

PRADO DAY CENTER RULES

For 1st infraction of rules 1 - 16 - Clients who fail to follow the below rules will receive a minimum of one day out/community service. A written reminder/warning slip may be given first.

1. 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
2. Be courteous in all your interactions. Antagonizing/disruptive behavior, and/or creating a negative environment is unacceptable.
3. Support a sober environment, anyone breathalyzing at .04 or above will be asked to leave the property immediately.
4. Follow all staff instructions.
5. Keep your children safe. Parents are to supervise them at all times; violations will require the completion of community service.
6. Smoke only in designated areas. Use designated containers for cigarette butts.
7. Keep pets in well-ventilated cars, tied at the front gate, or in pet kennels.
8. Take a shower and wear clean clothing when requested.
9. Complete your assigned chores and notify staff when done.
10. Wear appropriate clothing and/or cover up inappropriate tattoos. Inappropriate, obscene, or suggestive clothing, including no shirt or footwear, is not allowed.
11. 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.
12. Follow the lunch line procedure including no plates off of the property.
13. Follow all laundry room procedures.
14. Provide accurate and truthful information.
15. Take prescription/over the counter medications as prescribed/directed (assure medications are in original bottle).
16. All staff/volunteer interaction will be limited to Prado site. Do not contact/harass staff/volunteers outside of The Prado Day Center environment.

MINIMUM 7 to 14 DAY SUSPENSION OF SERVICES (Day Center only)

17. Repeated violations of 1 – 16 or more than one violation of the same rule (1 – 16)
18. Intimate/inappropriate sexual behavior or possessing sexually explicit material of any kind is not allowed.
19. No alcohol on the property.
20. Turn in all weapons including but not limited to, knives/sharps, mace, pepper spray, etc.

MINIMUM 30-DAY SUSPENSION OF SERVICES (All Programs)

(Must schedule a Panel Appointment before returning)

21. Repeated violations of 1 – 20 or more than one violation of the same rule (1 – 20)
22. Do not take what is not yours. Ask staff if you are unclear.
23. Leave the site when requested to do so.
24. Any call for Police assistance to enforce a rule violation will result in an additional suspension.
25. 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

MINIMUM 60-DAY SUSPENSION OF SERVICES (All Programs)

(Must schedule a Panel Appointment before returning)

26. Repeated violations of 1 – 25 or more than one violation of the same rule (1 – 25)
27. No hostile, intimidating, or threatening behavior towards staff, volunteers, clients, or service providers

MINIMUM 90-DAY SUSPENSION OF SERVICES (All Programs)

(Must schedule a Panel Appointment before returning)

28. Repeated violations of 1 – 27 or more than one violation of the same rule (1 – 27)
29. 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. (Police will be called to assist in this enforcement)
30. 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

MINIMUM 120 DAYS TO A PERMANENT SUSPENSION (All Programs)

(Must schedule a Panel Appointment before returning)

31. Repeated violations of 1 – 30 or more than one violation of the same rule (1 – 30)
32. This is a safe haven and violence-free environment. Physical violence toward staff, volunteers, clients, service providers, or family members is not allowed.
33. Willful destruction of Day Center property (plus cost of damages)
34. Possession of firearms (any type) on property will result in a Permanent Suspension.
35. Urinating/defecating anywhere on the property or within 1/8 mile radius (other than a designated restroom) will not tolerated

IMPORTANT NOTICE

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| <ol style="list-style-type: none">1. Disclosure of client information to outside sources will be limited. However, CAPSLO reserves the right to cooperate with requests from authorized law enforcement of local, state and federal agencies, including Adult Protective Services, Child Welfare Services, Parole, Probation, and Emergency Medical Personnel. |
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2. CAPSLO Homeless Services reserves the right to deny services to any person for health/safety reasons.
3. Shelter Staff reserve the right to request medical clearance from any client for health/safety reasons.
4. Clients must be self sufficient to utilize Prado Day Center services.
5. For safety reasons, Management reserves the right to deny immediate panel appointments.

1. Disclosure of client information to outside sources will be limited. However, CAPSLO reserves the right to cooperate with requests from authorized law enforcement of local, state and federal agencies, including Adult Protective Services, Child Welfare Services, Parole, Probation and emergency medical personnel.
 - a. If the police department, probation, or parole should show up on site we work with them in any way possible. *see law enforcement policy.
2. CAPSLO Homeless Services reserves the right to deny services to any person for health/safety reasons.
 - a. If you feel that a client is of danger to the environment for health or safety reasons, notify your manager immediately. Example: Client is refusing to seek/obtain medical treatment, has oozing sores that they are not taking care of. Example: Client is urinating/defecating in their pants and cannot clean up after themselves, refuse to wear adult diapers, etc. Clients must be able to care for themselves in our environment. They must be able to get in/out of bed themselves, in/out of shower by themselves, feed themselves, etc. Staff are not to assist clientele in/out of shower or bed.
3. Shelter Staff reserve the right to request medical clearance from any client for health/safety reasons.
 - a. If staff suspect a client to be contagious (Staph infection, lice, scabies, tuberculosis, etc), we reserve the right to request documented/written medical clearance before the can return to homeless services).
4. Clients must be self sufficient to utilize shelter services.
 - a. Clients must be able to care for themselves in our environment. They must be able to get in/out of bed themselves, in/out of shower by themselves, feed themselves, etc. Staff are not to assist clientele in/out of shower or bed.
5. For safety reasons, Shelter Management reserves the right to deny immediate panel appointments.
 - a. Typically for a suspension involved with violence, threats of violence, and sometimes verbal abuse, management is allowed to apply a cool down period of 30 days or more before scheduling a panel appointment.

Client Initial: _____