



# Policy & Program Manual

## Warrior House Program Description

Revision 4.0  
©May 2022  
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## Introduction— Warrior House Program (WHP)

*What is the Program?*

**W**arrior House Program is an intense program designed to help veterans (Warriors) of the US Armed Services that have been or are in peril of being homeless (near homeless) due to struggling with alcohol, drug abuse or any other life-controlling problems. We are a veteran-run holistic program designed to help our warriors realize that they can achieve spiritual and life changing success if they are properly disciplined.

### Mission Statement

Bringing hope to our Warriors by giving them a hand-up.

### VISION

The vision of the Program is to produce graduates who are self-sufficient, successful, productive, and functional members of society.

### MISSION

The mission of the Warrior House Program is to help, direct, and guide veterans into self-sufficient status while providing a safe and caring environment.

### OBJECTIVES

- To create a positive, professional environment where the Warriors feel safe, secure and have all their basic needs met.
- To have a Staff that is committed to going the extra mile in order to help Warriors bring about a lifestyle change in the process.
- To enable Warriors to become spiritually alive, emotionally stable, physically healthy and socially active in all aspects of society.

## Office Procedures

*Administration...the Key to Successful Outcomes*

### Intake Procedures

Once a person has decided to come into the Warrior House Program (WHP), intake procedures can begin. Intake Staff will ask the applicant the questions listed on the qualifications section below. If their **answers** show that they are ready to begin the program **then** the paperwork procedure can start.

The intake process involves going over the program with the applicant, assisting with filling out the application, explaining the program's mission statement and rules, and making sure the applicants understand their commitment. Intake Staff *must* obtain as much information as possible from the applicant to better evaluate the potential Warriors' situation.

Prior to moving into the Center, the Warrior will be responsible for laundering their personal clothing. No outside bedding will be brought into the Center. Each Warrior will have access to a locker or footlocker for their personal belongings. Warriors are only allowed to bring into the Center items that fit into the locker or footlocker. The Center will not provide storage space for any personal belongings.

### Qualifications

1. Are you willing to commit to the rules and regulations of the program?
  - This is not a decision to be entered into lightly as it will require much diligence and commitment on your part.
2. Are you willing to spend the first week with no distractions to help you focus on your goals?
  - You will NOT be allowed to leave the property for the first seven days without written permission from a Director.
4. Do you have any medical conditions or communicable diseases, pending or present, that we need to be aware of?
  - You must be medically and physically able to perform work therapy assignments as part of the program.

- You cannot have been diagnosed with any chronic illnesses, which would prevent you from performing your work therapy assignments as part of the Program.
- 5. Have you been diagnosed with any mental illnesses within the last year?
  - The WHP is neither a mental health facility nor a hospice. Any mental issues will be contracted out to outside service providers.
- 6. Do you have any personal matters that would take you off campus?

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## Areas of Responsibility

*If you don't know where you're going...how will you know when you get there?*

In order to properly function, an organization must have proper structure. The best way to achieve exceptional performance is to have detailed job descriptions for all personnel. The following are job descriptions for the WHP (it is important to note that some of the following is handled by the same person). This is not meant to be comprehensive but merely a guideline to follow. If you have any questions regarding your duties, it is always acceptable to ask your Supervisor.

## Programs Administrator

The Programs Administrator is a paid Staff person that has been selected to oversee all aspects of the holistic recovery, employment and education programs. Some of these duties are outlined below.

- The Programs Administrator manages the business operations of the program including over-site and support of staff and logistics of programs.
- The Programs Administrator provides budget input of all programs departments, including approval of program budgets prior to submission to the Vice President/CFO.
- The Programs Administrator is required to answer to the Administrator and/or the President/CEO of Houses for Warriors, Inc., and its' Board of Directors.
- The Programs Administrator will present and uphold all of the WHP Policies & Procedures as outlined in the Warrior House Policies & Procedures Manual.
- The Programs Administrator will provide support to other employees, Warriors, visitors and volunteers of the Warrior House.
- The Program Administrator will be responsible for performing the following duties:

- Overseeing the Program in its entirety.
- Overseeing the Training Component for the Warrior Interns.
- Compiling daily stats to the Administrator.
- Creating, updating, and maintaining the Policies and Procedures of the WHP and the Guidelines and Rules.
- Communicating updates and changes to the WHP Policies and Procedures to Staff and Warriors.
- Cultivating and maintaining good working relationships between the Warrior House Program and other partners so as to promote an attitude of teamwork and professionalism.
- Ensuring a constant flow of communication with the other Departments at HFW involved in the Warriors' progress in order to help them in the day to day activities of the Programs.
- Periodical review of centralized files.
- Training of program staff in duties, responsibilities and ensuring open communication between departments so the Warrior's progress and day-to-day activities are continually moving forward.
- Maintaining a positive, life-giving environment for the Warriors and Staff.
- Performing other duties as assigned by the Administrator and/or the President/CEO.

## Vocational Program Director

Vocational Program will be managed by a Vocational Program Director who is a volunteer or paid Staff persons that have been selected to assist in the development of each program. A program director researches, plans, develops and implements one or more of the organization's vocational training program services and is responsible for the delivery and overall success of each program. A program director's responsibilities include:

- Present and uphold all of the WHP Policies & Procedures as outlined in the WHP Program Policies and Procedures
- Initiating and setting goals for organizational programs
- Planning programs from start to finish, including procedures, milestones and deadlines
- Budgeting for program operations and monitoring each program to make sure it stays within budget
- Ensuring staff members are up to date and maintaining their professional credentials

- Staying informed on all updated laws and regulations, making sure all company operations are within the scope of those laws
- Generating comprehensive weekly progress reports on all active programs
- Completing all required paperwork to ensure the organization's certifications are intact and in good standing

A program director's goal is to ensure every program is completed successfully to add the highest possible value to the organization and program participants. This role requires a deep knowledge of program management principles, strategic thinking and strong leadership qualities.

## Programs Included

- Woodworking/Woodshop- Warriors can learn wood-working skills, carpentry training, and build custom furniture and wood-art.
- Colorado Homebuilding Academy Construction Boot Camp (4/8 Weeks)
  - Carpentry Training (6+ Months)
  - Electricians Certification (3+ Months)
  - Community College of Aurora Programs
    - Construction Management Certification (12 months)
    - Estimating Certification (12 months)
    -

## Case Managers

The Case Managers are volunteers or paid Staff persons that have been selected to assist the Program Administrator in his/her duties of administering, maintaining and communicating the overall strategy of the WHP to the Program Director and the WHP Program Staff. Some of these duties are outlined below.

- The Case Manager is required to answer to the Program Administrator.
- The Case Manager will present and uphold all of the WHP Policies & Procedures as outlined in the WHP Program Policies and Procedures Manual.
- The Case Manager will provide support to the other staff, volunteers, and Warrior interns.
- The Case Manager will be responsible for performing the following duties:
  - Maintaining records of all necessary updates relevant to the Warriors' progress.
  - Conducting intakes into the program.
  - Keeping confidential records maintained and secure.
  - Keeping the database up to date and current.
  - Facilitating a constant communication flow between the Warrior, the Program Administrator and the appropriate departments at WHP that

are involved in the day-to-day operation of the WHP and Warrior progress.

- Ensuring the Program Administrator is kept current on all relevant data concerning the progress of the individual Warriors in the recovery process.
- Maintaining adequate inventories of all promotional materials for the WHP.
- Providing overall direction to Warriors on their respective goals.
- Being available to answer phone calls regarding Warriors' progress.
- Maintaining schedules relevant to respective Warriors.
- Approving all home visits or family visits to the facility.
- Assisting the Warriors with Probation and Parole requirements and providing those entities with progress reports and supportive documentation about the program.
- Providing professional counseling and encouragement to Warriors.
- Maintaining a positive, life-giving environment for the Warriors and Staff.
- Performing other duties as needed to maintain the operation of the WHP Administrator.

## House Managers

The House Manager is a volunteer or Warrior that has been selected to monitor and advise the Program Administrator in regards to issues or emergencies of the WHP. The House Manager is responsible to handle all emergencies.

- The House Manager is required to answer to the Program Administrator.
- The House Manager will present and uphold all the WHP Policies & Procedures as outlined in the WHP Program and Procedures Manual.
- The House Manager will be responsible for performing the following duties:
  - Being on call for any emergencies from Sunday through Saturday.
  - Being responsible to make sure all Warriors are out of the building or are in perspective assigned areas in the event of a fire or tornado or any other state of emergency.
  - Being responsible to maintain healthy Staff/Warrior relationships.
  - Keeping Staff informed of emergencies via Staff meetings, house meetings, memos or one-on-one contact.
  - Performing other duties as needed to maintain the operation of the Warrior House Program.



## Warrior House Program (WHP)

The Warrior House Program has been developed by Houses for Warriors, Inc. to give unique opportunities to military veterans. This program has been designed to help Warriors achieve success based on their behaviors and attitudes. This method provides the Warrior who understands that the choices they make directly affect the benefits and rewards they receive in life. Those that are not interested in progressing forward with healthy and positive choices will not reap the benefits and privileges that accompany those positive choices.

The Warrior House Program is a holistic approach to regain a place in society. Meditation, exercise, yoga, outdoor recreation and other veteran programs will be reintroduced into the Warriors' lives.

The Warrior House Program is designed in a holistic manner to strategically address three areas in the Warrior's life and create balance.

1. Mind
2. Body
3. Spirit

All Warriors will enter the program at the Orientation Level. The Warrior will have an opportunity to move forward to greater rewards and responsibilities based on the choices that the Warrior makes. Life is a learning experience, which offers parallels; good choices bring about good consequences or rewards and bad choices bring about bad consequences or discipline. This program has been designed to teach the Warriors that their destiny lies with the choices that they make.

## Warrior Mentors

All Warriors will be matched and assigned a WarriorNow Certified Veteran Mentor to aid in their transition. Mentors will provide weekly (sometimes daily) check-ins and help keep our Warriors accountable throughout their transition and long after.

## How to Successfully Complete the Warrior House Program

- ⇒ Warriors must complete each level of the program for the minimum requirements to graduate.
- ⇒ Complete and turn in all your work assignments in order to move to the next level.
- ⇒ Warriors must not have any unresolved discipline.
- ⇒ Warriors must have completed all curriculum requirements.

**Upon the Program Administrators approval of promotions, the Warrior will begin to enjoy the benefits of their promotion immediately. Upon approval of automatic demotions or single level demotions, Staff will begin the process of demotion immediately.**

**Upon completion of the Warrior House Program, the Warrior will receive a certificate during a special graduation ceremony.**

### PHASE ONE – ORIENTATION

***(Minimum 3 days)***

#### Privileges and Restrictions

- ⇒ Warriors are to abide by posted schedule and be on time.
- ⇒ Warriors are only allowed to leave campus after the seven minimum days of this phase and only when approved by their Case Manager.
- ⇒ Warriors must have **ALL** off-campus activities and personal passes approved by their Case Manager **BEFORE** leaving campus.
- ⇒ Warriors may have the privilege of extracurricular activities as scheduled and approved by the Program Director.

#### Requirements for Promotion to Phase Two

- ⇒ Warriors must be punctual in attendance to weekly workshops and scheduled activities, and consistent in adhering to rules, regulations, and policies while on this Phase.
- ⇒ Warriors must acquire birth certificate and social security card if they do not have them in their possession and show them to their Case Manager.
- ⇒ Warriors must select their desired vocational program and meet all program requirements prior to Phase Two

## Phase Two – Discovery Phase

*(Minimum 7 days)*

### Privileges and Restrictions

- ⇒ Warriors are to abide by posted schedule and be on time.
- ⇒ Warriors must have **ALL** off-campus activities and personal passes approved by their Case Manager **BEFORE** leaving campus.
- ⇒ Warriors may have the privilege of extracurricular activities as scheduled and approved by the Program Director.

### Requirements for Promotion to Phase Three

- ⇒ Warriors must be professional and punctual in attendance to weekly workshops, services/activities and consistent in adhering to rules, regulations, and policies while on this phase.
- ⇒ Warriors must complete a minimum of 30 hours of vocational training (may combine hours from multiple programs)
- ⇒ Warriors must acquire some form of picture identification. If they can not get a Colorado state drivers license, then a Colorado state photo ID must be acquired and shown to their Case Manager.
- ⇒ Warriors must have been on Phase Two for approximately 2 weeks and complete all assignments.
- ⇒ There can be **NO** unresolved Community Service hours to promote to the next Phase.

## Phase Three – Recovery Phase

*(Minimum 7 days)*

### Privileges and Restrictions

- ⇒ Warriors are to abide by posted schedule and be on time.
- ⇒ Warriors must have **ALL** off-campus activities and personal passes approved by their Case Manager **BEFORE** leaving campus.
- ⇒ Warriors may have the privilege of extracurricular activities including scheduled recreation days as scheduled and approved by the Program Director.

### Requirements for Promotion to Phase Four

- ⇒ Warriors must be professional and punctual in attendant to weekly workshops/classes services/activities and consistent in adhering to rules, regulations, and policies while on this Phase.

- ⇒ Warriors must have been on Phase Three for approximately 1 week and complete all assignments.
- ⇒ There can be **NO** unresolved Community Service hours to promote to the next Phase.

## Phase Four – Application Phase (Minimum 2 Weeks)

### Privileges and Restrictions

- ⇒ Warriors are to abide by posted schedule and be on time.
- ⇒ Warriors must have **ALL** off-campus activities and personal passes approved by their Case Manager **BEFORE** leaving campus.
- ⇒ Warriors may have the privilege of extracurricular activities as scheduled and approved by the Program Director.

### Requirements for Promotion to Graduate

- ⇒ Warriors must be professional and punctual in attendance to weekly workshops/classes, services/activities and consistent in adhering to rules, regulations, and policies while on this Phase.
- ⇒ Warriors must have been on Phase Four for approximately 2 weeks and have completed all assignments.
- ⇒ There can be **NO** unresolved Community Service or Vocational training hours to graduate from the program.

## Warrior House Manager (Approx. 1 month)

### Privileges and Restrictions

- ⇒ The Warrior Internship will be at least one year.
- ⇒ Warrior Interns are to abide by posted schedule and be on time.
- ⇒ All other rules of the WHP Program will be in effect and must be adhered to.
- ⇒ Curfew:
  - In House by 11 pm daily
- ⇒ Warrior Interns will be able to participate in various training programs as time and schedule permits.
- ⇒ The following are required: daily meditation, attend all scheduled workshops/classes

## Schedule

*If You Fail to Plan, then you are planning to Fail!*

**H**aving a schedule is an effective way to bring order into a person's life. Not only is it important to have a schedule, but it is equally important to adhere to that schedule. A schedule also provides a tool to monitor a person's progress by how well he/she adheres to that schedule.

You must list all appointments on the calendar provided in the Kitchen areas of WHP. Indicate on the calendar if you need assistance with transportation by placing a capital letter T next to your name. Please also indicate whether you need round trip transportation by placing an R at the end of the entry. The listing should look like the examples below:

January 9

Bob – T – VA 900

Chris – VA 1000

James – Workforce Center 1300 R

Bill – T – Work 1000 to 1600 R

Transportation needs for the week must be on the calendar by 5 pm on Saturday of the preceding week. Transportation scheduled after that time will require a call to a Director for approval. Provided transportation is on an availability status only and is not a guarantee.

For round trip transportation, please call or text 303-357-1518— the House Manager when you are ready to return. A transportation volunteer will be notified and you will be picked up as soon as possible. Please do not leave the area where you are to be picked up as that will only delay the process. If you can find your own transportation back, please call the above numbers to let us know.

## House Rules

The Warrior House Program is a program that is based on choices. The choices that we make determine not only where we are headed but also where we have been. Poor choices are sometimes the result of not following boundaries that have been established in our society.

The rules for the Warrior House have been established to help you reestablish and maintain boundaries in your life. These rules have been carefully thought out and have been put in place to help you in your journey toward a successful life.

**\*Violation of the House Rules could lead to dismissal from the program.**

1. ADMISSION
  - Admission into the Warrior House is a privilege and not a right.
  - Upon admission and at any time, the Warrior must submit all possessions and person to inspection.
  - An inspection may be conducted at any time that there is a reasonable cause to suspect that contraband, synthetic drugs, illegal drugs and/or illegal drug paraphernalia may be present either on the person or in the room/personal space assigned to that person.
  - All Warriors will be supervised by the Warrior House Program Staff and/or House Manager during their stay in the Warrior House. All requests and problems will be channeled through the Warrior's Case Manager.
  
2. SPIRITUAL LIFE
  - The WHP is Holistic Program. As such, there is still a spiritual component encouraged.
  - The following will be available to any Warrior who requests: Worship/Chapel services, Bible studies, prayer services and public services that are essential to their program advancement.
  - All Warriors are **NOT** required to attend such services and classes;
  
3. PRIVACY
  - Since the Warrior House is a residential live-in program with many Warriors in the program there should be no expectation of privacy.
  - Personal spaces are designed for two-three men.
  - WHP reserves the right to perform room searches when deemed necessary by the Warrior House Program Director.

- WHP also reserves the right to use closed circuit TV in hallways and entrances for security purposes.
4. PROBATIONARY PERIOD
- During the Orientation Phase/Phase One, the Warrior will be on probationary status.
  - WHP Staff will observe and decide if the Warrior meets the requirements to continue in the WHP.
5. GROWTH
- During the Warrior's stay at the Warrior House, the Warrior will be required to show progressive growth.
  - **"Growth"** constitutes participation in work therapy, classes, meditation, spiritual studies, room cleanliness, personal hygiene, completion of weekly workshops or classes, completing appointments at VA or with their VSO, completing weekly and monthly goals, and more.
  - Growth is also measured in terms of the development of character, integrity and relationships with other Warriors in the WHP.
  - Failure to produce such growth constitutes grounds for dismissal.
6. FAMILY VISITS
- Family visits are allowed in accordance with the Warrior House privileges and restriction guidelines.
  - Personal Visits are to be made in the common areas of the house only. Visitors are not allowed in the Warrior living spaces.
7. DRUGS, ALCOHOL & SMOKING
- The following items, but not limited to, are not allowed in your possession or in your room/personal space or used anytime during the program:
    - Alcohol.
    - Synthetic drugs.
    - Illegal substances.
    - Illegal paraphernalia.
    - Unapproved Prescription Medication.
    - Medication that is not prescribed to you.
  - Warriors must take prescription medication prescribed to them according to the Doctors instructions.
  - Warriors are not allowed to have contact or association with individuals under the influence of, or in possession of, the previously mentioned substances.
  - While in the program Warriors will be required to submit to random drug tests, breathalyzers and room searches.
  - Thirty (30) minutes will be allowed for the Warrior to submit to a UA. Warriors waiting to submit to testing will be supervised in a secluded

designated area, no exceptions. If the Warrior leaves the designated area this will constitute a failed UA. Failure to submit a UA within thirty (30) minutes will be considered a failed UA.

- A positive (failed) drug test or failed breathalyzer may be grounds for immediate discharge from the WHP.
- **NO SMOKING** is allowed in any structure on property. This includes, the house, garage and sheds. Designated smoking area is the back porch ONLY. Warriors who are caught or suspected of smoking outside of the designated area will be warned the first time. Second offense will be grounds for immediate dismissal.
- **Marijuana Policy:** No Marijuana is allowed during time in our program and will not be permitted on the property

#### 8. VIOLENCE

- Violence, abuse or threats of violence or abuse are not allowed at any time. This includes swearing, threats, name-calling or threatening tone or level of voice towards Staff or other Warriors.
- Horseplay will not be allowed as this can lead to aggressive behavior.
- Bullying, passive-aggressive behavior, or disrespect will not be tolerated.
- The meditation room is a space to use as needed and encouraged when you are *triggered, charged, or feeling angry*.

#### 9. WEAPONS

- No weapons of any kind will be allowed for the duration of the program. This includes firearms, knives or any other objects that may be used as weapons. Weapons are to be surrendered to Program Administrators upon admittance to the WHP. They will be kept in a safe place until Warrior has completed the program.

#### 10. ILLEGAL/UNACCEPTABLE ACTIVITY

- Illegal activity will not be tolerated. This includes any previously stated, but not limited to, activity or behavior that would be considered illegal in a society. You will be held accountable for every choice you make while in WHP.

#### 11. MAIL

- The WHP Program does reserve the right to inspect and censor all incoming mail and packages as they are being opened by the addressee for security purposes.
- The WHP may, at Staff discretion, restrict a Warrior from communicating by mail with specified individuals at the request of Staff, family members or close friends.



- Warriors are encouraged to write their spouse, children, parents or other persons designated as “family” on a regular basis according to their Individual Service Plan (ISP).
12. FOOD
- **No** food is allowed in the Warriors’ room/personal space. If you purchase special foods for your own consumption, label the food with your name and place it in the appropriate place in the kitchen.
13. PERSONAL PROPERTY/FINANCES
- The Warrior House Program is not responsible for lost or stolen valuables, prescription drugs or other personal belongings.
  - Panhandling or borrowing money/items from anyone is not allowed.
  - Discussion of one’s personal financial ability or lack thereof will not be tolerated.
  - WHP Staff is not allowed to hold finances or personal items for Warriors.
  - Financial Education, planning, and resources will be part of this program with the help of staff and volunteers.
14. DRESS CODE
- Warriors are only allowed to have clothing that will fit in their personal space.
  - Warriors in all Phases must be dress appropriately when not in the personal space (room).
  - Sagging of oversized pants will not be allowed.
  - Warriors are not allowed to wear the hood portion of their hoodie or sunglasses indoors at any time.
  - Tattoos that are offensive or vulgar in nature must be covered. No new tattoos will be allowed while in the program as you are **required to be saving money for your future.**
  - Shoes should be worn always but is not required.
  - Dress must be modest in keeping with moral standards. Professionalism is always highly encouraged.
15. LAUNDRY
- Laundry will be done as needed and at your own risk. WHP is not responsible for damage to any clothing washed in the community laundry equipment.
  - You may not use **PERSONAL BEDDING** such as pillows, blankets or sheets.
  - **WHP** issued bedding **ONLY. Warriors are required to launder the bedding at a minimum of weekly.** This includes comforters, blankets, sheets, pillowcases as provided by WHP.

16. ROOM/PERSONAL SPACE

- Rooms/personal space must be kept neat and organized always.
- Furniture is not to be moved from room to room/personal space to personal space without permission from the WHP Executive Director.
- No candles or incense burning is allowed in the rooms/personal space. They may be used in the meditation room.
- Personal possessions must fit in the allotted storage space. If a Warriors room/personal space is found with too much stuff he/she will be required to downsize and remove items that take up too much space.
- No Warriors can bring furniture or appliances into their room/personal space.
- Coffee pots, hot plates, toaster ovens, microwaves, etc...are not allowed in the Warriors room/personal space.
- All books must fit in the drawers or on a bookshelf, if available.
- Warriors are not allowed in other Warriors' rooms/personal spaces. If a Warrior desires fellowship with another Warrior they may use the common areas.

17. MEDITATION ROOM

- Meditation space must be kept neat and organized always.
- Furniture is not to be moved
- No personal items are to be left in the space
- Candles and incense may be used but must remain present at all times while lit.
- This is a quiet space. Please respect other Warriors' meditation/prayer and keep conversations outside.

18. HYGIENE

- All Warriors must maintain personal hygiene habits daily. This includes but is not limited to showering, brushing teeth, shaving (beards must be kept neat and trimmed) and wearing deodorant.
- If Warriors need personal hygiene items, they should let their Case Managers know.
- The WHP Program will provide generic hygiene items. If a Warrior has any special requirements or brand preferences it is up to the Warrior to provide these items at his/her own expense.

19. LANGUAGE

- Conversation between Warriors should be positive in nature to strengthen and encourage one another.
- No street talk, cursing, backbiting, gossiping, passive-aggressive or jail talk will be allowed.
- It is also unacceptable to speak in a derogatory manner towards other Warriors (same or opposite sex), Staff or any other person.
- Absolutely **NO POLITICS** or Religion will be discussed on WHP property.

20. PERSONAL POSSESSIONS
- Each Warrior can bring some of his/her own personal possessions. All items that are out of the ordinary must be approved by the WHP Executive Director.
  - All electrical hair dryers, irons etc... must be unplugged when not in use. Because of fire hazards, if any are found left on they will be confiscated.
  - Personal electronic devices are allowed including: Cell Phones, Laptop Computers, DVD Players, CD Players, Cassette Players, I-pods, etc... However, all usage of personal electronic devices should be considered a privilege and can be taken away if the Warrior is abusing the privilege. (during workshops, classes, or organized/scheduled program events. Be Present)
  - Warriors are not allowed to use another Warrior's personal items.
  - Warriors are not allowed to lend or borrow money, items, etc... to or from Staff members or other Warriors.
  - Warriors are not allowed to exchange or sell personal items, belongings or services to each other or Staff members.
  - Staff members are not allowed to hold finances or personal items for you, apart from Program Administrator regarding weapons.
21. PORNOGRAPHY
- Possession of or viewing of pornographic material outside of personal spaces in any form will not be allowed.
22. GENERAL ETIQUETTE
- All Warriors will observe and maintain the utmost courtesy and manners, demonstrate a professional character and attitude toward others.
  - We follow the Golden Rule: No Politics, No Religious Conversation and no War Stories. Keep the peace.
29. PROBATION AND PAROLE
- All Warriors will be expected to cooperate with all law enforcement agencies.
  - Warriors who have court appearances, probation meetings, parole meetings, or other legal appointments must set up those meetings through their Case Managers and schedule transportation accordingly.
30. COMMUNITY SERVICE HOURS
- Community Service Hours are the mode of discipline used here in the WHP.
  - When presented with hours, Warriors must acknowledge receipt of the hours.
  - If Warriors feel they received hours unjustly, they may speak to their Case Manager.
  - Community Service Hours are issued upon observance of a violation of the posted rules.

- The Warrior is required to complete the appropriate number of hours required for the violation during the designated times.
- All privileges are suspended while a Warrior has community service hours pending.

31. DISMISSAL

- If Warriors leave or are dismissed from the program, it is mandatory that they take all their clothing and personal possessions with them.
- The WHP shall not be responsible for any clothing or personal possessions left behind by the Warrior.
- If dismissed from the program Warriors may not return for a designated time, which will be determined by a WHP Director.
- If a Warrior is dismissed, he/she is not allowed contact with anyone in the program without approval from a WHP Director.
- **If dismissed due to violation of drug/alcohol/violence rules, Warrior will have 15 minutes to pack and vacate the premises.**

32. GRIEVANCES

- All Warriors have the right to file a grievance in accordance with the Warrior Grievance process without retaliation, restrictions or barriers to services.
- If the grievance is regarding Community Service Hours, the Warrior's privileges will be suspended and the hours will be on hold while the grievance is being investigated.
- Administrator will try to resolve within three (3) working days.
- If the discipline is found to be appropriate, then the hours will stand.
- Warriors may have direct access to the Program Director at some point in the grievance process, if necessary.

## WARRIOR RELEASE STATEMENT

I, \_\_\_\_\_, understand that my acceptance as a Warrior in the Warrior House Program by Houses for Warriors, Inc. requires the following:

1. I am a volunteer participant and not an employee of the Warrior House or any of its affiliates. I further understand that under no circumstances can Warrior House or any of its affiliates be under any obligation to me.
2. I understand that my admission and continued residence in the Warrior House Program is dependent upon my needing such assistance and my willingness to help myself and others so situated, including the voluntary performance of such duties as may be assigned to me.
3. I am aware of the hazards and risks to my person and property associated with being a part of this Program. Such hazards and risks include, but are not limited to, death, injury by accident, disease, weather conditions, inadequate medical services and supplies, criminal activity, and random acts of violence. I voluntarily assume all risks of death, injury, and illness associated with such risks, and any damage to my personal property. I further understand that the Warrior House Program or any of its affiliates may not have any insurance coverage that would apply in the event of my death, illness, injury, or damage to my person or property that may occur during my participation in the Program. If I desire insurance coverage, I understand that I am responsible for obtaining and paying for the cost of such insurance.
4. I release Houses for Warriors, Inc., the Warrior House Program and its affiliates, agents, officers, directors, employees and volunteer Staff from any liability whatsoever arising as a result of death, injury, or illness that I may suffer as a result of my participation in the Program.
5. I attest and certify that I have no medical conditions that would prevent me from performing my duties as a volunteer participant.
6. I expressly waive any defense to the enforcement of any provision of this commitment arising from a claim of lack of consideration and warrant that this commitment constitutes a legal valid and binding obligation upon me enforceable against me in accordance with its terms.
7. I expressly agree that this assumption of risk agreement is intended to be as broad and inclusive as permitted by law. I further state that **I HAVE CAREFULLY READ THE FOREGOING ASSUMPTION OF RISK AND UNDERSTAND ITS CONTENTS, AND I VOLUNTARILY SIGN THIS RELEASE AS MY OWN FREE ACT. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Warriors' Signature

\_\_\_\_\_  
Witness Signature

## Fire and Extreme Weather Procedures

### Fire Alarm:

⇒ In the event of a fire alarm every person **MUST** begin exiting the building and meet at the end of the driveway

### Tornado Alarm:

⇒ In the event of a tornado or severe weather, an attempt to reach the House manager will be made to warn Warriors of a possible tornado. Warriors should take necessary precautions and remain inside the house, in a center location of the building such as the hallway. Stay away from windows or doorways.

### Things to Remember:

⇒ It is **MANDATORY** for every person to leave their rooms during a fire / tornado alarm. **NO EXCEPTIONS**

I have read and fully understand these procedures, and realize that failure to adhere to the Emergency Procedures will result in consequences.

\_\_\_\_\_  
Warrior Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

## Warrior House Program WARRIOR AGREEMENT

I, \_\_\_\_\_, understand that my acceptance as a Warrior in the Warrior House Program requires the following:

- 1. HOUSE RULES, MORAL STANDARD, AND WITHDRAWAL FROM SUBSTANCE.** I have read and understood the House Rules as provided to me, and understand that such House Rules may be amended upon the Program's discretion, with or without notice. Accordingly, I agree to abide by all Program rules, including but not limited the House Rules as given to me.

In addition, I agree to abide by the moral standards as upheld in the Bible. I understand that the Program is drug and alcohol free, but does not serve as a detoxification facility. Accordingly, I agree to withdraw from any and all substance dependence voluntarily and without the use of medication.

- 2. MEDICAL RELEASE.** I hereby authorize the Program to make arrangements for any emergency medical assistance that may be required due to any illness or injury on my part.
- 3. WHP HIV/COMMUNICABLE DISEASE POLICY.** Houses For Warriors does not discriminate against those who are HIV Positive in its intake procedures. Because a large number of IV drug users have been infected by the HIV Virus, at any given time there may be one or more Warriors in the program that are HIV Positive. This program does not require Warriors who are HIV Positive to notify other Warriors in the program that they are HIV Positive.

Staff Members are forbidden without written permission of the Warrior to discuss the disposition of any Warrior on his/her caseload; other than those individuals that are involved in the treatment process.

WHP is not a medical care facility and is unable to provide twenty-four hour on-site medical supervision. Therefore, all Warriors entering the program must be in good health and able to participate in all activities in the program. If a Warriors' health deteriorates to the point where he/she is no longer able to participate in the daily activities of the program, or medical condition requires twenty-four-hour medical supervision, that person should leave WHP.

HIV Positive Warriors who have family members or friends who could have possibly contracted the virus from them shall notify them immediately.

Any HIV Positive Warrior that intentionally puts another person at risk of being infected with HIV virus will be immediately dismissed from the program.

- 4. RELEASE OF CONFIDENTIAL CASE FILE AND COPYRIGHT TO PERSON AND STORY.** I hereby release and grant the Program, its agents, affiliates or third party as designated by the Program all rights to use and publish for any lawful purpose whatsoever to promote the Program's purpose my: 1) confidential information as contained in my Program's case file; 2) personal story; and 3) name, likeness, or appearance. I understand that I may also be requested to speak at public gatherings, give testimony or participate in the Program's activities whereby I may be recorded in any form or manner. Accordingly, I hereby release and grant the Program to use such recordings of me whatsoever to promote the Program's purpose. I also hereby waive any right to inspect or receive a copy of the finished product.

I hereby release and discharge the Program, its agents, affiliates or third party as designated by the Program all liability by virtue of misprint, error or distortion that may occur unless it can be shown that such error, misprint, or distortion were maliciously based.

I further understand that I will not be compensated in any form or many for all use of my: 1) confidential information as contained in my Program's case file; 2) personal story; and 3) name, likeness, or appearance.

**5. CONSENT TO DRUG TESTING AND CONTRABAND WEAPON SEARCHES.** I understand that the Program is a drug and weapon free facility for the safety and well being of all its Warriors, employees, and volunteers with the exception of trained staff licensed to conceal carry in the state of Colorado. Accordingly, by my participation and consent below, **I hereby voluntarily consent to all drug tests on myself and all contraband and weapon searches of me and my living quarters upon request.**

I understand that the results of my drug tests, if any, will only be disclosed to Houses For Warriors and all legal authorities Houses For Warriors deems necessary. I understand that if I am tested positive for any banned drugs that are listed in Houses For Warriors' Drug Testing and Contraband Search Procedure brochure, Houses For Warriors may terminate my participation in the Program. Furthermore, Houses For Warriors may terminate my participation if there are any drugs, contraband items or weapons found in my living quarters or on my person.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Warrior's Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Warrior's Printed Name

\_\_\_\_\_  
Witness Printed Name



# Work Area Skill Levels Assessment

Name: \_\_\_\_\_

Please circle the skill level that best describes your abilities in each area.

## Painting

1. Have done no painting work.
2. Have done light painting. Have some knowledge of how to paint.
3. Painted on a regular basis and have the skills and complete knowledge of painting.

## Construction

1. Have done no construction work.
2. Have done light construction. Minor wall repair with sheetrock and texturing.
3. Have done complete construction on a regular basis and have the knowledge and skills needed to build or modify walls and texture and install doorways.

## Plumbing

1. Have done no plumbing work.
2. Have done light plumbing. Change O-Rings on faucets.
3. Can remove broken fixtures and/or pipes and completely replace or repair as needed.

## Electrical

1. Have done no electrical work.
2. Have done light electrical work – changed out light switches and wall receptacles.
3. Can rewire new walls for the proper light switches, receptacles, and alarm systems.

## Lawn Care/Gardening

1. Have done no lawn/gardening care.
2. Have light lawn/gardening care knowledge.
3. Have lawn/gardening care knowledge and can do just about any task.

## Laundry

1. Have no laundry experience.
2. Have limited laundry experience.
3. Have experience in laundry operations.

## Housekeeping/Floor Cleaning

1. Have no housekeeping/floor cleaning experience.
2. Have light housekeeping/floor cleaning experience.
3. Have good housekeeping/floor cleaning experience.

## Food Service/Restaurant Experience

1. Have no food service experience.
2. Have light food service experience.
3. Have good food service experience.

**Warehouse/Organizational**

- 1. Have no warehouse/organizational experience.
- 2. Have light warehouse/organizational experience.
- 3. Have good warehouse/organizational experience.

**Management /People Skills**

- 1. Have no management/people skills experience.
- 2. Have some management/people skills experience.
- 3. Have good management/people skills experience.

**Reception/Clerical**

- 1. Have no receptionists/clerical experience.
- 2. Have some receptionists/clerical experience.
- 3. Have good receptionists/clerical experience.

**Child Care**

- 1. Have no child care experience.
- 2. Have some child care experience.
- 3. Have good child care experience.

**Explain your highest skill level & work experience in one paragraph:**

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**STAFF NOTES:**

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Houses For Warriors, Inc.  
P.O. Box 334  
Evergreen, Co 80439

(303) 357-1518

**RELEASE AND CONSENT TO USE PERSONAL INFORMATION**

To Whom It May Concern:

In exchange for good and valuable consideration, the receipt of which is hereby acknowledged, I hereby consent for Houses For Warriors, Inc. to interview me and/or use my photograph, likeness, or other personally identifying information (“Personal Information”) in all publications and in all other media, whether now or hereafter existing, controlled by Houses For Warriors, Inc., in perpetuity. I further consent to the use of my Personal Information for advertising, selling, or soliciting purchases of goods, services, or charitable contributions, including but not limited to the use of my Personal Information in newsletters, publications, billboards, promotions, or any other uses deemed necessary by Houses For Warriors, Inc.

I hereby irrevocably authorize Houses For Warriors, Inc., to edit, alter, copy, exhibit, publish, or distribute my Personal Information for purposes of publicizing programs offered by Houses For Warriors, Inc., or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears.

I acknowledge and agree that any photograph, audio recording, or video recording taken of me by Houses For Warriors, Inc. or their agents, will become the property of the Houses For Warriors, Inc. and will not be returned to me.

I acknowledge and agree that Houses For Warriors, Inc. has no obligation to pay me any additional compensation or give any additional consideration, for the use of my Personal Information, other than that which I have already received.

I hereby hold harmless and release and forever discharge Houses For Warriors, Inc. from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this Release.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## Notice of Exit

Warrior's Name: \_\_\_\_\_ Exit Date: \_\_\_\_\_

Reason for Leaving (Select only one):

Voluntary Departure       Non-compliance with Program       Graduate       Other  
 Acquired Housing       Legal Matter       Higher Level of Care Needed

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Description of Warrior's progress while in the program:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Warrior Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**OFFICE USE ONLY:**

**Warrior referred to agencies: 1.** \_\_\_\_\_ **2.** \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

Exit Code: \_\_\_\_\_ Exit Email Sent: \_\_\_\_\_

Updated 10-10-2014bg

## Houses for Warriors– Warrior’s Rights

- To receive assistance to have basic needs met (i.e. food, clothing and shelter)
- To be treated as a respected member of society.
- To have your personal information protected.
- To understand the rules of your program.
- To be treated fairly.
- To file a grievance.
- To be provided with a safe environment to the best of our ability.

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Warrior Signature

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Date

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Printed Name

## Warrior Code of Conduct

- I understand as a participant in the Warrior House Program that I am responsible for my behavior.
- I will not engage in any inappropriate contact or relationship with any other staff, volunteer, practicum, and participants in the Warrior House Programs.
- I will not use bad language, swear, insult or fight with other people.
- I will refrain from any form of personal abuse towards others, including verbal, physical and emotional abuse.
- I will participate actively in the programs.
- I will try new activities and learn new skills to the best of my ability.
- I will not ask to include my friends, brothers, sisters, or other family member in program activities unless they are so invited.
- I will be on time and dressed appropriately for all program activities, including transportation.
- I will let the Directors of Houses For Warriors know if my plans change and I am unable to keep an appointment or participate in an activity.
- I will not expect the Staff to buy me gifts, give me money or take me on expensive outings.
- I will keep in contact and have open communication with Directors of Houses For Warriors.
- If a problem develops, I will immediately talk to the Directors of Houses For Warriors about it.
- If a problem develops within my family or other circumstances occur that affects my participation in the program, I will contact the Directors of Houses For Warriors immediately.
- I will smoke in the designated smoking area only. The designated smoking area is the back patio.
- I will clean up after myself and will volunteer to help maintain the cleanliness and sanitation of the house.
- I agree to follow all established rules and guidelines of Houses For Warriors, Inc.

I have read and agree to abide by Warrior House Code of Conduct. I understand that if I violate this Code of Conduct I will be subject to a range of consequences, up to and including being prohibited from participating in any activities or programs of Houses For Warriors.

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Warrior Signature

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Date

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Printed Name

# The Ten Commitments

Know Myself

Change & Accountability

Finish & Follow Through

No New Relationships

Communication

Higher Standards

Substance Free

Being Positive

Active in Action

Gaining Employment & Housing

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Warrior Signature

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Date

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Printed Name