



RESIDENT  
HANDBOOK  
& PROGRAM INFORMATION

**All policies in this Handbook are subject to the discretion of the Director. Exceptions may be granted on a case by case basis as deemed appropriate for the good of the program and its residents.**

## Our Name: Bridgett & Friends

Bridgett & Friends, a Christ-centered, evidence based, 6 month recovery program for women, located at The Friend Center is Certified by ACRM (Association for Christian Recovery Ministries) and AARR (Alabama Alliance of Recovery Residences).

**Motto:** Building eternal Happily-Ever-After.

**Ministry Goals:** Bridgett & Friends resident goals are:

- ✓ **Spiritual Maturity.** (A solid relationship with Jesus Christ.)
- ✓ **Financial Independence.** (A job, home & vehicle of their own)
- ✓ **Emotional Stability** (Feeling emotions without angst.)

## How we build:

Just as God gave Noah the tools and instructions he needed to build the Ark, Bridgett & Friends provides an atmosphere and the help women need to build a happily-ever-after that will last throughout eternity. Our residents are given the blueprint necessary to build and maintain their own happily-ever-after through a variety of financial, emotional, and spiritual training.

**Success:** Residents' success depends on their execution of the following evidence-based Best Practices:

**Abstain** from the use of mind- altering substances.

Live in a protected alcohol and **drug-free housing community**

Exploring emotionally or physical distresses that led to substance use disorders such as **traumatic life events** experienced as a child or adult.

Build healthy emotional, physical, and relational **boundaries** with people, places, and things that could trigger relapse.

Set **SMART life-goals** to gauge recovery progress as they build their new life such as gainful employment and lifeskill training.

Participate in **Recovery Support Groups** such as Celebrate Recovery and Reformers Unanimous.

Exercise their **cognitive functions** by playing word games, puzzles and learning new things.

Celebrate each accomplishment and achievement no matter how great or small in order to build their **self-confidence and value.**

## Eligibility

The program is voluntary.

Applications will ONLY be approved from women who are committed to a life change, are willing to sacrifice to build their new life, and are willing to live without mind altering substances.

All applicants will be required to commit to continuous growth while in the program. Weekly reviews will be conducted.

To be considered for admission:

- ✓ **All applicants must be 18 years or older.**
- ✓ **Applicant must be physically able and mentally stable to participate in all work and living environments.\***
- ✓ **All applicants must inform Bridgett & Friends of all outstanding legal matters and court dates prior to entry.**
- ✓ **All applicants must be biological females.**

## Medical Criteria:

Bridgett & Friends is NOT a medical/mental health facility and CANNOT provide medically supervised detoxification.

Resident must be physically detoxed and able to participate in required daily activities prior to enrollment. Those unable to participate in daily activities will be dismissed. Residents must disclose any physical or mental health conditions that might restrict or limit their participation in the program. Failure to do so may result in dismissal.

*\*NOTE: In order to ensure the safety of our residents and staff, The Friends Center abides by the following **Zero Acceptance Policy**. No applicant to Bridgett & Friends residential program will be accepted if they have a medical or mental diagnosis of any of the following disorders: Intermittent Explosive Disorder (IED), any major eating disorder such as but not limited to anorexia or bulimia, kleptomania, pyromania, any paraphilias including but not limited to pedophilia and zoophilia, any psychotic and/or mood disorders that result in dissociations, delusions, hallucinations, paranoia and/or suicidal or self-harm tendencies such as but not limited to schizophrenia, severe depression, and bipolar disorders. Additionally, no applicant to Bridgett & Friends residential program will be accepted if they are listed with any national or state sex offender registry or have a criminal record of violent crimes and/or violent felonies.*

## Procedure for Entry

The application process is as follows:

1. **Read the entire Resident Handbook.**
2. **Complete an Application found at [www.thefriendscenter.com](http://www.thefriendscenter.com),**
3. **Call 251-829-6507 for a phone assessment.**

## Prior to Admittance:

If your application is approved you will be notified and an entrance date will be schedule. (If there are no vacancies, your name will be placed on a waiting list until a bed becomes available.) The admission process is as follows:

1. **Read the Resident Handbook in its entirety.**
2. **Agree to the boundaries and accountability policies outlines in this handbook.**
3. **Pledge your full participation to the program by signing the Resident Pledge on the last page of this handbook.**
4. **Report to campus as scheduled bringing two types of identification; i.e., driver's license, passport or state photo ID, social security card, or birth certificate if available.**
5. **Submit to a substance test.**
6. **Sign a medical release form.**
7. **Disclose all court ordered requirements.**

## Fees

- Residents are NOT required to pay an application fee.
- Residents are required to pay for any damages to Bridgett & Friends property or any damage for which they are responsible.
- Residents may be required to pay tuition to Educational Institutions for classes in which they chose to enroll.
- Program Fees vary based on lodging and Resident's current Phase enrollment. (\$100 to \$140 per week) Scholarships are available.
- No Refunds: Payments are not refundable under any circumstances for whatever reason.

# PROGRAM OVERVIEW

***During all Phases resident's person and possessions are subject to random searches and/or substance testing.***

5 Phase — 25 Week — Recovery Program

## **Overcomer Phase — Week 1 — Needs Assessment**

Residents are provided drug-free housing in an environment free from world problems and temptations. This gives them time to self reflect and choose the life they want to build. Residents are introduced to the Savior and made aware of the good life He offers. Resident Needs are assessed and Program Paths are decided.

- ✓ **Dormitory Style living quarters.**
- ✓ **Residents are responsible for specific, household chores.**
- ✓ **Self-help, improvement Classes Twice Daily.**
- ✓ **Personal meditation/refection Twice Daily.**
- ✓ **Peer Support Groups 4 times weekly.**
- ✓ **Life skills Training.** For improving self confidence.
- ✓ **All Transportation is provided by Bridgett & Friends. No personal vehicle use allowed.**

## **Phase 1— Weeks 2-7 — New Freedom is explored!**

Residents are encouraged to self-reflect and see the possibilities of a blessed life. Residents are encouraged to seek the face of God and His will for their future.

- ✓ **Career Pathway decisions are made.**
- ✓ **Employment readiness.** (driver's license, birth certificates, and social security cards are obtained.)
- ✓ **Personal Cell phone use.** (during scheduled times) or 1 call and 1 visit per week. (Must be scheduled and approved.)
- ✓ **Case Management begins.**

**\*RESIDENTS WHO'VE RECENTLY COMPLETED RECOVERY/  
TREATMENT PROGRAM MAY OMIT PHASE 1  
AS DETERMINED DURING NEEDS ASSESSMENT.**

**\*\*52+ DAYS SOBER IS REQUIRED TO BECOME WORK ELIGIBLE.**

**Phase 2 — Weeks 8-13 — Love, Joy, Peace —** Employment is sought.

Resident's self-confidence is increased by obtaining gainful employment. Spiritual growth can be obtained by learning the promises of God to His people when they keep His commandments.

- ✓ **Private Bedroom with shared living quarters.** (Subject to Availability)
- ✓ **Limited accountable contact with the outside world.** (1 day-pass per month.)
- ✓ **Accountable cell phone use.** (Talk & Text only. No social Media.)

**Phase 3 — Weeks 14-19— Longsuffering, Gentleness, Goodness.**  
—Budgeted Saving for the Future

Residents follow a savings budget that will enable them to provide for their future households without help from outside sources.

- ✓ **Residents schedule their days.** (Within program guidelines)
- ✓ **Supervised personal vehicle use.** (Work and/or educational purposes only.)
- ✓ **Accountable contact with the outside world.** (2 day-passes and 1 24-hour pass per month)
- ✓ **Parenting Classes are available at Resident Request.**

**Phase 4 — Weeks 20-25 — Semi-Independent Living —**  
**Faith, Meekness, Temperance**

Residents enjoy freedom to make daily choices. Prepare to live independently outside of the program without the use of mind-altering substances.

- ✓ **Accountable Social Media Usage.**
- ✓ **Private living quarters.** (Subject to Availability)
- ✓ **Unlimited Contact with the outside world.** (No visits to resident's personal living quarters.)
- ✓ **Resident must sign in and out of Bridgett & Friends's Campus. All off-site activities are subject to approval and accountability.**
- ✓ **Residents may chose which approved meetings they attend.** (A minimum of three times per week.)
- ✓ **Resident's curfew is 9:00 pm with exceptions made for meetings and work related activities**

## **Items to Bring:**

### **Identification documents:**

- ✓ **Picture ID or Driver's License,**
- ✓ **Social Security Card**
- ✓ **Insurance Card (For personal vehicle use in Phase 4)**

### **Personal Items:**

- ✓ **Shampoo & Conditioner**
- ✓ **Soap or Body Wash**
- ✓ **Toothpaste**
- ✓ **Mouthwash (alcohol free)**
- ✓ **Deodorant**
- ✓ **Feminine hygiene products**
- ✓ **Stamps and envelopes**
- ✓ **Wrist-watch**

### **Classroom Supplies:**

- ✓ **KJV Bible**
- ✓ **Back-pack or book-bag**
- ✓ **Pens or pencils**
- ✓ **Highlighters**
- ✓ **Notebook**

### **Women's Clothing:**

- ✓ **Casual clothing for classroom (Jeans, t-shirts),**
- ✓ **Casual/dressy clothing for meetings services (dresses, skirts).**
- ✓ **Clothing and shoes for recreation and work programs.**
- ✓ **Appropriate underwear. Bras are to be worn at all times except when sleeping.**
- ✓ **Pajamas. (Nightgowns and lingerie are NOT allowed.)**

Due to limited space, clothing is limited to 5 Casual & 5 Dressy outfits, 2 sets of life skills clothes, 3 sets of pajamas, and 5 pairs of shoes.

**Toiletries, supplies, and clothing will be provided if needed.**

## **Prohibited Items:**

- × Drugs, alcohol.
- × Unapproved medication.
- × Anything containing alcohol: mouthwash, perfume, etc.
- × Pocket knife, straight razors, or weapons.
- × Nicotine in any form included gum and patches.
- × eCigs or vapors.
- × Loose powder of any kind.
- × Bath salts.
- × Musical Instruments (Without Prior Approval)
- × Pets.
- × Clothing with reference to alcohol, gambling, tobacco, secular music, profanity, or vulgar graphics.
- × Camera, Computer, tablet, C.D. Player, IPod, or Radio. C.D.s or DVDs. (Allowed in Phase 2)
- × Fans or Heaters of any type. (Allowed in Phase 2)
- × Personal room accessories such as rugs, throws, comforters, bed linens, Laundry Baskets, etc. (Allowed in Phase 2)
- × Footlockers or Toolboxes (Allowed in Phase 2)
- × Any opened food or toiletry item.

## **Books, Magazines, Movies, Videos, and Music Guidelines: (5 Nos = 1 Yes)**

1. No Profanity
2. No Nudity, Sex, or excessive displays of affection
3. No Blasphemy
4. No Alcohol or drug consumption
5. No Witchcraft or Sorcery

**\*\*\*All music must be explicitly Christian in genre.  
No Christian rap or Christian hard rock**

# **POLICIES AND PROCEDURES**

## **Accountable Consequences:**

Failure to adhere to the boundaries and procedures outlined in this handbook will result in disciplinary action and/or dismissal from the program.

Some consequences of behavioral infractions are:

- × **Verbal Warnings**
- × **Writing Assignments.**
- × **Extra Chores**
- × **Loss of Privileges such as phone calls, visitations, & passes.**
- × **3rd Offenses and Zero Tolerance Policy Violations result in immediate dismissal.**

## **Zero Tolerance Policy:**

The following violations of policy are subject to immediate dismissal.

- × **Stealing**
- × **Fighting**
- × **Firearms Or Edged Weapons**
- × **Unauthorized Vehicle Use: Personal or Ministry Owned.**
- × **Damage To Property**
- × **Intimidation To Staff Or Residents**
- × **Useage or Possession of Drugs, Alcohol, or Nicotine**
- × **Practicing or entertaining witchcraft/sorcery via any source**
- × **Sexual Misconduct (Of Any Kind)**
- × **Refusal Or Failed Drug Test**
- × **Refusal To Work (Without Medical Reason)**
- × **Entering Staff Living Quarters or another resident's Bedroom**
- × **Leaving Bridgett & Friends boundaries without permission.**

## **Privacy Policy:**

Bridgett & Friends will not confirm the enrollment of any individual in our program without the resident's written request and consent.

## **Program Entrance:**

Upon entry to Bridgett & Friends, all baggage, bags, containers, etc. are to be surrendered to the Bridgett & Friends' staff for inspection.

Bridgett & Friends reserves the right to inspect all persons and items coming onto the campus. This includes items brought in by residents, volunteers, staff, and ministry partners. Any item may be prohibited with or without cause at any time.

### **Tobacco Policy:**

Bridgett & Friends enforces a strict NO NICOTINE policy for our residents and staff. All forms of nicotine are prohibited.

### **Drug Screening:**

Failure to submit to or pass random drug screenings, will result in immediate dismissal from Bridgett & Friends.

### **No Profanity Or Vulgar Gestures:**

In order to maintain a safe and life changing environment, Bridgett & Friends will NOT tolerate any conversation regarding drug usage or sexual exploitation.

### **Financial Responsibility:**

Residents are expected to be financially responsible.

Upon entry to Bridgett & Friends, residents are expected to inform staff of any outstanding financial obligations (e.g., fines, court costs, child support, debt collections, etc.)

Personal budgets will be reconciled weekly by the resident under the advise and direction of the Resident's financial advisor.

### **Court Appointments/ DHR Obligations:**

Bridgett & Friends is NOT responsible for fulfilling resident's obligations to any court or agency whatsoever. However, we will provide transportation to parole appointments, court appearances, court ordered substance testing or DHR (DHS) requirements if given a 10-day prior notification from residents and the appointment location doesn't exceed a 75-mile radius from campus.

Upon Resident or Agency request Bridgett & Friends will send resident enrollment, statuses and updates to any court, attorney, or agency as long as such request is allowed by law.

### **Computer Access:**

Residents will have access to the Internet ONLY for program related purposes. Social media sites are prohibited until Phase 4.

## Donations:

Residents are NOT to ask for nor borrow items or money from other residents, visitors, or the general public.

Residents are prohibited from soliciting donations of any kind from any source.

Residents may not accept any monetary donation or in-kind gift(s) designated for The Friends Center or Bridgett & Friends.

Residents may not donate any item to another resident or charity without the approval of the director.

## Daily Schedule:

Residents MUST comply with all program boundaries, policies, and procedures.

Participation in daily scheduled activities is mandatory. A schedule will be provided.

Any deviations from the schedule must have prior approval from the Program Manager or director.

## Behavioral:

Residents will be considerate and respectful of each other, staff, and volunteers at all times.

Residents will show respect to staff and volunteers by addressing them as Miss or Mister. Simple yes and no communications should take the form of “yes, ma’am” or “yes, sir”. Residents should not answer by saying “What”, “yes”, “no”, “whatever”, or any expletive.

Residents are encouraged to share their success stories with other residents but are prohibited from questioning, badgering, and advising other Residents and staff concerning any matter whether it be spiritual, financial or emotional, especially concerning program related matters.

Residents are prohibited from asking staff and other residents personal questions or for personal favors. Residents should “stay in their own lane” and concentrate on their own success. If any Resident is asked an unwanted or prohibited question, their response should be, “You’re going to have to ask Ms. Bridgett about that”.

**\*\*Report all RESIDENT behavioral infractions on an Incident Report.**

**Report all STAFF/VOLUNTEER behavioral infractions on a Grievance Report**

## Medical/Dental Care

Payment for medical/dental care is the resident's responsibility.

Residents are responsible for informing Bridgett & Friends staff of medical/dental appointments via an Illness Report.

All medications MUST BE approved and self-administered according to our Medication Procedure Policy.

All on-the-job injuries must be reported immediately to the resident's employer and to Bridgett & Friends staff within 24 hours.

During Phases O-1, ONLY emergency Dental and Medical care will be sought. Residents are required to surrender all over the counter and prescription medications upon arrival or immediately after prescriptions are filled.

During Phases 2 - 4, All appointments will be scheduled on the resident's day off unless it is an emergency. Residents may keep approved medicines in their living quarters. Residents are PROHIBITED from dispensing medicines to other residents.

### Approved Over-The-Counter Medications:

All OTC medications must be presented to staff unopened in its original packaging for approval. Examples of OTCs that may be approved:

**Pain Relievers** - Tylenol, Naproxen, Motrin, Ibuprofen, Aleve

**Stomach Medications** - Prilosec OTC, Nexium, Prevacid, Roloids, Pepto-Bismol.

**Cold, Cough and Sinus Medications** - Claritin, Chlortabs, Tylenol Cold & Sinus (all non-drowsy), Alka-Seltzer Plus Cold Daytime, Mucinex, Alcohol Free Cough Syrup, Tussin CF, Cough Drops.

### Prohibited Medications (Include but are not limited to):

Unapproved/undocumented Prescription Medications.

Antihistamines, Decongestants, or COLD medicines containing dextromethorphan. Cold medicines ending with D or DM.

Barbiturates and Narcotics

Any product with CBD or THC ingredients.

Gas Station Dope.

Sleep-aids.

**Mood-altering, psychotropic  
or potentially addictive substances  
ARE NOT ALLOWED.**

## **Prescription Medications:**

All residents with prescribed medications must follow The Friends Center's Prescribed Medication Procedures.

### **The Friends Center Prescription Medication Procedures:**

**Purpose:** The Friend Center is committed to ensuring the safety and well-being of all residents. As a non-medical facility, we have established the following procedures for handling prescribed medications.

#### **Self-Administration of Prescribed Medications:**

Residents are responsible for the self-administration of any prescribed medications.

All medications brought into The Friend Center must be approved by the Executive Director or designated staff member.

Medications must be stored securely in the resident's lockbox or room and taken exactly as prescribed by their healthcare provider.

Residents may NOT share medications or information concerning their medications with other residents.

#### **Medication Approval Process:**

Upon admission, residents must provide a current, written diagnosis and prescription treating that diagnosis from a licensed medical professional.

All prescriptions must be current and prescribed for self-administration.

The Executive Director or designated staff member will review the diagnosis to determine if the diagnosis is within The Friends Center's scope of care.

Any changes to prescribed medications must be given by the prescribing provider and reported to the Executive Director or designated staff member immediately.

#### **Documentation:**

Residents must maintain a personal medication log, documenting the name, dosage, and administration times of all medications.

Staff will periodically review the medication log to ensure compliance with the self-administration policy.

**\*\*Possession of unapproved prescriptions or medicine will result in immediate dismissal.**

## **Appearance:**

Daily personal hygiene, i.e., shower and hair washing is required.

**Always use deodorant.**

**Perfumes, body sprays, or scented lotions may be sparingly used.**

Attire should always be modest and appropriate. If Bridgett & Friends Staff determines clothing is inappropriate, resident must change immediately without complaint.

**Bras are to be worn at all times, except when sleeping.**

**Bras and straps are not to be seen.**

**Pajamas (pants & shirt) MUST be worn when sleeping. No nightgowns or lingerie.**

**Shorts may be worn as pajama bottoms if they reach the knee.**

**Changing of clothes will take place in the bathroom, in private, not in front of others.**

**Midriff skin may NOT be visible.**

**Cleavage may NOT be visible.**

**A camisole, undershirt, or slip should be worn when needed.**

**Capris and skirts MUST cover the knee when sitting.**

**Clothing shall NOT have offensive logos or sayings.**

**Clothes will be kept clean, ironed, and mended.**

**No tight, form fitting, or attention getting clothing.**

**Shoes MUST be worn at all times except when sleeping.**

**Residents should NOT leave the bedroom inappropriately clothed. Pajamas may NOT be worn in public areas.**

## **Bathrooms & Showers**

Residents must shower or bathe daily in a timely manner. Water must be conserved as much as possible.

Tampons and dispensers must be placed in the waste container provided. Personal toiletries may NOT be left on the counter tops.

Only one person is allowed in the bathroom at one time.

## Jewelry

**Jewelry** must be limited. If Bridgett & Friends staff determines jewelry is in excess, resident must remove it without complaint.

***Bridgett & Friends is NOT responsible for lost or stolen jewelry.***

## Living Areas:

Visitors are NOT allowed access to the Bridgett & Friends facility without expressed permission of the director.

Residents must participate in daily chores to maintain a clean living environment. A weekly chore chart will be posted.

Residents may not go outside after dark without permission.

Residents may not rearrange furniture or furnishings nor open windows or doors without permission.

Residents may not leave the designated boundaries of Bridgett & Friends without permission from the Director or Program Manager.

**\*\*Leaving the premises of Bridgett & Friends without permission will result in immediate dismissal.**

## Kitchen:

Residents are required to participate in preparation/cleanup of all meals. Hands MUST be washed with soap before handling food.

Residents will have an assigned space to store personal food supplies. Residents are required to apply for SNAP benefits if they are eligible, and are required to donate a maximum of \$50 in groceries every month to Bridgett & Friends food supply.

Residents without means have access to Bridgett & Friends food supply and The Friends Center's food pantry.

## Dining:

All meals are to be consumed in the dining area at appointed times.

Residents should be seated in the dining room 5 minutes before each meal, **even if they don't plan to eat**. The only acceptable reason for being late is work or meetings commitments.

All residents MUST maintain proper conduct during meal times, both on and off campus.

Residents must not be wasteful.

No one should eat their meal without giving thanks.

There will be no second helpings until everyone has been served.

There is to be no complaining about the food the Lord has provided.

## **Bedroom/Sleeping Quarters:**

Bridgett & Friends provides all bed linens. Beds require a fitted sheet, flat sheet, and a pillow with pillowcase. Blankets are to be made up under the comforter.

**Bedrooms will be kept clean, neat, orderly, and deodorized.**

**Beds must be made every morning and kept neat.**

**Clothes must be hung up or neatly folded and placed in drawers.**

**Each resident is assigned personal space, which is reserved for family pictures, books or other appropriate personal items.**

**All residents will have a container for personal toiletry items, which is to be stored in your designated place.**

**With the exception of one bottle of water, No food, snacks, or drinks are to be stored or consumed in the resident's room except by privilege only.**

**Residents are not to rearrange room furniture or furnishings in any manner.**

**Residents MUST sleep in their designated areas. Residents may NOT sit or lay upon a bed that is not their own. Residents may NOT enter a bedroom that is not their own.**

**Residents may NOT enter Staff Housing.**

## **Lifeskills Training and Chores:**

Residents will be taught how to perform yard work and various household duties in order to maintain the property.

Residents must perform these tasks at their scheduled time and at other times at the direction of Bridgett & Friends staff.

## **Maintenance Repairs:**

Residents should report all needed maintenance repairs via a Maintenance Report. Residents are forbidden to make any repairs to buildings, appliances, equipment, or vehicles unless directly instructed by staff as part of a lifeskills class.

## **Classes, Therapies, & Peer Support Groups on Campus:**

Be seated in designated meeting area at least 5 mins. before scheduled.

Residents should be courteous to all guests, speakers, and volunteers. A respectful attitude is required at all times.

Participation is voluntary, but requires no disruptions.

## Phone Calls:

Residents will have access to a phone for employment and educational purposes.

**Phase 0 - For the 7 day assessment, Residents are NOT allowed calls except in an Emergency.**

**Phase 1 - Personal Cell Phones may be used during scheduled times to call or text approved phone recipients, or ministry phones may be used twice a week.**

**Phase 2 & 3 - Personal Cell Phones may be used anytime for talk & text to approved phone recipients provided the call does not disrupt the schedule of Bridgett & Friends residents.**

**Phase 4 - Social Media Apps are allowed.**

**\*\*During all phases, phones and electronic devices are subject to inspection and accountability checks. Resident must also activate Bridgett & Friends *Life 360* Circle with location permissions always on.**

## Communications:

Residents may not communicate or converse with any person without written permission from the director via Communication or Phone Recipient Requests. (Employment and medical reasons excluded.)

If the resident is contacted by such a person, their response should be limited and cordial but vague.

Examples of in-person contact responses are “Hi”, “Hello”, “I’m doing well, thank you for asking but I can’t talk now.”

If the contact is by text, email, phone, or persistent in-person communication, Residents should use the below quote.

“Hi! It’s good to hear from you. I hope you are doing well. I’m doing great. I’m a resident of Bridgett & Friends where I’m learning to live in God’s blessings without the use of mind-altering substances. My communication is limited so please don’t be offended if this is my only response.”

If the resident desires to communicate further with this person, they should fill out a Communication Recipient Request. If Resident doesn’t wish to communicate further with this person or if communication has been previously denied, they should notify the Director of this contact immediately.

## **Off Campus Meetings & Other Activities:**

All residents must use the bathroom prior to service/event.

A positive attitude and good sportsmanship is required during recreational activities.

(Phases 0-2) Residents **MUST** stay in a group when away from campus. Residents must sit together as a group as close to the front as possible.

## **Transportation:**

**Phases 0—1 - Transportation is provided.  
NO personal vehicle use allowed.**

**Phases 2—3 - Residents MAY drive their personal vehicle for employment purposes ONLY after Proof of Ownership, State required insurance, and a valid Driver's License are provided to the Director. Resident must also ensure Bridgett & Friends Life 360 Circle is activated during all off-campus trips, events, and excursions.**

**Phase 4 - Residents may only use their personal vehicles for purposes that benefit their success in the program.**

## **Employment:**

Beginning at Phase 2, residents are required to enroll with an education partner or seek employment provided they have a minimum of 52 days sober. \*Excluding Court Ordered Requirements.

**Residents who are transported to their jobs are expected to be ready at least 15 minutes prior to transport.**

**Residents are to clock in on time at their respective employers and follow the directions of their supervisors.**

**Residents are to establish and practice good work ethics.**

**Residents must report conflicts with coworkers immediately to their supervisor, and to Bridgett & Friends staff within 24 hours.**

**Residents must inform Bridgett & Friends staff of their work schedules.**

**All work absences must be approved by their employers. Allowed absences may include probation or other legal appointments, emergency medical appointments, or illness.**

## Visitation Policy:

In order to preserve and maintain a healthy and productive visit, all visits are evaluated and approved or disapproved according to the resident's attitude, behavior, maturity, progress in the program, and duration of the visit.

Initial visits are restricted to immediate family members.

Friends may be approved for later visits if their visits' influence on the resident should prove to be of a good benefit. Therefore, if the visitor, family, or friend does not agree with resident's goals, it is better they not visit at all.

Bridgett & Friends staff reserves the right to talk with any visitors prior to the resident's arrival or departure.

All requests for a visit must be submitted to the Director in writing using the Visitor Request Form five days before requested visit.

The Visitor Request Form must be signed by the Director or Program Manager before scheduling.

**Phase 1 - Visitation is offered Saturday 2pm to 4pm at The Friends Center's Community Center and is limited to immediate family members that are approved by the Director or Program Manager.**

**Phase 2 - Residents are allowed one day pass to an approved location once monthly.**

**Phase 3 - Residents are allowed two day passes and one 24-hour pass per month.**

**Phase 4 - All on-campus visits must be scheduled and take place in the Community Center. (No visits to residents personal living quarters.) All off-site activities must be approved by the Director or Program Manager.**

All packages must be surrendered to staff for inspection prior to resident's acceptance.

If a visitor is caught trying to give a resident any prohibited item, the visitor will lose their visitation privileges.

Any violation in the visitation policy may result in denial of future visits until the resident proves trustworthy.

Items are not allowed to be dropped off for residents. Items may only be brought by family members during regular visitation.

## **Mail:**

Residents are responsible for all postage for personal mail.

All incoming mail goes through the staff office and is distributed.

Bridgett & Friends reserves the right to open and inspect all incoming and outgoing mail and packages regardless of the addressee.

Any incoming mail that contains contraband will be confiscated and destroyed.

Any outgoing mail that contains contraband will NOT be mailed and the resident will be subject to disciplinary action or dismissal.

All incoming mail should be addressed as follows:

**Resident's Name**  
**c/o Bridgett & Friends**  
**66 Academy Lane**  
**McIntosh, AL 36553**

## **Dismissal and Checkout**

If a resident chooses to check out of the program voluntarily, they must fill out a PROGRAM ABANDONMENT FORM and submit it to their Program Manager. The Program Manager will coordinate with the resident their exit from the campus. Only personal items may be taken. All ministry supplied equipment, furniture, decor, bedding, books, etc. are not to be removed. Rooms are to be left in good condition. Bridgett & Friends is not responsible for any personal property left by the resident. Such property will become the property of the ministry. **Staff may inspect baggage.**

All outstanding obligations such as, but not limited to, donations, property damage, and other expenses must be paid at exit.

Residents may NOT be picked up by friends or relatives from campus. If a resident does not have personal transportation, staff will provide transportation to any safe, public location of the resident's choosing within 50 miles of the campus within 12 hours of request. If applicable, courts, probation/parole officers, and other such agencies will be notified.

Dismissed residents are NOT allowed to return or reapply to Bridgett & Friends program for a minimum of 6 months.

## **Additional Stay for Graduates:**

Graduates of Bridgett & Friends may choose to apply for Phase 5 Housing, The Friends Center's sober living program.

# Resident Pledge

I have read and agree to the terms of the Bridgett & Friends Handbook.

If accepted, I \_\_\_\_\_ pledge to devote all my time and efforts to my successful completion of Bridgett & Friends 5-Phase Recovery Program and to do the following:

- ✓ Follow all program boundaries and procedures with a good attitude.
- ✓ Submit to random inspections of my personal, tangible, and digital property.
- ✓ Abstain from using Drugs, Alcohol, and Tobacco of any kind.
- ✓ Submit to random substance testing.
- ✓ Share all personal information relevant to my success with my advisors.
- ✓ Adhere to my personal financial budget compiled by myself and my financial accountability partner.
- ✓ Pursue educational or job skill training with the goal of obtaining gainful employment.
- ✓ Promise NOT to enter, pursue, or continue any romantic relationship(s) for the duration of the program.
- ✓ Consider building a personal relationship with Jesus Christ through prayer, worship, and Bible study.

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Signed

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Dated