



Revised 8/97

NEW YORK CITY
DEPARTMENT OF HOMELESS SERVICES
DIVISION OF ADULT SERVICES

POLICY AND PROCEDURE NO. AS 98-401

Subject: Policy and Procedure for the Control and Confiscation of Contraband	Applicable to: DHS-operated and Contracted Adult Shelter Facilities	Effective Date: 8/1/97
Administered By: Division of Administration and Division of Adult Services	Approved By: <div style="text-align: center;"> Deputy Commissioner, Administration  Deputy Commissioner, Adult Services</div>	

FORMS AND RELATED PROCEDURES

The following should be referred to as needed:

AS 1401-A Notice Regarding Locker Assignment & Usage
AS 1401-B Notice Regarding Locker Search
AS 1401-C Record of Locker Inspection or Search

AS 201 Suspension of Services
AS 301 Incident Reporting
AS 300 Shelter Log Maintenance
Shelter Rules and Regulations

I. PURPOSE

To establish a uniform policy for the detection and confiscation of contraband applicable to all DHS-operated and contracted adult shelters.

II. APPLICABILITY

This procedure applies to all clients residing in DHS-operated and contracted adult shelter facilities, and to all critical staff named below.

III. BACKGROUND

Because of the importance of promoting a safe and orderly shelter environment and of reducing the risk of injury to clients and staff from violence and other hazards, the agency has decided to update its procedures for the control and confiscation of contraband.

The need to keep weapons and other dangerous objects and materials out of shelters is critical to minimizing the risk of injury to clients or staff. Equally important is the need to detect and confiscate items that create potential fire or electric shock hazards.

Although the use of metal detectors at entrances to shelters has been standard procedure for several years, not all forms of contraband (including some types of weapons) can be detected by these devices. It is essential to the safe and orderly operation of shelters that appropriate procedures exist to discourage such items from being brought into shelters and to detect these items in cases where residents have been able to bring them into shelters.

Safety and security issues are more prevalent at some shelters than others, and the extent to which various security measures are pursued may vary from site to site. These procedures are intended to be flexible enough to accommodate the different situations faced by different shelters and programs while at the same time providing a uniform standard of operation for when such searches and confiscation of contraband do occur.

The procedures are designed to respond to administrative needs of shelter operators relating to

shelter safety and security, while at the same time respecting the legal rights of shelter residents. The procedures also incorporate safeguards relating to notice, documentation, and supervisory involvement aimed at minimizing the chances of mistakes or abuse in carrying out these security-related measures.

IV. DEFINITIONS

Contraband is defined by the Department of Homeless Services as all weapons, dangerous instruments, illegal drugs and drug paraphernalia, and goods and articles (such as hotplates) whose possession is prohibited either by law or by restrictions applicable to the shelter facility. Contraband that must be confiscated consists of the following:

A. Dangerous/Illegal Contraband

1. Weapons, Dangerous Instruments and other Hazardous Items

Weapons - This category includes knives, firearms and any instrument that is designed to injure or kill an individual. Some weapons are illegal, such as firearms, switchblades, cane swords, blackjacks, billy clubs, and brass knuckles; these must be turned over to NYPD when confiscated. Folding knives, kitchen knives, hunting knives, utility knives and pepper sprays are not illegal but are still considered weapons and must be confiscated.

Dangerous Instruments - This category includes any instrument, article or substance, with the potential to become a weapon that could cause serious bodily harm. This category includes, but is not limited to, sticks, bats, scissors, ice picks, box cutters, and sharpened tools or utensils.

Hazardous Tools and Utensils - This category includes, but is not limited to, hammers, screwdrivers, razors, or carving forks and barbecue implements. Some clients in employment programs may have tools required for employment/training (see Note in Sec. VI.)

Hazardous Materials - This category includes such items as flammable liquids, caustic substances (such as acid or lye) and fireworks.

2. Illegal Drugs and Paraphernalia

Illegal Drugs - All suspected substances in liquid, powder, pill, capsule or natural leaf form, such as marijuana, not accompanied by a commercial brand or pharmacist's label. Verifiable medications are not included in this category and will NOT be taken from clients.

Drug Paraphernalia - Any instrument, apparatus or object that can be utilized in the preparation and/or use of illegal drugs.

B. Other Contraband

1. Alcoholic Beverages - This category includes beer, wine, liquor and over-the-counter medicines (such as cough medicines or nighttime cold medicines) that contain alcohol and are not being used to treat a medical condition. Such items should be immediately discarded upon confiscation.
2. Replicas of Lethal Weapons - This category includes, but is not limited to, toys or imitation guns and knives that could cause panic or fright.
3. Sanitary Hazards - This category includes perishable food, plant or animal products whose

improper storage (for example, in a locker) or disposal can create a vermin condition or health hazard.

4. **Miscellaneous Goods and Articles** - This category includes items such as hotplates and other electrical appliances, incense and candles, and other items which create electrical or fire hazards or whose use or possession is prohibited in individual shelters. Upon confiscation, the shelter should secure banned articles and direct the client to make alternate storage arrangements pursuant to shelter storage policies.

V. CRITICAL STAFF AND STAFF RESPONSIBILITIES

Shelter Director

The Shelter Director is responsible for operation of the shelter facility, including the overall safety of the shelter staff and clients and oversight of security personnel (whether private guards or shelter staff) in their duties. Final decisions regarding searches of client areas and confiscation of contraband material are to be made by the Shelter Director. It is not appropriate to delegate such decisions to subordinate personnel except in emergencies. If the Shelter Director is not on site, he/she should be paged. If the Shelter Director cannot be reached, the DHS Regional Director should be contacted for a final decision. A deputy director or shift supervisor, however, can and should confiscate contraband that is observed in plain view, or observed in the regular course of business.

Senior Security Personnel on Site

Senior security personnel on site may be an employee of a private security contractor, a DHS staff person or staff person from a contracted facility. This individual is responsible for fulfilling contractual security obligations on site which include: monitoring of metal detectors, inspection

of security posts, notification to program staff of security violations, disciplinary actions against private security guards, reporting and signing reports concerning confiscated contraband, and the securing and tagging or labeling of confiscated contraband.

Private Security Guards/Agency Security Personnel

Private security guards, DHS security staff or staff from a contracted facility are responsible for:

- (i) Efficient and effective use of walk-thru and hand held metal detectors;
- (ii) Maintenance of security and fire-guard posts and accompanying reports;
- (iii) Periodic searches of client lockers for contraband, accompanied by the security shift supervisor and designated shelter program staff and in accordance with procedures outlined below;
- (iv) Securing, recording, tagging and delivery of confiscated contraband; and
- (v) Notification to program staff of security violations and, where necessary, notification to the NYPD.

Program/Operations Staff

All shelter staff have the responsibility to report to the Shelter Director or shift supervisor any founded suspicion of the presence of contraband. As assigned by the shelter director/designee, shelter staff may also participate in the confiscation of contraband and/or locker searches, according to the instructions below.

VI. DETAILED INSTRUCTIONS - CONFISCATION

Note: The handling of contraband may in some cases involve potential health or safety hazards. All facilities must follow basic safety precautions in the handling of contraband items and, where called for, comply with the DHS Bloodborne Pathogens Standard Exposure Control Plan (ECP). All employees can obtain the ECP by contacting an ASW. Gloves and other personal protective equipment can be obtained from the ASW on each shift.

Confiscation Occurs When:

- (i) Material is voluntarily surrendered by a shelter client;

Note: Some clients may utilize tools for jobs or training which might otherwise be classified as dangerous weapons. Social Service Staff must make arrangement to identify these clients and the instruments in question for Shift Supervisors and Security. Arrangements must be made for the client to turn in the tools for safekeeping while s/he is in the shelter and to redeem them whenever they are needed for employment or training.

- (ii) Material is found at the time the client enters the facility as a result of a regular metal detector walk-thru or hand-held metal detector search or through examination of bags or containers;
- (iii) Material is found by security guards or program staff in the course of responding to a security incident or other dangerous situation;
- (iv) Material is found during a general search of client areas (e.g.: under beds or mattresses);
- (v) Material is found during a locker search conducted by security guards and program staff;
- (vi) Material is observed in plain view and confiscated by program or security staff at any time.

General Confiscation Guidelines - All Staff

The removal of an unauthorized article from a client should never be done without assistance and witnesses. The following safety measures must be used to ensure the health and safety of shelter staff and private employees:

- (i) Contraband should never be removed from an individual by physical force. If dangerous or illegal contraband is detected and not voluntarily surrendered, the NYPD must be immediately notified.
- (ii) Assume all firearms are loaded and point weapons down and away from personnel in vicinity.
- (iii) Handle all deadly weapons with care and avoid contact with blade/points.
- (iv) NYPD must be notified immediately by DHS shelter director, shift supervisor, or deputy director when illegal weapons or illegal drugs are found or confiscated. Illegal weapons include but are not limited to firearms, electronic dart guns, switchblades, stiletto knives, cane swords, billy clubs, bludgeons, metal knuckles, and Kung Fu stars. Ordinary knives (folding knives, kitchen knives, hunting knives and utility knives) are not illegal and their confiscation does not require contacting NYPD.

Confiscation Guidelines - Security Personnel or Security Supervisor (staff or guard service):

Firearms or Drugs

- (i) Where feasible, exercise close control of the illegal contraband item at the place where it is found or confiscated until NYPD arrives. Do not remove the item from where it is found unless security considerations require it to be secured at another location.

Other Contraband

- (i) Remove the contraband to a secure location (perishable food or food in open containers or alcohol should be discarded and logged only).
- (ii) Tag or label the removed and undiscarded contraband for future identification indicating date, client name/HA# (if known), and where item was found, in the presence of a witnessing security staff (the witness and confiscating guard must initial the tag).
- (iii) Turn over the tagged or labeled undiscarded contraband in the presence of a witness to the shelter director, deputy director or shift supervisor.
- (iv) The security supervisor must make an entry into the security log, noting the confiscated material, and have that entry initialed by the shift supervisor, shelter director or deputy director or by the person to whom the undiscarded contraband was delivered. Shelters that do not utilize security guards must note the confiscation in the general log.

Confiscation Guidelines - Shelter Director, Deputy Director, or Shift Supervisor

- (i) The Shelter Director, Deputy Director, or Shift Supervisor must ensure that a log of all confiscated material is maintained, either in a separate security log or in the general log (or both), utilizing identifying information from tag or label.
- (ii) The Shelter Director is responsible for ensuring that confiscated items are stored in a secure place. When the Shelter Director is not present in the facility, the most senior staff person on site is responsible for maintaining the security of the confiscated items until they can be turned over to the Shelter Director.

Note: Electrical appliances and other items of value confiscated from clients should be held by the shelter for a brief, reasonable period of time pursuant to shelter storage policy and the client requested to make alternate storage arrangements. These items would be released to the client who would sign for receipt of material, in order to remove them from the shelter premises.

- (iii) The Shelter Director, Deputy Director, or Shift Supervisor must make a notation in the client case record regarding the confiscation of contraband from the client. The Shelter Director, Deputy Director, or Shift Supervisor must prepare an incident report, if necessary, per procedure no. 97-001, including a copy in the case record.
- (iv) The Shelter Director, Deputy Director or Shift Supervisor must contact NYPD immediately if illegal weapons or illegal drugs are found or confiscated. These items must be turned over to NYPD or disposed of pursuant to NYPD instructions.
- (v) The Shelter Director is responsible for disposing of all contraband not taken by NYPD. Both prior to and upon disposal, weapons or drug paraphernalia must be protected in a manner to prevent injury during handling. Dangerous instruments or weapons should be

wrapped in newspaper to conceal their identity and disposed of in a secure trash receptacle.

SEARCHES OTHER THAN LOCKER SEARCHES

All facilities must comply with the DHS Bloodborne Pathogens Standard Exposure Control Plan (ECP). All employees can obtain the ECP by contacting an ASW. Gloves and other personal protective equipment can be obtained from the ASW on each shift.

Upon Entry to Facility

In shelters that utilize metal detectors, clients are required to pass through the metal detectors each time they enter the shelter. Metal detectors alert security personnel to metal objects that a client is carrying which may be contraband material. When contraband is detected, utilize confiscation instructions in Section VI.

In facilities that utilize x-ray machines, all bags, packages and containers must be passed through the x-ray machines. Where such machines are not in use, bags, etc. may be manually searched.

Facility Areas Other than Lockers

Regularly scheduled searches should be conducted of all areas of the facility, as authorized in the individually developed shelter site security plan, implemented by the Shelter Director.

Searches Attendant to Dangerous Incidents

Searches of clients may be conducted as appropriate in response to a dangerous or potentially dangerous incident at the facility, as authorized by the Shelter Director. If the Shelter Director is not on site, the Shift Supervisor should page him or her and await instructions. If the Shelter Director cannot be reached, the Shift Supervisor should page the Regional Director. Only in exigent circumstances should the Shift Supervisor authorize a search without the Shelter or Regional Director's approval.

VIII. LOCKER SEARCHES

General Information

Searches of client lockers should be conducted according to procedures which take into account client privacy and which minimize the chances of mistakes or abuse.

Accordingly, these procedures must be followed closely and the attached forms and notices used whenever locker inspections or searches take place. In addition, the two posted notices, "Notice to Shelter Residents Regarding Locker Inspections" and "Banned Articles and Substances" must be prominently displayed together on each floor and/or wing of the shelter.

The shelter operator will decide how frequently such inspections will take place based upon the prevalence of contraband and other dangerous or illegal items in the facility.

Master keys to all lockers and facility-issued locks must be kept in a secure location, and access to the keys should be given only to the Shelter Director, Deputy Director and the Shift Supervisor. No other program staff or security guards should be permitted to have access to these keys. Access to the keys must be limited in order to prevent possible abuse.

When a client newly enters a shelter, or returns following an absence, during which time the client's locker was emptied and reassigned, s/he is assigned a locker and a lock. At the time of locker assignment, social service staff (or the Shift Supervisor if social service staff are not on duty) must review with the client the contents of Form AS 1401-A, "Notice Regarding Locker Assignment and Usage" (see Attachment) and obtain the client's signature on the form. The Locker Record portion of the Form must be completed by the staff person issuing the locker. The client is given a copy of AS 1401-A and the original is filed in the case record. The notice portion of the Form informs the client of the conditions for use of the locker and of the fact that the locker is subject to being opened and searched by authorized shelter staff.

All locker searches must be conducted by a team of no fewer than two persons:

- A senior program staff person in the facility (e.g., Shelter Director, Deputy Director, shift supervisor or Director of Social Services);
- The most senior security staff person, e.g. shift supervisor of private guards (if security guards are not utilized, two senior program staff must be present).

Depending on the particular circumstances of each case and the type of search being conducted, clients may be permitted to be present during locker searches. At the discretion of the shelter operator, clients who are present during a locker search or inspection may be permitted to open and display the contents of their own lockers.

A. Locker Searches Based Upon Reasonable Suspicion

Searches of individual lockers may be undertaken where based upon reasonable suspicion that dangerous or illegal contraband (as defined in Section IV. A.) is present. The determination of whether a locker search is justified must be made on a case by case basis and is dependent

on the totality of the circumstances that give rise to the suspicion. Factors to be considered include the source of information which give rise to the suspicion and the manner it was acquired, as well as any confirmation of that information from other sources.

Procedure

- (i) Only the Shelter Director can authorize the search; if staff has a reasonable suspicion that contraband is present, they should notify the Shelter Director, Deputy Director or shift supervisor about the basis for the suspicion. If the Shelter Director is not on site, the Deputy Director or Shift Supervisor is responsible for notifying the Shelter Director or DHS Regional Director to obtain their approval. The search and the reason for it must be noted in the general shelter log.
- (ii) The search will be conducted jointly by program and security staff, as described above.
- (iii) Locker searches based upon reasonable suspicion may include the inspection of closed containers within the lockers.
- (iv) Form AS 1401-B, "Notice Regarding Locker Search" (see Attachment) must be completed and left in the client's locker (or given to the client if he or she is present).
- (v) If contraband is found, follow instructions in Section VI ("Confiscation").
- (vi) Names of all persons supervising or conducting the locker search must be recorded in the security log book and/or general shelter log.
- (vii) Once the search is complete, the locker must be closed and re-locked.

E. Routine Locker Inspections

The purpose of routine locker inspections is to ensure that lockers are maintained in an orderly and sanitary fashion and to confiscate any contraband that is in plain view. The contents of the locker and any closed containers in the locker are to be observed only and not searched unless dangerous or illegal contraband (e.g., weapons or illegal drugs) is in plain view. If, upon looking in the locker, dangerous or illegal contraband is in plain view, proceed pursuant to Section VIII A., "Locker Searches Based Upon Reasonable Suspicion" above.

During a routine locker inspection, staff may confiscate DHS or provider property, such as food or linens, that are in plain view.

Procedure

- (i) At the discretion of the Shelter Director, an announcement of the locker inspection may be made throughout the facility (e.g., using a public address system) and/or in the area where the inspection is to occur so that clients have an opportunity to be present to open their lockers. **At all shelters, notices must be posted alerting clients of the possibility of locker searches, regardless of whether the particular shelter makes an announcement or not.** If a client is not present during the routine inspection, or is present and refuses to open the locker, the locker may be opened and inspected by the inspection team at that time.
- (ii) Locker inspections will not include the inspection of closed containers. If, however, dangerous or illegal contraband is in plain view in the locker, closed containers may be searched.
- (iii) If a client is not present and his or her locker is opened and inspected, Form AS 1401-B

must be filled out and left in the locker.

- (iv) Names of security guards and accompanying program staff participating in the locker inspection must be recorded in the security log book.
- (v) Documentation noting the particulars of the search must be made in the client's case record if contraband is found or the condition of the locker is unacceptable.
- (vii) The results of the locker inspection must be recorded on Form AS 1401-C, "Record of Client Locker Inspection/Search" (see Attachment) and retained in a chronological "locker search" file maintained by the Shelter Director.
- (viii) At the conclusion of the locker inspection, the locker should be closed and re-locked.

C. Random Locker Searches

Unlike a routine inspection, a random locker search involves an actual search of the contents of a client's locker, which may involve the removal and replacement of items in the locker.

Although clients will have been forewarned by Form AS 1401-A, posted notices (see Attachment) must be placed prominently in the facility, indicating that locker searches may take place. When a random search is to take place, a search pattern must be formulated that eliminates any discretion in selecting the lockers to be searched. The search pattern must be systematic (e.g., every locker, every 4th locker) and should be instituted in unpredictably shifting patterns so that clients will be unaware of whether or not their lockers will be searched.

Procedure

- (i) Random searches may be conducted at any time the Shelter Director is on-site. Clients need not be present but appropriate staff must be present for the search and all procedures must be adhered to closely.
- (ii) Locker searches may include the inspection of closed containers within the locker. All items opened, moved or removed from the locker (except seized contraband) should be left as found before the locker is closed and relocked.
- (iii) Names of security guards and program staff participating in the search process must be recorded in the security and/or general log book.
- (iv) Form AS 1401-B, which alerts the client that his locker was searched, must be left inside the locker after each search is performed whenever the client is not present for the search.
- (v) If contraband is found, documentation noting the particulars of the search must be made in the client's case record.
- (vi) Upon discovery of contraband, staff are to proceed as outlined in this procedure under Section VI.
- (vii) The results of the locker search must be recorded on Form AS 1401-C, which is to be retained in a chronological "locker search" file maintained by the Site Director.
- (viii) At the conclusion of the search, the locker should be closed and re-locked.

VIII. ARREST AT THE SHELTER SITE

In the event confiscated contraband leads to an arrest at the shelter site, the Shelter Director or designee will assist the NYPD in every appropriate way. He or she will also follow procedure no. 97-001 for Incident Reporting and will:

- a. Notify Regional Director who will forward copies of the report, by fax, to the Commissioner's Office (fax #: 212-788-9410); and
- b. Prepare a written incident report and submits copies immediately to: (1) Director of Shelter Security and (2) Regional Director.

ATTACHMENTS: Form AS 1401-A, "Notice Regarding Locker Assignment and Usage"

Form AS 1401-B, "Notice Regarding Locker Search"

Form AS 1401-C, "Record of Client Locker Inspection/Search"

Client Handout: "Shelter Rules and Regulations"

Posted Notice: "Notice to Shelter Residents Regarding Locker Inspections"

Posted Notice: "Banned Articles and Substances"

NOTICE REGARDING LOCKER ASSIGNMENT AND USAGE

In the assignment of this locker I, _____, understand that:
Client Name (Print)

1. I cannot let anyone else use my locker, or exchange the locker with another client without permission of a shelter supervisor.
2. An agency lock will be provided and is the only lock that I may use. The agency will retain a master key or the combination to the locker. Unauthorized locks will be removed.
3. My locker and its contents are subject to inspection, at any time, by authorized personnel, pursuant to agency procedures. Contraband found in my locker will be confiscated.
4. The locker must not be damaged and the contents of my locker must be kept in an orderly and sanitary condition.
5. When I leave the shelter, I must return the lock to the shelter supervisor.
6. I may lose the right to use the locker if I do not follow the above conditions.
7. I have received a copy of the shelter rules and regulations which describe the items I am prohibited from possessing in this shelter.

_____ Client Signature	_____ Date
_____ Staff Witness	_____ Title

LOCKER RECORD

For Agency Use Only

_____ Client Name	_____ Last	_____ First	_____ HA#	_____ Locker #
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RECEIPT OF KEY/COMBINATION

_____ Client Signature	_____ Authorized Personnel
_____ Date	_____ Date Issue

c: Case Record
Locker Assignment File

NOTICE REGARDING LOCKER SEARCH

Shelter: _____ Date: ____/____/____

To: _____
(Client Name) (HA#)

Bed Number _____ Locker Number _____

On _____ at _____ AM/PM, your locker
(Date) (Time)
was opened and its contents inspected by shelter and security staff.

Supervising Security Officer (if applicable):

Print Name Signature

Supervising Shelter Official:

Print Name Signature

Please direct any questions regarding this matter to the shelter official named above or to the shift supervisor.

Shelter: _____ Date: ____/____/____ Page ____ of ____

RECORD OF CLIENT LOCKER INSPECTION / SEARCH

Area(s) of Inspection/Search _____

Type of Search: Routine Inspection _____
Random Search _____

Begin Locker Search: _____ AM/PM
End Locker Search: _____ AM/PM

Locker Number	Print Client Name: Last, First	Bed Number	Client Present? Y/N	Comments

Shelter Staff/Security Supervising Locker Inspection/Search:

Name (Print)	Signature	Title

c: Shelter Director/File

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DIVISION OF ADULT SERVICES

**NOTICE TO SHELTER RESIDENTS
REGARDING
LOCKER INSPECTIONS**

Be advised that the locker assigned to you is subject to being opened and inspected by shelter staff pursuant to agency procedures.

Contraband items found in lockers will be confiscated.

Note: Possession of dangerous or illegal articles or substances may result in arrest, suspension of services for up to seven days, or discontinuance of shelter services for 30 days.

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BANNED ARTICLES AND SUBSTANCES

Clients are forbidden to possess the following items in shelter facilities:

- Weapons, including guns, knives, brass knuckles, and firearm ammunition

Dangerous Instruments and Materials, including sticks, bats, scissors, ice picks, box cutters, caustic chemicals, flammable liquids, and fireworks

- Hazardous Tools and Utensils, including hammers, screwdrivers and carving forks (see your caseworker if you have tools you need for employment or training)
- Replicas of Weapons
- Illegal Drugs and Drug Paraphernalia
- Alcoholic Beverages

Possession of the above contraband items on shelter premises may result in arrest, suspension of services for up to seven days or discontinuance of shelter services for 30 days.

The following goods and articles are also not permitted in shelters and will be confiscated:

- Electric Appliances, including hotplates, hairdryers and electric heaters
- Incense and Candles

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ADULT SHELTER RULES AND REGULATIONS

1. ALL BED ASSIGNMENTS ARE MADE BY STAFF. BED ASSIGNMENTS MAY NOT BE CHANGED WITHOUT APPROVAL OF STAFF.
2. YOU MUST CARRY IDENTIFICATION AT ALL TIMES AND SIGN THE "BED REGISTER" DAILY.
3. YOU MUST OBSERVE CURFEW RULES AS POSTED, AND VACATE YOUR BED OR ROOM DURING HOURS POSTED.
4. NO ALCOHOLIC BEVERAGES, UNAUTHORIZED MEDICINES OR ILLEGAL DRUGS ARE PERMITTED ON THE PREMISES.
5. STEALING, PHYSICAL ASSAULTS, OR ABUSIVE OR THREATENING BEHAVIOR WILL RESULT IN YOUR EJECTION FROM THE SHELTER AND POSSIBLY IN YOUR ARREST.
6. NO WEAPONS, DANGEROUS INSTRUMENTS, OR HAZARDOUS SUBSTANCES ARE PERMITTED TO BE BROUGHT INTO THE SHELTER.
7. YOU MUST TURN IN ALL TOOLS USED FOR EMPLOYMENT OR TRAINING FOR SAFEKEEPING, AND YOU MAY REDEEM THEM WHEN NEEDED FOR YOUR JOB.
8. SMOKING IS PERMITTED IN AUTHORIZED AREAS ONLY. NO SMOKING IN SLEEPING QUARTERS.
9. EATING IS PERMITTED IN DESIGNATED AREAS ONLY; NO FOOD IS PERMITTED IN SLEEPING AREAS.
10. ITEMS THAT CAUSE ELECTRICAL OR FIRE HAZARDS, SUCH AS ELECTRICAL APPLIANCES, INCENSE OR CANDLES ARE NOT PERMITTED IN THE SHELTER.
11. NO SEXUAL ACTIVITY IS PERMITTED IN THE SHELTER FACILITY.
12. YOU MUST MEET WITH A SOCIAL SERVICE WORKER ON A REGULAR BASIS AND AGREE TO AND FOLLOW A SERVICE PLAN DESIGNED TO HELP YOU DEVELOP RESOURCES AND OBTAIN OTHER HOUSING OUTSIDE THE SHELTER SYSTEM.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN TRANSFER TO ANOTHER SHELTER AND/OR SUSPENSION OF ALL SHELTER SERVICES FOR UP TO SEVEN DAYS. REPEATED VIOLATIONS OF THESE RULES MAY RESULT IN DISCONTINUANCE OF SHELTER SERVICES.

PLEASE NOTE: SHELTER SERVICES MAY BE SUSPENDED FOR THE FOLLOWING BEHAVIOR:

- A. ASSAULTS OR PHYSICAL ATTACKS ON ANOTHER PERSON, OR THREATENING BEHAVIOR TOWARDS ANOTHER PERSON;
- B. POSSESSION, USE OR SALE OF WEAPONS OR ILLEGAL DRUGS;
- C. SETTING FIRES OR CAUSING DAMAGE TO THE FACILITY OR EQUIPMENT; OR
- D. ARREST FOR CRIMINAL ACTIVITY

Date

Client Signature

Caseworker Signature