave the program for outside activities during the day, at night, or on the weekend will need to ask their Site Manager.

Pass Request and Phase Change Requests

Pass requests and phase change requests must be turned in to the office by 5 PM on Wednesdays. Pass Requests that are not turned in by this time will not be approved. Your resident status will be considered when putting in the before mentioned requests. Resident status will include any infractions that have been incurred as well as behavioral and attitudinal consequences and if a resident has a sponsor or mentor. The number and frequency of overnight passes are approved in a case by case basis.

Video Surveillance

For your safety and for accountability in the program, we have a live view and remote playback video camera surveillance system covering our entire campus area (front and back) 24 hours a day seven days a week.

Visitation:

Visitors are limited to Saturday and Sunday. All visitors need to be gone by 6pm. Visitors are not allowed in individual units or houses. Visiting inside units are not allowed without permission of Site manager. Only parents, and minor children may be given permission to visit inside units. Visitation is limited to the day room and smoking area.

Visitors (spouse, relative, or sponsor) who are going to bring you something during the week (cigarettes, food, etc.) must bring the item and give it to you in the office by 7:00pm. This is only allowed if you have filled out a **Spouse/Relative/Sponsor Drop Off Request Form** (available in the front office) in advance and have it at the front desk so when your visitor comes, the form is already there, and we are expecting them to come.

*****(Upon request and staff approval extensions may be made)***

******(Sponsors and mentors have limited visitation; any other weekday visitors must be approved)***

INSPECTIONS:

Units will be inspected for cleanliness and for any unauthorized activities daily, at any given time.

TV AND STEREO:

Exodus will not furnish TV for units unless they are donated and available. Stereo equipment can be brought to the program at your own risk.

RIDGEVIEW DAY ROOM:

The Day room in the Ridgeview campus area closes at 10:00pm Sunday – Thursday night, and at 11:00pm Friday and Saturday night. On special occasions if people are playing cards, or otherwise having some kind of social activity, the Day room closing time can be extended by your Site Manager, Senior Resident or Security.

*****Any items donated to Exodus or purchased by Exodus should stay in the location where they are placed or either returned to the office.*****

Rules and Procedures

Violation of any of the following rules may result in **fines, restrictions, special work assignments, loss of Phase or Immediate discharge** from the Exodus Homes Program

1. Residents must remain abstinent from using all illegal drugs and/or alcohol, as well as the abuse of legal, prescribed medications or any medication that does not belong to you. Any resident suspected of using must submit to a Breathalyzer test or urine drug screen. Refusal to do so will be considered an admission of guilt.
2. Random drug or alcohol testing may be done at any time. A charge of (\$15.00) will be asked of each resident for these tests.
3. Residents will not be allowed to have **drugs, drug paraphernalia or weapons** while in residence.
4. Any violent act or threats of violence will not be tolerated and may be grounds for dismissal.
5. **Slander, gossip, negative attitudes, flagrant disobedience, threats, or blatant disrespect will not be tolerated and may be grounds for dismissal.**
6. Involvement in illegal acts of any kind will not be tolerated and may be grounds for dismissal.
7. Gambling, profanity, stealing, pornographic material, etc. are not allowed in the program, and may be grounds for immediate dismissal.
8. No one is allowed on the back perimeter of the main Horseshoe complex, except for group activity approved by staff member.
9. No solicitation for sexual favors, or sexual contracts, will be tolerated and may be grounds for immediate dismissal.
10. No sexual contact of any kind will be allowed between residents, including writing letters or phone calls. Violation of this rule will be grounds for dismissal.
11. No dating or pairing off will be allowed, including writing letters and phone calls to any other Exodus Residents or Inmate from Catawba Correction Center that attends Exodus Church. Violation of this rule may be grounds for dismissal.
12. "Co-signing", or covering for other people breaking rules #9, #10 and #11 above may be grounds for dismissal.
13. There will be no pets of any kind allowed inside any Exodus Property.
14. Residents are responsible for keeping their bodies and living areas clean and neat. Washing clothing and chores are inclusive.

15. For all pass requests, a drug test fee must be paid before the pass begins and a drug test will be given upon returning from the pass for passes over 4 hours.
16. Unless extenuating circumstances, there are no more than 2-overnight passes per month. Example: If you have a pass for Friday and Saturday, this is two overnight passes for the month. The Executive Director is the only one who can approve more than two overnight passes per month.
17. Pass Change and Pass Requests must be turned in by 5pm on Wednesday or the request will not be considered. Any pass for 4 hours or more will require a drug test upon return and the resident will need to pay \$15 for this test BEFORE they go.
18. All fees, i.e., program fees, transportation fees, fine fees, etc., must be paid on the resident's payday, unless otherwise approved by the Executive Director.
19. Drug test fees are required to be paid no later than the Friday by 5:00pm prior to their pass departure date. If drug test fees are not paid by 5:00pm on the Friday before the pass begins, the pass will be cancelled unless otherwise approved.
20. Only the Executive Director or the Assistant Executive Director in his absence can waive a drug test fee for a pass.
21. If a resident cannot pay the required fees from a job outside of Exodus Homes, the resident must provide proof of income each pay period.
22. Residents who receive direct deposit and cannot pay the total fee amount required, a copy of their paystub must be provided on their payday. If they do not have their paystub, they must bring a copy of their banking transaction history showing the direct deposit by printing a report through the ATM or request a transaction report from the bank clerk.
23. Unless otherwise approved, the standard fee amounts required per week, per resident are \$140.00 plus \$10.00 per day for transportation. Example: {\$140.00 (per week) + \$50.00 (5days transportation) = \$190.00}.
24. Residents are asked to pay program fees and transportation fees on the same day that they are paid unless they work second or third shift or an alternate payment plan has been arranged. Failure to do so may result in consequences.
25. Residents who are employed and Exodus provides their transportation to and from work, are required to pay a transportation fee of \$10.00 a day. Residents who do not willingly pay their transportation fees on pay day will be terminated from riding Exodus transportation to and from work and will be responsible for finding their own ride to work.
26. If we must search for a resident to pay program fees or and fees that are due, this will result in consequences.
27. Failure to pay or unwillingness to pay program fees or any other fees could result in termination from the program.
28. **Resident who are working with Exodus Works receive tips or training stipends - not a salary. They are not responsible for paying any fees during the time they work for Exodus Works.**
29. If a resident works with Exodus Works for example 2 days and work a temporary job for 3 days, program fees will be prorated for the days the resident worked for the Temp Agency. No fees will be paid or due for the days they worked with Exodus Works.
30. Residents must contact Executive Staff immediately to inform them of any changes regarding their employment status such as employment, disability, unemployment, paydays, etc.
31. If a resident has been a resident of Exodus Homes for at least 6-months or less than one year and gives a two-week notice they will receive a certificate of completion.
32. If a resident has been a resident of Exodus Homes for 1 year or more, is in good standing with the program, and has given a two-week notice will receive a plaque for successful completion.

33. Each resident's recovery, behavior, attitude and work ethics, etc., will be considered in situations such as passes and phase changes.
34. Unemployed residents after the morning meditation meeting must report to the Exodus Thrift Store/Warehouse or Exodus Homes for work detail or work readiness training.
35. Unless approved by your Site Manager, all unemployed residents must attend the morning meditation meetings, 12:00 noon meetings and one evening meeting.
36. Residents who work second shift will attend the noon meeting. Those who work second shift and live at one of the off-sites will need to come to the noon meeting work-ready.
37. Residents who work first shift jobs must attend all evening meetings.
38. Residents who work third shift residents must attend all evening meetings.
39. All employed resident who are off during the week, will be required to attend one meeting a day.
40. The number of meetings required per week for each resident can change over time as you progress in the program. If you want to change your program, please see the Executive Director.
41. **Letters that are needed for court, should be requested to Case Manager Audrey Longcrier 48 hours in advance.**
42. The only phone calls that can be made from the office are calls to assist you with program fees, probation/parole officers, or social workers/case managers. **NO PERSONAL PHONE CALLS unless it is urgent family business.**
43. There is no smoking inside any Exodus Site to include the program apartments and houses. There are designated smoking areas for your convenience.
44. Residents will be asked to place **all trash** in plastic garbage bags before putting it into the trash receptacle.
45. Absolutely no visitors will be allowed during non-visitor days, unless otherwise approved by staff.
46. Each resident will be responsible for their guests reporting to the office to sign in and out. The resident will also be responsible for their guest behavior.
47. A child visitation pass must be submitted before the child can stay any limited amount of time without an outside relative present.
48. Exodus will not be responsible for any injury incurred by child/adult.
49. No guests are allowed in units or houses unless approved by site Manager. This will be limited to parents and minor children. In house visits must be limited to living room, kitchen, and bathrooms only. There will be no visitors in the bedrooms.
50. Male residents are not allowed in female units and vice versa unless approved by one of the executive staff.
51. There will be no conversing with people not in the program outside the gate or walking down 8th Avenue Drive SW in the Ridgeview area and the back fence of the Horse shoe.
52. Each resident leaving their units or any of the Exodus Sites must sign out and sign in at the Horse shoe, **NO EXCEPTIONS!** They must also call their Site Manager for permission.
53. Each resident at the apartment complex/designated sites must adhere to the laundry schedule attached to the back of manual or provided by site manager.
54. There will be no borrowing between residents or staff. Borrowing includes money, clothes, personal articles etc.

55. Residents are personally responsible for replacement or repairing of damaged property caused by their negligence.
56. Residents are required to promptly attend all scheduled meetings and activities. They will also be expected to be prepared to be ready to get on the van 45 minutes before meeting time.
57. Residents are expected to check meeting schedule each week, in the Horse Shoe Dayroom and in every residential location.
58. No one can order cable without proper approval from the Executive Staff.
- 59. Anything that is placed within the facilities through donations, such food, television/stereo equipment, bedding, dishes, furniture etc., ARE THE PROPERTY OF EXODUS HOMES and will not be removed for any reason!**
- 60. Residents must submit individual cell phone telephone numbers to the Office and their Site Managers for emergency purposes only.**
- 61. The Executive Director is the only one who can approve a resident having a car, moped or bicycle or any mode of transportation.**
62. Radios and stereos are allowed in rooms if played softly. Upon exiting the units please turn off all lights, audio and stereo appliances.
63. Site Managers and the Executive Director are the ONLY people who can give permission for missing meetings, going to outside meetings, going out with sponsors, or anything else that has to do with recovery or group attendance.
64. Residents will always dress appropriately . All residents will refrain from vulgar or sexually provocative dress. **All residents are to be dressed and in the dayroom by 7:00 am. And beds are to be made and clean units by 7:00 am.**
65. If a resident is consistently sick and cannot participate in the program, Exodus Staff may request that the resident go to the doctor or emergency room or be re-evaluated by the Ridgeview Parish Nurse or Exodus Staff.
66. Exodus will not be responsible for any damage, loss or theft of personal property.
67. Do not leave Coffee Cups, Cigarette butts or any trash outside or on the window sills. Do not rest cigarettes on the window seals.
68. Anyone leaving Exodus Homes without notice will be given 24-48 hours to remove their personal articles, and financial obligations for that week must be paid for Exodus to release those personal articles. Personal mail will be returned to sender.
69. For various reasons a resident may be referred for a mental health support appointment if their behavior indicates a need in that area.
70. Exodus residents must get approval to fill prescriptions from the emergency room, Catawba Family Care, or anywhere else.
71. All residents must turn in a list of their medications at admission, when meds change or when prescribed something new. This is needed in case of emergency and so we will know what kinds of meds are in the program.
72. Residents who are prescribed any medication must request help to get re-fills well in advance before the medications run out or before they decide to stop taking them.
73. Residents that leave without notice will not be allowed back into their units without staff approval.
74. Residents who are terminated from the program are not allowed on any Exodus Homes property, such as, the extension, the houses, the apartments, the thrift store or warehouse, without the approval of Executive Staff.

75. Residents are responsible for notifying their probation/parole officers of weekly meeting changes. Each resident who is on probation or parole must submit their Probation/Parole Officer's name and number to the Office Manager and inform their Site Managers.
76. **Any resident that fraternizes with anyone outside the program who is actively drinking alcohol, using/selling illegal drugs, and selling/abusing prescribed medications and/or possessing any other form of paraphernalia may be asked to leave the program.**
77. **The following are "RESTRICTED RED ZONES": Public Housing -The Ridgeview Plaza, Sunny Valley Projects, Blue Ridge Projects, Terrace Hills Projects, Hillside Gardens Projects.**
78. Residents of Exodus Homes are program participants, and do not have renter's status. Exodus Homes may discharge a resident if they are in violation of these rules and regulations at any time if deemed necessary.
79. Residents can ask for assistance from any of the following staff members who may be in the Exodus Office, or can be reached otherwise as follows:
80. Residents can have cell phones if they do not take away from their recovery. Cell phones should not be used during recovery meetings, during church, or while you are working. This includes texting! Do not text while you are in a recovery meeting, at church, or at work. If you are asked by a staff member to put your phone away, please do so without arguing. You can keep your cell phone if it does not become a problem. If it becomes a problem, we may ask that you turn it in for a period of time as a consequence.

Exodus Homes Site Managers

Contact your site manager when you have a problem your senior resident is not able to solve.

Ali Bahaj Horseshoe Site Manager	828-238-4019
Bradley Camack, Assistant Horseshoe Site Manager	828-639-7941
George Reid, Extension Site Manager	828-569-0408
Ali Bahaj, Extension Assistant Site Manager	828-238-4019
Darlene Sanders, Women's Site Manager	828-582-2451
Audrey Longcrier, Women's Director	828-962-8207

Exodus Works (828)324-2390

George Reid, Exodus Works Supervisor 828-569-0408

Office Staff

Teresa Rice, HMIS and Records Manager 828-962-8204
Catie Lawson, MAR Director 828-569-8605

Rev. Reggie Longcrier, Executive Director 828-962-8195

Rev. Susan Smith, Assistant Executive Director 828-962-8196

(Talk to your Senior Resident or Site Manager before contacting Rev. Longcrier or Rev. Smith)

Exodus Homes Office (828)324-4870 / 7226

Fax (828)324-7983

EXODUS HOMES' PROGRAM WEEKLY MEETING SCHEDULE WILL BE POSTED IN THE MAIN OFFICE AND DAYROOM EACH WEEK

. **Residents with approved sponsors in 12 Step meetings can request to attend alternate or additional meetings**

Residents who are at work or who have appointments at The Cognitive Connection or Catawba Valley Behavioral Healthcare may be excused from the regular schedule here.

MONDAY

7:00am Morning Meditation – In-House Conference Room
12:00 – 1:00pm Noon Meeting (NA- St. Luke's)
6:30pm – 7:30pm NA – A Place to Talk
6:30pm – 7:30pm History of the Exodus Movement – In-House Conference Room

TUESDAY

7:00am Morning Meditation– In-House Conference Room
12:00 – 1:00pm Noon Meeting (NA- St. Luke's)
6:00pm – 7:00pm Ex-Offenders Anonymous – In-House Conference Room

WEDNESDAY

7:00am Morning Meditation– In-House Conference Room
12:00 – 1:00pm Noon Meeting (NA- St. Luke's) 6:00pm – 8:00pm
6:00pm-7:00pm 12 step meeting – In-House Conference Room
6:00pm – 7:00pm Bible Study (Exodus Church – Fellowship Hall Downstairs)
8:00pm – 9:00pm Clean and Serene NA Meeting

THURSDAY

7:00am Morning Meditation– In-House Conference Room
12:00 – 1:00pm Noon Meeting (NA- St. Luke's)
6:00pm – 7:00pm Ex-Offenders Anonymous – In-House Conference Room

FRIDAY

7:00am Morning Meditation– In-House Conference Room
12:00 – 1:00pm Noon Meeting (NA- St. Luke's)
6:30pm – 7:30pm Real Talk Support Group – In-House Conference Room
6:30pm – 7:30pm Celebrate Recovery

SATURDAY

Special events when scheduled
3:00pm Wal Mart Shopping Trip for all residents

SUNDAY

8:00am – 9:00am Exodus Early Church Service – all residents can go to the early service but only residents on Phase II can leave the church after Sunday school at 10:45am.
9:00am – 9:45am Breakfast (Exodus Church Fellowship Hall) \$3 donation
9:45am – 10:45am Service work OR Sunday School (Exodus Church)
11:00am – 1:30pm Exodus Church Worship Service OR Service Work

RESIDENTS AT THE MAIN COMPLEX

Due to the number of residents and amount of clothes to be washed, there are specified days for each apartment to wash clothes.

SUNDAY & THURSDAY are free day for all on a first come, first use basis. Otherwise, two apartments will each have their own day as follows:

<u>APARTMENT</u>	<u>DAY</u>
1 & 2	MONDAY
3 & 4	TUESDAY
5 & 6	WEDNESDAY
Free Day	THURSDAY
11 & 12	FRIDAY
13 & 14	SATURDAY
Free Day	SUNDAY

If you use the washer or dryer when it is not your day, you will be fined \$50.00.

If your clothes are finished washing and drying your clothes should be immediately removed or you may lose washing privileges.

All other sites will have their own schedules provided by site managers.

Please get permission from staff member if you must wash a uniform and it is not your day to wash. Thanks!

If you bring a chair out of your apartment or the dayroom, you are responsible to put it back.

Laundry in other locations has a schedule also. Please see your senior resident for details.