

**CROSSROADS COUNSELING SERVICES INC.**

**DRIVER INTERVENTION PROGRAM**

**GENERAL INFORMATION/ RULES OF CONDUCT**

1. Cancellations must be made at least two weeks prior to the beginning of the 72-hour program by contacting the Crossroads Counseling Services at (740) 695-9447. There will be a \$50.00 rescheduling fee for late cancellations. If you cancel less than 24 hours prior to the program or do not show up for the scheduled class, you will forfeit your deposit.
2. Clients are expected to arrive at Candlewood Suites between 3:00 P.M. to 3:45 P.M. Anyone arriving after 3:45 P.M will not be admitted into the program UNLESS prior arrangements have been made and cleared by the Program Coordinator.
3. Once the program begins, clients will remain at Candlewood Suites throughout the program unless a verified emergency occurs or a client is dismissed from the program. If a client leaves the program due to a personal illness, the client will not be permitted to return to the program that weekend. Upon verification of medical emergency client will be able to complete the program through individual arrangements without penalty.
4. Firearms or other deadly weapons are not permitted on the Candlewood Suites premises.
5. Client cell phones and other electronic devices are not permitted at the program. If brought to the program, they will be confiscated and returned upon completion. Write down any phone numbers you may need and bring them with you. If you have an emergency see staff member on duty.
6. In the event you need contacted for an emergency, our emergency hotline number is 1-888-202-3900.
7. Clients are not permitted to have visitors during the 72-hour program except client attorneys and clergy.
8. Incoming and outgoing mail will not be restricted. However, the staff reserves the right to screen any and all incoming correspondence, except legal mail. Any mail opened by staff will be in the presence of the client and will be documented accordingly.
9. Clients should bring clothing for each day of the program and personal toiletries (shampoo, deodorant, toothpaste, etc.) Check the labels of your items to ensure they do not contain alcohol. Ear-plugs are also recommended as you will be sharing a room with another participant. You may wear casual and comfortable clothing. Staff reserves the right to request you to change if clothing is offensive, revealing, or inappropriate.

10. Smoking is only permitted in the designated area. If you smoke, please bring enough cigarettes for the entire weekend and your own lighter. No tobacco items are permitted to be used in the classroom; including but not limited to cigarettes, cigars, chewing tobacco, dip, and e-cigarettes.

In accordance with this state & federal law, clients that are under 21 years of age are not permitted to use or possess tobacco products on site or while at a program of CCS. Those clients under 21 will not be permitted to possess tobacco products at DIP and any products that are found will be confiscated by program staff and will not be returned. Following our initial search, participants in violation of the tobacco policy (i.e., found using or in possession of tobacco under 21 yrs. old) will be subject to immediate dismissal from the program. Any client that provides tobacco to another participant who is under 21 years old is also subject to immediate dismissal from the program.

11. Clients may also bring reading material for program down time. You may bring snacks and drinks in the original sealed packaging. A small store is available at the hotel to purchase snacks or drinks during the program. The rooms are equipped with a kitchenette, including a fridge and microwave for your convenience.
12. Your bags will be searched upon check in and can be searched at any point throughout the program. All searches will be conducted in the presence of the client. Any contraband will be confiscated by staff and may be disposed of at the staff's discretion. Any items not disposed of will be placed in a locked case. Crossroads is not liable for any lost or stolen items.
13. Any prescription or non-prescription drugs must be given to staff at check in. All medications must be clearly marked in the original container with your name on it. Clients are to follow the recommended dosage of all medications according to the label. All non-prescription drugs must be unopened at intake. **Please bring only the amount of medication you need for the program.** All medication will be monitored by DIP staff including storage and client consumption, per our medication policy.
14. Any specific diet requirements should be brought to the attention of Crossroads Counseling at least 3 days prior to the beginning of the program.
15. Meals will be provided at 8:00 A.M., 12:00 P.M., and 5:00 P.M.
16. Crossroads Counseling is not liable for lost and stolen personal items.
17. Clients are expected to follow the rules and policies of the Driver Intervention Program. The rules of conduct are specified on the following page. The DIP staff reserves the right to administer a breathalyzer or urine screen at any time.

**CROSSROADS COUNSELING SERVICES, INC.  
DRIVER INTERVENTION PROGRAM**

**RULES OF CONDUCT/PENALTIES FOR VIOLATIONS**

Clients attending the Driver Intervention Program will be expected to follow the rules put in place to effectively complete program requirements with limited distractions, to ensure client overall safety and, to not disrupt the day-to-day operation of Candlewood Suites. Those clients who chose not to follow the rules risk being dismissed from the Drivers Intervention Program.

The rules are divided into two categories: Class I violations (major) and Class II violations (minor) with differing penalties for each class. If you don't understand any rule or have other questions please contact the Driver Intervention Program Coordinator at (740) 695-9447.

1. **ASSAULT** – Clients shall not assault or attempt to assault any staff member or resident of the Driver Intervention Program. This includes the throwing of any solid or liquid substance at any staff member or resident.
2. **POSSESSION OF WEAPON** – Clients shall not have in his/her possession (to include their room) a firearm, knife, stun gun, or any instrument fashioned in such a way that it could be utilized as a weapon.
3. **POSSESSION OF DRUGS/ALCOHOL** – Clients shall not have in their possession any drugs, prescription or non-prescription, or alcohol IN ANY FORM (including mouthwash, etc.). Clients are not permitted to have any prescription or non-prescription medication in their room. Medications will be checked in with staff upon arrival and will be administered at designated times throughout the day.
4. **ALCOHOL/OTHER DRUG USE** – Clients shall not use or be under the influence of alcohol or other drugs at any time during the program, including upon arrival at the program. Crossroads Counseling Services, Inc. reserves the right to administer a breathalyzer and/or urine screen to verify abstinence of substances at any time during the program.
5. **LEAVING THE PREMISES** – Clients shall not leave the premises of the Candlewood Suites hotel during the program without the expressed permission of a staff member. This includes lying to a staff member about a non-existent emergency.
6. **ARSON** – Clients shall not utilize any incendiary device for the purpose of starting a fire, nor shall a resident start a fire anywhere on the premises of the Candlewood Suites hotel.

6. **SEXUAL ACTS** – Clients shall not engage or attempt to engage in any sexual activity with other residents or staff members of the program OR employees, guests, or visitors of the Candlewood Suites hotel.
7. **DESTRUCTION OF PROPERTY** – Clients shall not willfully and with malicious intent destroy any property on the premises of the Candlewood Suites, including defacing hotel property. Residents will be responsible for paying for any property damaged by them at the Candlewood Suites hotel. Legal charges may also be filed.
8. **THEFT** – Clients shall not willfully take without permission personal property from any other resident or staff member or personal property belonging to the Candlewood Suites hotel.
9. **UNAUTHORIZED PRESENCE** – Client shall not be in an area of the Candlewood Suites hotel that is not designated for program use. This includes the pool, multimedia room, and other residents' rooms.
10. **SMOKING IN THE BUILDING** –Smoking is only permitted outside the building. Smoking anywhere else will result in dismissal from the program without refund and an additional \$250 payment to Candlewood Suites for de-smoking the area.
11. **PROVIDING TOBACCO TO MINOR**--In accordance with state and federal law, it is illegal for anyone under the age of 21 to possess tobacco products. Clients who are permitted to have tobacco are NOT permitted to provide tobacco products to those under 21 years of age.
12. **CRIMINAL ACTIVITY** – Client shall not engage in any activity that is considered to constitute a felony for misdemeanor according to Federal, State, County, or City laws and ordinances.
13. **FIGHTING** – Clients shall not physically engage in a fight with any staff member, other client, Candlewoods Suites staff member, or other hotel guests.

#### **PENALTIES FOR CLASS I VIOLATIONS**

1. Immediate dismissal from the program **WITHOUT** a refund of the paid fee.
2. At the discretion of the Coordinator, the violating client may be removed from the premises of the Candlewood Suites hotel by the Belmont County Sheriff Department.
3. A non-compliance report will be sent to the sentencing court with documented information regarding the nature of the violation.
4. Restitution for destroyed or stolen property.

## **CLASS II RULES**

1. **REFUSING TO COOPERATE WITH STAFF** – Clients who refuse to cooperate with staff requests risk being asked to leave the program.
2. **CREATING A DISTURBANCE** – Clients will not engage in activities that produce unnecessary noise or that interfere with the smooth operation of the program. This includes arguing, shouting, horseplay, pounding on doors or windows, or loud noise.
3. **DEROGATORY LANGUAGE** – Clients will not engage in profanity or derogatory remarks or gestures directed at any member of the staff, visitors, or other residents. This includes sexual comments or innuendoes.
4. **THREATS** – Clients will not threaten in any way a staff member or client of the DIP.
5. **GAMBLING** – Clients will not engage in any gambling activity during the program.
6. **POSSESSING AN UNAUTHORIZED CELL PHONE** - Client cell phones are not permitted at any time during the program.

## **PENALTIES FOR CLASS II VIOLATIONS**

1. **FIRST OFFENSE** – A verbal warning documented by the staff member witnessing the incident.
2. **SECOND OFFENSE** – Immediate dismissal from the program.

## **GRIEVANCE PROCEDURE**

1. **CLASS I VIOLATIONS** – Due to the nature of the penalty for a Class I violation, the Judge of the sentencing court would be the final authority on the merits of the violation if the resident believes that the incident was handled improperly or the penalty too severe.
2. **CLASS II VIOLATIONS** –
  - a. If a staff member other than the Coordinator files an incident report on a Class II violation, the resident may appeal the decision to the Coordinator based on the merits of the violation. In this instance, the Coordinator's decision is final.
  - b. If the Coordinator files an incident report on a Class II violation, the resident may appeal the decision in writing to the Administrator of the program. A copy of the incident report will be attached to the grievance and either delivered to the Administrator or read verbatim to the Administrator over the phone. The Administrator's decision will be based on the merits of the violation and is final.

**DIRECTIONS FOR CANDLEWOOD SUITES**

67689 MALL RING ROAD

ST. CLAIRSVILLE, OHIO 43950

740-695-9200

**From I-70 East--**Take exit 218 for Mall Road. Turn right at light off the exit ramp. Turn right again at next light. Then, turn left at stop sign. Candlewood Suites will be on the left-hand side (located between ICR Equipment and Joann Fabrics, across from the Ohio Valley Mall).

**From I-70 West--** Take exit 218 for Mall Road. Go straight through the light. Turn left at the stop sign. Candlewood Suites will be on the left-hand side (located between ICR Equipment and Joann Fabrics, across from the Ohio Valley Mall).