

## Disciplinary Five (5) Step Process

\*There will be a one (1) week grace period for the orientation of new residents. This is when they will be informed of and counseled on violations. Any violations will be noted, however it is only at the end of this one (1) week period that the five (5) step process will go into effect.

**Step 1-** Resident will be given a verbal warning, which will be documented in the staff log and put in resident's personal file.

**Step 2-** Resident will be given a final verbal warning, which will be documented in the staff log and put in resident's personal file.

**Step 3-**This will be a first write-up, which will have the consequence of filling out a "thinking report" to be read and processed with resident's peers at the next house meeting. These documents will be put in staff log and Resident's personal file.

**Step 4-**This will be a second write up, which will have the consequence of a thirty (30) day probation\* AND another "thinking report" to be processed with the Beacon Case Manager and/or the Beacon Executive Director. These documents will be put in staff log and the resident's personal file.

\*probation entails: 6 p.m. curfew, no overnight passes, no phone privilege, and an extra chore will be required for one week.

**Step 5-**Third write-up. Termination will occur. At this time resident will be asked to sign an exit form. All documents will be put in staff log and resident's personal file.

After ninety (90) days of being write-up free\*\* resident will earn the privilege of having the most recent write-up removed from personal file.

After one hundred and eighty (180) days of being write-up free\*\* resident will earn the privilege of having the other write- up removed, if applicable, from personal file.

\*\* This in no way affects a resident's verbal warnings.

In effect as of Dec.1, 2005

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date