

## BETHLEHEM INN GUIDELINES – Families First

The Bethlehem Inn (the “Inn”) offers emergency shelter for Individual Adults and Families. Individuals without minor children (regardless of marital status) are housed in rooms according to their gender identity. Registered sex offenders cannot be sheltered at the Inn. Post intake Bethlehem Inn collaborates with Oregon State Police to verify status. Adult applicants must pass urinalysis and breathalyzer tests at intake and may be retested during their stay. The Inn staff do not provide medical care, medication management, housekeeping, shower assistance, transportation or assistance around the site, or other services related.

**\*Each household is able to bring in equivalent to two (2) medium sized boxes of belongings into the family unit. These items are to be used on a regular basis, storage of personal possessions not being used is prohibited. Bethlehem Inn provides all bedding and has all hygiene items available to residents.\***

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**FAMILIES FIRST PROGRAM:** The Families First Program is to help stabilize families by providing emergency shelter and accountability. The Families First Program is for minor children and their custodial parent(s) or legal guardian(s) only. Other individuals aged 18 and above must stay in the individual adult (Next Steps) program.

Bethlehem Inn’s Families First program is a 5-week program. Once entered into case management, families will be given an exit date (5 weeks from the date of intake). Every week families meet with a case manager to create an Action Plan and review progress towards self-sufficiency. If a family is offered stable, longer-term housing and refuses the opportunity, it may affect continued residency at the Inn. Residency is contingent upon following facility rules, guidelines and working towards self-sufficiency. A 5-week stay is not guaranteed.

\*Residents may apply for a week-to-week extension based on a potential housing plan.

**CASE MANAGEMENT PROGRAM:** The Inn currently offers housing readiness case management. Residents agree to communicate with staff regarding immediate needs and goals they would like to work towards (budgeting, agency referral, personal development, and educational/training opportunities, housing ready, etc).

**RESIDENT ACCOUNTABILITY:** Residents of the Inn agree to be responsible for their behavior and actions while at the facility. Breaking this agreement may affect continued shelter at the Inn. In extreme Safety and Security cases a resident may be asked to leave and not return.

**ACCESSING STAFF:** Community volunteers/Staff are available at the Front Desk to assist residents from 4:00am – 10:00pm. After hours between 10:00pm – 4:00am residents may ring the building doorbell located left of the front lobby doors if assistance is needed.

**PRIVACY AND CONFIDENTIALITY:** The staff at the Inn are committed to employ best efforts to ensure the confidentiality of its residents. Inn residents agree to respect the confidentiality of other residents. Resident information may be shared by Inn staff with agencies and other organizations only under the conditions of the *Release of Information* (ROI) agreement signed by the resident during intake. Privacy, including, without limitation, auditory privacy, is not guaranteed in common areas of the Inn, which are subject to video and other surveillance. Resident property is subject to search.

**REASONABLE ACCOMMODATION REQUESTS:** Any Inn resident may request reasonable accommodation in relation to Inn procedures and practices. Inn management and the Inn Fair Housing Officer will evaluate the request on a case-by-case basis and attempt to resolve the issue through an interactive process. All reasonable accommodation requests should be directed to Inn management and/or the Inn Fair Housing Officer. Forms are available for this purpose at the Front Desk.

**SERVICE ANIMALS:** Residents with service animals must submit a written request for reasonable accommodation as provided above. Service animal immunizations must be current, animal must be spayed or neutered, and a Deschutes county license is required. The resident is responsible for the behavior of the service animal, for its care and grooming. The resident is required to dispose of all animal waste. Service animals must be kept under control and respond to verbal command. Any damage to the Inn facility by the service animal and/or hostile behavior or harm to other residents by the service animal may result in immediate revoke of the reasonable accommodation. Prior to any animal intake, an animal interview is required.

## EMERGENCY SHELTER ACCESS

**Key Cards:** Keys are to be kept on resident's person while on-site and will be turned in to staff when leaving site. When residents return to site they need to immediately report to the office to receive their key back.

**Late Curfews:** Residents are able to leave site at 4am and must return back on site by 5:30pm. Curfew extensions will only be made for employment, treatment, medical needs or housing. Late Curfews need to be turned in **48 Hours** in advance of the requested day and approved by staff. Forms are available at the front desk. Parenting plans already in place for minor children will be accommodated.

**Entering and Exiting the Inn Facility:** Residents agree to not walk/drive/ride through neighboring parking lots, driveways, or alleys. All residents agree to drive slowly and carefully through the Inn parking lot.

**Visitors and Pickups:** To ensure confidentiality, on-site visitors and pick-ups **ARE STRICTLY PROHIBITED** unless coordinated with and approved by staff and involves an official agency (DHS, Parole and Probation, Medical transport, etc.). Residents agree to have visits and/or pick-ups involving non-residents off-site.

**Transportation:** Each resident is permitted to have one vehicle on site. The vehicle must be in running condition and currently licensed, registered, and insured. Documentation will be requested during intake. No vehicle maintenance may be performed on-site. Once parked, no resident may remain in the vehicle. Police will be notified if a resident does not pass a Breathalyzer test and attempts to drive off site. Residents may not park in parking lots of neighboring businesses. The Inn is not responsible for the security of any vehicle left on-site. Abandoned vehicles will be towed after 72 hours.

Bicycles are to be parked in designated bike area with resident initials tagged on the bike. Tags provided.

**Off-limits Areas:** The following areas are off-limits to family residents: (a) Singles areas; including Singles building, Singles dining room and smoking area; (b) commercial kitchen and pantries; (c) another family's unit; (d) clothing rooms-without staff accompaniment; (e) downstairs facility laundry room.

**Resident Reminders & Exits:**

**Resident Reminders:** Safety and Security is a priority at Bethlehem Inn. Bethlehem Inn's accountability system comes in a way of resident reminders. A resident who receives three resident reminders for the same offense a resident will receive a letter re-capping the reminders. If this occurrence happens again, resident will exit.

**Voluntary Exit:** Residents exiting the Inn voluntarily agree to fill out an Exit Form (available at the Front Desk). Key cards are to be returned before exiting the facility. All linens, blankets, pillows, and towels are to be taken to the laundry cart in the Families First Hallway. After exiting the Inn, an individual may not return for 365 days. The Inn will hold personal items left behind for **48 HOURS** only.

All mail received after two-weeks will be returned to sender. Change-of-address forms do not work for business addresses. Accordingly, it is the resident's responsibility to notify all businesses, agencies, and employers of an address change.

**Unplanned Exit:** If a resident does not return by curfew without explanation or notification they are believed to have ended their residency at the Inn. Exceptions are made in the case of confirmed jail or hospital stay.

**Involuntary Exit:** Involuntary Exited individuals may not return to the Inn under any circumstances and will be immediately trespassed via law enforcement if refusal to leave. These exits are effective immediately. When exiting the Inn as a result of an Involuntary Exit, residents agree to sign the appropriate paperwork. Only after 90 days may an individual submit a reasonable accommodation to have their Involuntary Exit status reviewed. Documentation is required in order for them to get another chance. This documentation must include a strategy for correcting the behavior.

**Grievance and Incident Reports:** Grievance and Incident Reports are available from staff on shift. A grievance is filed against a staff member(s) or can be a grievance against the organization. An incident report is filed against another resident.

## EMERGENCY SHELTER RULES

**Damage to Inn Property:** Residents agree to respect Inn property. Residents agree to clean up after themselves (kitchen, smoking areas, etc.). Residents agree to refer any unknown/nonresidents found onsite to staff immediately.

**Hygiene:** Residents agree to maintain personal hygiene appropriate for living in a communal environment. The Inn has hygiene products at the front desk for resident use. Ask staff about donated clothing for men and women.

**Clothing:** Residents agree to remain fully clothed while at the shelter except when in their room or bathroom. Residents agree to not wear clothing that is overly revealing or has images or messages that promote violence, discrimination or is overtly sexual in nature. Residents agree to not wearing a sleeveless undershirt as a t-shirt, sleeveless muscle shirts, or spaghetti-strap. No swimsuits or pajamas may be worn outside a resident's room. Residents agree to wear shoes.

**Language and Behavior:** Residents agree to treat staff, outside agency workers, volunteers, and fellow residents with respect. Abusive language and aggressive behavior is prohibited. The Inn will not tolerate abusive language, yelling, gossip, bullying, aggressive actions, or speech or actions that are racist, homophobic, and/or sexist or that in any way belittle an individual's race, sexual orientation, gender, or religious beliefs. Any unwanted sexual advances either in person or electronically will not be tolerated. Threats of harm or the causing of actual harm are prohibited. **Bethlehem Inn is committed to providing an inclusive**

**environment for everyone, regardless of ability or identity. We expect residents, staff and volunteers to demonstrate respect and consideration in speech and actions, refrain from demeaning, discriminatory or harassing behavior and speech, and be mindful of others and our surroundings. Please inform Bethlehem Inn staff if you experience or hear about any threatening or inappropriate situations that violate this agreement. Bethlehem Inn follows an anti-harassment policy in these situations.**

**Communication with Singles Residents:** Families agree to not communicate with individual adult residents in the Next Steps program and may not be in the Next Steps area for any reason.

**Public Displays of Affection:** Residents agree to avoid public displays of affection among residents while on shelter property.

**Tobacco:** Residents agree to use Tobacco – regular, e-cigarettes, vapes, and chewing tobacco in permitted smoking area only from 4 a.m. to lights-out. Smoking areas are closed during evening chores. No cigarettes are to be rolled in resident rooms, the dining room or lounges; please use the smoking area for rolling cigarettes.

**Drugs and Alcohol:** All residents agree to random urinalysis and breathalyzer tests. Resident use and/or possession of drugs and alcohol, including, without limitation, marijuana (all ways you can consume), Kratom, both on- and off-site, is strictly prohibited. Being under the influence of drugs or alcohol while a resident will result in an exit. Possession of either drugs or alcohol on site will result in Immediate Exit. Mouthwash, cologne, perfume with alcohol, Nyquil are not permitted.

Drug paraphernalia (including needles, pipes, syringes, cooking devices, etc.) are not permitted. Violation will result in immediate involuntary exit. Residents may not possess prescription drugs that they themselves have not been prescribed. Prescribed medications must be kept in the original container and we ask that new medications be reported to staff. Prescription drugs are to be used as prescribed.

**Personal Possessions:** The Bethlehem Inn is not responsible for any lost, missing or stolen property. Each household member is able to bring equivalent to two (2) medium sized boxes of belongings into the family unit. Bethlehem Inn provides all bedding and has all hygiene items available for free to residents. Personal possessions must be kept organized. Storage of personal possessions not being used is prohibited. Any medications and valuables must be stored out of reach by children. All residents agree to keep in compliance with cleanliness expectations outlined in the *Daily Room Checks* sheets and complete all Deep Clean requirements.

**Electronic Devices:** Residents agree to use electronic devices in resident rooms between wake-up and lights-out hours and use headphones or earbuds rather than speakers. As a courtesy to all residents, electronic devices, including cell phones, must be in “silent mode” from 9 p.m. until the next morning. Residents agree to use headphones, earbuds, air pods while listening to electronic devices in common areas. Filming, photographing, or audio recording of residents or staff are not permitted without permission from the person(s) being recorded. Residents agree to not zoom or google meet with cameras on in common areas.

**Weapons and Tools:** **Projectile weapons (guns/bows) are never allowed.** Weapons (non-projectile) and tools of any kind must be turned over to staff during intake. If a tool is needed for work, it may be picked up from staff before leaving for work and returned at check-in.

**Pornography:** Pornographic or sexually-explicit material (electronic/video/print) is not permitted anywhere on Inn property.

**Lending, Borrowing, Trading, or Sale of Belongings:** Residents agree to not lend, borrow, trade, or sell belongings or request the same, including, without limitation, over-the-counter medications, prescription drugs, tobacco products, and rides to, from, or with any other resident, staff member, volunteer, or donor.

**Family Units:** Residents may not switch rooms or use furniture that belongs to a different room unless directed by staff. Furniture in the family units may NOT be moved for any reason.

**Due to safety and security, residents agree to not be in any other resident's family unit.**

Residents agree to not knock on another family unit's door. Mattress covers may not be removed. Residents must notify staff if they are assigned a bed without a cover or if the cover is damaged. Beds must not be obstructed and bunks are not to be shadowed or tented by any material.

**Fire Safety:** Fires or burning of any kind (candles, smoking, incense, oils, plug-in deodorizers, etc.) are not permitted in any room. Tampering with smoke detectors or unnecessarily discharging a fire extinguisher is prohibited. Fireworks or explosives may not be on property at any time. Violation will result in an immediate Involuntary Exit.

All residents agree to participate in random fire drills. In the event of an emergency, an alarm will be heard, and all residents must proceed immediately to the designated evacuation area. Individuals using oxygen cannot be in the Smoking Area with their oxygen.

**Food and Drinks:** Residents agree to not have food or drinks (except water) in family units, anywhere outside of the family dining room, or outside area. Family residents are permitted to keep a minimal amount of food on the labeled shelves in the refrigerator and freezer in the

Family Dining Room. Each family is given a locking cabinet for food items. Residents may not take food from another family's designated shelving or cabinets.

**Cleaning and Chores:** Residents agree to keep their beds, rooms, and the common areas neat and orderly at all times. There is a weekly deep clean check of the room/bathroom and expectations are posted on the door the previous day. This is a chance to change bedding weekly as well. Residents are expected to participate in morning/evening chores.

RESIDENT SCHEDULE							
	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
Daily Check-in & Key Pickup:	Between 4:00 AM - 5:30 PM						
Dinner Meeting:	Every day - 5:30 PM - In the dining area						
Lights out:	----- 10:00 PM Every Night -----						
MEALS	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
- Breakfast	N/A					Brunch at 10am	
- Lunch	N/A						
- Dinner	5:45 PM						
Tobacco Permitted:	4:00 am - 10:00 PM (designated Smoking Area ONLY) <b>NO SMOKING DURING DINNER/CHORES</b>						
Mail:	Mail is handed out to residents during dinner time						
Laundry:	See signup sheet in laundry room						
Clothing Room:	Dependent on staff availability						
Phone Calls:	4:00 AM – 10:00 PM						
Televisions:	4:00AM – Lights Out except <b>no television during meal times and chores</b>						
Electronics:	Must be on silent when in room from 9:00 PM – 6:00 AM						
HOUSEKEEPING & CHORES							
Deep Clean and Room Checks	The time of room checks varies between rooms. Deep cleans should be completed by noon on the day a room is set for cleaning. Staff will enter a room for room checks and rounds at least 3 times a day.						
Chores	Chores should be completed by all residents						
Bedding exchange:	Same day as Deep Clean Room Check						

