



# Code of Conduct

## Expectations

Base Camp's purpose is to provide a stable environment where you can be empowered to better your situation as effectively as possible. We expect that you will take the necessary steps to utilize the help provided here at Base Camp, the Lighthouse Mission's recovery programs, and through our community partners.

## Length of Stay (initial \_\_\_\_\_)

- We are a short-term emergency shelter.
  - Services will end 365 days (1 year) from the date you first check in.
    - All time is calculated from your first day of entering the shelter and will run consecutively whether you stay every night or not.
    - We will suspend time restrictions for guests who are working closely and cooperatively with area partners as long as all other conditions of this Code of Conduct are followed.
      - Case Managers must contact Base Camp with a release of information.
    - After 365 calendar days and a 30-day break, the shelter will be made available to you for 90 consecutive days in 12 months and during severe winter weather.
    - Entering an LMM recovery program will suspend your end date as long as you remain in the program.

## Night Shelter/Dorms (initial \_\_\_\_\_)

- Check-in time is from 7 pm to 8 pm.
- Beds are given on a first-come, first-served basis unless you were here the night before. Then you will keep the bed you had and be able to store your personal belongings.
  - After 8 pm we will give your bed away if you have not checked in.
  - If you have not checked in by 8 pm and we give away your bed, we will bag up your possessions and place them in our warehouse.
    - We cannot guarantee 100% the recovery of your items but we do our best. LMM will not be held liable for unrecovered belongings.
    - We will hold items for up to 24 hours after which items will be disposed of or recycled.
- During the winter months (November through February) you may be diverted to an overflow shelter to create additional room at Base Camp. *(No access to belongings during the day.)*

## Dayroom (initial \_\_\_\_\_)

- There is no laying or sleeping on the floor.
- There is no photographing or videotaping allowed inside the facility including courtyard area.
- Headphones are required for all music and movies played.
- Free internet is provided.
- After every meal, all guests will be asked to exit the building so that we can clean and sanitize the day room and bathroom areas.

Initials \_\_\_\_\_

Last update: September 2022 by Bill Grimmer



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### Luggage/Personal Belongings (initial \_\_\_\_\_)

- Base Camp provides a large space for storage located in your assigned bed. All of your belongings must fit inside this space.
  - You and you alone are responsible for your items.
  - You will be allowed to access your belongings daily between 11:00 am and 11:15 am.
  - We do not allow personal items to be stored around the beds, on the floor around the beds, or under your beds.
  - The lid of the bed must close all the way.
  - **If any of these above conditions are not met we will ask you once to downsize your belongings. Refusal to do so will result in a break in services and loss of your bed.**

### Bicycles (initial \_\_\_\_\_)

- Bicycles all must be left outside the building (*traveling through the building to the courtyard is permitted*)
- As a guest, you are permitted to have ONE (1) bicycle on the premises.
- All bicycles must be in one piece and operational.
  - Partial Bikes and bike parts will be removed from the property without warning.
  - We will cut chains when possible and save the locks. If there is no other option we will cut the locks
- Bicycles must be parked in designated areas only
- Bicycle trailers must be empty of all belongings or they will be removed from the courtyard.

### Treat Yourself and Others Respectfully (initial \_\_\_\_\_)

- We share our neighborhood with businesses and other neighbors. We expect that you are respectful of their business and not loiter around their doors or buildings during business hours and that they are treated respectfully.
- We all share a large space here. Like anywhere else disagreements can and do happen. If an argument breaks out we ask that you be adult enough to walk away and let both of you cool down.
- Share your table - tables are meant for 4 or more people. If you are sitting alone, others may come to sit with you. If you feel the need to be alone – and we all do from time to time – sitting at a table is not the place to expect it.
- Respect other people's space.
- Respect other people's belongings - if it isn't yours don't touch them.
- How you treat others is a reflection of you.

### Aggressive, Violent, Bullying, or Threatening Behavior (Zero Tolerance) (initial \_\_\_\_\_)

- Everyone has bad days and sometimes they lose their temper. You and you alone are responsible for your actions and reactions.
  - Two physical altercations in 30 days will result in a temporary loss of services.
- Threatening other guests, volunteers and staff will not be tolerated.
- Racial slurs will not be tolerated.
- Taking advantage of or bullying others will not be tolerated.
- Throwing things at someone or even just across the room will not be tolerated.

Initials \_\_\_\_\_

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## **Weapons** (initial \_\_\_\_\_)

- Permitted weapons must be turned in at the front desk upon entry to the building and may be picked up when you exit the building.
  - “Weapons” include anything that fires a projectile (e.g. bow and arrow, BB gun, any firearm), a fixed blade knife, ax, hatchet, mace, and so on.
    - We cannot hold firearms
  - Walking sticks and baseball bats must also be turned in
  - Spring-loaded knives and metal knuckles are illegal in WA state and will not be held or allowed in the building.
- Folding knives are permitted unless/until they are displayed as a threat.

## **Drug Use and Possession** (initial \_\_\_\_\_)

- Base Camp is a minimal barrier shelter. As such, we allow services to individuals under the influence under these conditions:
  - You can function safely while in the building. This includes not falling on the floor or others.
  - You can settle down and go to sleep
  - You are not trying to pick fights or make others angry by being obnoxious or violating their personal space.
- We do not typically perform bag checks. However, we do not allow alcohol or drugs on the property or inside the facility.
  - If we see it on campus, you will be required to leave for the night.
  - If you surrender it upon entry you will be permitted to stay the night but know that we will not return it.
  - Constant violations of this policy will result in bag checks being required and eventually a break in services.
- If you are caught using drugs around, inside, or on LMM property you will be asked to leave.

## **Vandalism** (initial \_\_\_\_\_)

- This facility and its services are provided to you and others free of charge. Any damage purposefully done will not be tolerated.
- We also share our neighborhood with neighbors who are gracious enough to allow us to operate a shelter in this neighborhood. Damaging or defacing their properties will also not be tolerated.

We are excited that we get to provide this service to you and look forward to the opportunity to get to know you and maybe hear your story.

**Welcome to Base Camp!**

## **Acknowledgment & Agreement**

**Initials** \_\_\_\_\_

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I understand that as a guest of The Lighthouse Mission Ministries, I'm expected to honor the previously listed Code of Conduct as well as any posted directives as they relate to the use of the day center, emergency shelter, courtyard, parking lots, and the surrounding areas along the fence lines.

I understand that my participation in Base Camp programs and the use of the facilities is voluntary and the staff has the right to refuse me services and ask me to leave the property.

I also acknowledge that should I be suspended from services that there will always be a path back into services. I understand that I will be allowed to call and set up a time to meet to discuss regaining services.

My signature below indicates that I have read and understood the Code of Conduct for any individual utilizing Base Camp or other Lighthouse Mission programs.

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Name (Please Print)

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Signature

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Date

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Staff Signature

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Date

Initials \_\_\_\_\_

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