

# ONESIMUS TRANSITION CENTER RULES

(Revised February 12, 2019)

## PROGRAM GUIDELINES

The Transition Center Program is inspired by the teachings of Jesus Christ. This program is strictly voluntary; however, all that decided to enter the program are assumed to desire the spiritual development for which the program is designed. Having entered the program, residents are expected to comply with both *the rules* and *the spirit and intent* of the rules.

### I. GENERAL HOUSE RULES:

- A. Stealing is cause for automatic expulsion from the program. No resident will enter any other living quarters without prior permission from staff.
- B. Gambling is prohibited.
- C. Visitors are allowed only in living room, entrance hall, bathroom and kitchen.
- D. No drugs or alcohol will be allowed. The Transition Center Manager or Director must clear prescription medication. Residents are required to take random urinalysis and breathalyzer tests.
- E. Pornographic material is not allowed on premises. Nude or nearly nude pictures and/or paintings should not be displayed.
- F. No smoking allowed inside house or OTC vehicles.
- G. Eating is allowed in eating area only. No food is to be taken to residential area or vehicles (except bag lunch). Packaged food may be stored in bedrooms, but must be sealed in a Tupperware container.
- H. Driving by permission only and with valid driver's license only.
- I. Sickness or special employment is the only acceptable reasons to be in bed later than 8:00 A.M. Returning to bed is not permitted until assigned tasks and programs are completed.
- J. Television will be viewed in the living room only. Radio or stereo in living quarters with low volume or head phones when others are present. TV will be off by 11:30 PM Mon-Thurs; Friday & Sat 12:30, unless approved by staff. (Graduates allowed TV sets in living area)
- K. Audio ear pieces must be worn bedrooms and weight area.
- L. Must get permission from the Director to purchase a cellphone.
- M. Promptness and adherence to schedule is expected of every resident.
- N. Residents must sign in/out as he leaves/returns to the OTC (even if accompanied by a staff member).
- O. No obscene or abusive language will be permitted.
- P. No gang related apparel will be tolerated.
- Q. For the first six months, residents are not to initiate a romantic relationship.

### II. Employment, Community and Church Involvement:

- A. New residents must strive to obtain employment after the first week.
- B. The resident must evaluate his skills for a particular vocation and learn how to keep a job, as well striving for advancement.
- C. Employment is to be first shift only. OTC is not near any public transportation; therefore, residents must locate work within the city of Chesapeake or in nearby sections (within 12 miles) of the city of Virginia Beach.

- D. Employment on Sunday mornings will *not* be allowed.
- E. The Transition Center Manager, *prior to* the change, must approve any change in employment.
- F. Paychecks and tax refunds (gifts if resident is in arrears) will be placed in a custodial account for the first four months. Residents exercise control of their paychecks after four months if approved by the Director. Factors that will determine approval are: job stability, a demonstrated ability to handle money responsibly, current on fines and court ordered payments, valid driver's license (except when resident is classified as a habitual offender) and a minimum of two months' program fees prepaid.
- G. The resident shall not apply for, nor accept, welfare, food stamps, or special human service treatment except for employment.
- H. Parole/probation conditions must be met at all times. Resident must provide Transition Center Manager with a copy of his release and the conditions thereof.
- I. During the first four months of the program, residents will worship at church selected by the Transition Center Manager or Director.
- J. After completion of the 4<sup>th</sup> month in the program resident may select a Christian church with which to worship God and fellowship at least once each week. The resident may be asked to present a church bulletin to staff to document attendance at that service.

III. Passes and visitation:

- A. A pass is considered a privilege, not a right.
- B. Normally, no pass will be granted for a minimum of two weeks or until such time as the resident is gainfully employed.
- C. Passes will be limited as follows:
  - 1. First month, Saturday or Sunday from noon (or after church) until no later than 6 PM.
  - 2. After the first month, passes may be granted on either Saturday until 10pm and Sunday from noon or after church, until 9 PM.
  - 3. Overnight passes (past midnight) will be granted for special, documented occasions and then *only* to residents in good standing. These *may* be granted on special holidays such as Thanksgiving, Christmas and New Year's. Graduates in residence may also qualify for overnight passes, but must have staff approval in advance. Overnight passes with family, responsible friend (not someone who is in relationship with the resident) or mentor only. RSO residents must have probation officer's approval.
- D. Visitation.
  - 1. Visitation will normally be on Sunday afternoon after church.
  - 2. Visitation must be pre-approved.
  - 3. A staff member must be present during visits.

IV. Provisions for basic needs:

- A. Room and board is not free. Monies and/or services according to the following schedule must pay them for:
  - 1. Unemployed resident will perform maintenance of the facility other than own area and normal work assignments. Work will be assigned by the Transition Center Manager not to exceed that which can be completed in eight (8) hours. Employed resident will pay \$95.00

per week (**\$2,280 for entire six-month program**). Should a substance abuse relapse occur, the amount will increase **\$5.00 per week** for the duration of occupancy or until readjusted by the Director or House Manager.

2. New Residents will not incur any cost for room and board during the first two weeks. Program fee will apply starting the third week of residence.
- B. Health Care:
1. Provisions will be made for medical check-up at Chesapeake Free Clinic or Bon Secours mobile clinic.
  2. Residents are expected to provide for their own physical and personal hygiene at their own expense.
  3. Residents should enroll in Expanded Medicaid if illegible.
- C. Clothing and appearance will be the best available at all times.
- D. Telephone
1. Each resident may make two personal calls per day - no more than 15 minutes per call.
  2. Non family females (**friends or "Girl Friends"**) are **not** allowed to call the OTC unless approved by the Training Center Manager.
  3. Two personal phone calls (maximum of 15 minutes each) daily.
  4. **No** phone calls, on the house phone **or** on personal cell phones, will be placed after 11pm or before 5am without permission of resident staff.
- E. Laundry room will be kept neat and clean. Each resident may wash a maximum of two loads of clothes per week. Residents may use the laundry room between 8am and 10pm any day. Use of the laundry room at other hours must be pre-approved by staff. No resident may leave a load of laundry and leave the Training Center unless he has made arrangements to have another resident attend to the laundry.
- F. Personal Areas:
1. Must be kept neat and clean. Beds are to be made by 8:00 a.m. daily. No clothing permitted on floor or bed; must be stored in closet, dresser drawer, or armoire. Tops of dressers are to be clutter free. Hygiene articles should be placed in shower kits.
  2. Radios, lights, stereos, heaters and fans must be turned off when resident is not using them or leaves the room.
- G. Enrollment in an approved substance abuse may be required of residents with a history of drug/alcohol use.
- H. All residents are required to attend House Meetings
- V. Recreation Programs and Leisure Time Activity:
- A. Residents and Staff are expected to participate in weekly fellowships and sharing time.
  - B. All residents and Staff available on Sunday will participate in area church activities.
  - C. The resident must learn to allocate his available leisure time for recreation, fellowship, personal hygiene, community service, personal Bible study, and homework.

VI. Major infractions and possible corresponding consequences.

- A. Stealing from another resident, member of the staff, or volunteer will result in immediate expulsion.
- B. Fighting with another resident or staff (self-defense will be limited to restraining only of instigator) will result in immediate expulsion.
- C. Relapsing on drugs or alcohol will result in:
  - 1. Minimum: Restriction for two weeks, \$10 fine, \$5 increase of fees, and enrollment in Substance Abuse Program.
  - 2. Maximum: Immediate expulsion.
- D. Failure to provide a urine sample for screening will be considered a Positive test and may result in immediate expulsion.
- E. Cashing a check (paycheck, Tax Return, Gift, etc.) without permission: Consequences range from restriction to fine or expulsion.
- F. Curfew violation: Consequences range from restriction to fine or expulsion.
- G. Using Onesimus vehicle for purpose other than what permission allowed:
  - 1. Minor infractions will result in fines and/or restrictions depending upon the severity of the infraction.
  - 2. Major infractions (failure to return in a timely manner, use without permission, etc.,) may be considered unauthorized use.
  - 3. Unauthorized use will be reported to the appropriate police department and a warrant will be obtained for the offender. Expulsion is a strong probability.
- H. Rendezvous with a person of opposite sex without *prior* approval will result in restriction and/or fines.
- I. Accumulating numerous minor violations, such as failure to make bed, sign logs, do chores, etc., will be considered a major violation. Continuation of an uncooperative attitude and/or failure to comply with program rules will be considered a major violation. Failure to correct such deficiencies will result in expulsion from the program.

**VII.** Although it is necessary to impose a rather rigid schedule upon the residents in the beginning, the program is designed to gradually test the resident's ability to make his own decisions and to prepare him, with guidance, "*to make it on his own*". This will necessitate allowing progressively more freedom. *However, the freedom must be earned and the resident must prove that he is capable of handling himself on the street.*

As the resident is shown brotherly love and begins to realize he has a trusting *“place in the Sun”*, that his belongings are his and that no one will take them, that there is a businessman who will hire him and churches and Christians who will accept him for what he is, not what he has been - his confidence and self-esteem will rise up and accomplishments will follow.

### **Onesimus Monthly Policy Month One**

Limited privileges. The first month is the proving ground for new residents. Residents are expected to conduct themselves in highly disciplined and orderly manner.

### **Month Two**

Limited additional privileges. Residents who demonstrate a high degree of initiative and motivation to co-operate with the goals of the program may be rewarded with passes/extra funds.

### **Month Three**

Additional passes *may* become available to certain residents provided they have met all the expectations in their first and second month.

### **Month Four**

Residents who have displayed a high degree of responsibility and co-operation may obtain an automobile after this month is successfully completed. If a resident should choose to purchase a vehicle, he is then expected to help his fellow residents with needed transportation. A resident *may* be authorized to open a bank account and maintain his own funds when the resident has had his own vehicle for a period of no less than three weeks without major infractions. Residents who are prohibited by special circumstances from obtaining a vehicle *may* be afforded this opportunity at the discretion of the Manager or Director at the completion of the month.

### **Month Five**

This is a month of preparation. Residents who show merit will be given more freedoms as well as responsibilities. If residents show leadership potential, they will be given leadership status and roles around the house. During this month, residents may begin to attend the *approved* Christian church of their choice, provided they have transportation.

### **Month Six**

If residents have met the requirements of the program in months 1 through 5, *at the successful completion of six months* they will be allowed full house privileges to include expanded passes, cars, etc. Attendance at a church, AA/NA meetings, and Monday Night meetings will continue during the entire residency. At this point residents are expected to help the new residents successfully adjust to the Onesimus program.

*Special privileges may be obtained only with the permission of a staff member.*