

Transitional Housing Program Policies & Resident Structure

Curfew Policy

Purpose

Curfews help maintain safety, accountability, structure, and a respectful living environment for all residents.

Standard Curfew Hours

- Sunday–Thursday: 10:00 PM
- Friday–Saturday: 11:00 PM

Exceptions

Residents may request temporary curfew extensions for:

- Employment
- School or training programs
- Medical appointments
- Emergencies
- Religious services

Requests must be approved by management in advance whenever possible.

Curfew Violations

- 1st violation: Verbal warning
- 2nd violation: Written warning
- Repeated violations: Possible probation or discharge review

Overnight Absences

Residents must notify staff if they plan to be away overnight.

Weekly House Meetings Policy

Purpose

House meetings encourage communication, accountability, conflict resolution, and community engagement.

Schedule

- Meetings held once weekly
- Attendance is mandatory unless excused

Topics Discussed

- House updates
- Safety concerns
- Cleaning expectations
- Resident concerns
- Community resources
- Upcoming events
- Conflict resolution

Resident Participation

Residents are encouraged to:

- Voice concerns respectfully
- Offer suggestions
- Participate in maintaining a positive environment

Attendance Policy

Repeated unexcused absences may result in program review.

Drug & Alcohol Screening Policy

Purpose

To maintain a safe, sober, and stable living environment.

Screening Procedures

Residents may be subject to:

- Random drug testing
- Reasonable suspicion testing

- Testing after incidents or violations

Prohibited Substances

The following are prohibited:

- Illegal drugs
- Non-prescribed controlled substances
- Alcohol (if program is sober living)
- Drug paraphernalia

Positive Test Results

Positive results may result in:

- Clinical assessment referral
- Behavioral agreement
- Probation
- Discharge depending on severity

Refusal to Test

Refusal to participate may be treated as a policy violation.

Resident Orientation Policy

Purpose

Orientation ensures all residents understand program expectations, policies, and available resources.

Orientation Includes

- Review of resident handbook
- House rules and expectations
- Emergency procedures
- Curfew policy
- Visitor guidelines
- Maintenance procedures
- Safety protocols
- Conflict resolution process
- Move-in inventory checklist

Resident Acknowledgment

Residents must sign:

- Policy acknowledgment forms
- Intake forms
- Emergency contact forms
- Consent agreements

Timeline

Orientation should occur within the first 24 hours of move-in.

Quiet Hours Policy

Purpose

To promote rest, respect, and peaceful shared living conditions.

Quiet Hours

- Sunday–Thursday: 9:00 PM – 7:00 AM
- Friday–Saturday: 10:00 PM – 8:00 AM

Expectations During Quiet Hours

Residents should:

- Lower music and television volume
- Avoid loud conversations
- Limit unnecessary movement/noise
- Respect sleeping residents

Prohibited During Quiet Hours

- Loud gatherings
- Yelling
- Slamming doors
- Speakerphone conversations
- Excessive noise

Violations

Repeated violations may result in disciplinary action.

Visitor Policy

Purpose

To maintain resident safety, privacy, and program structure.

Visiting Hours

- Daily: 10:00 AM – 8:00 PM

Visitor Requirements

Visitors must:

- Sign in and out
- Remain in approved areas
- Follow all house rules
- Be accompanied by the resident

Prohibited Visitors

Visitors may not:

- Bring drugs, alcohol, or weapons
- Cause disturbances
- Stay overnight without approval
- Enter other residents' rooms

Resident Responsibility

Residents are responsible for the behavior of their guests.

Management Rights

Management reserves the right to deny or revoke visitor privileges for safety concerns.

Move-In Kit Checklist

Bedroom Essentials

- Bed linens
- Pillow
- Blanket
- Mattress protector
- Towels
- Laundry bag

Hygiene Supplies

- Soap
- Shampoo
- Toothbrush
- Toothpaste
- Deodorant
- Toilet paper

Kitchen Starter Items

- Plate
- Bowl
- Cup
- Eating utensils
- Food storage containers

Cleaning Supplies

- Disinfectant wipes
- Trash bags
- Laundry detergent starter pack

Program Materials

- Resident handbook
- Emergency contact sheet
- Community resource guide
- Bus route information
- Local food pantry list

Optional Welcome Items

- Journal/notebook

- Pen
- Resource folder
- Gift card for essentials

Resident Acknowledgment Statement

“I understand and agree to follow all program policies, house rules, and expectations. I acknowledge that failure to comply may result in disciplinary action or discharge from the housing program.”

Resident Signature: _____

Date: _____