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**BEHIND THE WIRE MINISTRIES**  
An INDIANA Nonprofit Corporation

**RESIDENT PROGRAM HANDBOOK  
2026**

## **TABLE OF CONTENTS**

### **Facility Principles**

1. Our Mission
2. Our Vision
3. Our Intent
4. Resident Rights
5. Resident Expectations
6. Curriculum Guide

### **Policies & Procedures**

1. Intake and Admission Policy
2. Resident Billing Policy
3. Relationship Policy
4. Alcohol and Controlled Substance Policy
5. Alcohol/Drug Use Reoccurrence Policy
6. OTC and Prescription Medication Policy
7. Tobacco Policy
8. Naloxone/Narcan Policy
9. Trauma-Informed Care Policy
10. Visitation Policy
11. Dress Code and Hygiene Policy
12. House Rules
13. Attendance Policy
14. Disciplinary Action Policy
15. Transportation Policy
16. Telephone and Electronic Device Policy
17. Employment Policy
18. Movement Policy
19. Discharge Policy
20. Critical Rules Policy
21. Graduate Policy
22. Intern Policy

## BEHIND THE WIRE MINISTRIES

### **1. OUR MISSION**

Behind the Wire Ministries is a 501 (c) (3) nonprofit organization founded by Scott & Dannielle Highberger in 2019. BTW is also a level III certified recovery residence in the state of Indiana. We provide a balance of faith and evidence-based treatment to our incarcerated population, and we offer transitional housing to men upon their release.

### **2. OUR VISION**

BTW exists to provide practical and spiritual guidance to our incarcerated population and those transitioning back into our society. For this to succeed, a biblical foundation is key, as is support from a healthy environment. BTW practices accountability, emphasizing discipleship and community.

Having personal experiences in the addiction and recovery process, our founders started BTW to help our incarcerated population, and it grew into the ministry it is today. As our organization continues to expand, our goal remains the same: to provide men with an opportunity to become productive members of our society.

### **3. OUR INTENT**

It is our experience that many of the addicted and abused have been in the system for a long time. They have burned their bridges through the drug and criminal lifestyle. We have found that the pain and hardship they have caused themselves and others takes its toll. For some, the prodigal will come to themselves in a moment of agony and seek change through a relationship with God and/or a recovery community. We intend to be their new family, helping the hungry transition from destructive lifestyles to productive members of society.

We pray that you discover your true identity, not hidden in your past mistakes. Mistakes are something you make, not who you are. We desire to help you discover your place in this world. When you become a part of our program, you are part of the BTW family. We hope that you will make BTW your home during this season of transition in your life. We hope to help you discover your gifts and purpose and to motivate you to live up to your full potential.

We base our decisions on motives, not abilities. If one person is not as capable as another, but their motive is right, we will work with them and give them every opportunity. If a person is competent yet not humble and teachable, they will not be a good fit for our program. We treat everyone as an individual.

### **4. RESIDENT RIGHTS**

#### **As a resident of BTW, you have the right:**

1. To be treated with dignity and respect, and be free from emotional, verbal, and physical abuse, neglect, harm, or mistreatment.
2. To be free from discrimination based on age, gender, race, color, sex, religion, national origin, and/or disability.

3. To be given information regarding informed consent and the known effects of receiving and not receiving such treatment before beginning your residency.
4. To refuse treatment or request alternative treatment, and to request referrals for outside resources or alternative treatments during your residency or in the event of your dismissal or exit.
5. To be seen by a private physician with the understanding that all costs will be the responsibility of the resident.
6. To participate actively in your recovery through coursework, goal setting, and the completion of a relapse prevention plan.
7. To have all information about your participation in this program held in confidence, and to inspect/copy personal information.
8. To be given information regarding the Financial Policy.
9. To initiate a grievance procedure without fear of retaliation.
10. To access services that are appropriate to your individual needs and designed to provide you with a reasonable opportunity to improve.
11. To be informed at the time of admission of the rights and responsibilities set forth herein and of all the rules and guidelines governing resident conduct.
12. To vote in national, state, and local elections.
13. To wear your own clothing and keep and use personal possessions in personal storage spaces within program guidelines.
14. To communicate with persons outside the facility through phone and mail, receive visits, and have private conversations within program guidelines.
15. To be free from a requirement to work for the facility with or without pay, except for the completion of commonly required personal housekeeping.

## **5. RESIDENT EXPECTATIONS**

**As a resident of BTW, you will be expected:**

1. To treat others with dignity and respect.
2. To be reliable and punctual.
3. To actively participate in your own recovery.

4. To perform chores as volunteered or assigned.
5. To remain drug and alcohol-free.
6. To communicate effectively and express yourself appropriately.
7. To accept being supervised and accountable.
8. To be honest.
9. To be kind.
10. To encourage others.
11. To follow the rules.
12. To ask for help when you need it.
13. To set a good example for others.
14. To follow the rules as stated for your current phase in residency.

## **6. CURRICULUM GUIDE**

### **Phase I (45 Days)**

- 1) Ten Steps Toward Christ book study
- 2) Purpose-Driven Life Devotional
- 3) Individual Counseling
- 4) Socialization
- 5) Criminal and Addictive Thinking
- 6) 12 Step Meetings
- 7) Behind the Wire book study
- 8) Church Services
- 9) Film/Sermon Review
- 10) GG/Discovery Bible Study
- 11) Nutrition

### **Phase II (105 Days)**

- 1) Full-Time Employment
- 2) Parenting Class
- 3) M.R.T. - Moral Reconation Therapy
- 4) 12 Step Meetings
- 5) Church Services

- 6) Deep Things Bible Study Part 1

### **Phase III (120 Days)**

- 1) Full-Time Employment
- 2) Battlefield of the Mind book study
- 3) 12 Step Meetings
- 4) Relapse Prevention
- 5) Church Services
- 6) Deep Things Bible Study Part 2
- 7) Assisted with finding housing.
- 8) Assisted with finding transportation.

### **Graduation: 9 months- 2 years**

Graduate housing and/or an internship are available for qualifying residents.

### **POLICIES & PROCEDURES**

Rules, policies, and procedures are subject to change at the discretion of the Directors. Residents will be informed of any changes before implementation. Failure to observe rules, policies, and procedures may result in disciplinary action.

#### **1. Intake and Admission Policy**

##### Admission

Clients must submit an application, pass a background check, and have an interview before they will be considered for admission.

- A. The client must be at least 18 years of age as proven by a driver's license or other photo identification.
- B. The client must demonstrate the ability to pay for treatment.
- C. The client must be willing to sign all required forms authorizing care.
- D. The client must be free from symptoms of major psychiatric disorders that would make it impossible to render "informed consent" to care.
- E. The client must have a documented history of SUD.
- F. The client must be experiencing significant functional impairments in one or more of the following areas: activities of daily living, interpersonal or psychological functioning, or the ability to live without recurrent abuse of chemicals.
- G. The client must not be presenting medical or unstable psychiatric conditions that would preclude their participation in treatment.
- H. BTW can provide the level of treatment the client needs, as indicated by their assessment and interview.

- I. BTW will pick up any client within a 60-mile radius of the facility. The intake procedure will occur immediately upon arrival.

#### Readmission

Any clients previously discharged from the facility may seek readmission to BTW.

- A. Clients must wait 30 days from discharge to seek readmission.
- B. Clients will be evaluated based on their current status and past history.
- C. Clients may be asked to complete a behavioral contract before admission.
- D. Clients with a past balance due may be required to pay the balance in full before being considered for readmission.

#### Intake

- A. BTW reserves the right to refuse admission if it is determined during intake that a client has falsified information on their application or interview.
- B. Clients will be subjected to a drug screen, body search, and property search during the intake process.
- C. The intake process will include the gathering of data on the client's medical history, drug misuse, and personal/psychosocial history.
- D. The intake process will include obtaining the client's written consent for treatment and ROI.

## **2. Resident Billing Policy**

Residents have the freedom to communicate their growth in recovery and their ability to take financial responsibility for their expenses. As residents progress in their recovery, BTW values the opportunity to train them in financial responsibility, preparing them for life outside the program.

1. There is a \$100 administration fee, due upon arrival at the facility, but can be waived and added to back fees at the discretion of the Director.
2. Residents will be required to pay a \$30.00 per-day residency fee, plus a \$5 laundry fee per week, for a total of \$208 per week.
3. Residents will be required to pay a \$5 transportation fee per trip to help cover fuel and vehicle maintenance costs.
4. Residents may not work outside the facility for the first 30 days of the program.
5. BTW is a working facility and does not accept payment from 3<sup>rd</sup>-party payors, such as private/public insurance coverage or self-insured plans. BTW does not require a deposit.
6. Resident fees begin to accrue after intake and will be added to back fees to be repaid upon obtaining employment.
7. After employment is obtained, residents are required to pay 80% of their net income each paycheck until back fees are paid in full.
8. Payments towards back fees are required. Neglecting repayment may result in disciplinary actions.
9. The Director may request a current budget sheet and pay stubs when fees are paid.
10. Late or unpaid fees may result in disciplinary action.

11. If a resident leaves or is dismissed from BTW with a positive balance, they will receive a full refund within 30 days of their exit.
12. Paid work arrangements between BTW and residents must adhere to the following guidelines:
  - A. They will be voluntary, and there will be no consequence if a resident declines.
  - B. Residents who agree to work will not receive favoritism as a result.
  - C. Qualified residents are given equal opportunity to work.
  - D. They must not interfere with programming or resident wellness plans.
  - E. It will be treated as any other employment situation, and wages will be set at market value.
  - F. The arrangements are considered fair by a majority of residents.
  - G. Work relationships do not negatively affect the home's environmental health or impair recovery.
  - H. Unsatisfactory work relationships are terminated without recriminations that can impair recovery.

### **3. RELATIONSHIP POLICY**

1. No new relationships are allowed until after graduation, including friendships with the opposite sex.
2. Contacting ex-girlfriends could lead to dismissal. Exes are exes for a reason.
3. Sexual relations are prohibited at all BTW facilities and properties.
4. Unmarried residents are not allowed to have sexual relations.
5. If the Director considers a current relationship a distraction, the resident may be asked to put it on hold until graduation.
6. Violations of this policy may result in dismissal.

### **4. ALCOHOL AND CONTROLLED SUBSTANCE ABSTINENCE POLICY**

1. Behind the Wire supports the safety and recovery of residents and peer staff who follow abstinence. It promotes and reinforces abstinence among residents, staff, and peer staff.
2. Abstinence from alcohol and controlled substances will be enforced using drug screens and breathalyzer tests.
3. The collection of a sample for a drug screen will be administered by BTW staff, monthly, randomly, or with probable suspicion of the resident's use of drugs/alcohol.
4. Drug screens and breathalyzer tests will be administered and read by a staff member.
5. Each resident will undergo testing at least once a month.
6. Residents will undergo a breathalyzer test upon returning to the property from work or a pass.
7. Drug screenings will be administered as urine or saliva tests.
8. Residents will receive one free drug screen each week. A \$10 fee will be charged for each additional screen.
9. Residents may be subject to a full-body search before producing a sample.
10. Residents are required to give a sample within a reasonable period and will be monitored until a sample is produced.
11. A urine sample must be produced above the temperature line (~30mL).
12. Results will be documented and included in each resident's progress reports.

13. All positive screens will be sent to Abbott/Redwood Laboratory for testing, and all judicial parties will be notified of the positive screen within the next business day.
14. Residents will be responsible for the \$50 testing fee.
15. Residents who test positive for drugs or alcohol can be discharged immediately; the Director reserves the right to negotiate a recurrence contract with the resident.
16. All residents are subject to random searches of their personal property, their bodies, and their vehicles.
17. Refusal to submit to searches or testing for substances is considered an admission of guilt and will result in immediate dismissal.
18. The BTW Facility, vehicles, and resident vehicles may be searched at any time by the Loogootee Police Department, Martin County Sheriff's Department, and K-9 units.
19. Some prescription medications, pre-workout supplements, diet supplements, and energy drinks can result in a positive screen. These substances are prohibited for this reason.
20. No conversation promoting the use of or manufacturing of drugs or alcohol, or that may trigger another resident, will be permitted.

## **5. ALCOHOL/DRUG USE REOCCURRENCE POLICY**

1. The use of alcohol or drugs may result in an automatic dismissal.
2. The use of alcohol or drugs can result in a recurrence contract depending on:
  - The resident's attitude toward reoccurrence.
  - The resident's honesty regarding the reoccurrence.
  - The resident's program performance before the reoccurrence.
3. Reoccurrence contracts will include a minimum 90-day program extension, a 90-day loss of passes, a thinking report, and increased frequency of drug screening at the resident's expense.

## **6. PRESCRIPTION AND OTC MEDICATION POLICY**

1. All over-the-counter and prescription medications must be turned over to the Director.
2. All over-the-counter and prescription medications will be stored in the safe.
3. The Director will administer all over-the-counter and prescription medications.
4. Residents must sign for their medications when administered in the medication log.
5. BTW staff will count the pills and log the amount into the medication log. Residents are responsible for reordering their prescriptions when needed.
6. No sleep aid medications are permitted in the facilities. Melatonin is available by request for the first 30 days of residence.
7. Antacids (Tums, Pepto-Bismol, etc.) are allowed in the facilities.
8. Residents are responsible for taking medications as prescribed. Failure to take medications as prescribed may result in disciplinary action.

## **7. NALOXONE/NARCAN POLICY**

Naloxone is a medicine that rapidly reverses an opioid overdose. Naloxone can restore normal breathing to a person if their breathing has slowed or stopped because of an opioid overdose. Naloxone does not affect someone who does not have opioids in their system.

1. Naloxone (Narcan) is in the first-aid kit in every residence.
2. Naloxone should be given to any person who shows signs of an opioid overdose or when an overdose is suspected.
3. If an overdose is suspected, follow the steps in the Quick Start Guide posted on the bulletin board or the instructions inside the Naloxone package to administer it.
4. Call 911 to report the suspected overdose.

## **8. TOBACCO POLICY**

1. Tobacco products will be used only in designated areas.
2. No use of tobacco products indoors.
3. No use of tobacco products in BTW vehicles.
4. No use of tobacco products during any class or meeting.
5. No tobacco products, lighters, or matches are to be visible indoors.
6. Electronic cigarettes, vaping devices, etc., are prohibited.
7. BTW strongly encourages residents to quit smoking. Nicotine gum, lozenges, patches, pouches, and prescription replacement medications are allowed. The CDC Quitline is 1-800-QUIT-NOW (1-800-784-8669).

## **9. TRAUMA INFORMED CARE POLICY**

Trauma is an event, a series of events, or a set of circumstances experienced by an individual that is perceived as life-threatening or physically or emotionally harmful. Trauma can have lasting adverse effects on an individual's functioning and social, emotional, physical, mental, or spiritual well-being. Adverse Childhood Experiences, or ACEs, are potentially traumatic events that occur during an individual's childhood (0-17 years). ACEs are linked to mental and physical illness and substance abuse in adulthood. Examples of trauma include physical, emotional, or sexual abuse; poverty; neglect; growing up in a household with substance use; or mental health problems.

1. BTW staff will work to create and maintain a social climate, activities, and environmental conditions that produce a safe and secure environment that reduces the risk of re-traumatization.
2. BTW residents will be screened for Trauma/ACEs during the Orientation process.
3. BTW will work to create and maintain a social climate, activities, and environmental conditions that foster a safe and secure environment, reducing the risk of re-traumatization.
4. BTW staff will engage in ongoing annual training regarding trauma-informed care and take care to recognize the signs and symptoms of trauma.
5. BTW staff will take steps to avoid creating or allowing stressful environments that may interfere with the resident's well-being or recovery process.
6. BTW staff will not require or pressure residents to process or share details of past trauma.

7. BTW staff will work with residents to find healthy ways to reduce the severity of symptoms related to trauma.
8. BTW staff will maintain resident confidentiality.
9. BTW staff will ensure that residents have access to clinical care and appropriate resources throughout their residency.

## **10. VISITATION POLICY**

1. During the first 30 days, residents are not allowed visitors except for spouses, children, or blood relatives.
2. Visitation Hours
  - M, T, W, F 4:00 p.m. – 6:00 p.m.
  - Saturday 12:00 p.m. – 4:00 p.m.
  - Sunday 12:00 p.m. – 4:00 p.m.
3. Visits need to be requested via a resident request form and submitted for approval by the Director 48 hours before the visit.
4. Visits are limited to 2 hours unless otherwise approved.
5. No excessive affection, touching, kissing, hugging, etc.
6. Residents and visitors must always remain in full view of BTW leadership.
7. Visits may take place in the Chapel, in the outdoor fenced-in area, or at the picnic tables.
8. Visitors are not to be in the transition houses under any circumstances.
9. Visitors are required to adhere to the dress guidelines below to be admitted. It is the resident's responsibility to inform visitors of the dress guidelines.
10. Any items brought to the facility by visitors for a resident must first be given to BTW staff for inspection.
11. Chapel services are open to the public, are not considered visits, and do not require scheduling. However, during the first 30 days of residency, residents may not sit with any attendee who is not a spouse, child, or blood relative.
12. Residents must clean up after their visitors.
13. Visitors must be appropriately attired.

## **11. DRESS CODE AND HYGIENE POLICY**

1. Clothing shall be neat and clean.
2. No apparel with inappropriate logos.
3. Residents must be fully dressed in the common areas at all times.
4. Shirts must be buttoned and have sleeves.
5. Pants and shorts must be worn correctly. No sagging. No chain wallets.
6. Hats must be worn with the bill forward-facing. Hats may not be worn in Church or class.
7. No bandanas may be worn in the facility.
8. Sunglasses may not be worn in classes, meetings, or services.
9. Hair and facial hair must be kept neat and trimmed.
10. Residents must maintain high personal standards of cleanliness, including hair, nails, oral hygiene, and body hygiene.
11. No new tattoos and no piercings while a resident at BTW.

## **12. HOUSE RULES**

1. Residents will awaken each weekday morning at 6:30 a.m.
2. No lying in bed or watching television until after 3:00 p.m.
3. No sleeping or lying down on the sofa at any time.
4. Bedtime is at 10:00 p.m. Sunday-Thursday. The lights will be turned off, and all residents are expected to be in their beds.
5. Bedtime is midnight on Friday and Saturday.
6. Beds must be made any time they are vacant, including weekends.
7. There will be no chores on Saturday or Sunday.
8. No dirty dishes are to be left out at any time.
9. No gambling.
10. No loaning money.
11. No switching beds without approval.
12. Turn off lights when not in use and clean up after yourself in all areas of the house.
13. The Director must approve all CDs, DVDs, and reading materials.
14. When doing laundry, please do not leave your clothing unattended.
15. All bedding must be washed once a week.
16. Personal items need to be kept in personal areas.
17. Do not open another resident's locker or drawers.
18. Bed areas must be kept in order.
19. Residents must not enter a higher-level house without permission.
20. No gossiping, bullying, or demoralizing communication.
21. No inappropriate communication, including jokes of a racial or sexual nature.
22. There is to be no food or drink in the television area.

## **13. ATTENDANCE POLICY**

1. Anything that is on the schedule is mandatory. You must be present at all scheduled classes, meetings, services, or activities.
2. Arrive on time for classes, meetings, and services.
3. Always bring the required materials.
4. Bathroom breaks should be avoided if possible.
5. Be respectful to instructors and other residents.
6. Do not speak during class unless you are participating in the lesson and have been called upon.
7. Be attentive in all classes, meetings, and services, and stay on topic.
8. No lying head down or sleeping in any class, meeting, or service.
9. Residents must inform the instructor of possible absences/tardiness due to scheduled appointments, such as medical appointments, before the appointment.
10. If residents are absent or arrive late, they must inform the instructor of their whereabouts.

## **14. DISCIPLINARY ACTION POLICY**

1. The Director reserves the right to make a judgment on any rule or policy violation.
2. Breaking Critical Rules will result in an automatic dismissal.
3. All write-ups will remain in a resident's permanent file and will be visible on progress reports.
4. Three minor write-ups = major write-ups.
5. Three major write-ups may equal dismissal from the program.
6. Violating rules or policies may result in the loss of privileges.

## **15. TRANSPORTATION POLICY**

1. Residents are not permitted to drive BTW vehicles unless authorized and insured.
2. No unapproved food or beverages are allowed in BTW vehicles.
3. Vehicles are to be kept clean.
4. The Director must approve resident vehicles. Residents must present a valid license, proof of insurance, and registration to the Director.
5. The Director may keep resident keys when they are not in use.
6. There is a limit of one vehicle per resident, and the vehicle must be kept operational.
7. Any vehicle deemed inoperable/abandoned or in violation of the parking agreement will be towed at the owner's expense.
8. It is the resident's responsibility to keep up with state laws regarding vehicle licensing, tags, insurance, and registration.
9. When driving a personal vehicle, residents must obtain the Director's permission to travel to any destination.
10. BTW drivers must use Bluetooth while operating a vehicle or pull over safely to the side of the road to answer any phone calls.
11. BTW drivers may not hold a cell phone while driving.
12. BTW drivers may not respond to texts, emails, or messenger while driving or stopped at a stop sign or traffic light.
13. BTW drivers must obey speed limits.
14. BTW drivers must wear a seatbelt and require passengers to do so.
15. These rules apply to drivers operating a company vehicle or operating a personal vehicle for company business.

## **16. TELEPHONE AND ELECTRONIC DEVICE POLICY**

1. All personal phone calls are limited to 15 minutes.
2. Phase I residents may have three personal calls per day and unlimited business calls (doctor, attorney, etc.).
3. The phone must be used indoors and in a public space, not in bathrooms, bedrooms, or outdoors.
4. Sunday-Thursday, the phone will be off limits after 10:00 p.m.
5. Friday and Saturday, the phone will be off-limits after 11:30 p.m.
6. Do not make or receive collect calls. Do not use the automatic callback service.
7. Do not use the phone during classes, services, or activities without the Director's approval.

8. Be considerate of others using the phone and keep noise and conversations at a low volume.
9. If you take a message for another resident, ensure that it is relayed.
10. Answer the BTW house telephones professionally and courteously.
11. Residents may not have personal phones until they have completed their 180-day evaluation. They may obtain a flip phone for personal use.
12. All devices are subject to random searches.
13. Mobile phones used for work must be turned in to BTW staff immediately upon arrival at the facility each day.
14. Do not use another resident's device or share your device with another resident.
15. Phone privileges can be revoked if the rules are not respected.

## **17. EMPLOYMENT POLICY**

1. Resume services will be available to all residents.
2. Residents will be encouraged to complete High School Equivalency and/or pursue job training or higher education.
3. Residents must begin applying for jobs by their 15-day evaluation and be employed by their 45-day evaluation.
4. Changes in employment require the Director's approval.
5. If a resident misses work due to illness, they may not take a weekend pass.
6. Absences from work:
  - a) Sick day - Must have permission from the Director to miss work. Evidence of sickness must be present.
  - b) Personal day –For court, doctors, probation, parole, vacation, etc., the resident must submit a request form.
  - c) Sent home from work due to injury/illness- Evidence for sickness/injury must be present.

## **18. MOVEMENT POLICY**

1. The Director must approve movement to or from the facility.
2. Residents must sign out each time they leave the facility and sign in upon returning.
3. Residents must record the time and the destination.
4. Residents may not sign in or out in advance or for other residents.
5. All appointments must be submitted 48 hours in advance.
6. Any involvement with Law Enforcement, CPS, or other agencies must be reported to the Director immediately.
7. Residents who drive their own vehicles must go directly to and from work without stopping. The Director must be informed if the resident needs to stop for fuel.
8. Passes:
  - a) 8-hour passes begin at 8:00 a.m. on Saturday and end at 4:00 p.m. After four successful 8-hour passes, a resident will earn a 12-hour pass.
  - b) 12-hour passes begin at 8:00 a.m. on Saturday and end at 8:00 p.m. After four successful 12-hour passes, a resident will earn a 24-hour pass.
  - c) 24-hour passes begin on Friday and end at 8:00 p.m. on Saturday. After four successful 24-hour passes, a resident will earn a 48-hour pass.

- d) 48-hour passes begin Friday and end Sunday at 8:00 p.m.
- e) If overnight passes are not an option, when a resident has earned 24-hour passes, two 12-hour passes may be taken instead.
- f) Additional passes will require additional drug screens. There will be a \$10.00 fee for each additional screen.
- g) Passes must be submitted for approval 48 hours in advance.
- h) The Director must approve passes.
- i) Passes can be revoked at the Director's discretion.
- j) Passes are a privilege, not a right.
- k) Passes must be taken in a drug- and alcohol-free environment.
- l) The Director may approve special passes.
- m) Pass requests must be completed correctly to be approved.

## **19. DISCHARGE POLICY**

A resident can be discharged from the program for the following reasons:

- Graduation from the program
- Violation of the conduct agreement signed during intake
- Violation of the financial policy
- Violation of a recurrence contract
- The free choice of the resident
- A decision of the Director

1. Graduates will be required to complete a Relapse Prevention Plan.
2. If a resident chooses to exit the program for any reason, BTW will assist the resident in finding placement at another facility or residence of their choice. They will be given up to 24 hours to secure a placement.
3. If the resident is court-ordered to attend, BTW staff will contact legal and judicial parties.
4. BTW will transport a resident to the destination of their choice within 60 miles of the facility.
5. Once a resident exits the program, their property will be held for 24 hours, after which it will be disposed of.
6. In the case of an emergency that requires a resident to leave the facility for an extended period, the resident's property will be held until the resident returns or for no longer than 60 days.
7. The resident will be asked to complete a final evaluation and be given a discharge plan.

## **20. CRITICAL RULES POLICY**

The staff and Board of Directors of Behind the Wire have compiled a list of critical rules that, if violated, will result in the immediate dismissal of the resident. Any person or persons who violate any of these critical rules will forfeit all rights to appeal to the Board of Directors or the Director. The Board of Directors and Directors also reserve the right to remove any individual or individuals for any reason they deem to be a threat to the well-being of BTW residents or staff.

### **YOUR REMOVAL FROM BEHIND THE WIRE MINISTRIES PROGRAM WILL BE IMMEDIATE FOR THE FOLLOWING REASONS AND MAY NOT BE APPEALED:**

1. Possessing alcohol or drugs on BTW property or at an outing/event.
2. Being under the influence of alcohol and/or drugs.

3. Threats, either verbal or physical, acts of violence, or fighting.
4. Possession of weapons on BTW property or at an outing/event.
5. Breaking curfew or leaving the premises without a pass or Director's approval.
6. Having sexual contact on BTW property or at an outing/event.
7. Using any substance, legal or illegal, in any way to obtain an altered state, including huffing, sniffing, bagging, and related activities.
8. Violation of the relationship policy.
9. Terminating employment without the Director's approval.
10. Falsifying any information on the application, interview, or during intake.
11. Property destruction or altering the physical construction of the premises, including interior walls.
12. Possession of pornography.
13. Lying, gossiping, or spreading negativity about BTW Ministries, staff, or volunteers.
14. Failure to obtain employment within 45 days of orientation.
15. Knowing of another resident who is using drugs or alcohol and failing to report it to the staff.

## **21. GRADUATE POLICY**

1. Graduates may own a smartphone.
2. BTW pantry and freezer items are available to graduates.
3. Graduates will administer their medications with the Director's approval.
4. Graduates may have a television in their room.
5. Graduates are not required to fill out weekend pass requests.
6. Curfew on weekends is midnight.
7. Curfew on weeknights is 9:00 p.m.
8. Graduates may be off-site for no more than 3 hours per weeknight evening.
9. Graduates must have a breathalyzer upon return.
10. Drug screens will be administered on Sunday unless there is reasonable suspicion of substance use.
11. If transportation is needed for appointments, a resident's request must be submitted to the office.
12. Graduates are required to attend Thursday night Chapel and Program Meetings.
13. Graduates may pursue romantic relationships.

## **22. INTERN POLICY**

1. The BTW Internship program is a one-year commitment.
2. Interns are required to follow the same policies and procedures as Graduates.
3. Interns are required to complete assignments, learn, and become proficient in daily operations, act as role models/mentors to residents, and assist staff.
4. Interns are encouraged to engage in ongoing self-initiated education and personal development.

## **WELCOME HOME**

We hope you find your new home at BTW to be a launching pad toward discovering true freedom and your God-given purpose, free from alcohol and drugs. We want our community to be a safe, healthy environment for those who choose sober living. We value your input and welcome your feedback to make BTW Ministries even better.

By signing below, I acknowledge that I have received and read the BTW Ministries Resident Handbook, agree to abide by its standards and guidelines, and commit to supporting my peers and the BTW staff in upholding a safe and healthy community.

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