

TRANSITION PROGRAM RULES AND AGREEMENT

The purpose of the Panama City Rescue Mission Transition Program is designed to give an individual the opportunity to look for sustainable full-time employment without the added stress of seeking food, facilities, and shelter. Sustainable full-time employment is defined as a job that is not daily pay-daily labor and can reasonably guarantee long term employment of 30 hours or more each week. The maximum time for staying in the Transition Program is 90 days.

1. Your Responsibilities

You are responsible for actively finding work on your own. Your goal is to acquire sustainable full-time employment and either move on to the Work Program or to leave with your financial goals achieved. Waiting for responses and correspondence from potential employers does not constitute a job search.

2. Program Timeline

Your first 4 weeks in the Transition Program will be free. *After 30 days, you must pay a program fee of \$50 a week, while still being bound by all the Transition Program rules and requirements (work detail, Chapel, curfew, etc.).* All program fees are payable to the Shelter Manager (or Front Desk, if not available) every Friday before 7 PM. Failure to pay these fees will result in your immediate dismissal. All program fees are to be paid in cash only and are strictly non-refundable.

3. Work Detail

While in the Transition Program, you will be assigned a work detail. You may be required to work up to 20 hours a week. *The job you perform, as well as the days and hours that you work, will be based upon Mission needs and requirements, not your own personal desires.* In cases of appointments or job interviews that conflict with your work schedule, you must inform the Shelter Manager beforehand. Failure to show up or perform your work duties, or to contribute a sub-standard effort, can result in your immediate termination from the Transition Program.

4. Bunk & Dorm Area Cleanliness

Beds will be made up neatly every day. *No makeshift curtains in the form of sheets or towels are allowed to be left hanging during the day.* All personal items will be stored in an orderly and presentable manner on top of the bunk, not on the bed. *No food or drink is to be visible in the dorm area.* Any food or drink found will be confiscated and result in a write-up. Personal food items may be stored in the dorms. *All food items stored in the refrigerator will be sealed in a bag or container and marked with a name and date.* Any items inside the refrigerator not marked will be thrown away. Sheets, blankets, clothing, and your own body will be washed and clean before it becomes an issue with odors and insects. All residents are responsible for cleaning up around their bunk area and any mess that they make, regardless of the area.

5. Drug & Alcohol Policy

There is zero tolerance. No drugs or alcohol are allowed on the property, that includes being in your system. Any substance that would cause you to fail a breathalyzer or urinalysis test is strictly prohibited, *even if it was legally prescribed by a physician.* Drug and alcohol testing will take place randomly. A positive result or refusing to take the test will result in immediate dismissal. *Anyone who is aware of anyone else violating this rule that does not immediately inform a staff member will be complicit in these offenses and will suffer the same repercussions as the offender. Whistleblowers will never be named or identified to anyone, nor suffer any retaliation in any way.*

6. Chapel, MEW & Sunday Meeting

All Transition clients will attend Chapel Monday, Tuesday, Thursday, and Friday from 6 PM to 7 PM, without exception. *On Wednesdays at 6 PM, all Transition clients will attend Most Excellent Way (MEW) at the annex across the street from the 1st Baptist Church, where attendance will be taken.* Transition clients will check-in at the front desk for Chapel at 5:45 PM for roll call, and will stay in Chapel throughout its entirety. Transition clients are also required to attend the Programs meeting held every Sunday at 6 PM in the dining room. *Missing or showing up late for Chapel without authorization is grounds for immediate dismissal, regardless of the excuse.*

7. Case Management

Every Transition client will meet for case management at least once every 2 weeks. The day of your meeting will be posted on a calendar in the dorms. You must attend this meeting downstairs in the Shelter Manager's office between the hours of 9:30 AM and 4 PM.

8. Curfew, Wake-Up, & Passes

Quiet Time = ALL the time... hushed language, minimal movement, and dimmed lights for those trying to sleep. 9 PM (10 PM Friday & Saturday) = Curfew... this is the time you must be on the property and stay on the property. 10:30 PM (11:30 PM Friday & Saturday) = Lights Out... the time you are in bed, not wandering around or outside. *All Transition clients will be out of bed no later than 8:00 AM. Sleeping during the day (before 4:00 PM) is strictly prohibited.* Passes (being away from the Mission overnight) are not permitted while you are in the Transition program except under emergency conditions. *The Mission will be closed between the hours of 9 AM and 12 PM every Sunday so that staff and students may attend church services. No admittance inside will be allowed during this time.*

9. Meals

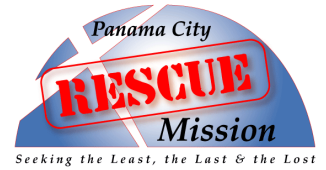
Meal times are as follows: Breakfast: 6AM Mon - Fri; 7 AM Sat & Sun. Lunch: 12 PM Mon - Sat, 2 PM on Sun. Dinner: 4:30 PM every day. The kitchen staff are not responsible for preparing box lunches or to-go meals, although they may assist at their discretion if resources and time allow. *Program clients will not interfere with or harass kitchen personnel while they are in the performance of their duties.* No program clients are allowed in the kitchen for any reason unless given explicit permission by the Manager of Operations or Shelter Manager.

10. Conduct & Appearance

There will be zero tolerance for any use of profanity or the expression in any form of prejudice or discrimination based on sex, race, creed, nationality, culture, ethnicity, or religion. Clothing will be worn modestly covering neck to knees and any logos, pictures, or printing on clothing will be in good taste and decorum. *Tank tops and cutoff shirts are not allowed.* Any tattoos of a questionable or crude nature must be covered at all times. All incidents of violence (including threats of violence), injury, sickness, fire, or other potential or existing hazardous conditions will be reported to the front desk or staff member immediately. *Any electronic devices, including cell phone, radios, or portable DVD players must be operated in silent mode or with headphones so as to be inaudible to those around you. There is no smoking of E-cigarettes indoors.* Failure to show reasonable consideration to those around you will not be tolerated.

11. Fraternalization

Intimate relationships and financial transactions of a personal nature with other individuals on Mission property is strictly forbidden between guests, staff, volunteers, and other program clients. *Relationships, flirting, and friendly banter with the females of Bethel Village is forbidden and will result in your immediate dismissal.* There will be no borrowing or lending of any items with Recovery students, to include cigarettes and money. At no time will you allow Recovery students to use or look at your cell phone or other electronic devices. Students not on Mission business are restricted from the Work & Transition living areas or day room and you are not allowed in theirs.



12. Vehicles & Personal Property

The Panama City Rescue Mission is not responsible for any damages, theft, and loss of personal belongings while you are a resident here or after you leave. *Any property left after your departure from the Mission will be considered abandoned after 7 days* and either thrown away or donated to the thrift stores for sale. All personal items on Mission property are subject to search at any time. *There is no parking in front of the Mission for program clients.* If you own a vehicle, you must register it with the Mission and obey all the parking policies. *There will be no storing or holding of another individual's personal belongings, especially 5-night guests.*

13. Leaving the Property & Loitering

Members of the Work Program are forbidden from hanging around, smoking, or otherwise loitering in the courtyard, outside the front entrance, back parking lot or Allen Avenue roadway. Before you leave, you must sign out indicating the date, time, and destination of your departure and sign back in when you return. No other individual is authorized to sign you out or back in. Any appointments or interviews that you may be required to attend are your responsibility.

14. Miscellaneous

While you are on the property, you must wear your program badge at all times. The interior and certain outside areas of the Panama City Rescue Mission are smoke-free. You will only smoke in the designated area in the back yard. No personal pets of any kind are allowed inside the Mission or on its property. *Work and Transition Program participants may not use the front desk phone.* This phone is for Recovery students and official Mission business.

I, _____, understand that the Panama City Rescue Mission Transition Program is operated to assist individuals in improving their quality of life conditions. I understand that participation in the Transition Program is voluntary and is based on my continued effort to improve my life patterns through sound financial responsibility, securing permanent employment, seeking spiritual growth, and demonstrating consideration for myself and others.

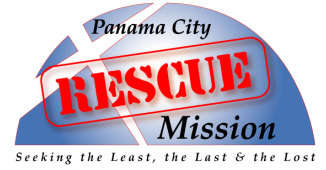
By signing below, I state that I have read and understood these rules and agree to follow them. I also understand that these rules are not all-inclusive, that exceptions and alterations to these rules may occur, and that further rules and guidelines may require my compliance to continue participating in this program. I am aware that any deviation from the rules, guidelines or goals, written or oral, may result in my immediate dismissal from the Transition Program.

Transition Program Applicant

Date

Shelter Manager

Date



MEMORANDUM FOR RECORD

Date: _____

SUBJECT: Transition Program Timeline

I, _____, understand that my participation in the Panama City Rescue Mission Transition Program is limited to a maximum of 3 months. After the first 30 days and up to 90 days, I will be required to pay a program fee of \$50 a week. This fee is due to the Shelter Supervisor NLT 7 PM each Friday of every week. Failure to enter or qualify for the Work Program after 90 days will require my departure from the Mission and the Transition Program.

My first program fee of \$50 will be due: _____.

I acknowledge that this fee will be paid in-full (no partial payments), cash only, and is absolutely non-refundable. I also understand that failure to pay my program fees, or to not pay on time, will result in my immediate dismissal from the Transition Program. I acknowledge that I am still responsible for following all rules and requirements of the Transition Program during the 31 to 90-day period.

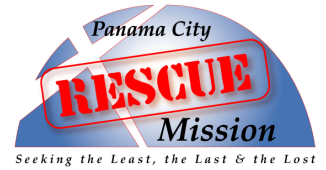
I also understand that my participation in the Transition Program may be terminated at any time for any reason, but especially due to the inability to follow the rules and guidelines.

With the exception of unusual cases and at the discretion of the Support Supervisor, all participants in the Transition Program will have at least a 1 year waiting period from their exit date before they are allowed to apply to the Transition Program again.

Signed,

Transition Program Applicant

Michael Brust
Shelter Manager
Panama City Rescue Mission



MEN'S TRANSITION PROGRAM

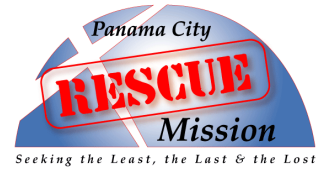
RULES & AGREEMENT, INFORMAL SUMMARY

(This is just a brief snapshot of the most important rules you must abide by, given as an easy reference; it is not an all-inclusive list. Please refer to the Rules & Agreement Guidelines you signed upon entry into the program for more detailed information)

NAME: _____

DATE: _____

1. Your most important goal in the Transition Program is to find full-time sustainable employment. This does not mean off-the-books or unreliable day labor jobs. Anyone believed to be just doing the bare minimum to get by for employment will be terminated and their bed given to someone who really wants to make a positive change in their lives.
2. You have 90 days to get a full-time job. However, if you have not found one after 30 days, you must start paying program fees of \$50 a week, due every Friday. Failure to pay these fees will result in immediate termination. If you do choose to stay after 30 days, you are still subject to all the same rules & restrictions of the Transition Program.
3. You must attend Chapel Monday, Tuesday, Thursday, & Friday nights at 6 PM. You will attend MEW (Most Excellent Way) at the 1st Baptist Church annex on 6th Street on Wednesday nights, in lieu of Chapel. There are no exceptions, so don't even ask. Roll will be taken every night.
4. You will attend Case Management meetings with the Shelter Manager every 2 weeks. Your date will be posted on the calendar in the dorms. This is non-negotiable. Failure to attend will signal your unwillingness to follow the guidelines of the program and you will be asked to leave.
5. There will be a brief meeting in the dining room every Sunday night at 6 PM. Attendance is mandatory.
6. You will be assigned a work detail, to be determined by the Shelter Manager and the Manager of Operations. Failure to perform these duties or not attend these duties will result in immediate termination. The work detail, and the days and hours you work are base on Mission needs. They will not be deviated from to accommodate you or a temporary day labor job. Again, don't even ask.
7. Beds will be made every day. No food or drink visible in the dorms. Respect will be given to those around you.
8. You must wear your badge at all times while on the property. There will be no wearing of tank tops or cutoff shirts.
9. There is only one smoking area on the property. Those caught smoking elsewhere will regret it.
10. Curfew (the time you must physically be back on the property) is 9 PM (10 PM on Fri & Sat). Lights out (the time you must physically be in your bed and stay in your bed) is 10:30 PM (11:30 PM Fri & Sat). Quiet time (the time you must taken any activity of loud or disturbing nature outside) is ALL the time, 7 days a week. These times are not subject to negotiation. If you are in the Transition Program and miss curfew, just stay gone... you can pick up your belongings in the morning.
11. You must sign out and sign back in whenever you leave and return from the property.
12. There will be no financial transactions between program members, regardless of which program it is. Fraternalization with females on Mission property is strictly forbidden... including going to the Bargain Center. Do not let Recovery Program clients borrow your cell phone; this is forbidden to them and will get you terminated. Also, do not loan cigarettes or other items to Recovery students... in fact, you should try to keep your contact with Recovery students to a minimum, as it will more than likely just lead to trouble for you.
13. **THERE IS ABSOLUTELY NO TOLERANCE FOR DRUGS OR ALCOHOL.** Anyone testing positive for drugs or alcohol will be escorted off the property immediately and will be banned from all sites & all services. *Likewise, anyone who is aware of anyone else violating this rule that does not immediately inform a staff member will be complicit (aiding and abetting) in their actions and will suffer the same repercussions as the offender.*



★ If I have not found a full-time job and entered the Work Program, then my first program fee of \$_____ will be due on Friday, _____.

★ My 90-day time limit in the Transition Program will end on _____. I must then leave the program or enter the Work Program.

★ My initial work detail at the Mission will be: _____, and I will be required to work the following hours: _____, on the following days: _____.

★ My first group meeting in the Dining Room will be this Sunday, _____, and every Sunday thereafter.

★ My first Case Management meeting will be _____ <To Be Determined> _____.

★ I _____ Do _____ Do Not have additional restrictions or requirements I must follow (to be written out separately).

Signed,

Michael Brust
Shelter Manager
(Phone: 215-0142)