



MISSION HANDBOOK

(Revised July 2016)

Phases of Residency

The program at Crossroads Rescue Mission consists of 3 phases, described as follows:

Phase 1: 90 days. Introductory restrictions of no phone calls, visits, and home passes. Classes at 1 Monday through Thursday. Classes consist of Addiction Recovery, ABC's of Christian Growth, and Bible classes including Audio Visual instruction.

Phase 2: 6 months. Referred to as the Sons of God Class. Phone calls, visits, and home passes available under mission policy. Classes are introductory college level class to ground you in the Word of God.

Phase 3: 90 days. Focus on establishing accountability, financial planning, and victory over temptation. Job, education, and Driver license planning also included.

Any resident upon check-in to the mission must commit to at least Phase 1. **Any resident court ordered to be here must commit to at least Phase 1 and Phase 2.**

Check-in

The Crossroads Rescue Mission is open to anyone who wants to check in without regard to race, color, creed, or religious belief. Each new resident must comply with the regulations of this manual, as set forth by the staff of Crossroads Rescue Mission.

Anyone wishing to be a resident must be physically and mentally able to work.

We are unable to accept people into the program who are:

- People with moderate to severe Handicaps, which prohibits them from working
- Anyone who has tested HIV positive
- Any registered sex offender who is not allowed to be around children
- Those who have court appearances in the next 45 days (these can be postponed or continued until this time is met)

Check In will be as follows:

1. Upon check-in the supervisor on duty will go over the check-in policies.
2. Only the supervisor or approved staff will do the check-in.
3. The completion of the forms will be done in an approved office.
4. **All new residents must have an ID.**
5. **Former residents, who do not have an ID at check in, must have an ID on file. Former residents will then have 30 days to obtain a new ID.**
6. **If the resident has a steady income (Disability, Soc. Security, etc.), he will be asked to pay a non-refundable 20% rent charge monthly.**
7. **A one time fee of \$60 is requested for resident materials.**

Medicine

Medicine times are as follows: **6:30am** **12:30pm** **5:30pm** **8:30pm**

Medicine will be given out according to the directions on the bottle unless an approved doctor's note has been given.

All medication is to be collected upon checking into the mission. This includes all over the counter drugs as well.

A complete search of a new resident's personal belongings is to occur before the resident is allowed to enter the dormroom. This resident must be bodily searched also with a witness.

Any illegal items that are found will be taken and returned to the owner at the time of his departure or trashed if against the law or the mission standards.

At any given time your room/personal belongings can be searched if suspicion occurs, and it will be done in front of two or more staff members as witnesses.

All residents are to tell the staff if you are TB, or Hepatitis positive for the safety of the mission and others residents.

VISITATION & HOME PASS POLICY

Visitation

1. **A new resident may not have a visitor for 90 days.**
2. **Residents who have been here at least 60 days can have visitors on Sundays at Faith Baptist, and are welcome to sit with them and also to eat lunch at the mission following the service.**
3. After the 90-day period is up, the resident may receive a visit from 2:00pm and 5:00pm on Sundays. The visit must be approved by Bro. Rocky or Bro. Dennis. **The visitors must check in with the supervisor on-duty after coming on the property.** All visitors must sign an agreement of compliance before being allowed to visit any resident. The supervisor can either accept or refuse the visit. Any one who does not follow the right procedures will be asked to leave the property and the resident will receive extra duty.
4. **Car visits and hanging around out front in the parking lot is not permitted.** All visitors must meet in the lunchroom. At no other place is a visitor allowed unless approved by the supervisor on-duty.
5. **Any visitor that brings drugs or alcohol to the mission will be asked to leave with no questions asked, and will not be able to come back until approved by the supervisor or staff.**
6. All visitors must be approved by the supervisor or staff by 9:00pm on Thursday.
7. **All female visitors are to use the restrooms in the upper office.**
7. **All female visitors must be dressed in modest apparel (i.e., have cleavage and upper thigh/legs covered), and will be asked to leave the property otherwise.**

8. **Smoking is not allowed by visitors.**
9. Pastors are allowed to visit during the week but must be approved.

Home Pass

Home passes are a privilege, not a right, and may vary if the resident lives out of town. Home passes may be taken once a month by any resident in Phases II or III.

Normal passes will be given as followed: Phase I: No Home Passes for 90 days (See below)
 Phases II and III: First HP 48 hours; 72 hours each
 subsequent HP

1. Out of town residents may receive longer passes due to driving/bus times.
2. After the 90-day period is up, the resident may have the liberty to go off the campus to work. If a resident is going to look for work he is to do it on Tuesday or Thursday. If they do not have a ride the mission will provide a ride if the resident has gas money. All residents must check with the supervisor on duty before leaving, and they must be back no later than 10:00pm. Anyone who breaks the rules will have extra work hours and will be restricted to the mission until the supervisor gives permission.
3. **Everyone who goes on a home pass will be subject to a Nicotine and drug test upon returning. Residents will pay a nonrefundable fee of \$7.00 for the drug test before leaving for home pass.**

GENERAL DRESS CODE

1. Clothing must be neat and clean.
2. No torn clothes that expose undergarments are allowed
3. No tank tops, muscle shirts, cut off shirts, or white t-shirts outside of the dorm room.
4. **No hats or hoodies are to be worn in the lunchroom or in the chapel**
5. No gang related clothing
6. No offensive words or displays allowed on clothes
7. Shoes and socks must be worn
8. Undergarments must be worn
9. No flip-flops outside living quarters. Flip-flops are only for shower use.
10. T-shirts may be worn only if it is designed to accommodate outside wear
11. **No Jewelry is allowed (Except wedding bands) This includes necklaces, ear rings, nose rings, tongue rings, eyebrow rings, and etc. are not allowed**

12. No sunglasses are to be worn inside of the building or in church services

13. No shorts are to be worn unless they come down to your knees. **Shorts may only be worn on mission premises.**

14. All church services are shirt, tie, and dress shoes.

15. No baggy pants. If pants are baggy, a belt is required to keep pants from falling down.

16. No do rags or wave caps to be worn anywhere except dorm rooms.

17. No hats to be worn backwards or sideways. Hats are to be worn normally.

18. Sandals are okay if they have strap on back. **You must wear socks with the sandals while on campus.** When off campus, socks are not necessary.

DRESS CODE FOR CHURCH SERVICES

It is important that the men at the mission be presentable to the public at all times. If clothing is needed to meet these standards a clothing voucher will be given for the purchase of items at our thrift store. See the Supervisor for details.

Acceptable Dress Attire

1. Collared shirt (long/short sleeve) required
2. Neck tie required
3. Khaki or dress pants
4. A coat is not mandatory
5. Dress shoes
6. Must wear a belt with pants

Unacceptable Dress Attire

- | | |
|-----------------|---|
| 1. Tennis shoes | 5. Torn material |
| 2. Hats | 6. Baggy clothes |
| 3. Shorts | *** All clothes for church must be ironed *** |
| 4. Jeans | |

Meal Procedures

In order for us to efficiently feed a large number of people while being considerate of the kitchen staff, the following meal procedures have been established:

Meal Times

	Sunday	Monday thru Saturday
Breakfast	7:00am	6:00am
Lunch	After church	12:00pm – 12:30pm
Dinner	After Evening Service	5:00pm (With the exception of 4:30 on Wednesday)

All residents are required to be at prayer time before meals.

No one is allowed to be in the kitchen except during mealtimes unless approved by kitchen supervisor.

No one is allowed to work in the kitchen unless discussed with the kitchen supervisor.

No one is to be beyond the serving line except to throw away trash or turn in dishes.

No food, cups, or plates are to be taken out of the lunchroom.

PHONE POLICY

1. Any new resident may make one 10 minute phone call, to whomever, to inform them of his whereabouts within 48 hours.
2. **New residents may not be able to use the phone for 90 days unless approved by Bro. Dennis.**
3. Phase II and Phase III residents may use the phone between 4:00pm and 10:00pm. **Only fifteen minutes on the phone allowed per call, unless approved by the supervisor, once every 7 days.** You can make as many calls as you'd like in your (15) fifteen minutes. If the phone calls are abused, the resident's phone privileges will be canceled, and extra duty will be given.
4. Only residents who are in Phase III may have a cell phone on campus. The acquirement of a cell phone must be approved by Bro. Rocky and must not interfere with any other

financial obligations (i.e. buying a cell phone instead of paying your debts, child support, etc.).

5. **Letting others use your cell phone will result in the loss of your cell phone. Using your cell phone to assist other residents to circumvent Mission policy and the chain of command will result in disciplinary action and the loss of your cell phone. This includes letting other residents watch videos on your phone.**
6. **No resident is to make any phone calls for another resident. IF this happens then both residents will lose there phone privileges, and extra duty will be given to both men.**
7. Phone hours are as follows:

Monday - Thursday	4:00 pm to 10:00 pm
Fridays	4:00pm to 10:00 pm
Saturdays	2:00pm to 10:00 pm
Sundays	1:00 pm to 10:00 pm
8. If you receive an Emergency call then the supervisor on-duty will notify you ASAP.
9. You will be given a message for calls received before 4:00 pm.
10. **Financial or Business calls are to be set up through Bro. Dennis.**
11. **Doctor appointments are to be made by the supervisors only, and not the residents.**
12. Have some respect when others are using the phone, and give them some privacy.
13. Mission phones are not to be used to run your own business. You are allowed to put the mission phone number on an application when applying for employment.
14. If a former resident checks back in to the mission, some phone restrictions may apply.

GENERAL RULES & TIMES

Monday through Friday

- 5:45am- Wake-up
- 6:00am -Breakfast in kitchen (If late, you will receive extra duty. Be on time for all meals.)
- 7:00am -Chapel (Bring a KJV Bible to class so everyone will be in unity.)
- 8:15 am- 9:00 Phase 1 class
- 9:00 am – 10:00 am- Phase II/SOG Classes (No SOG class on Friday)
- 10:00am -Break (15 minutes)
- 10:15am – 12:00- Work/ Phase II/SOG Classes (No SOG class on Friday)
- 12:00 -Lunch
- 1:00pm – 3:00pm Work
- 3:00pm Break (15 minutes)
- 3:15pm - 5:00pm Work (4:30 on Wednesday)
- 5:00pm Dinner (4:30 on Wednesday)
- 7:00pm Chapel
- 10:00pm Quiet Time
- 10:45pm All residents in their dormitories

- 11:00pm Lights Out

Saturday

- 5:45am Wake-up
- 6:00am Breakfast in kitchen (If late, you will receive extra duty. Be on time for all meals.)
- 7:00am Chapel (Bring a KJV bible to class so everyone will be in unity.)
- 8:00am - 10:00am Work
- 10:00am Break (15 minutes)
- 10:15am – 12:00 Work
- 12:00 Lunch
- 5:00pm Dinner
- 10:00pm Quiet Time
- 10:45pm All residents in their dormitories
- 11:00pm Lights Out

Sunday

- 8:30am Wake-up
- 7:00- 7:30am Breakfast in kitchen (optional)
- 9:30am – Attend Church
- 1:00 Lunch
- 1:00pm – 5:00pm Visitation Time
- 5:30- Attend Church
- ~8:30 Dinner after church
- 10:00pm Quiet Time
- 10:45pm All residents in their dormitories
- 11:00pm Lights Out

GENERAL RULES

1. Be on time for all meals. Extra duty given when late.
2. Bring a **KJV Bible** to all devotions and classes at the mission for unity.
3. No flip-flops or caps are to be worn in the kitchen or in the chapel during devotions. Sandals are allowed in the kitchen and the chapel but a strap is required on the back and socks must be worn with them. Flip-flops can only be worn in the shower.
4. Socks must be worn at all times while in the kitchen and in the chapel.
5. Job assignments will be given out after morning devotion/chapel each morning. Any one refusing to carry out their job assignment will be checked out of the mission.
6. Work hours are from 9:00 am to 5:00pm Monday through Friday and on Saturday for 8:00 am to 12:00pm. (unless you work on the box truck)
7. Sunday there will be no work, breakfast will be at 7:00am, lunch will be after the morning church service and supper will be after the evening service.
8. No lying back down on your beds after 5:45 am until the workday is complete. On Sundays no lying back down until after church and lunch.
9. No extracurricular activities should be engaged in until the workday is completed, unless approved by the supervisor. This includes basketball, the game room, weight lifting, golf, horseshoes, etc.

10. All phases 1 and 2 men must attend Faith Baptist Church. All mission men must sit together at any church that the mission is attending. (Phase 3 may attend a local supporting church or approved by Bro.Rocky.)
11. You must take a shower everyday, no exceptions. Personal hygiene is a must. Shave, shower, and brush teeth daily. Showers must be taken by 10:00pm every night.
12. No one is allowed in the laundry room except the laundry attendant. No more than 2 loads per person per week.
13. Linen day is as followed: Sons of God and dorm 5 – Wednesday. Everyone else is on Thursday.
Ask the laundry attendant what days you are assigned to bring your clothes or linens to the laundry room.
14. Anyone working with tools must sign them out of the tool room and sign them back in at the end of the day.
15. The only type of TV that is allowed is sports, news, and Christian tapes unless it has been approved.
16. TV and game room is to be shut down at 10:00 pm.
17. If you have any extra duty hours, you are not allowed to have any privileges until your hours are complete and a supervisor approves them. Privileges include watching TV, being in the game room, talking on the phone or any other activity. You may not complete the extra-duty during regular work hours.
18. No spitting on the sidewalk or in the parking lot.
19. Anyone who goes to a doctor and gets samples of medicine or a prescription must turn them in to a supervisor. Prescriptions should not be filled by anyone but a staff member. If anyone fills their own prescription, they will be checked out for 90 days.
20. Anyone who goes to Cleco, the hospital, the Health Dept, or any other medical facility and is dropped off must wait until the mission comes back and picks them up. If you call anyone else to come get you, then you will be checked out. You must call the mission when you are finished with your appointment. Also, no other person is to meet you at any of these facilities.
21. If you play basketball or any other activity you need to quit at 9:30 pm in order to take a shower before 10:00 pm.
22. Anyone who checks in and lies about pending charges or probation will be checked-out for up to 90 days or more.
23. Only Phase III residents may have a vehicle on campus.
24. When you have visitors you are allowed only in the lunchroom. No visiting in the parking lot or by the ponds.
25. No visitors except and on Sundays from 2:00 pm – 5:30 pm unless approved by Bro. Rocky or Bro. Dennis.
26. If you have personal belongings delivered here (money, clothes, etc.) they must go through the office first before you are allowed to receive them. (They can only be delivered during visitation hours and not during the week unless special arrangements have been made.)
27. No visitation during the week unless approved by Bro. Rocky or Bro. Dennis. The only exception is your pastor and they must check-in with the supervisor. Pastors can visit you once a week.
28. 10:00pm is quiet time to read, study, pray, or go on to bed. Have respect for others.

29. Any disrespect or defiant behavior towards another resident, supervisor, or staff member will not be tolerated. Automatic checkout is for (6) six-months if this occurs.
30. Any complaints or requests are to be made through the supervisors. If it is necessary to have an appointment with Bro. Rocky, it will be at his convenience.
31. Always go through the chain of command before speaking to any staff member.
32. All doctor appointments, dentist, and etc. are to be scheduled only by a supervisor or staff member. Money is required for a dentist appointment.
33. All church related activities are mandatory unless you have prior permission to be absent from Bro. Rocky. If you are back on the mission property from work 45 minutes before our scheduled departure, church is mandatory.
34. All financial dealings whether medical, personal, or other wise are to be handled by Bro. Dennis or Bro. Rocky. This includes making phone calls concerning your financial business.
35. **No headphones are allowed. The only radio stations allowed to be played are 91.1, 91.5, and 780 am**
36. All books and literature must be Christian materials. If there is any question whether or not it is approved, see Bro. Rocky or Bro. Aaron.
37. Residents are not to lend money to any other resident (or Staff Members).
38. The Sons of God Class is by invitation only. Talk to Bro. Aaron if you are interested.
39. Third phase residents can have one discretionary chapel per week. Third phase residents must be off campus in order to take a discretionary.
40. No drinks or open food in dorms.
41. **No Food stamps or EBT cards allowed on campus (must be turned into the office).**
42. **No Horseplay is permitted on campus or in dormitories.**

Write up policy

1. If a resident breaks a rule he will be issued a written warning.
2. Once a resident has been given a written warning and commits the same rule infraction he will be automatically given a write up.
3. Three write ups within thirty days will result in an automatic checkout from the program.
4. Three written warnings will result in an automatic write up for habitual offenses.
5. When a resident has a write up he loses all privileges. That includes the break room, weight room, softball, horseshoes, and playing sports.
6. A resident that has a write up is not allowed to have a home pass or any visitors until his write up is complete.

DRUG/ALCOHOL/NICOTINE POLICY

All new residents will be subject to a nicotine and drug test after their 21st day at the mission or randomly if there is any suspicion of drug or alcohol. Failure of either test will result in automatic dismissal from the mission. Any resident that fails a drug or nicotine or breathalyzer test when returning from home pass, will be subject to dismissal from the Mission.

Any resident caught smoking on campus will be checked out immediately without appeal. Any resident who fails a drug test will be checked out without appeal. Use of tobacco or drugs on any mission property or vehicle will be treated as “on campus” use.

Any resident caught looking at inappropriate material on the internet will be subject to the same policy.

WORK POLICY

On-Site Work Policy

Each man at the mission is required to have a job assignment and is expected to perform that job with a good attitude while doing his “fair share”. In order to ensure that the residents begin to reclaim their dignity and to fulfill their GOD given responsibility to work, the following work policy has been established:

1. If a resident is given a job and he refuses to do the job, then he is to be checked out of the Mission for **Ninety (90) days**.
2. The first time a resident is given a job assignment and he does not complete the job, then he is to be put on a one (1) day restriction to the premises which will include no phone calls, no game room/basketball, and will be given two (2) hours extra duty.
3. The second time a resident is given a job assignment and he does not complete the job, then he will be given two (2) additional days of restriction to the premises, one (1) week with no phone calls, no game room/basketball, and will be given four (4) hours of extra duty.
4. The third time a resident is given a job assignment and he does not complete the job, he is to be checked out of the mission for a period of **Ninety (90) days**.

Off-Site Work Policy

1. Residents may be eligible to work for the public after 90 days.
2. All jobs must be approved by Brother Rocky or Dennis. Although work is not the first goal of the mission, it is part of our plan to help our residents find a job. We want to take the right steps in doing this, and make sure the timing is right for the resident.

3. *Work hours must not interfere with Bible study. The staff will work with the resident, but the resident must attend either morning or night bible study.*
4. All extra money must be turned in to the office, unless written permission is given from Bro. Rocky or Bro. Dennis.
5. Residents are not to accept checks for work they have done that are made payable to the mission unless approved by the staff.
6. **20%** of all income is to be paid to the mission. This is just for structure in his life. If the resident receives unemployment he will be charged either 20% or \$70 per week, which ever is less. Residents who are on a fixed income such as disability or SSI are required to pay \$280 per month(\$70 per week)
7. All residents transported to and from work by a mission vehicle must pay **\$5** (\$2.50 each way) per day for gas.

PERSONAL FINANCE POLICY

The following applies to your finances while residing at the mission:

1. **A 10% tithe will be paid for all income received.** The tithe is kept by the resident and is to be paid by the resident. God knows.
2. **20 %** of all income earned from outside work is to be paid to the mission for rent through the supervisor on duty.
3. Your money will be deposited into a savings account on your behalf that will be reconciled by the Financial Advisor.
4. Residents are not allowed to have an ATM card. ATM cards must be submitted to Bro. Dennis to be held in the safe.
5. No use of bank accounts is allowed.
6. **No more than \$20.00** will be allowed in your possession at one time unless a bill is to be paid or prior approval is given. Any resident who is working a 40 hour a week job may keep \$50 in their possession.
7. All pay stubs will be given to Financial Advisor.
8. The mission does not pay men who work for the mission. Work is done to offset the cost of room and board. Any money given to you by your family or that you brought with you or made by other employment is yours and will be returned to you by stated mission policy. The only exceptions to this are to kitchen helpers and supervisors.
9. Money needed from your account may be requested via a request form submitted at least 24 hours before needed. A reason for the need must be stated on the form and is subject to Bro. Dennis's approval.

10. When checking out of the mission, if you are in good standing and plan your departure from the mission, **a 24 hour notice is required to request your money.**
11. If you have to leave the mission for breaking the mission contract or without giving a 24 hour notice, your money will be mailed to the address you provide in the form of a check within 30 days.
12. **Any man reimbursing a resident ready to leave, in order to circumvent mission policy will not get his money back. Example: If a man has \$20 in savings and wants to leave without giving the 24 hour notice and a supervisor gives the man \$20 on a promise from the resident that he can have the \$20 in savings, the supervisor loses his \$20. The mission will not reimburse a supervisor or resident when breaking this rule.**
13. **If you have not paid your check-in fee it will be deducted from your pay. An extra ten percent will be taken out until your check-in fee is paid off.**

STORAGE POLICY

Although the Mission is not designed to be a storage facility, there are times when a resident will leave unexpectedly and leave behind clothing, personal items, and possibly vehicles. In the event we must store a residents personal items the following has been established:

1. If a resident leaves hastily and makes no arrangements or is unwilling to take his clothes with him, then the mission is not responsible for these items.
2. Disposal is at the mission's discretion.
3. **The Mission is not responsible for lost or stolen items.**
4. Upon departure, you will be given 72 hours to pick-up items. Other arrangements must be made through staff.

Vehicles

1. You are not allowed to have your own personal vehicle at the mission. Only residents in Phase 3 may request to have a vehicle on campus. If they are allowed, the mission will not be responsible for any damage incurred while on any of the mission properties.
2. Vehicles are not to be stored here for any reason. However, if a resident leaves unexpectedly and is unable or unwilling to take his vehicle, then a storage charge of **\$15.00** a day will be charged.
3. If after (7) seven days the vehicle is not moved, the police will be notified that the vehicle has been abandoned and it will be towed from the property or sold to offset the cost of storage.

FRATERNIZATION POLICY

For the first 9 months a man is at the Mission, there will be no fraternizing with women (must be in Phase 3). A resident is only allowed to socialize with his **legal wife** or an immediate family member. This includes no staring and no vulgar comments.

Exchanging telephone numbers, pictures, letter, and etc. will not be tolerated in any way.

No disrespect toward woman will be tolerated.

This includes at the mission, at any church, Wal-Mart, or any other place that the mission is being represented.

If you were not in a relationship prior to coming to the mission, no new one is to be started for 9 months.

First Offense: The resident is written up and both are to be warned. The outside party is to be warned that a second offense will be viewed as trespassing on the property.

Second Offense: The resident is to be checked out of the mission for a period 90 days.

Anyone engaging in the services of a prostitute will be automatically checked out, or engaging in any other sex act at the mission.

FIGHTING

Any resident who gets into a fight will be checked out without excuse or appeal.

The resident, who makes the first contact, whether it is pushing, kicking, or punching, will be checked out for 90 days.

The resident who retaliates will be checked out for 90 days

Any resident who attacks or assaults a staff member will be checked out permanently and possibly prosecuted.

If you have any questions about this policy, you will need to discuss it with your supervisor.

CHECK-OUT POLICY

Checking out of the Crossroads Rescue Mission occurs in one of two ways:

1. Voluntary, when the resident decides that he must leave the Mission for some personal reason.
2. Enforced, when a resident is asked by the Staff to leave because of inappropriate behavior.

VOLUNTARY: Check-out time for voluntarily leaving the Mission should occur between the hours of **6:00am** and **8:30pm**. Enforced check-outs could occur at any time and is at the discretion of the Supervisor in charge. In the event of **INAPPROPRIATE-BEHAVIOR** after 9:00pm, the behavior will be addressed the following morning. No one is to be checked out after 9:00pm without approval from Bro. Rocky or Dennis.

ENFORCED: Check-outs should occur as follows:

1. The resident is **KINDLY** asked to leave peaceably. He or she **MUST** leave the building within ten (10) minutes after being checked out.
2. If the resident becomes aggressive and/or abusive call 911. **DO NOT WAIT for the situation to become explosive.**
3. Enforced checkouts usually incur a period of time before the former resident may check back in. It should be stated to the individual **CLEARLY** what that time period is at the time of being checked out and then recorded on his or her record.
4. **In the event the Police must be called a MANDATORY check out period of six (6) months will be imposed.**
5. Anyone who refused to sign **ANY** discipline form, regardless of reason, will be considered **DEFIANT** and will be asked to leave the Mission.

PROCEDURES TO BE USED FOR BOTH TYPES OF CHECK-OUTS:

1. The Supervisor in charge or his Assistant will personally supervise the packing of the former resident's belongings to ensure that no Mission property is packed.
2. The former resident will have 72 hours to claim his possessions.
3. Return ALL medication to the former resident at the time of check out. Should the medication be left on the premises, it will be disposed of after 7 days.
4. Return previously confiscated property to the former resident. (unless they leave after 9:00pm)
5. Clearly tell the former resident how long before he can check back into the Mission.
6. File ALL paperwork on the former resident in the historical files.
7. When a resident checks out it is the policy of the Mission that the resident **CANNOT RETURN for a period as follows from the date of check-out.**

1st Visit – 3 months

2nd visit – 6 months

3rd visit – 1 year

If a resident returns for his 3rd residency at the mission, he must commit to the full 1 year program, to be allowed to return.