

Prado Rule #	Behavior (19 rules)	Instruction (11 rules)	Prado Day Center Rules	Rule provided at intake?	Documented Consequence/suspension for rule infraction
			Note: A copy of the Prado Day Center Rules, including suspension policies can be found in the Harvey West Community Safety Document (pages 19 through 21)		
1	B		Be polite and respectful in all your communication with staff/volunteers/clients. Verbal abuse of staff, volunteers, or clients (intimidation, swearing, racial remarks, sexual remarks) is unacceptable.	Yes	Yes
2	B		Be courteous in all your interactions. Antagonizing/disruptive behavior, and/or creating a negative environment is unacceptable.	Yes	Yes
3	B		Support a sober environment, anyone breathalyzing at .04 or above will be asked to leave the property immediately.	Yes	Yes
4	B		Follow all staff instructions.	Yes	Yes
5		I	Keep your children safe. Parents are to supervise them at all times; violations will require the completion of community service.	Yes	Yes
6		I	Smoke only in designated areas. Use designated containers for cigarette butts.	Yes	Yes
7		I	Keep pets in well-ventilated cars, tied at the front gate, or in pet kennels.	Yes	Yes
8	B		Take a shower and wear clean clothing when requested.	Yes	Yes
9		I	Complete your assigned chores and notify staff when done.	Yes	Yes
10	B		Wear appropriate clothing and/or cover up inappropriate tattoos. Inappropriate, obscene, or suggestive clothing, including no shirt or footwear, is not allowed.	Yes	Yes
11		I	Arrive at the site/access road by foot, car, or bicycle, no earlier than 8:30 a.m. and leave access road no later than 4:00 p.m. Bicycles, vehicles, and your personal property must leave the area (and 1/8 mile radius) when you do. Unattended items will be disposed of. Client mail will only be held for 30 days. All clients/client vehicles/client property may not be on site/in the area/within 1/8 of a mile radius between 4:00pm-8:30am daily.	Yes	Yes
12		I	Follow the lunch line procedure including no plates off of the property.	Yes	Yes
13		I	Follow all laundry room procedures.	Yes	Yes
14	B		Provide accurate and truthful information.	Yes	Yes
15		I	Take prescription/over the counter medications as prescribed/directed (assure medications are in original bottle).	Yes	Yes
16	B		All staff/volunteer interaction will be limited to Prado site. Do not contact/harass staff/volunteers outside of The Prado Day Center environment.	Yes	Yes

17			MINIMUM 7 to 14 DAY SUSPENSION OF SERVICES (Day Center only) Repeated violations of 1 – 16 or more than one violation of the same rule (1 – 16)	Yes	Yes
18	B		Intimate/inappropriate sexual behavior or possessing sexually explicit material of any kind is not allowed.	Yes	Yes
19	B		No alcohol on the property.	Yes	Yes
20		I	Turn in all weapons including but not limited to, knives/sharps, mace, pepper spray, etc.	Yes	Yes
21			MINIMUM 30-DAY SUSPENSION OF SERVICES (All Programs) (Must schedule a Panel Appointment before returning) Repeated violations of 1 – 20 or more than one violation of the same rule (1 – 20)	Yes	Yes
22	B		Do not take what is not yours. Ask staff if you are unclear.	Yes	Yes
23	B		Leave the site when requested to do so.	Yes	Yes
24	B		Any call for Police assistance to enforce a rule violation will result in an additional suspension.	Yes	Yes
25		I	On property or in neighborhood (to include your vehicle or bicycle, within 1/8 of a mile radius which includes Access and Prado road) while suspended	Yes	Yes
26	B		MINIMUM 60-DAY SUSPENSION OF SERVICES (All Programs) (Must schedule a Panel Appointment before returning) Repeated violations of 1 – 25 or more than one violation of the same rule (1 – 25) No hostile, intimidating, or threatening behavior towards staff, volunteers, clients, or service providers	Yes	Yes
27			MINIMUM 90-DAY SUSPENSION OF SERVICES (All Programs) (Must schedule a Panel Appointment before returning) Repeated violations of 1 – 27 or more than one violation of the same rule (1 – 27)	Yes	Yes
28	B		This is a drug free environment. Possession of drug or drug paraphernalia on the property will not be tolerated. Possession of prescription medication not prescribed to you will be considered illegal drugs. <u>(Police will be called to assist in this enforcement)</u>	Yes	Yes
29		I	Upon intake, all clients will receive and sign the possession search form. Refusal to be searched and/or have possessions searched (to include vehicles) will result in suspension	Yes	Yes
30			MINIMUM 120 DAYS TO A PERMANENT SUSPENSION (All Programs) (Must schedule a Panel Appointment before returning) Repeated violations of 1 – 30 or more than one violation of the same rule (1 – 30)	Yes	Yes
31	B		This is a safe haven and violence-free environment. Physical violence toward staff, volunteers, clients, service providers, or family members is not allowed.	Yes	Yes
32	B		Willful destruction of Day Center property (plus cost of damages)	Yes	Yes

33	B		Possession of firearms (any type) on property will result in a Permanent Suspension.	Yes	Yes
34	B		Urinating/defecating anywhere on the property or within 1/8 mile radius (other than a designated restroom) will not tolerated	Yes	Yes
DRC Rule #	Behavior (6 rules)	Instructions (16 rules)	Santa Cruz Homeless Services Rules		
			Note: A paper copy of the Santa Cruz Homeless Center Rules, including suspension policies was provided after the team produced the Harvey West Safety document. The rules and suspension policies are listed below:		
1	B		Abusive and or violent behavior or speech - physical an or verbal abuse (including racist language and sexual harassment) will not be tolerated. Threatening behavior will not be tolerated and is grounds for being banned from the campus.	No	Yes
2	B		Alcohol and/or drug use - The use of alcohol and drugs (including marijuana)is not permitted on campus or in the impact zone. Drug sales, drug trades and acting as a drug connection are not permitted on campus or in the impact zone. Please be advised that HSC staff will contact SCPD any time we observe drug sales. Participants engaged in drug sales on campus or in the impact zone will be banned for 90 days.	No	Yes
3		I	Belongs: HSC is not responsible for participants' personal belongings. Please do not leave your belongings unattended.	No	No
4		I	Bicycles: Bicycles must be parked in the Bike Cage or designated bike racks and must be walked (not ridden) while on the HSC campus.	No	No
5		I	Children: Children must be accompanied by their parents at all times.	No	No
6		I	Cups: All cups issued from the kitchen must not leave the cafeteria.	No	No
7	B		Dress code: Shirts and shoes must be worn at all times while on campus	No	No
8		I	Doors, passages, enryways and ramps: must remain clear for emergency vehicles and pedestrians at all times.	No	No

9	I	Hours: The HSC campus is open from 6:30 AM to 7:00 PM every day of the week. However from 10:00 am to 3:00 pm the campus is open to only those accessing an HSC program or service (i.e. the Hygiene bay, mailroom, GED class, etc)	No	No
10	B	Loitering, sleeping, and trespassing: Loitering, sleeping, and trespassing in and around HSC campus and surrounding areas and businesses is prohibited.	No	No
11	I	Mailroom: Mail can be picked up Monday through Friday from 10:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM.	No	No
12	I	Parking: Only operational vehicles (no campers or RV's) with current registration are allowed to be on campus and only while its occupants are using the HSC services. Vehicles must occupy only one designated parking space and loitering and sleeping in vehicles must be done off the HSC campus and out of the impact zone. Vehicles found in violation of the rules will be towed at the owner's expense.	No	Yes
13	I	Pets and Animals: Pets and animals are not permitted within the HSC campus and service animals must have prior approval from HSC's Director of Programs.	No	No
14	I	Radios and Other players: Headphones must be worn to listen to radios and other players.	No	No
15	I	Repairs: Mechanical repairs (such as on bicycles or vehicles) are not permitted on HSC campus, with the exception of authorized SC programming activities. We do not allow non-working bikes or bike parts to be stored in the bike cage.	No	No
16	B	Sexual Activity: Sexual activity of any kind (even by married couples) is prohibited on the HSC campus. Sexual advances toward residents and/or staff may be considered sexual harassment and is therefore also prohibited.	No	No
17	I	Smoking: Cigarette smoking is only prohibited (Note from JCL: perhaps the word is permitted?) in HSC smoking gazebo located in front of the hygiene bay area. Smoking in front of the HSC building or surrounding businesses in the area is also prohibited. Smoking marijuana, with or without a medical marijuana card, is prohibited on HSC campus and in the impact zone.	No	No
18	I	Speed limit: Driving above 5 MPH on the HSC campus is prohibited.	No	No

19	B	Stealing and Vandalism: Stealing and vandalism are not permitted on the HSC premises and may result in being exited from HSC property.	No	Yes - but has 2 different consequences listed.
20	I	Trash compacter area: Only authorized staff and participants are allowed to use the trash compacter area. Unauthorized dumping of waste and recyclables or "dumptser diving" of any kind is prohibited.	No	No
21	I	Telephone usage: The telephone is for local calls only and clients are allowed to make one call that will not exceed 5 minutes.	No	No
22	I	Weapons: Weapons of any kind (such as knives or guns) are not allowed on the HSC campus.	No	Yes
		The Suspension Section		
		The Suspension section is listed after the Rules Section of the SC HSC Rule Document. A suspension is not clearly linked with a specific rule.		
		Minimum 7 - Day Ban		
		Theft		
		Alcohol or drug use on campus or impact zone		
		Minimum 30 - Day Ban		
		Assault		
		Weapons		
		Vandalizm		
		Repeated theft and/or drug or alcohol use or		
		Repeated violation of a 7 day ban		
		Minimum 90 - Day Ban		
		Buying or selling drugs		
		Repeated violations or any of the above or		
		Repeated violation of a 30-day ban		
		Analysis of Prado Rules and Suspensions		
		Total number of rules - 30 rules		

		How many rules have suspension description - all 30		
		Behavioral rules - 19 rules		
		Instruction rules - 11 rules		
		Rule sheet provided at intake - Yes		
		Does client sign rules at intake - Yes		
		Analysis of Santa Cruz Homeless Services Center Rules and Suspensions		
		Total number of rules - 22 rules		
		How many rules have suspension description - 5 rules		
		Behavioral rules - 6 rules		
		Instruction rules - 16 rules		
		Rule sheet provided at intake - No		
		Does client sign rules at intake - No		