

HELPING HANDS SHELTER RULES AND GUIDELINES

To be eligible for a bed at the Helping Hands shelter, the client must:

- Be a male
- Be at least 18 years old
- Be physically and mentally stable (can move around, shower, get in and out of bed without help, etc.)
- Have photo ID
- Not be on the sex offender registry
- Be free of alcohol and other drugs
- Arrive at the shelter no later than 5 p.m. (4:30 preferably)*

* If a client is working, and physically comes to the shelter earlier in the day to complete intake **and** presents a valid state ID, he may be allowed a work pass the first night of stay if approved by the shelter director. Upon arrival after work, he must have a time card or other official document from the employer showing what time he left his work location. First-time shelter clients who “call in” to reserve a bed must be here by 5 p.m.

RESIDENT RULES AND RESPONSIBILITIES

- All clients must be present at facility by 5 p.m. for entrance unless a reserve bed on an approved pass. Lottery will be available each night to the amount of open beds available at 5 p.m.
- Wake up is at 6 a.m. on Monday through Friday. On weekends and holidays it is 7 a.m.
- Any client with a vehicle parked on HH property must provide proof of insurance.
- Clients may not have any weapons on their person. All weapons of any kind must be locked up immediately upon entering the shelter.
- All beds have assigned chores and must do them each day.
- Two bags maximum per person. No outside blankets or pillows allowed. No holding or storing bags for any other client.
- All non-reserves who use the lockers must have them cleaned out by check out time the following morning or staff will dispose of the items.
- Any bags left on property after 5 p.m. will be thrown in the dumpster.
- TV and a computer are available until 10:30 p.m. weekdays and 12 a.m. (midnight) weekends.
- Showers are not to exceed 15 minutes and must be taken each day.
- All dirty laundry must be washed weekly. \$1 per load or chore for non-income reserved clients.
- All cell phone verbal communication may take place only on the exterior of the building. These communications may only occur during designated open times and break times.
- There is no video, photographic, or audio recording allowed on premises.
- All cellphones will be turned in to the house staff by 8 p.m. each evening and placed within the designated plastic container corresponding to the bed number the resident sleeps in. If a resident refuses this or attempts to hide a phone they will be asked to leave and be placed on our 30 day no services list (no residential or day services).

- During sleeping hours (9 p.m. to 6 a.m.) clients should have anything that creates light or noise off in the bunk area. Within reason, if they wish to quietly read or use a laptop in the sitting area that is allowed.
- All individuals reporting for intake will turn in all medications (including over-the-counter) at intake. Each day, individuals will be able to access their medication box at 7 a.m., 1 p.m., and 9 p.m. It will not be accessed any other time and will be locked from all access. Individuals are responsible for keeping their medication during times they will need it, and turning it in during non-needed times. Controlled substances will be locked up at all times and dosages will be supervised and maintained on a log. Medication may not be shared, sold, or distributed. Any deviation from this policy can and will result in immediate termination of services. Exceptions to this rule may be granted by the director of shelter services if individual needs it on their person at all times (for example-nitroglycerin for potential heart attacks).
- Smoke breaks or “outside” breaks will be conducted at 5:30, 6:30, 7:30, and 8:30 and will be no longer than 15 minutes. At 8:30 the door will be locked and no more smoke breaks will occur on the residential shift.
- Individuals may not speak with or conduct business with or open the gate for any individual on the opposite side of our fence. If anyone attempts to initialize contact, please report this to staff or trustee immediately.
- If an individual is found to have used alcohol or drugs while on Helping Hands of Springfield property, or smoking cigarettes in the building, the individual will lose ALL services (residential, day and other) for a minimum of 90 days.

These rules are current as of August 17, 2017.