

DAHLGREN – SKIDGEL FARM OF HOPE CLIENT CODE OF CONDUCT



EFFECTIVE: 24 APRIL 2019

“Curare Militibus Nostris”, To care for our Warriors

- ◇ **Sheltering our homeless Veterans and their family members** ◇
- ◇ **Building cross-agency partnerships with health service providers** ◇
- ◇ **Aligning training opportunities and employer engagement** ◇
- ◇ **Supporting reintegration to self-sufficiency** ◇

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EXECUTIVE DIRECTOR'S MESSAGE

Dear Client,

It takes an entire community to help a Veteran heal! The United Veterans of Maine's Farm of Hope was created to assist our Veterans and their families who have found themselves homeless to find a safe and healing place to transition from military careers to a productive civilian life. We want to take this opportunity to tell you how honored we are to have you join us here at the Farm of Hope. You have made a great choice and we look forward to working with you to accomplish your future goals.

At the Farm of Hope safety and security is our number one priority! You agreed to abide by the Farm of Hope's rules and standards at the time of arrival. Each UVM staff member is responsible to hold you accountable. We will respectfully remind you when you have violated one of the standards of conduct. UVM will provide guidance, support and mentoring while you are a Client. Please read this handbook carefully and keep it with you throughout your stay on the Farm. It will provide you with the information to guide you to become a successful Client.

Respectfully,
John DeVeau
Executive Director

MISSION & VISION STATEMENTS

Farm of Hope Program Mission Statement

Our Mission was created to engage collaboration across state and local service providers to support Veterans and their families with realizing wrap-around services, to offer a safe nurturing housing environment, medical services and employment training with placement assistance for those who have served honorably in the Armed Forces of the United States and their families. UVM is committed and focused on our Veterans and their families in Maine through a therapeutic recovery and rehabilitation program, one that brings encouragement and care with compassion and dedication without regard to race, color, religious creed, national origin, ancestry, sex, sexual orientation, age, genetic information, military service, or disability

UVM's Vision Statement

Veterans and their families who come to the Farm of Hope will come as a choice they have made. We believe in providing an environment Veterans and their families are familiar with and long for. The idea is to provide a structured program: a self-placed program designed to build a strong foundation of recovery. The program will feature transitional housing with the camaraderie of living in a structured, substance-free environment with fellow Veterans and their families. All Veterans and their families will be encouraged to restore their confidence and regenerate their future goals. Our goal is to provide Veterans and Veterans with families with the skills needed to transition into society to become self-sufficient and to lead a productive and meaningful life.

CLIENT ENTRY CRITERIA

Military Service

For clients to be eligible for services, the United Veterans of Maine requires that the client requesting services to have served in the Armed Forces of the United States a minimum continuous period of 180 calendar days from the date of enlistment. You must have been discharged or released from the Armed Forces of the United States under one of the following conditions:

- General (Under Honorable Conditions)
- Honorable

NOTE: If your Certificate of Release or Discharge from the Armed Forces of the United States (DD-214) indicates that you were given an “Uncharacterized” discharge but later upgraded, satisfactory evidence from the Department of Veterans Affairs or U.S. Department of Defense must be presented indicating an upgrade in your discharge and will be verified for authenticity. Failure to present sufficient documentation within five (5) business days will result in denial of services.

Detoxification

Detox services are not provided by United Veterans of Maine. All Veterans and or their family members with recent substance use must be detoxed prior to entry. Detox services may be available for eligible Veterans and or their family members through the United Veterans of Maine health care partner providers.

Legal Issues

Although United Veterans of Maine accepts Veterans and or their family members that are on parole and/or probation, persons under the custody of the Department of Corrections will not be screened until they have been released from incarceration.

All clients or who are interested in applying to the Farm of Hope are subject (or family member) to a background check through the Alaska Public Safety Information Network (i.e. APSIN) and the National Crime Information Center (i.e. NCIC) for active court cases and past convictions. Disqualifying convictions for potential clients are as follows:

- Arson
- Assault or Aggravated Assault
- Manslaughter
- Murder
- Robbery
- Sexual Offenses of ALL sorts

Referrals

United Veterans of Maine accepts referrals from hospitals, community agencies and other service providers. Self-referrals are also accepted. Note for Service Provider: Please send with the veteran a copy of the discharge summary and/or psychological history to facilitate the screening process. Make sure that a contact person for the referring agency is identified in case of questions. Veteran status will be verified by a benefits counselor.

Aroostook County Diversion Academy

United Veterans of Maine accepts referrals from the Aroostook County District Attorney's office on first time criminal offenses that involve Veterans or their immediate family members. All court issued conditions or release apply as well as the United Veterans of Maine code of conduct for anyone entering this program. Veteran status will be verified by the Executive Director or designee.

Dually Diagnosed Veterans and or their family members

Veterans and or their family members experiencing severe medical issues and/or psychosis (auditory and visual hallucinations, severe depression, manic/hypo-mania episodes, at risk of hurting self and/or others) at the time of intake will not be accepted into the program until after they have been seen by a doctor and obtained clearance.

Veterans and or their family members entering United Veterans of Maine must be mentally stable and have a 30 day supply of medication if necessary. If the intake person detects any mental health issues that the veteran does not report, an evaluation must be completed prior to admission into the program. Veterans and or their family members facing severe medical issues must be able to function in the United Veterans of Maine environment.

Initial Entry Property Inventory

Upon entry as a Client at the Farm of Hope, you will be required to fill out a Property Record Form, which, will allow you to list off all items of value. This is in place to ensure that your items can be accounted for in the event of theft in the facility and to ensure you have your personal property with you upon discharge.

Be advised that United Veterans of Maine assumes no liability for property that is forgotten or lost during your stay here as a Client. If you have any questions regarding this form or its purpose, please ask a staff member or the Executive Director for further Assistance.

GENERAL OVERVIEW

Our Community

The Farm of Hope is a community-based Veteran's facility which means that we are a part of the Northern Maine Aroostook County Community. All the surrounding towns and cities are very supportive and vested in their citizens, education, health, business growth and development to secure a better future for generations to come. Our cultures are diverse, rich with heritage, committed and proud to be part of Aroostook County, known as "The County".

When you go into our neighboring communities, for any community event, a personal errand or to do a community service activity, the actions of all our Client is a representation of our organization and sets examples for others to follow. As adults, the Farm of Hope Clients are requested to represent themselves and our organization properly and respectfully. Remember that a positive first impression goes a long way!

FARM OF HOPE STANDARDS

Introduction

Farm of Hope Standards are eight (8) Client & workplace expectations to which Client must commit. These standards are essential tools that are provide for you to continue to use beyond your experiences at the Farm of Hope and to ensure you are able to continue to reside at The Farm and have sustainable employment upon your success here. Remember these are key expectations that you will need to develop and sustain to be successful.

Workplace Relationships and Ethics

Honesty, integrity and responsibility are everything both in the workplace and in life. You will leave The Farm with understanding and commitment to maintain the same level of expectation that The Farm of Hope provided to you!

Communication

You will learn to actively listen as well as how to communicate appropriately. You will be provided many opportunities to practice these skills. When you leave the program, you will be able to continue to use these skills to solve problems, follow directions, and accomplish tasks.

Personal Growth and Development Your entire stay at the Farm is a personal growth and development experience. Every professional or personal goal that is accomplished fosters independence and confidence. You will also leave with the understanding that you will continue to be successful and accomplish a great deal more.

Interpersonal Skills

Everyone needs to practice adjusting to different situations appropriately. Interactions with others are constant throughout life. You will leave here with the experiences of learning what is and what is not appropriate to manage situations. You will be provided many opportunities to grow from these experiences. When you leave The Farm, you will then be able to use these skills to professionally manage situations.

Information Management

You will be given the pieces that you need to get your jobs done and you are expected to use your time effectively to complete your tasks. You will leave The Farm with the ability to process, organize, collect information and then use these tools to successfully complete your job.

Multicultural Awareness

In today's society the workplace has a variety of cultures and backgrounds. You are required to be respectful at all times of the diversity of every person. The Farm of Hope fosters an appreciation of diversity, provides you with the understanding that you will encounter many other cultures, and helps you develop skills for tolerance and respect.

Career Planning and Personal Planning

When you enter The Farm of Hope you will begin developing a personal career development plan. This plan is a living document and changes in many ways throughout your time at The Farm of Hope. You will add your new goals, your successes and accomplishments to your

plan. When you leave you are provided with a step by step guide to begin on your career path. You will also leave with the understanding that life-long learning leads to success.

Independent Living

You will be held accountable and learn to be responsible for managing your own needs including: laundry, attending classes, cleaning, and managing your own money. While you are enrolled in the Housing Assistance Program as a client, **you will be held responsible for taking reasonable care of yourself.** It is critical for the client to understand, that, while our focus is to give you a hand up, an expectation is made to ensure that the individual is capable of living without 24 hour care or supervision.

If it is deemed by a medical professional that a client is unable to continue in the Housing Assistance Program due to mental or physical health impairments, a decision will be made through collaboration with the responsible medical provider, the client's case manager and Executive Director. Please understand that if a decision is made to discharge a client from the Housing Assistance Program, United Veterans of Maine will ensure that the client is connected to other resources in Aroostook County that will give the proper care going forward.

When you leave The Farm of Hope and move on to your next chapter in life, you will have a solid understanding of being independent. You will also leave with the ability to find resources on your own to manage your needs.

Diversity

The Farm of Hope celebrates the diversity of both its Client and staff. We recognize the contributions the diverse population brings to the overall well-being and cohesiveness of our environment.

To be successful in the world, it is a MUST to be able to engage in respectful working relationships with people. The Farm of Hope supports and encourages living together in harmony and learning from each other. Our organization has no tolerance for disrespect of any cultural differences we share. We work as ONE no matter what our race, ethnicity, religion, sexual orientation, disability or culture may be.

CLIENT'S RIGHTS

Right to Privacy

You are entitled to privacy in accordance with Federal, State and Local law. This means that no information, (outside of The Farm of Hope) will be released to anyone without your signed consent. Information will only be shared on an as needed basis to ensure your personal success, safety and well-being.

Equal Opportunity

Federal Equal Employment Opportunity Law protects your equal rights in the workplace. The Farm of Hope is considered to be your workplace 24 hours per day, 365 days per year during your time as a Client. This means you are protected from harassing behaviors such as sexual harassment, workplace harassment, discriminatory remarks, racial slurs, hazing, and bullying.

The Civil Rights Act protects the following classes in regard to workplace discrimination: race, color, age, religion, sex, sexual orientation, national origin, disability, or political affiliation.

Additionally, you have the right to be treated equally without discrimination of any kind with respect to housing, training, working assignments, or other Farm of Hope activities. If you feel you have been discriminated against based on the protected classes listed above, please contact the UVM Executive Director by telephone at (207) 492-2190. You also have the right to file your complaint in writing (within 180 days of the alleged violation) directly with the Directorate of Civil Rights if you have not received resolution on Center. The address is:

Directorate of Civil Rights (DCR)
200 Constitution Avenue, NW Room N4123
Washington, DC 20210

Sexual Harassment

Definition of Sexual Harassment: Sexual Harassment is defined as deliberate and/or repeated sexual or sex-based behavior that is **NOT WELCOMED, NOT ASKED FOR, AND NOT RETURNED**. Some examples of sexual harassment are:

- Touching
- Sex-based questions or name calling such as "b***h", "h#", etc.
- Obscene jokes and/or stories
- Public Display of Affection (PDA)
- Inappropriate touching of self or others
- Comments concerning others sexual orientation
- Rape, attempted rape or coercion for sexual favors

As a reminder, both men and women can be sexually harassed or be the harasser. Additionally, in a court of law, sexual harassment claims are based on the perception of the victim not on the intent of the harasser. In other words, even if teasing, you could be charged with sexual harassment.

Sexual harassment of any form is not tolerated at The Farm of Hope. If you feel you are victim of sexual harassment, please report your claim to the Executive Director who will investigate and take the steps necessary to prevent further/continued harassment. Every effort will be made to maintain confidentiality.

Filing a Sexual Harassment Complaint

1.) Report your complaint to the UVM Executive Director as soon as the incident occurs, or as soon as the pattern of offensive or harassing behavior is established.

2.) The UVM Executive Director will help you determine whether or not your complaint should be put in writing and will assist you in doing so. Complaints should contain circumstances of the offense, witnesses, and other detailed information which will add strength and credibility to the claim of sexual harassment.

3.) Once a written complaint has been received by the UVM Executive Director, an investigation will be conducted on behalf of The Farm. The UVM Executive Director will attempt to resolve the complaint within 14-days. A written determination of the complaint and investigation will be compiled and filed on behalf of The Farm.

4.) If it is determined that sexual harassment has occurred, swift and decisive action will be taken.

5.) If the complainant is dissatisfied with the initial determination by the UVM Executive Director, the determination may be progressively appealed to the UVM Board of Directors. The complainant may also appeal to the Directorate of Civil Rights. The address is:

Directorate of Civil Rights (DCR)
200 Constitution Avenue, NW Room N4123
Washington, DC 20210

Safety & Security

Safety is a number one priority at The Farm of Hope. The Farm has staff that is present on property 24-hours a day, 365 days a year. We are committed to an environment that is both healthy and safe. We feel strongly that these two elements are essential for you to be successful. If you receive packages, the package will be available for pick up in Main Office. A staff member will open the package in your presence to make sure no unauthorized items are received. The Farm has Zero Tolerance for Drugs, Alcohol, and/or Violence which are not welcomed at this facility.

We do from time to time utilize the talents of trained police dogs to help us keep The Farm drug and alcohol free. The Farm of Hope on a random basis completes searches of the property for any and all unauthorized goods to ensure the utmost safety and success of the program. Finally, if while you are a Client here, you see something that may pose a danger, please let a staff person know immediately.

THE FARM OF HOPE'S SAFETY PROTOCOL

SEE IT, HEAR IT, SUSPECT IT, REPORT IT SPEAK UP FOR SAFETY

Active Shooter Protocol

As you are aware, Safety & Security are The Farm's #1 priority. In the event of an Active Shooter please follow the following procedure:

Evacuate – If there is an accessible escape path, attempt to leave the premises:

- (a) Have an escape route and plan in mind
- (b) Evacuate regardless of whether others agree to follow
- (c) Leave your belongings behind
- (d) Help others escape, if possible
- (e) Prevent individuals from entering an area where the active shooter may be
- (f) Keep your hands visible
- (g) Follow the instructions of any police officers
- (h) Do not attempt to move wounded people
- (i) Call 911 when you are safe

Hide out - If evacuation is not possible, find a place to hide where the active shooter is less likely to go. Direct personnel into Client rooms or other adjacent rooms close the door and attempt to barricade the door. Your hiding place should:

- (a) Be out of the active shooter's view
- (b) Provide protection if shots are fired in your direction
- (c) Not trap you or restrict your options for movement

If the active shooter is nearby:

- a) Lock the door
- b) Silence your cell phone, pager, and/or other electronic devices
- c) Turn off any source of noise (i.e., radios, televisions)
- d) Hide behind large items (i.e., cabinets, desks)
- e) Blockade the door with heavy furniture
- f) Stay as low to the floor as possible and remain quiet

If evacuation and hiding out are not possible:

- a) Remain calm
- b) Dial 911, if possible, to alert police to the active shooter's location
- c) If you cannot speak, leave the line open and allow the dispatcher to listen

Take Action – Take action against the active shooter - as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- a) Acting as aggressively as possible against him/her
- b) Throwing items and improvising weapon
- c) Yelling
- d) Committing to your actions

"All Clear" will be announced

Fire Safety

Fire Safety is the responsibility of everyone on The Farm of Hope. Candles, electric cords that are broken, and overloaded outlets are **NOT PERMITTED** anywhere on the Farm.

When you hear a fire alarm, EXIT the building immediately and proceed to the designated Rally Point. Fire Evacuation routes for all cabins/offices are located on the backside of each door. Fire drills will be conducted when you least expect them so that when alarms do signal FIRE, we are all prepared to move quickly. A fire drill may be conducted in the middle of the night. Any alarm is considered real.

If there is anything the Safety Department can do to help you reach your goals, please don't hesitate to ask for assistance. The Farm of Hope has a client/staff Safety Committee that works towards ensuring that the Farm remains safe and secure. This committee serves as the voice for Client and staff who may have safety concerns.

CLIENT LIFE

Client Living

The Client Living Cabin is your "transitional housing" during your stay at The Farm of Hope. Here is where you will learn to care for yourself and your home while living in a diverse, socially dynamic community with others. The cabin and recreation hall are where you will enjoy the company of other Veterans and their families.

Client Cabin Expectations

When you are assigned a cabin, you will be required to sign a cabin lease. This will include but it is not limited to the following expectations:

- Keep your cabin clean and ready for daily and unannounced inspections.
- Participate in area clean up duties, including common areas used by all.
- Attend regularly scheduled cabin meetings.
- Dress appropriately and wear proper footwear when leaving your cabin.
- Change or wash your bed linen weekly in accordance with the linen exchange program.
- Play your music at a reasonable level or with headphones so as not to disturb others (Music should not be heard outside your cabin).
- Abide by the curfew and quiet hours which are from 22:00hrs to 06:00hrs.
- Respect and properly use Farm furniture and equipment.
- Do not sell products of any kind in the cabins.
- Use appropriate communication – no swearing or yelling.
- Set your thermostat to 62 degrees and close windows when leaving your cabin.
- Respect each other's differences and value diversity.
- Open your door promptly when staff knocks to enter.
- Members of the opposite gender are not permitted in the cabins.
- Follow Farm rules by not having unauthorized goods in your room.
- Treat each other with respect.
- Store your valuables in your locked closet using ONLY a lock provided by the Farm.
- Electrical appliance and other fire hazards including wick candles, Non GFCI extension cords and incense are not allowed in your cabin.
- Exit the building promptly during fire alarms.

Smoking on the Farm

Clients are allowed to smoke during their stay at the Farm, only if they are in one of the following authorized smoking areas:

- Grass area below the parking area by the cabins
 - Gravel pad closest to the flag pole
- If you are unsure, look for the butt cans on site.

Morning Sign-In Procedure

Each day you need to sign into the administration building. Monday through Friday Client need to sign in before 08:30hrs at the designated area. On the weekend; Saturday, Sunday and Holidays Clients need to sign in before 11:00hrs at an area designated by the Executive Director. Unfortunately, if you fail to sign into the training day, you will be in an AWOL (absent without leave) status which will affect your standing.

The Farm of Hope Phone Usage

The Main Office has phones for Client to use on an as needed basis during normal business hours.

Client Transportation

United Veterans of Maine will provide clients transportation to scheduled doctor's appointments and also provide a trip to Walmart once per week for shopping. Transportation to other places is expressly prohibited unless written or verbal authorization is given by the Executive Director.

When the Rules are Broken

- You will be charged for any damage to your cabin or furnishings (including graffiti).
- You will be charged for blankets, sheets and bedspreads not turned in.
- You will be charged for lost or unreturned issued keys (\$10.00 each occurrence).

Evaluation of Client Progress

The Evaluation of Client Progress is an assessment tool which ensures that you are benefiting from the program. You will attend a Client Evaluation Panel within your first 7 days on The Farm and approximately every 30 days thereafter. At the meeting, your case management team will meet with you as a team to discuss concerns and goals set.

Your score is based on:

- Numerical Scores
- Personal Behavior
- Accountability to scheduled work areas as well as Farm rules and expectations

Career Readiness Services Overview

The Workforce Development team will offer the opportunity to all Client to participate in a Career Transition Readiness workshops. The workshops and CTR curriculum are developed based upon the principle that Client need to foster a desire to build a career plan. Given the right environment, proper supports, and effective training's all can successfully attain their desired plan but more importantly – want to develop their own customized plan!

Computer Skills & Information Systems for Job Readiness

During your Career Transition Period the Workforce Development team offer computer classes. This workshop of basic skills for Windows Operating Systems and the internet focuses on applications within Microsoft Office such as Word, Excel & PowerPoint. The skills and concepts learned in this certificate workshop are relevant to any business setting and for Job Readiness.

Proper Use of Computers

The Farm of Hope computers and networks are private property. When you access our network via wifi, Ethernet or using one of the Farm computers, you will be required to read and sign the Information Technology Agreement. The agreement clearly states that your activities while using the Farm's internet connection are monitored and any illegal activity will be reported to law enforcement authorities.

Career Transition Period

You will start the Career Transition Phase (CTP) during your last few months at the Farm. You will attend workshops and activities during your scheduled training day. These sessions are designed to give you a solid foundation on which to build in areas such as Resume Building, Interviewing Skills, Job Search Resources and Career Success Standards.

Career Transition Readiness Assessment Panels (CTRAP)

As you near the end of your training at The Farm, you will be scheduled for a CTRAP mock interview. This panel of volunteers works with you to outline a transition plan that includes such things as job placement, assessment of housing needs, transportation, and any other needs.

You will be offered Career Transition Readiness (CTR) classes with the Career Transition team. These classes will build upon the skills you have developed and take you to the next level. You will fine tune your resume, portfolio, and learn other skills that will help you become more proficient in job searching. The CTS team will offer you support in securing a job, housing, relocation, linking you with appropriate social services, helping with transportation issues, and any other needs you may have.

It is our goal for all Client to leave The Farm with a solid plan enabling you to achieve long term success. This includes a verified placement in a job, advanced training or college placement, refining your Career Plan and critiquing employability skills while preparing for transition is a vital stage of the services, but not the end of The Farm of Hope assistance. Once you are employed and have left the Farm, our relationship will continue. We will ask you to keep in touch with us. You may need assistance and we will be there for you.

Religious Services

Religious services are available for Client of various denominations in the surrounding communities. The Farm will provide you with transportation to local area services. See Main Office staff for details. Religious Services are held at the following Churches:

- Advent Episcopal Church
- Assembly of God
- Calvary Baptist
- Church of Christ
- Church of Jesus Christ of Latter Day Saints
- Faith Lutheran Church
- Gray Memorial Methodist Church
- Holy Rosary Catholic Church
- Kingdom Hall Jehovah Witness
- Limestone United Methodist Church
- Pentecostal Assembly
- Pentecostal Church
- Sacred Heart Church
- Seventh-Day Adventist Church
- Solid Rock Worship Center
- St. Louis Catholic Church
- St. Luke's Episcopal Church
- Unitarian Universalist Church
- United Baptist Church
- United Pentecostal Church of Caribou

Support for Client with a Disability

The Farm of Hope program is an equal opportunity and nondiscriminatory housing, education and training program. All eligible applicants are afforded an equal opportunity to participate in all the benefits that the Farm has to offer. The Farm of Hope is an inclusive program and all Client learn together regardless of disability status.

Why disclose your Disability?

The main reason for telling about your disability is so that we can make sure you can get the support you need to participate successfully in The Farm of Hope program.

In order for us to give you support, you will need to tell us what you can about your disability and possibly provide some documentation. However, we are most interested in working with you to figure out how your disability affects your everyday life, particularly learning as this will help us determine what your needs are going to be while here at The Farm.

We recognize that all people have the potential to succeed. We are dedicated to assisting all of our Client in being successful and we are committed to working together to support you toward your goal of employment.

Client Dress Policy

The purpose of a simple, conservative dress code is to promote high accountability for attire and enhance grooming and employability. The Executive Director reserves the right to make a judgment call on any clothing issues which may not have been itemized below.

We believe an individual's appearance is critical to the hiring process and to perceptions by others. The established standard of dress allows you the opportunity to report each day as if you were reporting to work in a real world situation. By dressing professionally you will develop a sense of pride! The following expectations have been established based upon standards set by other programs. Any clothing/accessories that may symbolize gang affiliation, hatred or violence is prohibited.

Dress Standards

- Belts must be worn, buckled properly, centered and not left open or dangling.
- Pants must ride on waistline and be of proper size. No visible undergarments/underwear.
- Belly shirts, bikini tops, tube tops, see-through shirts, shirts exposing stomach area/belly button, bare midriffs, open back shirts unclothed upper body, and muscle shirts are not permitted. Skirts and dresses must be at workplace appropriate length.
- Shirts that are worn must completely cover your belly and no exposure is permitted.
- Night wear cannot be worn outside the cabins at any time. Slippers, house shoes, bare feet, and stocking feet are a safety hazard and are not permitted outside the cabins. If shoes have laces they must always be tied appropriately.
- Clothing that displays drugs, gang-related clothes/colors or affiliation, tobacco, violence, weapons, alcohol, obscene, suggestive, offensive messages is not allowed. Please note that if you are in possession of these items they will be confiscated.
- Footwear must be worn at all times outside of your cabin.

Headgear

- Hair picks or combs may not be left in the hair.

Body-piercing Adornments

- Body-piercing adornments, other than earrings, such as grills, tongue rings, nose rings, lip piercings, eyebrow rings, spikes, or facial piercing of any type are not permitted.
- All gauges must be solid and of neutral color

Hair

- Hair must be properly groomed, clean and neat.
- Beards must be neat in appearance.

Hygiene & Cabin Cleanliness

- All clients must bathe **DAILY** and wear underarm deodorant as lack of cleanliness is a public health issue.
- Your cabin must be completely swept, mopped and counter tops wiped off **DAILY**. This also includes sanitation of toilets, sinks and showers.

Final decisions rest with the Executive Director or designee.

Farm Events

Formal events or ceremonies at the Farm of Hope are a time for the Farm to shine in the community. As such, there is a dress code for Client who are attending any events. Provocative clothing, night wear, or club wear is neither acceptable nor permitted.

FINAL DEPARTURE AND DISCHARGE FROM THE FARM OF HOPE

Upon your final departure from the Farm of Hope, you will be required to take ALL of your personal effects with you. You will also be required to sweep and mop your cabin floors, and wash/put away your dishes. You will also be required to clean out the refrigerator/freezer, any food in the cabinets as well as clean/sanitize counter tops, sinks and toilets.

You will also need to wash the linen you were issued. Unless you are given written instructions allowing re-entry onto United Veterans of Maine property, all clients will not be granted access. You will be required to submit a change of address form to ensure that your mail is to be forwarded to your destination address within three (3) working days after your discharge from the Farm. Failure to provide a change of address form from the United States Postal Service will result in your mail being returned to sender.

RULES & REGULATIONS

Overview

You have the right to participate in the Farm of Hope program without being subject to violence, substance abuse, and other negative behaviors. The Farm of Hope uses a Behavior Management System that clearly defines what you may or may not do and the consequences of your actions. The Farm recognizes positive, productive behavior and uses various intervention strategies to assist Client with correction of the inappropriate behavior.

The Executive Director oversees the entire Client Conduct Systems. The Executive Director processes any Incident Reports issued to Client and imposes sanctions, which may include fines, community service hours, contracts, and when necessary, Fact Finding Boards.

Infractions & Fact-Finding Boards

If you violate a Farm rule you will be held accountable. If you violate a rule classified as a Level I or Level II, a Fact-Finding Board will be held. Fact Finding Board consists of two staff members and one Client. The Fact-Finding Board hears evidence presented by the Executive Director and makes a determination of guilt or innocence.

United Veterans of Maine classifies the Client Conduct System in three levels. Level I offenses, also known as Zero – Tolerance offenses, which require a student's automatic removal from the program and a Fact-Finding Board. A finding of guilt requires separation from the program.

Level II offenses require an automatic Fact-Finding Board. If you are found guilty, the likely consequence is separation from the program; however, retention can be recommended. Minor Infraction offenses can lead to a Fact-Finding Board and could require separation from the program in some cases.

Minor Infractions

If a Client commits a Minor infraction, the sanctions will be decided through a progressive discipline interactions and sanctions. More than (4) four minor infraction occurrences during a 30-day calendar day period will result in an automatic Level II infraction and Fact-Finding Board.

Failure to follow rules impacting the rights or ability of others to benefit from the program:

- Using profanity, or abusive or obscene language
- Interfering with the learning of others through disruptive behavior
- Smoking in unauthorized areas
- Failing to follow safety rules

Example: Failure to use safety equipment and protective gear; horseplay; misuse of tools

Failure to follow center rules impacting the individual's participation or progress in the program.

- Refusing to perform assignments
- Failing to follow instructions
- Engaging in overt sexual behavior
- Violating dress code

Level II Infractions

Any Level II infraction must be presented to a Fact-Finding Board. The Fact-Finding Board may reach one of three conclusions:

- 1) The board may find the Client innocent of the charges
- 2) The Board may find the Client guilty and recommend retention with sanctions
- 3) The Board may find the Client guilty and recommend separation from the program

- Possession of a potentially dangerous item
 - ◆ Knowingly possess, without authorization or legitimate purpose, an instrument or substance that could readily be used to inflict bodily harm
- Theft / stealing
 - ◆ Taking the property of another person or entity, with the intent of permanently depriving the owner.
- Possession of stolen goods
 - ◆ Possessing items that one knows, or reasonably should know, are stolen
- Bullying or harassment
 - ◆ Making repeated (2 or more instances) communications with the intent to threaten or hurt another person mentally or emotionally, including statements made orally, in writing or via email, blog, text or other social media
 - ◆ Making discriminatory remarks or ethnic slurs
 - ◆ Performance or curses, hexes or other rituals or actions intended to harm others.
- Sexual Harassment
 - ◆ Making unwelcome sexual advances, requests for sexual favors, sexually offensive remarks, sexual gestures or other communications of a sexual nature that contribute to an intimidating, hostile or offensive environment. Harassment does not have to be of a sexual nature, however and can include offensive remarks about a person's gender including behavior, comments, jokes, slurs, email messages, pictures or other conduct that contributes to an intimidating or offensive environment. Sexual harassment may occur between males and females or between members of the same sex.
- False accusations
 - ◆ Making a false accusation against another individual that could have resulted in a Level 1 infraction or disciplinary action, without any credible supporting evidence.
- Unfair money lending
 - ◆ Lending money and either demanding repayment with interest or using intimidating methods of obtaining payment
- Hazing or intimidation
 - ◆ Participating in any ritual, ceremony, ordeal or other activity that involves humiliating or verbally or emotionally abusing someone as a way of verbally or emotionally abusing someone as a way of admitting him/her into a group or of granting him/her status. It shall not constitute a defense to the charge of hazing or intimidation that the Client(s) took part voluntarily, that they voluntarily assume the risks or hardship of the activity, or that no physical or mental injury was suffered. All Clients engaged in a hazing or intimidation activity are subject to disciplinary action.
- Gang representation or activity
 - ◆ Wearing of gang clothing, colors, using signs or handshakes associated with known gangs identified by law enforcement; using gang names or displaying gang symbols or slogans.
- Vandalism
 - ◆ Intentionally damaging or destroying equipment or property belonging to another person or entity including tagging.
- Arrest for a non-violent misdemeanor on or off center

- ◆ Being arrested by law enforcement for a misdemeanor that does not involve the use, attempted use, or threatened use of physical force against the person or property of another. NOTE: Violent misdemeanors are categorized as Level I infractions and defined above.
- ◆ If the charges are dropped or if the Client is found not guilty, he/she will be exonerated.
- Bringing disrepute to the program
 - ◆ Behaving in a manner that is likely to cause others to have a diminished or lower opinion of the Farm of Hope Program.
- Pattern of minor infractions
 - ◆ Receiving more than two (2) minor infractions within a 30 calendar time frame. The 3rd infraction elevates the behavior to Level II, Pattern of Minor Infractions.

Level I – Zero Tolerance Infractions

Any Level I infraction must be presented to a Fact-Finding Board. Any Client written up for a Level I offense will be removed from the Farm within the earliest time frame available and will not be present for the Fact-Finding Board.

Level I Incident Reports must be sanctioned by the 3rd business day of the offense.

- Possession of a weapon on center or under center supervision
 - ◆ Knowingly possessing an instrument whose primary use is to inflict bodily harm, including, but not limited to:
 - Firearms and ammunition
 - Explosives
 - Knives (with the exception of knives that are provided with your room and remain in the room)
 - Homemade weapons
- Assault
 - ◆ Taking a physical action with the intent to cause immediate bodily harm to another person unless taken in immediate response to another person taking such an action with the intent to prevent its continuation.
- Threat of Assault
 - ◆ Taking any action that intentionally causes another person to fear imminent bodily harm
- Threat of Safety
 - ◆ Taking any action that causes another person to reasonably fear bodily harm, including threats expressed verbally or via email, text, blog or social media.
- Sexual Assault
 - ◆ Causing or engaging in sexual contact, or inappropriate touching of a sexual nature of another, without the voluntary, affirmative consent of all individuals involved.
- Drugs: Possession, use or distribution of drugs on center or under center supervision
 - ◆ Knowingly possessing, using, or distributing any of the following:
 - Illegal drugs, as defined by the Controlled Substances Act including seeds and residue

NOTE: Under federal law, no valid prescription can be provided for Schedule I drugs, including marijuana

- Synthetic drugs
- Legalized marijuana
- Prescription drugs not prescribed for the individual
- Substances used for the purpose of intoxication
- Over-the-counter medications for the purpose of intoxication
- Drug paraphernalia
- Drug sale ledger or distribution list

Drugs: Use as evidenced by a positive drug test

- Testing positive on a drug test administered on suspicion at any time

Alcohol: Possession, consumption, or distribution while a Client or under The Farm supervision

- Possessing alcohol
- Consuming alcohol
- Distributing alcohol to others

Arrest for a felony or violent misdemeanor on or off the facility

- Being arrested by law enforcement for a felony
- Being arrested by law enforcement for a misdemeanor involving the use, attempted use or threatened use of physical force against or property of another

Illegal activity – Being convicted of a felony or misdemeanor as defined by federal or state law, where the crime occurred while the Client lived on the farm

Robbery or extortion – Taking the money or possession of another from his/her person by force or intimidation

Arson – The malicious setting of fire to a structure or personal property belonging to another person or entity

Cruelty to animals – The torture, ill-treatment, and causing of death of any animal

Inciting a disturbance or creating disorder – Persuading, encouraging, instigating, taunting, pressuring or threatening persons to disrupt a peaceful situation. Causing disorder or disrupting a peaceful situation.

The Executive Director shall ensure an Incident Report is entered into the Client’s file to support the termination from the program.

INCIDENT REPORT APPEALS

Minor Infraction Appeals

Clients are afforded the right to appeal any incident report they receive. In the event a Client wishes to appeal an incident report you must complete the following:

- You must circle “YES” in the area on the incident report which asks if the Client wishes to appeal.

- You then must go to the Executive Director's office located in the main office, and schedule an appointment to meet with the Executive Director to discuss the charges and your reason/grounds for appealing the incident report.

The Executive Director will review the charges, any relevant information and/or evidence provided for you, and information provided by the staff who initiated the incident report, the Executive Director may do the following:

- Refer the appeal to the initiator for consideration of alternate intervention
- May grant or deny the appeal immediately (based on the evidence)
- May reduce or suspend the sanction (if a sanction has already been issued)
- Or may dismiss the charge(s)

In some minor infraction cases, additional information may be required to make a decision. If additional information is needed, the Executive Director will conduct an investigation and will interview staff and Client who may have direct knowledge of the incident. Upon conclusion of the investigation, the Executive Director may reach one or more of the following conclusions:

- The charges are unfounded (appeal is granted, and the charge is dismissed)
- The charges are not correct for the incident (adjustment may be made to the charge or charge may be dismissed if unfounded)
- An alternate method of intervention is more appropriate for the charge (depending on the severity of the incident, the charge may stand, or the charge may be dismissed, depending on the evidence received)
- Client was misidentified (charge is dismissed and removed from the incorrectly identified Client's record)

The Executive Director will inform the Client of the decision concerning the appeal either in person or in writing.

Level II Infraction Appeals

All Level II Incident Reports will be reviewed by the Executive Director prior to presenting the case to the Fact-Finding Board. The Executive Director will review all relevant reports and evidence related to the charge. The Executive Director may conclude:

- The Level II charge is not supported by the evidence and may drop the charge to a lower level
- The Level II charge is warranted and proceed with the Fact-Finding Board
- That a more severe charge of a Level I – Zero Tolerance infraction is warranted
- Based upon the evidence and proceed with a Level I – Zero Tolerance Fact-Finding Board

If a Client is found guilty of a Level II infraction, the Client may appeal the recommendation of separation to the Executive Director. The Executive Director may conclude:

- To modify the Fact-Finding Board's recommendation for separation and imply a strict contract to be followed.
- Uphold the Fact-Finding Board's decision of separation from the program.

FACILITIES

You must contact the Executive Director for any needed cabin repairs. While residing at The Farm and staying in one of the Cabins, please adhere to the following:

- Thermostats should be set and remain at 62 degrees.
- Do not remove screens from the windows.
- Please turn off all lights when leaving your rooms.
- Emergency lights, pull stations and fire alarms are extremely important LIFE SAFETY devices. Tampering with these devices violates federal law and violators will be aggressively prosecuted.
- Remember, this is your home, please help us to keep it safe, clean and litter free at all times. Any destruction done to the facility in a malicious manner may constitute a Fact-Finding Board and restitution to be processed.

UNAUTHORIZED GOODS LIST

- Tools – screwdrivers, hammers, nails, etc.
- Candles
- All medications must be approved and labeled for both prescription and over-the-counter medications
- No supplements that are not FDA approved including vitamins
- Any clothing or items that display logos advertising alcohol products, illegal drugs or weapons
- Chemical mace
- Pepper spray
- Extension cords without GFCI protection
- Incense
- Gang paraphernalia (example: pictures, posters, t-shirts)
- Home/Over-The-Counter Drug Test/Kits

The farm's Confiscation Policy will be enforced on the following items:

- Knives (example: switch blades, gravity knives, straight edge razor blades, barber razors, straight edged hair razors, box cutters, utility knives, leather-man multi-tool, straight razors, etc.)
- Any homemade weapons, and/or all weapons and instruments with the primary purpose of inflicting personal injury
- Drugs and drug paraphernalia
- Firearms and ammunition and explosives, fireworks and incendiary devices
- Alcoholic beverages
- Lighter fluid, butane of all types
- Cigars or any other tobacco products, rolling papers, loose tobacco, tubes or other smoking paraphernalia. Any and all tobacco products to be used on the Farm must be approved either verbally or in writing by the Executive Director.
- Cannabidiol Oil (CBD) – containing products



UNITED VETERANS OF MAINE
CLIENT CONSENT FOR PHOTOGRAPHS / VIDEO
AND RELEASE OF INFORMATION



DATE: _____

PURPOSE:

_____ NEWSPAPER ARTICLES OR ADVERTISING

_____ TELEVISION / RADIO ADVERTISING OR NEWS ARTICLES

_____ UVM / SOCIAL MEDIA SITES

This is to certify that I, _____, do hereby give my consent to United Veterans of Maine, its employees and representatives for the use and public display of photographs and/or video, and information concerning myself taken at United Veterans of Maine or their sponsored events. I understand that this photograph/video and information will be used for United Veterans of Maine publicity and promotion of affiliated programs.

EXPIRATION DATE: _____

SIGNATURE: _____

WITNESS PRINTED NAME: _____

WITNESS SIGNATURE: _____

TODAY'S DATE: _____

(I understand that I have the right to withdraw this authorization at any time in writing with reasonable notice.)



UNITED VETERANS OF MAINE CLIENT ENTRY ACKNOWLEDGMENT FORM



I have read this document and it was fully explained to me by a United Veterans of Maine representative. I acknowledge that becoming a client here at the Farm of Hope will come with responsibilities and require me to actively participate in programs to prepare me for permanent housing and a secured means of full time employment. I further understand that disciplinary action may result if I am found guilty of violating any of the rules during my stay here at the Farm of Hope.

CLIENT

DATED: _____

CLIENT NAME (PRINTED): _____

CLIENT SIGNATURE: _____

STAFF / WITNESS

DATED: _____

WITNESS NAME (PRINTED): _____

WITNESS SIGNATURE: _____