



1001 Norfolk Ave.
Norfolk NE 68702

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Email: thelink@thelinkhalfwayhouse.org

Resident Responsibilities

From: The Link Resident Rights

Resident Rights Resident rights are a means by which the dignity and self-respect of the resident are maintained, including protection from demeaning language and practices. These procedures ensure that residents have personal privacy, are allowed to use personal possessions, receive mail, make and accept phone contacts and personal visitors unless clinically contraindicated.

Evidence:

All residents of The Link are familiar with and have signed the Resident Rights form upon admittance to The Link. This signed form is held in their clinical record. Copies of Resident Rights are also posted within the facility.

Consent to Treatment:

Residents accessing services from The Link voluntarily consent to receive treatment as evidenced by their signature in the clinical record. Residents have the right to be free from involuntary treatment, unless the client has been involuntarily committed by an appropriate court order. Residents have the right to have full access to ethical and appropriate treatment programs regardless of their race, religion, sex, ethnicity, handicap, sexual orientation, or source of financial support. All residents have the right to have their personal dignity recognized and respected in the provision of all care and treatment. Residents have the right to receive individualized treatment, including:

- the provision of an individualized treatment plan,
- active participation in the development of the treatment plan with periodic review of the plan by staff,
- the nature of the treatment or habilitation program proposed,
- the known effects of receiving and of not receiving the treatment or habilitation
- any alternative treatments or habilitation programs, if any.

Residents have the right to receive services that are appropriate to their needs and that those services are designed to afford a reasonable opportunity to improve their condition. Residents have the right to know that there may be certain conditions for which there is no known



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effective treatment or developmental training. The Link is also not required to afford mental health services or developmental training where treatment would not be likely to produce significant improvement in their condition. Residents have the right to refuse treatment and to be informed of this right. All residents have the right to express their choice regarding the composition of the treatment team. Residents have the right to access to all information necessary to make meaningful treatment decisions. All residents have the right to gain access to self-help or community advocacy groups. All residents also have the right to contact and consult with outside counsel and private practitioners of their choice at their own expense.

Release of Information:

Each and every resident has the right to privacy and confidentiality of communication with treatment staff, and of any material written in the clinical record. A release of information on a Link resident must be approved and signed by the resident. The Clinician or Business Manager will prepare an appropriate release of information for the resident's approval and signature prior to any exchange of information. A copy of this release will be held in the clinical record. Staff may request permission of the resident to obtain or release pertinent clinical information. If granted and signed, a copy of the release authorization will be held in the clinical record.

Clinical Records:

A resident has the right to see their clinical record. They must request this of the Executive Director. The file must be reviewed in the Director's office in the presence of the Director. Access will be given to only those documents generated by The Link staff. The right to see the clinical record may be denied by the Director if it is not felt to be in the resident's best interest. A resident has the right to examine the results of the most recent survey of The Link conducted by CARF and/or HHS in the Director's office.

Basic Rights:

All residents have the right to humane care; protection from harm, to be free of physical punishment, abuse and neglect. Residents have the right to not be secluded or restrained as a measure of therapeutic treatment (except by law enforcements when necessary to prevent danger of abuse or injury to themselves or others). Residents have the right to practice their religion. Residents have the right to their constitutional, statutory and civil rights except for those rights that have been denied or limited by an adjudication or finding of mental



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incompetence in a guardianship or other civil proceeding. All residents have the right to freedom from financial exploitation, to be informed prior to admission and during treatment of any and all fees and charges, and from retaliation. All residents have the right to be free from arbitrary transfer or discharge.

Additional Rights:

All residents have the right to privacy in written communication including sending and receiving mail, to receive visitors as long as it does not interfere with the resident's treatment program or other residents' privacy; access to a telephone for private calls when needed; and the right to retain personal items and furnishings as space permits and with the permission of the Executive Director. All clients have the right to receipt of actual financial results upon appropriate request.

Grievance Procedure:

A Resident has the right to voice his complaints and grievances without fear of discrimination or reprisal. A Resident who feels that personnel actions have been taken which directly affect his position, status or future and which are improper or not in accordance with agency policies or resident rights, may submit a grievance in writing, within ten (10) days of the incident, to the Executive Director, if their previous attempts to resolve the situation in person have been unsuccessful. The Executive Director will meet with all concerned parties and attempt to resolve the grievance. Within fifteen (15) days after submission of the grievance, the Executive Director shall submit to the aggrieved resident his/her written conclusions or decision concerning the grievance. Many personnel decisions such as disciplinary actions are confidential. Therefore, residents may not be given specific information regarding how each situation is handled between the Executive Director and the staff involved. Residents are given the opportunity to deposit grievances in the box (Box #1) directly outside the business office door. Box #1 is also used for suggestions from the residents for potential changes to Link programs or facilities. These suggestions or grievances will only be read by the Executive Director.

If a Resident is dissatisfied with the conclusion or decision of the Executive Director, he may submit a written grievance appeal to the President of the Board of Directors within fifteen (15)



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days of the Executive Director's decision. The President shall appoint a special committee consisting of three (3) Board members, to hear the grievance appeal. Involved personnel may be called to appear before the committee. This committee will make its recommendation to the Board of Directors who will make the final decision. Residents are given this opportunity to deposit grievance appeals in the box (Box #2) directly outside the business office door. These grievance appeals will only be read by the President of the Board of Directors and the committee members.

Notwithstanding the foregoing, in all cases involving a charge by a resident of discrimination on the basis of politics, religion, race, sex, age, or national origin; the resident should submit his grievance directly to the Executive Director who will then process the grievance in accordance with procedures, and report such findings to the Board of Directors. DHHS may be reached by calling 1-402-471-0316 or by writing DHHS, Attn: Health Facility Investigation, P.O. Box 94986, Lincoln, NE 68509.

A signed copy of this procedure is kept in each client's file.

Resident Responsibilities

Personal discipline is an essential ingredient of recovery. The Link recognizes the role that discipline plays in developing unity and fellowship amongst the residents.

By dictionary definition:

Discipline:

1. Teaching, learning;
2. Training that corrects, molds or perfects;
3. A system of rules governing conduct or practice. The Link staff is not in the business of punishing individuals or using punitive reinforcements. If, while a resident of The Link, you experience therapeutic interventions for your actions, it will be because you choose your actions. You will then have the opportunity to accept responsibility for the therapeutic interventions you are experiencing. Chemically dependent individuals have a historical pattern of character defects that includes a lack of personal discipline. The following rules are in place to help residents of The Link develop personal discipline as a part of their recovery program.

1. Curfew:



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Residents are to be home and signed in for the evening no later than 9:30 p.m. unless permission has been obtained from Management to extend curfew. This includes weekends - movies and other social events are to be planned with curfew in mind. Returning to the house after curfew may result in immediate discharge from The Link. If employment hours conflict with the established curfew, a revision of curfew may be obtained from the Executive Director or Clinician.

2. Lights Out and Morning Wakeup:

Lights will be turned off and residents will be in bed no later than 12:00 midnight, Sunday through Friday and 1:00 a.m. Saturday nights. All residents will be up and out of bed no later than 7:00 a.m., Monday through Friday. Residents working second and third shifts must be up and out of bed nine hours (which includes chore completion and winddown time) after returning home from work. This pertains specifically to working residents returning home after 10:00 p.m. Residents will be groomed and dressed and chores done for the day prior to 8:00 a.m. Residents are encouraged to socialize throughout the day, when not at work. For residents whom wish to have time in their room, permission must be granted by Link Staff. All free time is expected to be spent on the main floor of the Halfway house socializing with other residents.

3. Signing In and Out:

All residents are required to use the sign-in/sign-out sheet whenever they leave the property of The Link. Each specific location to be visited must be listed when signing out. Falsification of information on the sign-in/sign-out sheet is considered a serious violation of the rules and can result in discharge. Residents are not allowed to sign each other in or out.

- Direct verbal permission from a Staff member must be obtained before signing out.

4. Unauthorized Locations:

Residents will not walk, drive or ride bikes on Norfolk Avenue East of 7th Street after 5:00 p.m. Residents will not visit the house, apartment or any other private residence of individuals other than when working the fourth and fifth steps with AA or NA sponsors. Prior approval of a visit to a private residence is also a necessity for any visit. Residents will not visit any establishment whose primary business is the serving of alcoholic beverages, whether in residence or on pass. Residents will not be in any area that appears to be frequented by drug users or dealers. Tattoo parlors, 'Head shops,' and pg. 8 The Skate Park are off limits to residents without approval from the Director or Clinician. It is ultimately the responsibility of the resident to be sure permission has been granted.

5. Employment:



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Residents who are not employed full-time are expected to look for work between the hours of 8:00 a.m. and 11:30 a.m. and 1:00 p.m. and 4:00 p.m. Monday through Friday. All residents will register with Work Force and all temporary employment agencies within two business days of admission and will maintain contact with the agencies until employment is found. While looking for a job, residents are to go to potential job sites alone and a job search form must be taken. You are to include the fact that you are a resident of The Link to all potential employers. Residents will accept spot jobs when available until beginning full-time employment. Residents can work a maximum of 55 hours per week, and must have a minimum of one day off per week. Full-time employment for purposes of the The Link, Inc. programming is a minimum 40 hours per week. Residents are not allowed to be subcontractors, unless approved by management. Residents must have their employers deduct the appropriate payroll taxes on every paycheck.

The Norfolk Public Library, YMCA, Kings Entertainment Center, Sunset Mall or any businesses whose primary business is alcohol related are off-limits while on a job search, unless authorized by The Link Executive Director.

If you have transportation, you may accept employment at any job site within a 50-mile radius of Norfolk. Overnight travel for employment is not allowed without prior authorization from The Link Executive Director.

Residents will not end (quit) full-time employment without giving their employer a two week notice and have another job lined up, or this action will result in a therapeutic intervention. Residents signing up for spot jobs will complete this spot job and will not cancel the day of the spot job, or a therapeutic intervention will be provided.

Residents receiving disability income or those who are retired will either find part time employment within their income limitations or will seek volunteer work for a minimum of four hours per day on weekdays, or a total of 20 hours a week. In addition to this, continued education is an option, as approved by the Executive Director. Volunteer positions must be approved by staff.

6. Payment of Rent / Reporting of Income / Reporting of Spending:

All residents are expected to pay at least one month's rent in advance. Rent is to be paid by the 1st of the month. If not paid for the month by the 5th, a \$25 late fee will be assessed upon and individualized basis as determined by the Business Director and/or Executive Director. If not paid in full by the 15th, an additional \$50 fee will be assessed. Payment of rent to The Link should be a priority when setting up and working your monthly budget, which is mandatory within the first week and again within two days of employment.



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All paychecks and paystubs will be copied by staff prior to being cashed. In the case of automatic deposit, we will expect a copy of the pay stub/deposit within two days of a pay date. All income of any type will be reported to the Business Office the day the income is received, including cash received from family and friends, or any form of reimbursement. For any expenditure over \$20.00, or any combination of purchases over \$20.00, permission must be obtained from Staff prior to the purchase. A receipt must be turned in to staff after the purchase. The Link will assist any resident having difficulty managing his finances. Link residents are not allowed to loan money to or borrow money from other residents. Link residents are not allowed to buy articles from or sell articles to other residents. Residents owing rent are allowed to order food on Saturday only on one occasion.

Refer to “The Link Financial Agreement” for other information regarding the payment of rent and other fees. The amount of rent paid by residents is subject to change. Residents will receive a minimum of two weeks’ notice prior to a change of policy regarding rent and other charges. Residents having credit on their account the day of discharge will be reimbursed at the rate they were paying, except when a resident chooses to leave against treatment advice, is discharged for direct violation of the policies of the Link facilities, or does not provide 30 days’ notice of departure.

7. Days Off (weekends, holidays):

Residents who work overnights, or different hours, will be allowed to sleep in and will need to be up no later than 9 hours after they return home from work (This includes completion of chore and any winddown time needed). Residents are not to sleep between 10:00 a.m. and 9:00 p.m. on these days. If a nap is required, staff will only allow up to two hours within a day. These naps may be taken after 12:00pm. “Days Off” is valid only if you are employed full-time, 40 or more hours per week. Residents are only allowed two days off during a one week period for sleeping in. If these days off fall during the week, staff must be notified of the days off the evening before they are taken in order to make allowances for residents sleeping in.

8. Passes:

Overnight Passes may be requested after the completion of 30 days of residency. A “pass request form” must be submitted at least 48 hours in advance of the requested pass starting date. No more than two overnight passes will be approved per month. Residents will not be granted back-to-back passes except in cases of emergency. For overnight passes, rent balance must be zero for the pass to be approved. Any resident not on disability or in the disability process, will not be granted an overnight pass unless he is employed full-time. For those whom are on disability or in the disability process, discretion will be made by the Management Team to determine eligibility of overnight passes. A substitute must be found to perform house duties while the resident is on pass. Residents on therapeutic intervention, will not be



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granted passes until the therapeutic intervention period is over. Each location to be visited while on pass must be listed on the pass.

- For individuals on probation, parole, Federal Pre-Sentence, drug court and certain other legal conditions, approval from the appropriate legal official will be required.
- Only members of the Management Team have the authority to approve overnight passes.

Day Passes: Residents need a day pass for any and all travel outside the city limits, unless it is part of their normal work destination. Residents granted day passes for legal obligations or doctor's appointments will need to return from pass with a signed document signifying they completed their appointment. Weekend outings (other than work, 12 step meetings, alumni meetings, church, Shopper's, Chasing Clouds, Walgreen's and CVS) require a day pass. A maximum of two 4-hour passes may be approved per day. A designated staff may grant weekend day passes. They must be turned in by 6 pm on Friday. For day passes to be approved, rent must be at a zero balance. The passes must be completed entirely in order to be approved.

9. 12 Step Meeting Attendance:

12 Step meetings are a mandatory and crucial part of recovery at The Link. After that, residents on Phase 1 through Phase 4 will attend no fewer than 5 meetings per week. While searching for employment or completing volunteer hours, residents are only allowed to attend the noon meeting, if in place of his lunch hour break. The resident must sign out before going to the noon meeting. The 5:15 A.A. meeting at 303 is always off limits to Link residents due to the Link evening meal and Midnight meetings are not allowed due to curfew. Link residents will not attend 12 Step meetings at NRC, jails, or other institutions unless approved by the Director.

Residents are responsible for having their meeting card signed after each meeting attended. This card is to be turned in by 10:00 pm on Sunday. Failure to sign for meetings or failure to attend the required number of meetings each week will result in therapeutic intervention. If the resident is late for a meeting or leaves early, his card will not be signed. Meetings are an integral part of recovery and a requirement of residence at The Link.

10. Sponsorship:

Each resident of The Link is to acquire a local AA or NA sponsor prior to the end of his 2nd week of residence. This sponsor must be approved by a clinician. If a resident has difficulty finding a sponsor, staff can assist in finding one. Each resident is to make contact with his sponsor at least one time per week on a face to face basis; contact during an AA/NA meeting does not count as a contact for the purpose of The Link, Inc. program expectations. Telephone contact is also encouraged.



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Sponsors for Link residents must be willing to take residents through the A.A. Big Book or NA Basic Text, AND be willing to spend time, minimum of once a week, on Link property going through the chosen text with their sponsee. Sponsors must be participating members of Norfolk AA/NA. Residents who wish to change sponsors must first consult the Director or Clinician.

11. Programming:

- Group Therapy - Each resident is required to attend at least one group therapy meeting per week, 4:00 p.m. Tuesday, 9:00 a.m. or 7:00 p.m. Thursday.
- Financial Group 3:45 p.m. or 6:00 p.m. on Sundays.
- Men in Recovery 7:00 Tuesday
- Staying Sober Class – Each resident is required to attend at least one Staying Sober class per week, Wednesday at 7:30 p.m. or Saturday at 11:15 a.m.
- Big Book/Basic Text Class - Residents must also attend the class at 6:15 p.m. on Monday.
- The House Meeting will be held on each Thursday at 5:45 p.m.
- Individual Counseling sessions will be scheduled by mutual agreement between the clinician and the resident, with the resident taking the responsibility for scheduling the session. The resident may meet with the clinician as frequently during the week as situations demand or allow, but must be at least weekly.
- Family Therapy sessions are available. Please talk with the clinician and determine a time that works for all parties involved.
- The Link Alumni hold regular monthly outings for and with the residents. Participation in these events is strongly recommended for all residents.
- If a resident misses a group or session, they are required to meet with the facilitator within 48 hours to schedule a make-up session.
- The Link provides various recreational activities throughout the year. These will be posted on the bulletin board by the sign in and sign out book.
- Phase Levels: see Appendix A
- Mentoring Program: see Appendix B

12. House Management Skills:

Each resident will be assigned a house duty every week. All house duties are to be completed each day prior to 8:00 a.m. and maintained throughout the day. (All exceptions must be discussed with staff). Staff will inspect the house daily to make sure these duties are completed. Each duty has specific items that need to be completed. They are listed in the Life Skills Manual. Every resident is expected to read this manual within the first 24 hours of entry to the house. Residents may be asked to help remove snow in the winter months from the driveways and sidewalks of The Link property. The lights in the common areas of the halfway house are to remain on at all times.



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13. Meals:

Evening meals are served at 5:00 p.m. You are expected to eat this meal with your fellow residents unless you have received approval from a member of management to do otherwise. If your employment prevents you from returning by 5:00pm for the evening meal, you must sign up for a late plate no later than 8:00 a.m. that day. If circumstances arise during the day (such as an employer asks you to work late) call The Link business office (371-5310) no later than 4:00 p.m. to arrange a late plate. No late plates will be held for more than 24 hours.

The preparation of breakfast and lunch is the responsibility of each individual resident. Breakfast is to be eaten prior to 8:00 a.m. and lunch may be prepared and eaten between 11:30 a.m. and 1:00 p.m. Exceptions must be authorized by staff. Residents are responsible for cleaning up after themselves after both meals, both in the kitchen and in the dining room. Lunches may be prepared by each individual to take to work. Ask staff about other specifics concerning meals.

Alumni are welcome to dine with the residents at the evening meal if prior arrangements have been made with Executive Director. Breakfast on the weekend must be finished by 9:00 a.m. on both Saturday and Sunday. An adjustment in sleeping hours on the weekend may be necessary in order to eat breakfast on time. The kitchen may be used after 7:00 p.m. to prepare snacks or lunches if residents clean up after themselves. The kitchen will not be used by residents between the hours of 10:30 p.m. and 5:30 a.m. Sunday through Friday and 11:30 p.m. and 5:30 a.m. on Saturdays; this includes snacks. This also includes residents personal snacks they might have. There is no coffee after 9:00 p.m. The stove is not allowed to be used by residents after 8 A.M. Mon.-Fri. and 9:00 A.M. Sat. and Sun.

The FDA and Board of Health do not allow game or fish in a facility such as this. All food has to meet FDA regulations.

Restaurants that serve alcohol as a primary purpose are off limits to residents when dining out. Exceptions may be made when a resident's family visits, but this must be approved ahead of time by the Director.

14. Laundry:

Laundry facilities are provided for the use of residents. Please clean the lint filter in the dryer after each use. Limit the size of the load in the washing machine. Do not overload the washer or dryer. Do not leave the property if you have laundry in the machines. All machines are to be empty of clothes by 11:00 p.m. The Laundry Room is off limits 11:00 p.m. to 7:00 a.m.

15. TV Viewing Hours:



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The TV is allowed to be on EXCEPT for the following 'off' times.

Monday: 5:00PM-7:00 PM

Tuesday: 4:00PM-8:00 PM

Wednesday: 5:00PM-7:30PM

Thursday: 5:00 PM-6:45 PM

Sunday: 5:00PM-7:30PM

Sunday-Thursday the off time for the day is 11:00 p.m.

Friday and Saturday the off time for the day is 1:00 a.m.

The TV will be turned off every day at 5PM for the evening meal

The TV will be turned off during AA meetings in The Link's garage

Residents who DO NOT have full time employment cannot watch TV during job searching hours (8:30AM-4:30PM, Monday-Friday) These hours apply to video games also.

Residents with therapeutic interventions are not allowed to watch TV, or utilize gaming systems.

16. Visiting Resident's Rooms:

No family or visitors are allowed in the basement or upstairs areas. Resident bedrooms are off limits to anyone other than residents. No resident is allowed in bedrooms other than their own. Downstairs residents are not to go upstairs; upstairs residents are not to enter the basement bedroom area. The only exception is to summon a resident to a phone call. Bathrooms in the upstairs and basement are open to all residents if their own bathroom is occupied. However, residents are to inform a staff member if they are leaving the main floor and going to a floor other than the floor with their bedroom.

17. Personal Food or Drinks:

The Link does not allow the consumption of or having open packages of food or beverages (A water bottle with water is allowed in the room.) in the bedrooms. All snacks or beverages purchased by residents for their personal consumption are to be labeled with the owner's name. These items are to be stored in the kitchen in the designated cabinet space. Do not eat or drink these items unless you paid for them. Residents are not allowed to eat or drink beverages in any area of the house other than the dining room, kitchen, and deck. Permission must be granted prior to eating individual snacks. The Link does allow residents to consume energy drinks, but NO supplements of any kind, energy shots are also not allowed.

18. Tobacco Policy:

The use of tobacco products is prohibited within The Link buildings and Link vehicles. The sale of smoking tobacco products is prohibited in all areas within any of The Link buildings and locations. The



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Link will provide and notify visitors, personnel and all persons served of the location of smoking areas. Anyone under the age of 21 will be prohibited from smoking or using any tobacco product on The Link properties. Prohibited tobacco products for anyone under the age of 21 include chewing tobacco, cigarettes, cigars, and e-cigarettes. Tobacco use is prohibited within an employee's personal vehicle if being used to transport a person served.

19. Offensive Language:

The Link does not approve of the use of offensive language, profanity, slang language used in an offensive manner, or prison slang. Any resident using this language will be directed to stop using it. A therapeutic intervention may follow. Be respectful of your housemates!

20. Artificial appearance enhancements:

Residents will not dye their hair or get tattoos or body piercings of any kind while residing at The Link. An important aspect of recovery is coming to terms with the true self. Facial and/or tongue piercings will not be worn on Link property. Earrings are able to be worn on Link property, including gauges that are plugs. However, a resident is not allowed to increase the size of gauges while he is a resident of The Link.

21. Headgear:

Residents will not wear headgear of any kind inside the building. This includes hats, bandannas, baseball caps, etc. They may hang their hats on the hat rack located just inside the door of the halfway house. Hats are to be removed at the end of the day, and not left on the hat rack overnight. Hats left on the hat rack overnight will be confiscated for 24 hours.

22. Vehicles and Driver's Licenses:

Possession and use of a vehicle by residents of The Link is a privilege, not a right. Parking surrounding The Link premises is limited and available on a first come – first park basis. Parking in front of the house is only for those with a valid license and the vehicle is in drivable condition. Vehicles must be in running condition and properly licensed, and the resident must be in possession of a valid driver's license and proof of insurance at all times the vehicle is on Link property. This means the resident's name must be on the registration and insurance or a letter of authorization from the owner (parent/spouse) is needed. Any vehicle not in running condition will be removed from the property at the owner's expense. Mechanical work on resident vehicles is not allowed on the property. Resident vehicles are not to be driven by anyone other than the resident owning the vehicle, as residents will not drive any vehicle that



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they are not specifically insured to drive. Residents without a valid driver's license will not drive vehicles. Residents are not allowed to park vehicles in the neighboring church parking lots, the US Bank parking lot, or The Link driveway. Link residents will not transport anyone without permission. A Parking Pass is available for the church lot next to the Truman House. Residents must fill out an agreement form with the Business Manager and pay a nominal fee of \$10.00 that will be refunded when the Pass is returned. The parking pass is only for the stalls against the white fence. There will be NO parking on the other side of the parking lot.

23. Rides from Staff for Appointments:

If a resident cannot find a ride from a family member or friend, they may ask the office to schedule a ride to their appointment. However, the ride must be requested a minimum of 48 hours in advance. We do not guarantee transportation to out of town appointments or court dates. Transportation to local appointments is the responsibility of the resident unless otherwise arranged with staff.

24. Reporting Illness:

Each resident is expected to be out of bed each morning no later than 7:00 a.m. unless they have worked the previous night later than 11:00 p.m. If you feel ill, report your illness to staff immediately upon arousal and no later than 8:30 a.m. Residents are to remain out of bed until you have discussed your illness with daytime staff; a decision will be made on returning to bed, consulting a physician or some other course of action after visiting with staff. If you are too ill to go to work, notification to your employer is to occur one hour or more in advance of your scheduled starting time. If you are too ill to report to work, residents will remain at The Link until the following day. While sick, residents are to remain in their beds except for short visits to the deck to smoke and for meals. Meals will be eaten at a separate time from the rest of the house. They will remain in their rooms for a twenty-four-hour period. For Link residents working shifts lasting until 11:00 p.m. or later, the same policy applies with the exception that staff is to be notified of your illness no later than 10:00 a.m.

25. Items on walls:

No items are to be taped, glued, nailed, tacked or otherwise attached to the walls or to furniture in resident rooms, each room is provided a bulletin board for these items. Tacking up appropriate items is only acceptable with prior written permission from the Director.

26. Room Cleanliness:

Personal areas and rooms must meet health codes: all floors are to be vacuumed daily; beds are to be made immediately after rising; dresser tops are to be kept neat and clean; wardrobes are to be dusted



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every other day; all trash cans are to be emptied daily; all clean clothes are to be stored in dressers or wardrobes; all dirty laundry must be kept in sealed containers; all woodwork is to be dusted every pg. 15 week; beds are to be moved away from walls and the floor beneath vacuumed weekly during Sunday deep clean time.

27. Electronic Devices:

Radios, CD players, older iPods and other entertainment appliances that are not internet capable are to be used only with headphones. Headphones can be used when you are in a communal setting (anywhere residents or staff are present), with only one ear covered, with the exception of your bedroom. Residents are not allowed to bring musical instruments to treatment without prior approval of the Director. Electronic Devices outside of cell phones will not be allowed unless rent is paid in full. ➤ Music is allowed after lights out with the use of headphones. ➤ Laptops, I-Pads, Smart watches & other internet devices other than cell phones are allowed on Phase III and must be checked in by 10 p.m. and out upon wake-up from the office.

28. Cellular phones:

The possession and use of cell phones and smart watches is a privilege. Rules for possession and use are as follows: 1. Failure to be responsible with phones, including during lights out hours, will warrant the loss of these privileges or other therapeutic interventions. 2. Cell phones/I pods/smart watches must be turned off for: a. Counseling sessions b. House meetings c. Meal Times d. All Therapeutic Groups, including Group Therapy, Staying Sober, and Financial 3. No cell phones/I pods/smart watches, or other electronic devices use in the living room (TV room) at any time. 4. Cell phones/I pods/smart watches must be turned silent and are not to be used when attending AA/NA meetings. 5. Cell phones/I pods may be collected and kept by staff in the case of therapeutic interventions or improper behavior.

29. Phone Use:

The use of the telephone is considered a privilege. Anyone abusing this privilege will lose it. There is a 15-minute per call limit. The telephone is not to be used after 11:00 p.m. Inform your family and friends not to call after 10:45 p.m. The telephone will be silenced by a staff member during group therapy and house meetings. Residents are not to use "directory assistance" to locate a phone number. Residents are not to turn the ringer off on the phone.

30. Clothing:

Residents are to be properly attired at all times. Footwear, including just socks, must be worn at all times in the house; shirts must be worn at all times residents are outside their bedrooms, including on



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the deck. Clothing cannot have any printing perceived by staff to relate to alcohol/drugs, violence or sexual content. Pants will be worn appropriately, including pulled up and no underwear is to be pg. 16 showing. The wearing of undergarment tank tops will not be worn outside of the bedroom unless under another t-shirt.

31. Hygiene:

All residents are required to brush their teeth, shower and shampoo their hair daily. Hygiene is essential to feeling good and recovery as a whole!

32. Use of Prescription Medications:

The Link permits the use of Physician-prescribed medications if taken as prescribed. Each individual on medication must be capable of administering his own medication. Anyone found to be abusing prescription medication by either over-dosing or failing to take the required dosage may be discharged. All medications must be inventoried by a staff member upon admission and at any time new or refill prescriptions are received. All medications prescribed by a doctor must be taken in the prescribed dosage and time frame. Residents will need a note from their doctor to cease taking medication. All medications are to be kept in the resident's locked box in their wardrobe, unless an exception has been made by the Director or Nurse Manager. Any over the counter or prescription medications must be checked in with the staff in the main office. Over the counter medications should be stored in the resident's lockbox in their room after they have checked the medication in with staff. Failure to complete filling of the medication box on a weekly basis will result in a one week therapeutic intervention.

33. Contact with Medical/Psychiatric Professionals:

All residents must sign an authorization for release of information when seeing a medical/ psychiatric professional. This is to enable staff to verify medication and treatment modalities. All medical/psychiatric information gathered in this manner will be maintained in the resident's file.

34. Visits by Family and Others:

All visits from family or friends must be approved beforehand by a Staff member. Please inform your family and other loved ones of this policy. Residents will not be excused from programming or meetings for visits. Visiting hours are from 7:30 p.m. to 9:30 p.m. on weekdays, and from 10:00 a.m. to 10:00 p.m. for a maximum of two hours on Saturdays, Sundays and holidays (this may be extended for out of town visitors with approval after submitting a treatment team request). Visits are limited to the living room, dining room or on the deck. Visits from alumni, AA and NA members are encouraged. Excessive physical



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contact with visitors is not allowed. If this continues following redirection, visitors will be asked to leave immediately. Visiting children must be under the supervision of an adult at all times. Visitors need to sign in when they arrive. Visitors arriving outside of designated visiting hours must be approved by a member of the Management Team prior to the visitors arriving at the facility.

35. Pets:

The Link allows visitors to bring pets to the property under certain conditions. They must be well behaved, on a leash at all times, and under control of the owner at all times. If the animal defecates on Link property, the owner must clean up after the animal. If the animal shows aggression to anyone at any time, the animal must be immediately removed from the property and is not allowed back.

36. Interaction with Residents of The WELL (Women's Empowering Life Line):

Residents of The Link and residents of the women's halfway house are to have no contact with each other. The only exception is normal interaction at AA and NA meetings and functions. Violation of this policy may result in immediate discharge. If you violate this policy, you are also interfering with the opportunity for someone else to get healthy. If arriving to the facility with an existing relationship, visitation options will be discussed with his clinician.

37. Interaction with Individuals in Treatment Centers and/or other Institutions:

Residents may correspond, with permission, by mail or telephone with patients/residents/inmates currently in Alcohol/Drug Treatment Centers and/or Nebraska State Regional Centers, jails or prisons. Both Link residents and individuals in other treatment centers need the opportunity for treatment without interference or influence.

38. Contact with off-duty staff:

Residents are not to telephone off-duty staff members without permission, except in case of an emergency. If you feel you have a need to talk with an off-duty staff member, inform the on-duty staff of the situation and that staff member will then decide if off-duty staff needs to be contacted. If an on-duty staff is not immediately available and a situation arises which you believe requires immediate attention, call the staff-on-call whose number is posted on the office door.

39. Relationships:

Many men come to The Link involved in romantic relationships such as marriage or a permanent partner. Policy is to allow these relationships to continue without interference from staff unless this relationship causes problems for the resident, determined in coordination with Clinician and Director.



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Residents are not allowed to develop new romantic relationships (including physical one night stands) while at The Link.

40. Skateboards, rollerblades, etc.:

Residents are only allowed to use skateboards, roller skates or rollerblades at their own risk. The Link is not responsible for injuries incurred in these activities. The Skate Park is off limits to residents. It is recommended that residents who skateboard, roller skate or rollerblade use proper safety equipment such as helmets and pads. Skateboards, roller skates or rollerblades are to be used only in public areas or private areas with permission.

41. Therapeutic interventions for Actions:

All actions are followed by some kind of reaction or therapeutic intervention, such as a therapeutic essay which needs to address the behavior, potential effect on others and preferable alternatives. Residents may also be asked to address their negative behavior in group therapy. The safety and well-being of the Resident is uppermost in the minds of staff if a loss of privileges is considered. The Resident's individual physical, developmental, and trauma history will be taken into consideration. Loss of privileges may occur and an individual may be placed on "therapeutic intervention." Sleep in days are still allowed while on therapeutic intervention. However, naps are not allowed. Therapeutic intervention is not meant to be punitive. The purpose/benefit is to stop the regression of the resident, give them time for reflection, and limit stimulation that would exacerbate a negative situation. There will be no driving of any vehicle while on therapeutic intervention except to work/probation/12-step meetings/doctor appointments. There will be no ordering of food or having others bring food to the facility for the resident while the resident is on therapeutic intervention.

42. Motivational Incentives:

Motivational incentives offer you positive reinforcement to help you abstain from bad habit. Our use of motivational incentives is used to promote homework completion and decrease rule violations. There are many incentives that are given as a resident progresses throughout the program. Some examples of these are: allowing to keep other electronics (iPod, laptops, portable DVD players) overnight (provided resident is paid up on rent and not on therapeutic intervention).

43. Violation of laws:

Residents will not violate any local, State or Federal laws or ordinances. Residents are subject to discharge for violations of laws. This includes traffic laws. This will be at the discretion of the Director and Clinicians in coordination with the client.



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44. Use of Alcohol or Illicit Substances:

Use of or possession of alcohol or illicit substances is a violation of The Link Rules and Policies. Any resident found to be under the influence of, or in possession of alcohol or any illicit substance will be placed on Administrative Leave immediately. Readmission is at the discretion of the Director, and will not be considered until the individual has been abstinent for a period of at least 24 hours. All residents must agree to random Alcohol/Drug testing to be considered for residency at The Link. The Link staff will conduct alcohol/drug testing on the premises. Residents involved in the legal system are responsible for drug/alcohol testing with probation and/or parole officers at the location and discretion of such officers.

45. Gambling:

Gambling in any form is not allowed while residing at The Link. This includes scratch tickets, raffle tickets, playing the lottery, betting at cards, sports pools, etc.

46. Theft of Property:

Theft of property belonging to another resident or to The Link is considered a serious matter. Any resident caught stealing will be discharged immediately, with prosecution likely. All residents should keep money, medication, or anything else of value in their lock box. The Link is not responsible for any stolen item.

47. Violent Actions:

Aggressive or unwanted physical contact between residents is not allowed. Anyone threatening bodily harm to another resident or staff member will be discharged immediately and legal authorities may be called.

48. Pornography:

No pornographic materials (magazines, videos, books, posters, etc.) are allowed on the premises. This includes any revealing photos of any kind not to be on display in the resident's room. All material deemed by staff to be pornography will be destroyed following confiscation.

49. Searches of Resident Rooms and Personal Belongings:

Staff members of The Link will periodically conduct searches of the rooms and belongings of the residents to insure unauthorized material, items or chemicals are not present in The Link. There may be no prior notice given the residents. This policy includes searches of resident's automobiles, cell phones or other electronic devices.



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50. Mistreatment of Link property:

Vandalizing Link property, or destruction of Link property in any way is prohibited. All sofas and chairs will be used for sitting. Residents are not allowed to lie down on sofas while watching TV or visiting in the two living rooms, nor are residents allowed to use the coffee table, deck chairs or chairs for a footstool. Residents are not allowed to sleep anywhere on the property but in their rooms. All linens checked out to the resident at arrival must be accounted for. Residents are not to leave personal belongings in common areas of the house, as a result these items may be discarded.

51. Individuals Discharged for Non-compliance:

Individuals discharged from The Link for non-compliance with the program, are not to return to The Link property until first obtaining permission by telephone from The Link Executive Director. In the event that an individual does not comply with this policy, the Norfolk Police will be called immediately. Residents of The Link are not to associate in any manner with individuals who have been discharged for non-compliance; this also includes residents who have left against treatment advice.

52. Storage of Personal Items after Discharge:

All personal items are to be taken with the resident at the time of discharge. After ten (10) days, any items left behind will become property of The Link. Do not return for your belongings while under the influence of alcohol/drugs. Belongings will not be released to anyone other than the resident owning the items, unless a signed document authorizing the release of the individual's property has been submitted to The Link. The Link is not responsible for the security of personal items left on the property.



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It is not difficult to live within The Link Rules and Policies. If you find them difficult, discuss this with staff members as an issue in therapy. If you do not progress to the degree of being able to live within the rules of The Link, you are likely to have a great deal of difficulty living within the rules of society when you leave The Link. When in doubt about being in compliance with Link Rules and Policies, clarify the issue with staff before taking action; otherwise be prepared for possible therapeutic interventions of your action.

You are entering into a contract with the Director and other staff members of the Link Halfway House by Mutual consent, to be a resident of the Link Halfway House. You agree, of your own free will, to abide by the terms and conditions of this contract as explained in the rules and regulations Handbook which is provided for you to read, understand and sign.

This contract can be voided at any time by you or the staff of the Link when either party deems it necessary. The terms and conditions of the contract are negotiable only with the approval of the Director of the Link. Until such time, the terms and conditions of the present contract are in effect. The other staff members do not have the responsibility or the authority to renegotiate the contract.

The staff members do have the responsibility and the authority to see that the terms and conditions of the contract are maintained. The staff members will do this to the best of their capability. As with any contract, read the fine print, ask any questions you may have before signing and know that you will be held responsible for living up to the terms and conditions of this contract.

I, _____, have read, understand and agree to follow the rules and policies of The Link. I understand I am being given an opportunity to continue on my road to recovery. The Resident Handbook is my guide to achieving success. I further understand that the Resident Handbook is designed to help me further develop my personal discipline as a part of my recovery.

I, _____, have read and understand and agree to follow the Life Skills: House Cleaning guidelines. I understand I am being given an opportunity to learn new skills and new habits that will help me on my road to recovery. The Life Skills part of my Treatment Plan helps me become successful. I further understand that the Life Skills is designed to help me further develop my personal discipline as a part of my recovery.

Resident Signature

Date

Staff Signature

Date