

**THE SANCTUARY and NEXT DOOR SHELTERS**  
**ECS Shelters Rules and Penalties**  
**Revised: May, 2015**

**Eligibility criteria:** In order to participate in ECS Shelters, you must be: (1) Homeless, (2) 18 years of age or older, and (3) Capable of self-care.

**CATEGORY- X:** The following infractions will result in client being **IMMEDIATELY denied services:**  
**Length of suspension: Permanent,** though shelter participant may request reconsideration of the denial after one year.

- X1** Acts of violence, assault, fighting, use of weapons against other shelter participants, either inside the shelter, or outside the shelter within 200 feet in any direction from a currently used access door.
  - X2** Acts of violence, assault, use of weapons against staff members or volunteers, either inside the shelter, or outside the shelter within 200 feet in any direction from a currently used access door. *(A category X2 violation will result in a denial of services at all ECS Shelters.)*
  - X3** Possession of weapons, including but not limited to knives, guns or firearms, or other dangerous objects or tools, such as baseball bats, which shelter staff determine could be used as weapons. (Professional work tools, such as chef's knives, scissors, power tools, which may be used as weapons must be checked in with shelter staff upon entry.)
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**CATEGORY-A:** The following infractions will result in client being **IMMEDIATELY denied services:**  
**Length of suspension: 3 months**

- A1** Possession, use, sale, purchase or distribution of illegal drugs, drug paraphernalia not associated with a prescription, alcohol, drugs prescribed to another person, or medical marijuana held on behalf of another by a medical marijuana caregiver on shelter premises.
  - A2** Sale, purchase, use and/or distribution of non-prescription or personal prescription drugs, including medical marijuana, or preparation or use of medical marijuana on shelter premises.
  - A3** Verbal threats of violence, threatening body language, such as by a raised fist, and/or inciting others to acts of violence against another person, including other participants, staff members, or volunteers, either inside the shelter. or within 200 feet in any direction from a currently used access door.
  - A4** Theft of shelter property or property of other shelter participants, staff members, or volunteers.
  - A5** Damage or destruction of shelter property; or damage, destruction, or handling without permission property of other participants, staff members, or volunteers.
  - A6** Failure to leave the shelter following the sounding of an alarm or staff instruction in response to an emergency.
  - A7** Sharing a bed or shower or engaging in sexual activity, including but not limited to sexual fondling, oral or genital copulation, or public masturbation on shelter premises.
  - A8** Sexual harassment of other program participants, staff members, or volunteers.
  - A9** Verbal harassment toward other participants, staff members, or volunteers, including but not limited to racist, sexist, homophobic, or transphobic language, or language that is offensive to a religious group, age group, or other protected class; or on-going use of personally derogatory or abusive language.
  - A10** Refusal to cover or remove images, writing, magazines, or other material containing sexually explicit or hate messages.
  - A11** Disruptive behavior that is continuous and presents a clear risk to the health or safety of other participants, staff members, or volunteers.
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**CATEGORY-B:** The following infractions will result in a client being issued a written warning. A **NON-IMMEDIATE Denial of Services** will be issued if client violates a Category B rule infraction three (3) times within thirty (30) days.

**Length of suspension: 3 months**

- B1** Smoking cigarettes or using electronic cigarettes inside shelter premises, except within outside areas designated for such purposes.
- B2** Excessive disruptive noise, including yelling or loud discussion.
- B3** Unauthorized entry of the shelter or being in an unauthorized area in the facility.
- B4** Refusing to cooperate with shelter security staff.
- B5** Refusing to leave the shelter in the case of extreme intoxication when requested by the shelter supervisor.
- B6** Use of an unassigned bed or locker.
- B7** Having food or beverages in the bed area.
- B8** Having excessive property within the shelter. (Property may not exceed that which fits in assigned drawers, plus two bags, which can be stored under the bed at night and on the bed during the day.)
- B9** Playing personal radios, DVD players, musical instruments, or other devices emitting sound, without using earphones; using cell phones or devices with lit screens after lights out.
- B10** Plugging in extension cords or personal equipment other than phones, computer chargers, or medical equipment, except for personal grooming appliances, which may be plugged in and used in restrooms.
- B11** Indecent exposure.
- B12** Urinating, defecating, or spitting on floors, walls, or other inappropriate surfaces.
- B13** Washing clothing in sinks.
- B14** Taking photographs or making audio or video recordings inside the shelter, except with the express permission of the Site Manager or the Director of Shelters.
- B15** Leaving any personal medication or medical supplies used to administer personal medication unsupervised or unsecured so as to permit access by other shelter residents, or displaying medical marijuana or medical marijuana related paraphernalia; or permitting a detectable odor of marijuana in the environment.

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**CATEGORY-C:** The following infraction will result in a client being issued a written warning. A **NON-IMMEDIATE Denial of Services** will be issued if client violates a Category C rule infraction four (4) times within thirty (30) days.

**Penalty: Loss of reservation**

- C1** **Failure to return at curfew or late pass time, present but not checked in, or absent without authorization when checked in.**
  1. If your “NOTICE OF SHELTER RULE INFRACTION” is not issued to you at the time of the Denial of Service because of safety concerns, you may pick up the written denial the following day at the front desk.
  2. ECS Shelters are NOT responsible for lost, stolen or abandoned property. The shelters will store abandoned property for 72 hours (3 working days), 14 days if a client is incarcerated, or 30 days if a client is hospitalized. It is very important for a client to communicate with shelter staff within 72 hours if he or she is incarcerated or hospitalized; otherwise, property will be discarded.
  3. Shelter staff must witness a rule violation in order to issue a warning or a Denial of Service. In the following circumstances, a warning or Denial of Service may be issued without staff seeing the incident:
    - a. The client admits that s/he broke a rule, or
    - b. A client is clearly physically injured and there is sufficient evidence present to reasonably infer that the accused party committed an act of violence.