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BEHIND THE WIRE MINISTRIES
An INDIANA Non-profit Corporation

**RESIDENT PROGRAM HANDBOOK
2024**

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BEHIND THE WIRE MINISTRIES

1. OUR MISSION

Behind the Wire Ministries is a 501c3 nonprofit organization established by founders 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. We believe for this to happen successfully, a biblical foundation is key, as well as the support of a healthy environment. BTW practices accountability with an emphasis on 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, it is to provide an opportunity for men 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 period of 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 they will seek change through a relationship with God and/or a recovery community. We intend to be their new set of people, helping the hungry transition from a destructive lifestyle to productive members of society.

We pray that you discover your true identity that is not hidden in your past mistakes. Mistakes are something we make, not who we 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 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, yet their heart is right, we will work with them and give them every opportunity. If a person is very capable 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 to:

1. 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. 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. Be seen by a private physician with the understanding that all costs will be the responsibility of the resident.
6. Participate actively in your recovery through coursework, goal setting, and the completion of a relapse prevention plan.
7. Have all information about your participation in this program held in confidence and inspect/copy personal information.
8. Be given information regarding the Financial Policy.
9. Initiate a grievance procedure without fear of retaliation.
10. Access services that are appropriate to your individual needs and designed to provide you with a reasonable opportunity to improve.
11. 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. Wear your own clothing and keep and use personal possessions in personal storage spaces within program guidelines.
14. Communicate with persons outside the facility through phone and mail, receive visits, and have private conversations within program guidelines.
15. 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 to:

1. Treat others with dignity and respect.
2. Be reliable and punctual.
3. Actively participate in your own recovery.
4. Perform chores as volunteered or assigned.
5. Remain drug and alcohol-free.
6. Communicate effectively and express yourself appropriately.
7. Accept being supervised and accountable.
8. Be honest.
9. Be kind.
10. Encourage others.
11. Follow the rules.
12. Ask for help when you need it.
13. Set a good example for others.
14. 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 Meeting
- 7) Behind the Wire
- 8) Parenting Class
- 9) Church Services

- 10) Film Review
- 11) Guerilla Gospel Bible Study
- 12) Nutrition

Phase II (105 Days)

- 1) Employed Full-Time
- 2) Parenting Class
- 3) M.R.T. - Moral Reconation Therapy
- 4) 12 Step Meeting
- 5) Church Services
- 6) Deep Things Bible Study Part 1

Phase III (120 Days)

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

Graduation: 9 months- 2 years

Graduate housing and/or Internship is available for qualifying residents.

POLICIES & PROCEDURES

Rules, policies, and procedures are subject to change at the Directors' discretion. 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 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 may not be presenting medical or unstable psychiatric conditions that would preclude their participation in treatment.
- H. BTW can provide to level of treatment that the client needs 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 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 client’s medical history, drug use/abuse, and personal/psychosocial history.
- D. The intake process will include obtaining the client's consent for treatment and ROI in written form.

2. Resident Billing Policy

1. There is a \$100 administration fee which is due upon arrival at the facility but can be waived and placed on back fees at the discretion of the Director.
2. Residents will be required to pay a residency fee that will be a minimum of \$30.00 per day or \$208 per week including a \$5 laundry fee per week.
3. Residents will be required to pay a transportation fee of \$5 per trip to help cover the cost of fuel and vehicle maintenance.
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 3rd 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 placed on back fees that are to be repaid after employment is obtained.

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 not optional, they are a requirement. Neglecting repayment may result in disciplinary actions.
9. A current budget sheet and pay stubs are required by the resident each week at the time fees are paid.
10. Late or unpaid fees may result in disciplinary action.
11. Residents will be encouraged to tithe 10% of their gross income to the church of their choice.
12. 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.
13. 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. Will be treated as any other employment situation and wages will be set at market value.
 - F. The arrangements are viewed as fair by a majority of residents.
 - G. Work relationships do not negatively affect the environmental health of the home or impair recovery in any way.
 - H. Unsatisfactory work relationships are terminated without recriminations that can impair recovery.

3. RELATIONSHIP POLICY

1. There are to be no new relationships until after graduation including friendships of the opposite sex.
2. Contacting ex-girlfriends may result in dismissal. Exes are exes for a reason.
3. Sexual relations are forbidden at any BTW facilities or properties.
4. Sexual relations are forbidden for unmarried residents.
5. If a current relationship is deemed to be a distraction by the Director, the resident may be asked to put the relationship on hold until graduation.
6. Violations of this policy may result in dismissal.

4. ALCOHOL AND CONTROLLED SUBSTANCE ABSTINENCE POLICY

Behind the Wire supports the safety and recovery of abstinence-based residents and peer staff. Behind the Wire promotes and reinforces abstinence in residents, staff, and peer staff.

1. Abstinence from alcohol and controlled substances will be monitored using drug screens and breathalyzer tests.
2. 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.
3. Drug screens and breathalyzer tests will be administered and read by a staff member.
4. Each resident will be tested at a minimum of once a month.
5. Residents will be given a breathalyzer test when they return to the property from work or a pass.

6. Drug Screens will be given in one of two forms- Urine Screen or Saliva Test.
7. Laboratory testing of positive screens is available to residents for a fee of \$50.
8. Residents may be subject to a full body search before producing a sample.
9. Residents are required to give a sample within a reasonable period and will be monitored until a sample is produced.
10. A urine sample must be produced above the temperature line (~30mL).
11. Results will be documented and included in each resident's progress reports.
12. Residents found positive for drugs or alcohol can be discharged immediately; all judicial parties of the resident will be notified of the positive screen within the next business day.
13. The Director reserves the right to negotiate a relapse contract with the resident.
14. All residents are subject to random searches of their personal property, body, and vehicles.
15. Refusal to submit to searches or testing for substances is considered an admission of guilt and will result in immediate dismissal.
16. 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.
17. Some prescription medicines, pre-workout and diet supplements, and energy drinks may cause a positive screen. These substances are prohibited for this reason.
18. 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 reoccurrence contract depending on:
 - a. The attitude of the resident regarding the reoccurrence.
 - b. The honesty of the resident regarding the reoccurrence.
 - c. The resident's program performance before the reoccurrence.
3. Reoccurrence contracts will consist of a minimum of a 90-day program extension, a 90-day loss of passes, a thinking report, and a higher 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 into the director.
2. All over the counter and prescription medications will be stored in the safe.
3. All over the counter and prescription medications will be administered by the director.
4. Residents must sign for their medications when administered in the medication log.
5. BTW staff will count 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.

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 located 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 on the Quick Start Guide posted on the bulletin board or the instructions inside the Naloxone package to administer.
4. Call 911 to report the suspected overdose.

8. TOBACCO POLICY

1. Tobacco products will be used in designated areas only.
2. No use of tobacco products in BTW Chapel or Sunday Church.
3. No use of tobacco products in BTW vehicles.
4. No use of tobacco products during any class or meeting.
5. No use of tobacco products indoors.
6. No tobacco products, lighters, or matches are to be visible indoors.
7. Electronic cigarettes, vaping devices, etc. are prohibited.
8. BTW strongly encourages residents to quit smoking. Nicotine gum, lozenges and patches, 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, series of events, or 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 adults. Examples of trauma may include physical, emotional, or sexual abuse, poverty, neglect, growing up in a household 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 produce a safe and secure environment that reduces 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 residents have access to clinical care and appropriate resources for the duration of their residency at BTW.

10. VISITATION POLICY

1. During the First 45 days, no residents are permitted to have visitation from guests unless they are a spouse, child, or blood relative.
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 responsibility of the resident 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 need to be scheduled. However, during the first 45 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.

VISITOR DRESS GUIDELINES

The following items are considered inappropriate attire for visiting this facility: Crop tops, low-cut tops, sheer fabric, short shorts and skirts, spandex, and tight-fitting jeans or pants, apparel with inappropriate logos.

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 properly. No sagging. No chain wallets.
6. Hats must be worn with the bill forward facing. Hats may not be worn in Church.
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 levels of personal standards of cleanliness regarding hair, nails, oral and body hygiene.
11. No new tattoos and no piercings while a resident at BTW.

12. LEVEL 1-3 HOUSE RULES

1. Residents will awaken each weekday morning at 6:00 A.M. and be out of bed by 6:15 A.M.
2. By 6:30 A.M., residents must have their beds made and be ready to depart for 7:00 A.M. devotion.
3. No laying in bed or watching television until after 3:00 P.M.
4. No sleeping or laying down on the sofa at any time.
5. 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.
6. Bedtime is 12:00 A.M. on Friday and Saturday.
7. Beds must be made any time they are vacant, including weekends.
8. There will be no chores on Saturday or Sunday.
9. No dirty dishes are to be left out at any time.
10. No gambling.
11. No loaning money.
12. No switching beds without approval.
13. Turn off lights when not in use and clean up after yourself in all areas of the house.
14. All CDs, DVDs, and reading materials must be approved by the Director.
15. When doing laundry please do not leave your clothing unattended.
16. All bedding must be washed once a week.
17. Personal items need to be kept in lockers.
18. Do not open another resident's locker.
19. Bed areas must be kept in order.
20. Residents must not enter a higher-level house without permission.
21. No gossiping, bullying, or demoralizing communication.
22. No inappropriate communication; including jokes of a racial or sexual nature.
23. 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. Pray before and after each class or meeting.
8. Be attentive in all classes, meetings, and services, and stay on topic.
9. No laying head down or sleeping in any class, meeting, or service.
10. Residents must inform the instructor of possible absences/tardiness due to scheduled appointments, such as medical appointments before the appointment.
11. If residents are going to be absent/tardy from their set schedule, 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 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. Resident vehicles must be approved by the Director. Residents must present a valid license, proof of insurance, and registration to the Director.
5. There is a limit to one vehicle per resident and a vehicle must be kept in an operational state. Any vehicle deemed inoperable/abandoned or in violation of the parking agreement will be towed at the owner's expense.
6. It is the resident's responsibility to keep up with state law requirements for licensing, tags, insurance, and registration of vehicles.
7. When driving a personal vehicle residents must obtain permission from the director to travel to any/all destinations.
8. BTW Drivers must use Bluetooth while operating a vehicle or pull over safely to the side of the road to answer any phone calls.

9. BTW Drivers may not hold a cell phone while driving.
10. BTW Drivers may not respond to texts, emails, or messenger while driving or stopped at a stop sign or traffic light.
11. BTW Drivers must obey speed limits.
12. BTW drivers must wear a seatbelt and require passengers to do so.
13. 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 a maximum of 15 minutes.
2. Phase I residents may have 3 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. All chores must be completed before using the phone.
5. Sunday-Thursday the phone will be off limits after 10:00 P.M.
6. Friday and Saturday the phone will be off-limits after 11:30 P.M.
7. Do not make or receive collect calls. Do not use automatic call-back service.
8. Do not use the phone during classes and services or activities without the Director's approval.
9. Do not use 411 for directory assistance. Instead, use 1-800-FREE-411.
10. Be considerate of others using the phone and keep noise and conversations at a low volume.
11. If you take a message for another resident, ensure that it is relayed.
12. Answer the BTW house telephones professionally and courteously.
13. Residents may not have personal phones until they have completed their 180-day evaluation. They may obtain a flip phone for personal use.
14. All devices are subject to random searches for unapproved content.
15. Mobile phones used for work must be turned in to BTW staff immediately upon arrival at the facility each day.
16. Do not use another resident's device or share your device with another resident.
17. Phone privileges can be revoked if rules are not respected.

17. EMPLOYMENT POLICY

1. Resume services will be provided 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. Residents who are not employed will volunteer within the facility and the community.
5. Changing employment must be approved by the Director.
6. If a resident misses work for a sick day, they may not take a weekend pass.
7. Absences from work:
 - a) Sick day - Must have permission from the Director to miss work. Evidence for sickness must be present.

b) Personal day –For court, doctors, probation, parole, vacation, etc. resident must submit a request form.

c) Sent home from work due to injury/illness- Evidence for sickness/injury must be present.

18. POLICY FOR LEAVING THE FACILITY

1. Permission to leave the facility must be approved by the Director.
2. Residents must sign out each time they leave the facility and sign in upon their return to the facility.
3. Residents must record the time and the destination.
4. Do not sign in or out in advance.
5. Do not sign in or out for other residents.
6. All appointments must be submitted a minimum of 48 hours in advance.
7. Passes must be approved by the director and must be submitted 48 hours in advance.
8. Passes:
 - a) 8-hour passes begin Saturday at 9 A.M. and end at 5 P.M. After 4 successful 8-hour passes a resident will earn a 12-hour pass.
 - b) 12-hour passes begin Saturday at 9 A.M. and end at 9 P.M. After 4 successful 12-hour passes a resident will earn a 24-hour pass.
 - c) 24-hour passes begin Friday evening after class and end Saturday evening. After 4 successful 24-hour passes a resident will earn a 48-hour pass.
 - d) 48-hour passes begin Friday evening after class and end Sunday before Chapel.
9. All passes can be revoked at the Director's discretion.
10. Passes are a privilege, not a right.
11. **Passes must be taken in a drug and alcohol-free environment.**
12. Any involvement with Law Enforcement, CPS, etc. must be reported to the Director immediately.
13. If overnight passes are not an option, when a resident has earned 24-hour passes, two 8 or 12-hour passes may be taken instead.
14. Additional passes will require additional drug screens. There will be a \$5.00 charge for each additional screen.
15. Special passes may be approved by the Director.
16. Three-day weekend passes are available for residents who have earned 48-hour passes. A resident may take a 48-hour pass, return for a drug screen, and take an additional 24-hour pass. Upon their return, they must take a drug screen at their own expense.

19. DISCHARGE POLICY

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

- Graduation of program
- Violation of the conduct agreement signed during intake
- Violation of the financial policy
- Violation of a relapse 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 **may** be given up to 24 hours to find 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. After a resident exits the program, their property will be held for 24 hours. After 24 hours 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 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/persons who violates any of the following 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 that 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. Possession of alcohol/drugs in the BTW Ministries facility or at a BTW Ministries function.
2. Being under the influence of alcohol and/or drugs while a resident at BTW.
3. Threats either verbal or physical, acts of violence, or fighting while a resident at BTW.
4. Possession of weapons at the BTW Ministries facility or BTW Ministries function.
5. Breaking Curfew or leaving premises without a pass or Director's approval.
6. Having sexual contact in any BTW Ministries facility or at a BTW Ministries function.
7. Using any substance, legal or illegal in any way to obtain a high while you are a resident at BTW ministries. This includes huffing, sniffing, bagging, etc.
8. Violation of the relationship policy.
9. Terminating your employment without the Director's approval.
10. Falsifying any information on your application, interview, or intake.
11. Property destruction or altering the physical construction of the premises, including interior walls.
12. Possession of pornography.
13. Lying, spreading rumors or negativity about BTW Ministries, BTW Staff, or BTW 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 staff.

21. GRADUATE POLICY

House Rules

1. Only graduates or staff may enter the graduate house or porch.
2. The back porch is off-limits.
3. The back door is for emergency use only.
4. No smoking indoors, smoking on the porch is allowed.
5. Do not enter another resident's room without permission.

6. The same standards of cleanliness apply to all BTW houses.
7. The graduate house is subject to searches and inspections.
8. Graduates may own a smartphone.
9. R-rated movies and television are prohibited.
10. BTW will provide all needed cleaning supplies.
11. BTW will not provide hygiene items.
12. BTW pantry and freezer items are available to graduates.
13. Dinner will be provided if requested.
14. Graduates will administer their own medications with the approval of the director.
15. Graduates may have a television in their room no larger than 24 inches.

Movement

1. Graduates are not required to fill out weekend pass requests.
2. Curfew on weekends is 12:00 A.M.
3. Curfew on weeknights 9:00 P.M.
4. Graduates may be off-site no longer than three hours per evening on weeknights.
5. Graduates must have a breathalyzer upon return.
6. Drug screens will be administered on Sunday unless there is reasonable suspicion of substance use.
7. If transportation is needed for appointments a resident request must be submitted to the office as soon as possible.

Attendance Requirements

1. Graduates are required to attend Thursday night Chapel.
2. Graduates are required to attend 12-step meetings until completion.
3. Graduates are required to attend Program Meetings.
4. Graduates are required to attend Sunday night Chapel.

Graduate Relationship Policy

1. Graduates may pursue romantic relationships.
2. Pre-marital counseling is available.
3. Pastor Scott is available to officiate weddings after premarital counseling has been successfully completed.

22. INTERN POLICY

1. The BTW Internship program is a one-year commitment.
2. Interns are required to follow the same guidelines as Graduates regarding policies and procedures.
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 that you find your new home at BTW to be a launching pad to finding true freedom and discovering your God-given purpose free from alcohol and drugs. We want our community to be a safe and healthy place for those who wish to enjoy the rewards of sober living. We value the input of each of our residents and welcome their feedback to make BTW Ministries even better.

By signing below, I acknowledge that I have received and read the Resident's Handbook for BTW Ministries, agree to hold myself to the standards and guidelines therein, and provide input to my peers as well as the BTW Staff to maintain a safe and healthy community.

Resident Signature _____ Date _____