

# Lawrence Community Shelter Program Information

The Lawrence Community Shelter (LCS) works to provide a safe and effective range of care to those experiencing homelessness. Our vision is to reduce chronic homelessness in Lawrence and Douglas County through effective implementation of philosophical frameworks, best practices, and evidence-based models.

LCS recognizes the self-determination and inherent worth of all people, and we ensure those who access the homeless service system are treated with dignity and respect, and are seen as the experts on themselves and their lives.

The Lawrence Community Shelter Program provides temporary emergency shelter, care coordination, and housing stabilization services for up to 125 individuals at any given time. Guests have the opportunity to participate in services within a low-barrier shelter setting with the goal of exiting to a stable and/or permanent housing situation.

Care coordination and housing stabilization services are provided to aid guests in linking to supportive services within the community that include, but are not limited to, mental health, substance use, legal, physical health, permanent supportive housing, mainstream benefits, and employment services.

LCS participates in the Kansas Balance of State Continuum of Care through attendance of committee meetings, participation in the Coordinated Entry System and utilization of BitFocus HMIS database.

## Shelter Environment

- Arrive for intakes between the hours of 7:00PM-10:00PM.
- Observe quiet hours from 10:00PM to 6:00AM. This means that no one should be walking around the building or dorms, being loud or causing a disturbance of any kind.
- Exit the building by 7:00AM.
- Be respectful to Staff and Guests. Do not engage in verbal altercations, threats, demeaning or making hateful comments. As well as any physical altercations.
- Surrender all weapons and alcohol to Staff upon intake. All items will be returned at exit if they were surrendered to staff. **This includes any tools or construction items.**
- Do not bring any substances or paraphernalia on property, if it is found, you will be held accountable including possible exit from services.
- Return all items that are the property of Lawrence Community Shelter. Guests found taking items (i.e. bedding) will be held accountable.
- Respect the right of others to feel safe. This includes guest and staff members.
- Respect the cultural backgrounds and privacy of others.

- Maintain proper hygiene. If complaints are made, Staff may ask you to shower or have your clothes laundered.
- Report any communicable illnesses, infectious diseases, or potential infestations.
- Submit to a search, if asked.
- Do not enter areas other than the dorm in which you are assigned. This includes Storage Areas. Guests are not allowed to enter any storage areas.
- Do not loiter on LCS property between the hours of 7:00AM and 7:00PM. You may start to line up for intakes at 6:30PM.
- Be courteous of our neighbors. Do not loiter or litter on property surrounding LCS and do not enter private property. This includes the field across from the shelter, the tow yard and their property and the jail.
- There is no food or drinks inside the dorm at any time. Water is the only thing allowed inside the dorm. No glass items are allowed at all inside the dorm.
- Smoke only in the designated areas. The only designated area is in the back of the property and it is labeled as such. You can not smoke anywhere else on property.
- Please help keep LCS property clean inside and out. Pick up after yourself and dispose of all trash and cigarette butts properly. This includes stripping your bed on exit, putting away all items near your bed in the appropriate places and cleaning any trash around the bed.
- Be compliant with drills, evacuations, and other safety exercises and respond as directed.
- You may leave the building after 10:00PM, but this is considered a Self-Exit and you will not be allowed to re-enter the building until the next day at 7:00PM.
- After 10:00PM, all day areas are closed down for all guests. No guests are permitted to be around the building at this time.
- Inform staff if you feel that any staff member has treated you unfairly or has breached your confidentiality or their code of ethics.
- Guests who use shelter programs cannot bring new pets if they are already receiving services unless the pet provides services for a disability.
- **All dogs, cats, and ferrets aged 4 months and older must have current rabies vaccination as required by law.** If the animal is not vaccinated as required, the guest will have 10 days to obtain proof of vaccination or the animal will not be allowed to return to shelter until documentation is provided. Kennels can be provided for pets if you do not have one. Night by Night guests must check out with their pets at 7 AM.
- LCS may ask that a pet be removed if their behavior or health becomes a threat to the safety or well-being of other guests, volunteers, or staff.

# Statement of Client Rights and Client Code of Conduct

The Statement of Client Rights and Client Code of Conduct expectations and boundaries for staying at Lawrence Community Shelter (LCS). Since the Shelter is not a home there are expectations you will have to follow while in the shelter program. These expectations help create and maintain a safe environment for everyone.

## Your rights while staying at LCS include:

- The right to feel safe in LCS, Monarch Village, and associated programs
- The right to progress through the shelter programs at your own level of comfort and understanding
- The right to be considered for accommodation and housing based on fair policies
- The right to receive help finding and staying in suitable housing on a long-term basis
- The right to be treated with respect regardless of your race, status, gender, sexual orientation, age, religion, or beliefs
- The right to be informed of your human, legal, and civil rights, and to speak up when you feel they have been violated
- The right to be informed and included in the decisions made about you and/or your family
- The right to confidentiality
- The right to receive help when applying for income assistance, employment and health services, educational opportunities and other support services
- The right to make a complaint or appeal a decision you do not agree with and receive an answer that makes sense to you

## Acts of the following behaviors may lead to the loss of shelter.

1. Violence; including, but not limited to, acts intended to harm or intimidate, instigation, death threats, and verbal abuse.
2. Sexual harassment or any sexualized behavior.
3. Possession, selling, or use of any drugs or alcohol on property, including improperly stored medications.
4. Possession or concealment of weapons
5. Using derogatory/hate speech including: racist, sexist, homophobia, transphobic language, ect.
6. Theft
7. Acts that endanger the health and safety of yourself or others or which substantially interfere with orderly operation of the shelter.

**LOST OR STOLEN PROPERTY.** To the maximum extent permitted by law, LCS guests shall at all times be responsible for, shall assume all risks of loss or theft of their personal effects or movable property, and hereby waive and release and agree to defend, protect, indemnify and hold harmless LCS from and against any and all claims arising out of lost, stolen, or damaged movable property or personal effects while residing in and/or receiving services from LCS.

**Client Signature:** \_\_\_\_\_

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

**Staff Signature:** \_\_\_\_\_

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

