

**Hay House Incorporated**

**427 East Sullivan street**

**Kingsport Tennessee**

**423.578.3750**

**Resident Handbook**

*A Turning Point*

*Since 1981*



Dear Resident,

**Welcome to the John R. Hay House, Inc.** You are at a very important time in your life. You can continue as you have been which has led you here or you can choose to put this place and these circumstances to work for you. You have the power to make anything you want out of your life. It doesn't matter what you look like, where you are from, or what race you are as long as you are willing to work hard and not give up.

Change is not easy, it does not happen overnight, but it can happen. If someone has told you otherwise, they are lying. Most people are simply not willing to pay the price to get what they really want, and so, they fail. That is also your choice. To change you must be realistic. You must examine your talents, abilities and desires, and then work in a realistic plan to improve.

We are here to help you develop a plan for a successful future. You have been allowed to participate in this program because of an extension of trust given to you by the Court. You may not feel fortunate, but few judicial systems are interested in your future as this one. Someday, you may even be able to look back and see Hay House as a turning point in your life.

It's up to you. What happens as a result of this program depends on how much you put into it. Here, you are the master of your destiny. From here on out, it is time to work on a more positive future. We are not concerned with your past mistakes. That part is behind you.

Determine now, before your path is set, to take control of your life and choose the path that will be of the most rewarding now and for the rest of your life.

Sincerely,

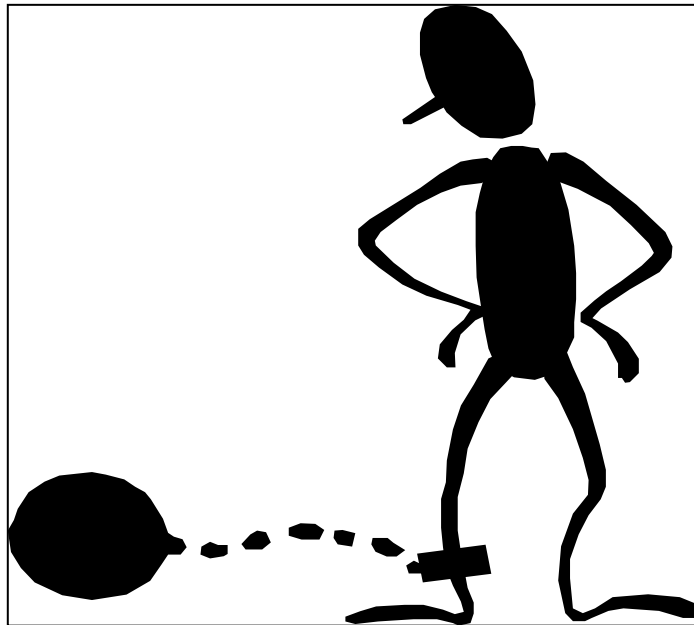
Charles L. Walsh, Ph.D.



## **PROGRAM OBJECTIVES**

Each Resident placed in the John R. Hay House program is assessed and given a specific program plan for rehabilitation. You are to work toward your program objective in accordance with staff instructions. Whether you are assigned to attend AA, NA, Mental Health Counseling, or other programs, it is mandatory that you attend these meetings as scheduled. As you work your way through each phase of our program, you will earn certain privileges and promotion through various phases of your program plan. Remember, placement through the program is earned. It will be in your best interest to maintain satisfactory behavior while residing at Hay House.

### Set Yourself Free



**COMPLETING THIS PROGRAM IS PARAMOUNT TO YOUR FUTURE. YOU CAN SET YOURSELF FREE FROM THE BONDAGE YOUR PAST BEHAVIOR HAS PLACED YOU IN.**

## **HOUSE RULES / BEHAVIOR AGREEMENT**

Guidelines set forth in the Behavior Contract and the House Rules are to be followed without exception. Promotion through the various phases of your program as well as all privileges are earned and lost in accordance with resident behavior. It will be in your best interest to maintain responsible behavior. Please remember, abiding by the rules set forth in your Behavior Contract as well as all House Rules is mandatory.

### **SUBSTANCE ABUSE**

#### **ALCOHOL / DRUG USE OR POSSESSION**

The use of alcohol and / or illegal drugs is strictly forbidden and will not be tolerated. Possession of alcohol or illegal drugs is a direct violation of your Behavior Contract and your Court Order. The use of alcohol, illegal drugs, or the possession of either may lead to revocation from the Hay House program.

#### **DRUG SCREENING - ILLEGAL DRUGS**

Drug test (urinalysis) will be conducted randomly. The use or possession of illegal drugs is strictly forbidden. Appropriate action will be taken upon verification of a positive finding.

#### **ALCOHOL / BREATHALIZER OR BLOOD TEST**

All Residents are subject to random Breathalyzer tests. The test will be administered by on-duty staff. Should the Breathalyzer give a positive reading, the Resident will be transported to Holston Valley Hospital Lab for blood work for verification of the positive reading. Remember, the use of alcohol, on or off premises is strictly forbidden.

#### **PRISON RAPE ELIMINATION ACT**

Hay House Incorporated adheres to all aspects of the Prison Rape Elimination act of 2003. Our policy is simple. There is zero-tolerance for sexual abuse or harassment. This zero-tolerance policy is as true for the resident as it is for Hay House personnel. You will be provided a PREA handbook that will allow you to better understand the consequences of any inap-

**DRUG AND ALCOHOL USE IS  
STRICKLY FORBIDDEN !**



**IF A CLIENT IS FOUND TO BE USING OR IN THE POSSESSION OF DRUGS,  
OR ALCOHOL , APPROPRIATE MEASURES WILL BE TAKEN !**

You are required by Court order to discontinue any illegal drug use. We are an alcohol free facility. Using illegal drugs and/or alcohol could place you back in front of year sentencing Judge. It is our sincere desire that you discontinue any of these past behaviors.



# **REQUIRED FEE PAYMENTS**

## **RENT**

Each Resident is required to pay \$50.00 per week for rent while residing at Hay House. The \$50.00 fee is due each week. You are to pay your rent by Money Order. Cash or personal checks will not be accepted. Hosanna House clients will pay \$55.00 per week as they are not required to pay to launder their clothes.

## **SUPERVISION FEE**

All Community Correction clients are required to pay a \$15.00 Supervision Fee for each month. The fee must be paid by Money Order. Cash or personal checks will not be accepted.

## **CICF (CRIMINAL INJURY COMPENSATION FUND)**

All Community Correction clients are required to pay a \$30.00 CCF (Community Corrections Fee) each month beginning thirty (30) days from the date the offender is placed under the supervision of the grantee. The fee must be paid by Money Order. Cash or personal checks will not be accepted.

## **DNA TESTING**

All community corrections clients are required to pay a \$37.00 fee for DNA testing. This fee must be paid prior to leaving the facility. State law would court order requires the payment of this fee. That they must be paid by money order. Cash or personal checks will not be accepted.

## **BOND SUPERVISION CASES**

Bond supervision cases are required to pay a \$50.00 monthly fee. This fee is collected for supervision. This fee must be paid by money order. Cash or personal checks will not be accepted.

## **COURT COST, FINES AND RESTITUTION**

Court costs Bunsen restitution must be paid as instructed and your court order. These days are to be collected monthly. This fee must be paid by money order. Cash or personal checks will not be accepted.

## **ELIGIBILITY EXEMPTIONS**

All offenders under supervision in Tennessee are required to pay fees until the offender documents hardships) and is granted an approved exemption. Tennessee Code Annotated, 40-28-202 addresses situations which are considered hardships.

## **PASSES / FURLOUGHS**

The Offender is to remain on Hay House property at all times, except for specific destinations that are approved in advance by Hay House staff. Destinations that will usually be approved are work, job search, evaluation or treatment appointments, community service site. Other destinations must be approved by the Director. Remember, you are not to leave Hay House at any time without permission.

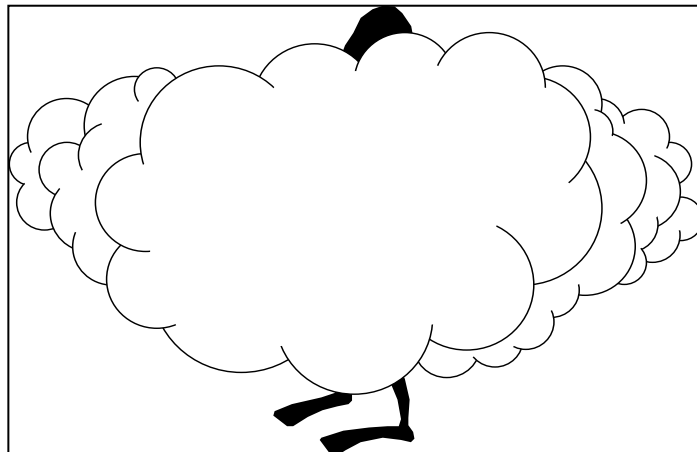
## **SMOKING**

### **NO SMOKING IN THE FACILITY**

**STRICTLY FORBIDDEN DUE TO FIRE HAZARDS**



**HAY HOUSE IS A SMOKE FREE FACILITY**



**SMOKING IS ALLOWED OUTSIDE ONLY !!!!**

## **THREATS OR ACTS OF VIOLENCE**

Threats or acts of violence will not be tolerated. Threats or acts of violence may lead to your dismissal from Hay House Program. Should problems arise between you or another resident or if you have a complaint, report to the on-duty staff. You are to put your complaint in writing, appropriate action will be taken.

No matter how severe your problem or complaint may be, violence toward staff or other residents is never appropriate. Violence or threats of violence will not be tolerated.

## **HOUSE DUTIES**

House duties are to be carried out as assigned. Neatness of the house is to be maintained. You will be assigned certain duties by the on-duty staff. You are to complete your duties at the time they are assigned. A key word is initiative. If you see a job that needs to be done, do it! Remember, privileges are earned or lost in accordance with behavior.

## **JOB PLACEMENT / EMPLOYMENT**

For each resident, job placement is of maximum importance. Hay House staff will work closely with you in your job search and will help you with your resume / application process.

It is mandatory that you carry out your job search in a timely and diligent manner. You will be instructed by your Case Officer the days you are to seek employment.

Once employed, a resident will not quit his job for any reason without first receiving permission from his Case Officer. Behavior which brings about loss of employment will be considered the same as quitting.



**equals**





## **MONEY MANAGEMENT**

The Resident is not to cash his paycheck until he is accompanied to the bank by Hay House staff. We are here to help you learn to manage your finances. The payment of rent, restitution, child support, fines, court cost and other debts are mandatory. Together, the Resident and Case Officer will prepare a budget that is appropriate, based on earnings. Checking accounts or loans are not permitted without first receiving permission from your Case Officer. The Resident is not permitted to borrow money on his paycheck from his employer.

## **VISITORS**

The Offender will not invite guests or arrange meetings with other individuals without receiving permission from Hay House staff. Visitors will be allowed to see residents weekly unless the client is on restriction. The hours for visitation are on Sunday of each week. (A-M is 1:00 to 2:00 and N-Z is 2:00 to 3:00).

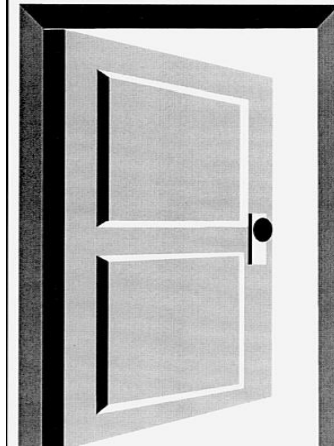
## **RANDOM ROOM SEARCH**

Random room search will be conducted by Hay House staff. The Resident may be present during the room search. For further information see Policy and Procedure Manual.

Please read and become familiar with the following attachments:

- Behavior Contract
- Restitution Order
- Personal Property
- Grievance Procedures
- PREA Handbook
- Fire and Safety Regulations
- House Rules
- Community Service Agreement
- Consent for Program Participation
- Consent for Release of Information
- TCA 40-36-106 (3)
- Refusal of Medical Services

# **THE DOOR IS OPEN**



**THE CRIMINAL COURT JUDGE HAS AFFORDED YOU THE OPPORTUNITY TO  
CHANGE YOUR LIFE.**

**PLEASE LET HAY HOUSE BE A "TURNING POINT" FOR YOU.**

**THE DOOR HAS BEEN OPENED FOR YOU.**

**THE RESPONSIBILITY TO CHANGE IS YOURS!**

