

# FACILITY HOUSE RULES

Volunteers of America Texas  
Residential Re-Entry Center  
800 W. Wintergreen Road  
Hutchins, Texas 75141

The following is a list of the Facility House Rules which apply to all clients in the Residential Re-Entry Center operated by Volunteers of America Texas. Depending on the exact nature of the infraction and the circumstances as well as general attitude and adjustment of the individual client, various sanctions may be imposed. These may include verbal reprimand, special task assignments, extra duty, loss of privileges, forfeiture of passes, formal hearing, and/or termination from the program.

The level of discipline will be determined based on the severity of the offense and contractual guidelines.

1. All prescription medications (including samples) are to be turned in to the Front Desk and monitored by a staff member. No medication is permitted in the facility that contains alcohol. All medications are to be taken in the dosage that is prescribed on the label. All over the counter medications (OTC's) must be kept in the original containers, labeled with client's name and number and locked in the client's locker at all times. All medications either OTC's or prescribed should be taken as directed, however consumption of any medication must never exceed the recommended dosage at any time.
2. You may not consume any alcoholic beverage. Any items that are for internal use (mouthwash, cough syrup, etc.) that contains alcohol may not be in a client's possession. You may not consume any mind altering substance (alcohol, K2, Spice, etc.) You may not consume any narcotics, marijuana, drugs or related paraphernalia not specifically prescribed for the individual by medical staff.
3. ALL VOA-TX BUILDINGS AND VEHICLES ARE SMOKE AND SNUFF FREE AREAS. Smoking, dipping, and smoking paraphernalia (e.g. ashtrays, spit cans, containers, etc.) are strictly prohibited except in DESIGNATED AREAS ONLY. Smoking is prohibited within 10 feet of any entrance to a VOA building.
4. All clients must enter and exit the facility from the front entrance only, except in the event of an emergency.
5. Federal clients may not sign out before 6:00 AM and must be signed in by 9:00 PM unless an approved curfew extension has been approved by the Facility Director. Sign outs may not exceed 12 hours at any time, unless special arrangements have been approved.
6. You may not tamper with any locking device. All doors and windows must remain closed and locked at all times, except in the event of an emergency.
7. Clients are prohibited from locking any doors or tampering with any locking devices (e.g. vending machines, thermostats, building security and surveillance equipment).
8. Clients are to immediately respond to all emergency bells and staff directions during evacuation procedures of the facility.
9. All clients must have proper authorization before leaving the facility grounds. Clients must return by the approved Estimated Time of Arrival (ETA). If an extension is required, clients must call the facility at least one hour prior to approve ETA time for approval by the Facility Director, Assistant Facility Director or Case Manager.

10. Physical contact/excessive associations among clients or a romantic relationship among clients, regardless of gender, is prohibited. This includes, but is not limited to touching, sexual gestures, etc. Clients are not allowed in each other's rooms/dorms. No client is permitted to be on another client's bed.
11. Visiting is permitted only in accordance with the procedures outlined in the Client Handbook.
12. Loitering in the parking lot, office areas, hallways, at the front station, in the Dining room, and other areas inside and outside the facility that are not specifically designated as visiting areas is prohibited. Clients are required to sign in immediately upon arrival on the property, and must leave the property **immediately** after signing out.
13. Yard sign-outs must be documented at the front desk. Clients signed out to the yard must go directly to the authorized area and stay on facility property at all times.
14. Radios and televisions must be turned off at curfew. All radios must be operated with earphones only. Personal televisions must be kept at a low volume.
15. All clients must conduct themselves properly at all times. Vulgar or inappropriate language (e.g. loud, abusive, and profane) will not be tolerated.
16. No sexually orientated magazines, videos, photographs, books, clothing or pictures are permitted in the facility. No outward expressions of gang affiliation are permitted, this includes, but is not limited to hand signs, clothing, graffiti and tattoo supplies, etc.
17. Client dress code should be appropriate for mixed social gatherings. Tank tops, halter tops and half shirts are not permitted. Appropriate undergarments and shoes must be worn at all times. Caps, hats and headgear of any type are prohibited from all areas.
18. Sunglasses are not allowed to be worn in the facility at any time unless the client has a prescription from a doctor.
19. Clients (who are not night workers) must be awake, dressed, have living areas clean and bed made, and have morning duty assignments completed before leaving the facility or no later than 7:30 AM (Monday through Friday) and 10:00 AM (Saturday and Sunday). If you want to lie on your bed during the daytime hours, you must lie on top of the bedspread and keep the bed made neatly during daytime hours.
20. All client living areas including beds must be neat at all times. Belongings are not to be left on lockers, under beds, on dressers or in showers. Excessive items will be confiscated. Do not allow clutter to build up. Items cannot be left on, hanging from or stored under your bed.
21. Food, beverages, VOA-TX glassware, trays, and utensils are allowed in the Dining room only. Consumption of beverages and snacks is allowed in designated areas only

All clients must allow all packages, vehicles and personal belongings to be search at any time.

22. Clients are prohibited from entering the kitchen area without prior authorization.
23. Clients must have prior written approval and a VOA-TX parking sticker properly displayed in the approved vehicle, in order to operate a motor vehicle. A VOA parking sticker will be issued when approval has been granted. Unauthorized vehicles will be towed away at owner's expense. Keys must be turned in to the Front Desk when inside the facility.
24. Clients are not permitted to ride together to work or other activities. No client is allowed to drive another client's car.
25. Unemployed clients must go on job search Monday through Friday. All clients will attend Job Readiness Classes until full time employment has been secured. All job search passes must be submitted during Job Readiness Class for approval. All unemployed clients must submit an approved itinerary and job contact form to the Front Desk upon sign-out for job search. Unemployed clients may not use the recreation areas until after 5:00 PM Monday — Friday.
26. Job contact forms must be completely filled out, signed and submitted immediately upon entering the facility from job search.
27. Clients that are not maximizing job search time, are under employed, or not meeting program requirements/guidelines may be assigned to a daily facility work detail. During the hours of 8:00 AM and 5:00 PM Monday through Friday, the recreation areas and equipment may not be used by these clients.
28. The Facility staff must be notified prior to changing employment status. All employment must be approved by the Facility Director prior to the start date. Facility staff must be advised, and give permission, prior to a change in employment status. No client is permitted to quit a job without prior approval from the Employment Specialist or Facility Director.
29. All clients must keep the facility advised of their whereabouts at all times. The facility must be called for approval prior to changes in location.
30. Late arrivals to the facility will not be tolerated. Any client that is going to be later than the estimated time of arrival must call the facility prior to the ETA time. An extension will be granted only for emergencies.
31. All requests for passes and special sign-out requests must be submitted no later than 5:00 PM each Tuesday. All passes (Religious, 48 hour, 24 hour and 4 hour recreation passes) must be turned into the pass box located near the front monitor's station. Passes submitted after 5:00 PM will not be granted — NO EXCEPTIONS.
32. All clients must follow the facility curfew hours. In-house curfew is 11:00 PM, Sunday through Thursday, and 12:00 AM, Friday and Saturday. Lights and radios must be turned off at this time and clients must be in bed. Recreation areas are off limits 30 minutes prior to curfew. Laundry may not be started after one hour prior to curfew.

33. Federal clients are not allowed to sign any contracts unless they are approved in advance by the Facility Director and the Community Corrections Manager.
34. Federal clients are not allowed to sign any contracts unless they are approved in advance by the Facility Director and the Community Corrections Manager.
35. Facility linen must be turned in each week on the scheduled linen day to be laundered.
36. All furniture must be used in an appropriate manner. Tables are not to be used for sitting. Couches are to be used for sitting only, and not lying down on. Feet must remain on the floor, not on the furniture.
37. Cell phones or pagers will not be allowed, except for verifiable employment purposes only. An approved Electronic Communication Equipment form must be submitted and approved prior to the use of any equipment. You may not use a cell phone or pager as a method to be contacted for accountability. Approved pagers or cell phones must be turned into the front desk when you are in the facility.
38. The office phones are for business purposes only. Clients are not allowed to use them. Pay phones are available for client use. The time limit of the pay phones is 15 minutes. Phone calls will not be made before 6:30 AM and no later than 30 minutes prior to curfew.
39. Violation of any posted standard in the Client Handbook or on the facility Bulletin Board is prohibited and will not be tolerated.
40. Sharp instruments, tools, and any other items that are considered contraband by the facility staff must be stored at the front station or removed from the facility.
41. Lounge and recreation areas are available daily until 30 minutes prior to curfew for clients who are employed or involved in the intake process. Unemployed clients have access to these areas after 5:00 PM during the week and all day on Saturday and Sunday.
42. All clients must attend all required groups and other program requirements, as assigned by facility staff.
43. Gambling and gambling paraphernalia is not permitted in the facility.
44. Refusal to pay all required fees according to contract requirements is strictly prohibited.
45. Refusal to show proof of earnings for all wages earned is strictly prohibited. Each client must pay all required fees and show proof of earnings and hours worked via a check stub each pay period.
46. Extension cords, stingers and tattoo guns and equipments are strictly forbidden.

**I HAVE RECEIVED A COPY OF THESE RULES AND HAVE READ THEM OR HAVE HAD THEM READ TO ME. I UNDERSTAND THEM. I UNDERSTAND THAT ANY VIOLATION OF THESE RULES MAY RESULT IN DISCIPLINARY ACTIONS.**

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date