



Kenton Women's Village

Village Manual

Updated February 2018

Acknowledged by:

Client Signature:

Date:

Kenton Women's Village Manual

Table of Contents

| | |
|---|----|
| Mission Statement & Guiding Principles..... | 1 |
| Purpose of This Manual..... | 1 |
| Administrative, Financial, and Legal Oversight..... | 1 |
| Site Location and Infrastructure..... | 2 |
| Population Served..... | 2 |
| Services Offered..... | 2 |
| Code of Conduct..... | 2 |
| Village Governance..... | 2 |
| 1. Clients..... | 3 |
| 2. General Assembly..... | 3 |
| 3. Village Manager..... | 3 |
| 4. Advisory Committee..... | 4 |
| 5. Catholic Charities..... | 4 |
| Community Agreements..... | 4 |
| Non Discrimination Policy..... | 9 |
| Important Contacts..... | 9 |
| What Do I Call When..... | 10 |
| Pet Policy..... | 11 |
| Guest Policy..... | 11 |
| Client Discipline and Expulsion Policy..... | 12 |
| Client Pod Policy..... | 13 |
| Media Policy..... | 14 |
| Donations Policy..... | 14 |
| Volunteer/Service Positions..... | 15 |
| Abandonment Policy..... | 15 |
| Voluntary Leave..... | 16 |
| Drug Policy..... | 16 |
| Weapons Policy..... | 16 |
| Fire Policy..... | 17 |
| Community Watch..... | 17 |
| Acknowledgement Form..... | 20 |

KENTON WOMEN'S VILLAGE MANUAL

Mission Statement & Guiding Principles

Kenton Women's Village ("KWV" or the "Village") provides a safe, dignified, and constructive temporary sanctuary for women who are seeking to transition to permanent housing. The goal is for clients to transition from KWV with more physical and mental health, emotional resiliency, community connections, and practical life skills than when they entered the program.

Purpose of This Manual

KWV values a safe and collaborative environment that provides resources to, and promotes the personal growth of all Village clients. This KWV Manual ("Manual") provides information regarding KWV's policies and the expectations for each client.

Clients should read, understand, and comply with all provisions in the Manual. The Manual describes client responsibilities and outlines the rules and guidelines that govern the day to day life and operations of the KWV.

No Manual can anticipate every circumstance or answer every question about our policies. To preserve the ability to meet the needs of our clients and our organization as conditions change and/or unforeseen issues arise, Catholic Charities at its sole discretion and without advance notice may modify, augment, delete, or revoke any and all policies, procedures, or statements contained in this Manual at any time.

Administrative, Financial and Programmatic Oversight

Catholic Charities is contracted with the Joint Office of Homeless Services to act as the administrative and fiscal services provider for KWV, and to provide case management to the clients of KWV as they work to find permanent housing. Catholic Charities seeks advice and recommendations to guide its work and its policies from numerous sources including a) The KWV Advisory Committee comprised of representation from the Village Coalition, Kenton Neighborhood Association, the City of Portland, the Joint Office of Homeless Services and Catholic Charities; and b) the KWV General Assembly (GA) comprised of the program participants and staff at the village. Catholic Charities also partners with an array of volunteers, service agencies and government offices in order to fulfill its responsibilities to coordinate the provision of case management, addiction, mental health, and housing placement services to KWV clients.

Site Location and Infrastructure

KWV is located at 2310 North Hunt, Portland, Oregon 97217. The Village consists of common building(s) for shared access to toilets and sanitation, food storage, cooking, and dining and meeting space for all Village clients, offices for staff, storage for donations, a community garden, and individual enclosed sleeping units (“pods”) assigned to program participants. There is a fence with a securable front gate, outdoor lighting, and walkways, as well as water and electric service provided by the City of Portland.

Population Served

At any one time, the Village will provide transitional shelter for up to 14 unhoused women who do not have children in their care and who have lived or worked in the Kenton neighborhood or surrounding areas. Participation in the Village and the status of a client are conditioned on the completion of successful orientation. Village services are available only to clients.

Services Offered

- Permanent housing placement assistance
- Use of a small sleeping pod
- Shared food storage, preparation, and dining facilities
- Shared facilities for toilets, sanitation, and hygiene
- Regular trash collection
- Community meetings and social events
- Conflict resolution, including mediation
- Integrated case management
- Addiction treatment referrals
- Mental health treatment referrals
- Opportunities to participate in the shared-governance of the village and onsite leadership

Code of Conduct: Illegal Behavior and Site Security

KWV respects the right of clients and their neighbors to live in a safe environment. No illegal conduct is permitted in the Village. Allegations of disruptive and illegal conduct on the part of a client or visitor will be referred to the Village Managers and addressed in accordance with the terms of this Manual and the Community Agreement, up to and including removal from KWV. For situations involving immediate and obvious personal risk, any Village or Kenton neighborhood client may alert public safety and medical personnel as needed via the 911 system.

Village Governance

The following people and organizations share responsibility for enacting KWV’s shared governance model:

1. Village Clients (Villagers)
2. General Assembly

3. Village Manager
4. Steering Committee
5. Catholic Charities

1. Village Clients (Villagers)

A client is anyone who is a participant in the Village. Clients are expected to:

- (a) Uphold the Community Agreement (“good neighbor agreement,”) which outlines the Village’s responsibility to the surrounding neighborhood, and act in accordance with the terms of this Manual;
- (b) Participate in the General Assembly; and
- (c) Spend at least 10 hours per week contributing to the community life of the Village, physically improving Village buildings or grounds, or volunteering in the Kenton neighborhood.

2. General Assembly

- (a) Attendance: All clients will gather at a weekly General Assembly (“GA”) to discuss issues related to the organization and community life of the Village. GAs will be co-facilitated by the Village Managers and a lead facilitation client.
- (b) Quorum: A GA quorum is established when more than 50% of clients are present at a GA that has been scheduled in advance for that purpose.
- (c) Decision Making: Any decisions made at the GA must comply with the then-effective Village Manual.
- (d) Community Agreement Amendments:
 - 1) Amendments to the Community Agreement and Village Manual may be proposed during a GA and require a 2/3 majority vote to pass forward as a recommendation.
 - 2) Amendments to the Community Agreement and Village Manual must be reviewed and approved by Catholic Charities before taking effect.

3. Village Manager Role

A Village Manager is a full-time employee of Catholic Charities and is responsible for:

- (a) Overseeing daily operations of KVV
- (b) Liaison to the Advisory Committee
- (c) Calling to order and facilitating GA meetings
- (d) Recording Agreements made at the GA
- (e) Acting as first point of contact with the Kenton Neighborhood Association (“KNA”)
- (f) Acting as first point of contact for visitors during business hours
- (g) Mediating disputes among clients
- (h) Managing the records of the Village
- (i) Coordinating case management services
- (j) Assign sleeping pods, maintain keys, arrange for maintenance

- (k) Deliver temporary and permanent exclusions of clients from the Village and, if necessary, coordinating with law enforcement or others in enforcing such exclusions from the Village
- (l) Other duties as assigned

4. Steering Committee

The Steering Committee is an advisory group composed of one representative from each of the following: KNA; Joint Office of Homeless Services (“JOHS”); Catholic Charities; Village Coalition; and a Village client. The Committee is responsible for:

- (a) Overseeing and guiding the overall development of the Village
- (b) Interfacing directly with JOHS, Catholic Charities, Village Coalition, and KNA
- (c) Considering and recommend changes to the Community Agreement
- (d) Providing suggestions and recommendations for village operations
- (e) Serving as a forum to communicate and coordinate planning activities

5. Catholic Charities

Catholic Charities is the non-profit sponsor of KWV and is responsible for:

- (a) Fulfilling all terms of the KWV contract with the Joint Office
- (b) Hiring and supervising staff, including management staff
- (c) Making decisions regarding exclusion of clients and other disciplinary actions
- (d) Overseeing the daily operations of KWV
- (e) Serving as key contact with the City of Portland, Office of Management and Finances and JOHS

Kenton Women’s Village Community Agreements

The purpose of KWV is to provide a safe, dignified, and constructive temporary sanctuary for women who are seeking to transition to permanent housing. The goal is for clients to transition from KWV into a new, more stable phase of their life with more physical and mental health, emotional resiliency, community connections, and practical life skills than when they entered the program.

To accomplish these ends, it is important for all participants in KWV to share a basic framework of values and assumptions about the purpose and operation of the Village. Key values governing life at KWV include:

1. **Pride and Purpose:** Villagers are bound together by a sense of hope, purpose and pride in their shared community. The purpose of the Village is to create a strong and safe transitional

community where each Villager can: a) work to attain greater health and personal wellness along with permanent housing, b) assist others in achieving those same goals, and c) make the Kenton neighborhood and community a better place to live for everyone. All aspects of the Village including its appearance and cleanliness, its sense of order, relations among Villagers and with neighbors, and its traditions and rules should be a source of pride for the community.

2. **Shared Decision Making:** The Village is governed through shared decision making with the General Assembly and management (Catholic Charities) being the primary decision makers. Each partner has a critical role to play in decision making and compromise and middle ground is sought whenever possible. The GA and Catholic Charities seek the advice and input of diverse stakeholders and advisory groups to assure that best decisions are made.
3. **Stability:** To maintain and promote health and wellbeing, everyone must have the ability to eat and sleep in a safe and orderly place, and to be part of a community that operates, as much as possible, according to an agreed upon and predictable schedule and with agreed-upon rules and shared responsibility.
4. **Safety:** The safety of the people who participate in KWV is of utmost importance and everyone must have confidence that they, their pets and visitors, and their property are safe from violence and theft.
5. **Community:** Villagers recognize that they are part of a larger social unit (community) and have a duty to promote the common good, be a good neighbor, and help make life better for everyone.
6. **Rights & Responsibility:** All participants at KWV have certain rights including the right to fair access to village resources, to be safe and secure, to access available services, and to participate in village governance and operations. At the same time, each client agrees to accept certain responsibilities including the responsibility to: a) take care of themselves, b) take care of one another, and c) take care of the Village and the larger community of which it is a part. - A participant's responsibilities for the Village may include managing the kitchen, organizing and performing overnight neighborhood watch shifts, accepting visitors, or anything else that the General Assembly determines is essential. Each client must spend at least 10 hours a week serving the KWV community – and that can include service in the larger Kenton and/or Portland community.

1. Pride and Purpose: Villagers are bound together by a strong sense of hope, purpose and pride in their shared community.

_____ I understand that I am participating in a transitional program, the goal of which is to place participants in permanent housing.

_____ I agree to work collaboratively with others to maintain the KWV as a source of pride for all involved in this work.

2. Shared Decision Making: The people who participate in (Villagers) and are responsible for management of KWV (Catholic Charities) share responsibility for making and enforcing village rules. Villagers and Management regularly gather to talk about how to improve the community and solve problems together. We call this the General Assembly (“GA”). GA happens when everyone in the Village, including villagers and management, gathers to discuss issues that are important to the entire community. A GA will take place at least once a week and whenever else the Village decides to hold one. Participating in the GA is an important responsibility of both villagers and management staff. The GA can propose changes to Community Agreements for consideration by management.

_____ I agree to participate in weekly General Assembly meetings with the intent of solving problems and suggesting ways of improving village life for everyone.

_____ I agree to abide by the rules of the Village which are regularly reviewed, updated and posted. Some of the most important rules include:

Village Rules

- **No violence**
- **No theft**
- **No illegal activities**
- **No routine or repeated disruptive behavior**
- **No overnight guests**
- **Respect yourself, the community, the property, and each other**

3. Stability: To maintain and promote health and wellbeing, everyone must have the ability to eat, sleep and live in a safe and orderly place and to be part of a community that operates, as much as possible, according to an agreed upon and predictable schedule and with agreed-upon rules and shared responsibility.

_____ I understand the Village is intended to be a community that is orderly and structured to allow for a regular schedule that supports all Villagers.

4. Safety: The safety of the people who participate in KWV is of utmost importance and all must have confidence that they and their property are safe from violence and theft.

Behavior that makes the community unsafe is not allowed. This includes, but is not limited to, illegal behavior, violent, threatening, or abusive conduct, and/or routinely disruptive behavior. Violence or criminal activity by anyone, their pets, or their guests is cause for immediate and permanent exclusion.

The Village is safer when everyone communicates and watches out for each other. Therefore, all Villagers are expected to pay attention to their surroundings and to immediately notify the Village Manager and/or "Watch Coordinator" of any circumstances that present any threat or danger to the health, safety or welfare of anyone in the Village. The General Assembly may make recommendations to Catholic Charities to exclude people from the Village based on their past or present behavior. Additionally, Catholic Charities has the right to exclude people (including clients) from the Village for misconduct, including but not limited to violations of the terms of the Village Manual or this Community Agreement.

Overnight security is provided by clients and volunteers or may be provided by a security company. Outside volunteers can help provide security, but need to be approved by the General Assembly and Catholic Charities in advance, and must be accompanied by a Village client at all times while they are on the Village premises.

For everyone's safety and peace of mind, **no overnight guests** are allowed in Kenton Women's Village.

_____ I agree to resolve conflicts peacefully using dialog.

_____ I agree to refrain from threatening and violent behavior.

_____ I agree to take turns performing overnight neighborhood watch shifts.

_____ I agree to not host any overnight visitor.

_____ I agree that if I violate the terms of this Manual or the Community Agreement, I am subject to being excluded from the Village.

5. Community: Villagers recognize that they are part of a larger social unit (community) and have a duty to promote the common good, be a good neighbor, and help make life better for everyone. Learning skills to live with others in peace and to learn from others who have valuable experience and wisdom, is one of the great benefits of community living. Respecting all members of the community is a requirement of village life, and helping others achieve their dreams and personal goals is a great blessing.

Village quiet hours are 10:00 pm - 9:00 am and visitor hours are 8:00 am – 10:00 pm. Visitors must leave the Village by 10:00 pm every night.

_____ I agree to socialize indoors after 10:00 pm and to keep the volume low.

_____ I agree that I am responsible for making sure my visitors leave by 10:00 pm.

_____ I agree to ask my neighbors, the Village Manager, or an Advisory Committee member for help when I need it.

_____ I agree to treat all Villagers with respect and to help other Villagers achieve their goals when I have something constructive to contribute.

6. Rights & Responsibility: All participants at KWV have the right to participate in the village governance and operations, and to have fair access to village resources. At the same time each Villager has the responsibility to take concrete steps to promote their own health and wellbeing, to commit to participate in a service plan, and to engage in positive actions to promote the wellbeing of the whole community.

Each client is responsible for specific tasks that are important to the safe and healthy functioning of the Village. A participant's responsibilities may include managing the kitchen, organizing security and performing overnight security shifts, accepting visitors, or anything else that the General Assembly decides is required. Each client must spend at least 10 hours a week serving the KWV community.

_____ I agree to **take care of myself by** participating in a service plan with the goal of promoting my own health and wellbeing, and securing permanent housing.

_____ I agree to **take care of other Villagers-** by respecting their rights and assisting them in achieving their goals for personal growth and permanent housing

_____ I agree to **take care of the Village and the larger community of which it is a part by**

taking on essential chores and responsibilities such as managing the kitchen, organizing and performing overnight neighborhood watch shifts, accepting visitors, or anything else that the General Assembly determines is essential to the health and safety of the Village.

_____ I agree to provide at least 10 hours of service to the Village every week and that can include service in the larger Kenton and/or Portland community.

_____ I have read and signed the Catholic Charities Services Agreement.

Non-Discrimination Policy

KWV does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability (as permitted within physical limits of current facilities), marital status, sexual orientation, military status, or any other characteristic protected under applicable federal, state or local law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, selection of Village clients, and provision of services. We are committed to providing an inclusive and welcoming environment for all Village clients and members of our staff, clients, volunteers, subcontractors, and vendors.

Important Contacts

Savanah Walseth – Kenton Women’s Village Manager
503-887-4665
swalseth@ccoregon.org

Bernadette Stetz – Kenton Women’s Village Manager
503-893-0842
bstetz@ccoregon.org

Housing Transitions Program, Catholic Charities
971-222-1880
2740 SE Powell Blvd. #6, Portland, OR 97202

Directions to Catholic Charities

From KWV to Catholic Charities by public transportation:

1. Walk to the Kenton/N Denver Ave MAX Station
2. Board MAX Yellow Line to City Center/Milwaukie

3. Get off at South Waterfront/SW Moody MAX Station
4. Walk to South Waterfront/SW Moody
5. Board 9-Powell Blvd. to Gresham TC
6. Get off at SE Powell & 26th
7. Walk to 2740 SE Powell Blvd. #6

Who Do I Call and When?

Call 911: For any physical violence, emergency health needs, trespassing, or any other circumstance you believe warrants such emergency assistance.

→ **Our address is 2310 N. Hunt Street.**

Closest Emergency Room: Legacy Medical Center: 2801 N. Gantenbein.

Multnomah County Crisis Line - 503-988-4888: Call if there is a mental health or substance use crisis (if suspected overdose or withdrawal, call 911). They can talk to you or the person in need over the phone or can come to the site. They will likely bring police if they come to the site, but the crisis team will be the ones talking and helping.

Non-Emergency Maintenance Needs: Contact the Village Manager.

Kenton Women's Village Pet Policy

1. All animals must be leashed and collared. Dogs must be leashed with a person at the end of the leash. Cats collared.
2. All animals must be spayed/neutered and be inoculated with Parvo medication, documentation or verification must be provided to the Village Manager.
3. Pet owners must pick up animal waste immediately. The waste area must be picked up weekly by pet owners. Pet owners must clean and sanitize litter boxes weekly and dump the litter in the dumpster.
4. Pet owners must keep dogs in your own area on leashes.
5. Pets are not to be allowed in the kitchen or shower areas.
6. Do not approach, touch, or bother other people's pets without permission. Do not feed human food to other people's pets.
7. When leaving the premises, pet owners must make arrangements for the pet, and have it/them in a safe, secure place.
8. Pet owners are responsible for the behavior of their pets. Pets that behave aggressively or physically assault people or other pets will not be permitted in the Village.
9. Severe or repeated violations of this policy may lead to the exclusion of the pet and, if deemed necessary by the Village Manager, the owner of the pet.
10. If a service animal is needed, please contact the Village Manager.

Guest Policy

Time

Guests may only be on the premises from 8:00 am – 10:00 pm. The client must meet the guest at the gate to let them in. Clients may not invite or provide admissions of someone else's guest into the Village. Clients should not confirm or deny whether another client is living in the Village.

Registration

Guests must sign in when entering and sign out when exiting KWV. The hosting Villager is responsible to ensure their guest signs in. The sign-in sheet information includes:

1. Name of guest (legal name)
2. Pod number and name of Villager that guest is visiting
3. Relation of guest to Villager (boyfriend, friend, sister, etc.)
4. Time signed in
5. Time signed out

Behavior

Each client is responsible for her own guest. Disruptive behavior from any guest is the client's responsibility. Clients must escort their guests around KWV. If this isn't possible, clients must be able to see their guest at all times. Guests are asked to be respectful and not walk too close to or behind other assigned areas.

Common Spaces

Guests may use bathrooms but not community showers. They may use the kitchen if accompanied by the client. Extreme exceptions can be made if approved in advance by the General Assembly or Village Manager.

Exclusions

In cases of violence (verbal or physical), destruction of property, theft, or illegal behavior, a guest may be banned from the premises permanently. There will be a list on the kitchen door of banned guests' and clients' names and they will not be allowed on the property. Exclusions may be made at the sole discretion of the Village Manager.

Client Discipline and Expulsion Policy

KWV respects the rights of clients and their neighbors to live in a safe environment. No illegal conduct is permitted in the Village. Allegations of disruptive or illegal conduct by a client, a client's pet, or a client's guest must be shared with the Village Manager immediately so that the Village Manager may take appropriate action, including but not limited to taking steps to secure the safety and security of other clients at the Village and/or to document an incident report.

Violence (verbal or physical), harassment, illegal behavior, destruction of property, and theft are some examples of behavior that may lead to an immediate and permanent exclusion, although this list is not exhaustive. Where an exclusion is determined to be necessary, it will generally occur within 24 hours of the incident, or as soon as reasonably practicable. In the event a permanent exclusion occurs, the client will be provided with a written statement by the Catholic Charities staff explaining the offense, that the client is being excluded from the Village, and information regarding the client's ability to retrieve her personal belongings.

Catholic Charities will store the client's belongings for 7 days after expulsion after which the removal and/or management of the belongings is at the sole discretion of Catholic Charities.

In considering the appropriate consequences for inappropriate or unlawful behavior, the Village Manager has the discretion in each instance to consider all options, including but not limited to

an intervention process. For incidents that, in the Village Manager's discretion, do not warrant an immediate and permanent exclusion, the following intervention process is in place for each offense:

- First offense: A verbal intervention by the Village Manager, with notes made in the client's file.
- Second offense: A written intervention by the Village Manager or Catholic Charities staff, with a copy placed in the client's file.
- Third offense: A temporary or permanent exclusion issued by Catholic Charities, with copies placed in the client's file.

For each offense, an incident report will be written by the Village Manager. Catholic Charities reserves the right to administer appropriate consequences for all forms of disruptive, illegal or inappropriate behavior, including but not limited to seeking the assistance of local law enforcement if appropriate. Each situation will be dealt with on an individual basis. Catholic Charities may deviate from its intervention process when it deems, in its sole discretion, that a client's conduct warrants doing so.

Client Pod Policy

Each client will be assigned one of the "pod" structures to use for sleeping and the storage of personal belongings. The pods are at all times under the direct responsibility of Catholic Charities. They are not the property of the clients.

Inspections

As part of your participation in the program at the KWV, you acknowledge that Catholic Charities (through the Village Manager or other authorized staff) may from time to time enter the pod assigned to you. Periodic inspections may be made for health, safety, or maintenance. You are expected to cooperate and comply when the Village Manager requests an inspection. Whenever possible, inspections will be conducted in your presence and with previous notice. Catholic Charities reserves the right to enter and inspect pods at any time to enforce safety, health, or behavioral policies, or during an emergency, without any prior notification.

Modifications

Before making any modifications to the pod, clients must discuss all proposed modifications with the Village Manager. The Village Manager must approve all pod modifications before the change takes place. The installation of shelves and hooks will generally be approved. Some other modifications, such as weatherization, painting, or door changes, in addition to requiring advance approval, may only be performed by the Village Manager or authorized individuals.

If you have an issue with the pod or believe that repairs are needed, please speak with the Village Manager as early as possible.

Area Outside of Pods

In addition to the assigned pods, clients may use up to three (3) feet of the immediate area surrounding the assigned pod for storage. Acceptable uses include, for example, storing a bicycle, a cooler, or yard decorations. Items should not rest or lean on the outside of the pod. Clients may be asked to remove items or store them inside the pod at the Village Manager's discretion. Permission must be obtained from the Village Manager before making any modifications or using the area for long-term storage.

Keys

Villagers will be provided with two keys: a gate key and a pod key. **Do not duplicate or distribute either key.** Please report any lost or missing keys to the Village Manager immediately. Violations of this policy may result in immediate and permanent exclusion from the Village and the program. Upon leaving the program, keys must be returned to the Village Manager on the last day of participation. If not returned, Catholic Charities may charge the expense replacing locks, in order to maintain the safety of the Village.

Media Policy

Any entry onto KWV property by the media must be arranged through and by Catholic Charities. No one from the media is allowed on-site without prior approval by Catholic Charities and coordination with a Village Manager. The General Assembly may set a day/time for media visits. No representative of the media or freelance media person are allowed on-site without being escorted.

Donations Policy

There are two designated "Donations Coordinators" on-site – these are volunteer roles for Villagers. The Donations Coordinators are responsible for compiling and tracking donations into the designated donation storage area.

Donations are to be taken at the gate on Saturdays from 1:00 pm - 4:00 pm or brought to Catholic Charities at 2740 SE Powell Blvd. #6, Portland, OR 97202 during state hours of operations. With the exception of food donations, all individual donation items dropped off outside of these hours are to be brought to the donation shed for the Donations Coordinators to track and move to their proper place. Only the Donations Coordinators can reorganize the donations.

Villager Volunteer/Service Positions

As part of the requirements for participation in KWV's transitional shelter program, clients agree to take on various roles and responsibilities necessary for the day-to-day management of the Village. This includes, but is not limited to, volunteering in one or more of the following positions.

Donations Coordinators

- Accept incoming donations when on site, count and organize the items in the donation shed.

Facilities Assistant

- Assist the Village Manager with communication and documentation of facilities needs.
- Assist with the management of access to the front gate, coordinating with facilities workers (garbage, water tank, PGE, etc.) if a Village Manager is not available.

Watch Coordinator

- Coordinates the security schedule at every General Assembly (GA). After each GA, each watch shift will be filled for the following week. Once the shifts are in place, there is no switching except for emergency situations.
- If a client cannot cover an appointed shift due to an emergency, the Watch Coordinator is responsible for coordinating with another client to cover that shift. If no one (including the Watch Coordinator) can cover the shift, the Village Manager must be alerted immediately.
- If a client fails to complete an assigned shift, the Watch Coordinator must report this to the Village Manager. Barring emergency circumstances, the client will receive a written intervention by the Housing Program Director.
- Facilitates the documentation of nightly activity via a Watch Log.

Abandonment Policy

Village clients who have been continuously absent from the Village, and/or who have been expelled or excluded from the program, and have made no effort to remain in contact for a period of 7 days, are deemed to have abandoned their sleeping pod and the program. After this length of time, the person is no longer a KWV client and her possessions will be removed from the pod. The former client will have a period of 7 days thereafter to retrieve her possessions. At the end of that 7-day period, Catholic Charities has sole discretion regarding how to dispose of the possessions.

A client is deemed to have abandoned her pod and the program if, in two consecutive weeks, she is spending less than 3 out of 7 nights at the Village.

Notwithstanding the foregoing, exceptions will be made for clients who are unable to contact the Village due to extenuating circumstances, such as jail, hospital, etc. Also, abandonment will not be considered for those clients who wish to spend time away from the Village for personal reasons (on an infrequent basis) and have given advance notice to Catholic Charities staff. In such cases, the client must ask the Village Manager to make arrangements to cover any of the client's upcoming hours of service. In the case of emergencies, exceptions will be made for those unable to make arrangements to cover Village responsibilities.

Voluntary Leave

A client may choose to voluntarily leave the Village and program. To leave on good terms, Catholic Charities requests that the client give at least 7 days' notice of departure and conduct an exit interview with a Catholic Charities staff person. The client must remove personal belongings by the move-out date. If the client is unable to remove all of her personal belongings from the pod by that date, she has up to 7 days thereafter to make arrangements through the Village Manager, or the Village Manager's designee, to collect her belongings within that time period. After the expiration of that 7-day time period, Catholic Charities will manage or remove the belongings at its sole discretion. All clients who are exiting are asked to clear all items out of the pod and leave the pod as clean as when the client moved in.

Drug Policy

No illegal activity, including the use, possession, distribution, manufacture, dispensation, purchase, transfer or sale of controlled substances or illegal drugs is allowed on the premises. Violation of this policy is grounds for immediate and permanent exclusion.

Weapons Policy

Weapons are not allowed on the Village site. Weapons are defined as firearms of any kind, knives (other than small pocket knives with a 4" blade or less or those used for cooking), explosives of any type, or striking implements (such as a club, baseball bat, etc.). Chemicals such as mace and pepper spray must be checked in with a Village Manager. Having a weapon in the Village in violation of this policy is grounds for immediate and permanent exclusion.

Fire Policy

The threat of fire at the Village is a threat to the health and wellbeing of all Villagers, staff and visitors. Therefore, the following rules regarding fire are:

- No open flames, including cooking stoves, candles, or heaters, are permitted within the sleeping pods.
- Fire extinguishers will be accessible throughout the Village, placed in locations recommended by the City Fire Marshal. Do not move or relocate fire extinguishers without the expressed permission from a Village Manager.
- Smoke detectors alarms are installed in common buildings and sleeping pods, and will be inspected to ensure they are functional and replaced if they are not functional. Do not at any time tamper with, remove, relocate, or remove the power source from a smoke alarm.

Neighborhood Watch Protocols

Purpose Statement:

Kenton Women's Village clients lead an internal KWV Neighborhood Watch at the Village to maintain a safe environment between the hours of 10PM - 6AM. The KWV Neighborhood Watch will allow the clients to have the means and ability to contact the correct authorities in cases of unwanted visitors and safety concerns. The overall primary purpose is to allow the clients to feel and be safe in the Village.

There are two main roles in implementing the Watch:

1. KWV Watch Coordinator

At any given time, there will be one client of the Village who will play the role of the Watch Coordinator. This person(s) will be appointed by at least a $\frac{2}{3}$ community vote by the General Assembly.

Tasks:

- Coordinate the Watch schedule at every General Assembly. After each G.A., each shift will be filled for the following week. Once the shifts are in place, there is no switching barring emergency situations.
- If any client is unable to cover an appointed shift due to an emergency, the Watch Coordinator is responsible for coordinating with another client to cover that shift. If the Coordinator or no other resident is able to take the shift, the Village Manager must be alerted immediately.

- If any resident fails to complete an assigned shift, the Coordinator must report this to a Village Manager. Barring emergency circumstances, the resident will receive a written intervention by the Housing Program Director.

2. Client On-Duty

Nightly at least two residents will be on-duty. The first shift is **10PM - 2AM**, and the second is **2AM - 6AM**. For the safety of all involved, residents are encouraged not to sign up for two shifts in a row in one evening,

Tasks:

- Stay alert and vigilant throughout the duration of the shift. Alert the Watch Coordinator if unable to stay alert throughout the shift or unable to complete the shift due to emergency circumstances.
- Check for the Neon backpack to make sure it includes:
 - First Aid Kit
 - Narcan Kit
 - Reflective Vest
 - Blowhorn
 - Whistle
 - Flashlight
 - Charged cell-phone with minutes
- Complete hourly rounds throughout the duration of the shift.
- Complete incident reports as needed and submit to Village Manager mailbox before end of shift. On-shift resident may also be responsible for providing follow-up information pertaining to incident the following day.
- Record safety incidents and alert the proper authorities when necessary.
- The resident on-duty is not responsible for escorting trespassers off the property, engaging threatening situations or for policing other residents. The resident on-duty will call 911 in emergency situations that require these things or in non-emergency situations, write them up for the Manager for the morning.

Exceptions to Shift Coverage:

- Certain residents may be given an exception from shift coverages given a reasonable excuse. Such reasons may include employment status and health concerns. Such exceptions are made on a temporary basis and may be altered given circumstantial changes (job loss, for example).

Who to Contact

- For incidents involve the generator, water tanks, electricity or solar panels, write up the incident and contact the Village Manager the next morning. If it is an issue of safety, call 911.
- In cases of a mental health crisis, call Multnomah County Crisis line at: **503-988-4888**. If a person becomes violent, dangerous, or has a weapon, call 911.
- In cases of thoughts or plans of suicide or harm, call 911.
- In cases of an unwanted guest, trespasser or camper, call 911.
- In cases of a fire or a situation needing evacuation, blow the whistle or blowhorn and evacuate the property immediately. All residents will meet at the NE corner of Kenton Park across the street from the Village. 911 must be called immediately.

Kenton Women's Village Manual Acknowledgment Form

The KWV Manual describes important information about KWV and the program operated at the Village, KWV's policies, and KWV's expectations. I understand that I should consult the Village Manager if I have any questions about the Village or the program that are not answered in the Manual.

I became a client of the program voluntarily. I understand and acknowledge that there is no specified duration to my participation in the program, and that I may choose to voluntarily leave the program at any time. I understand that a voluntary departure on good terms requires at least 7 days' advance notice and an exit interview. I also understand that KWV may exclude me from the program, either temporarily or permanently, for violations of any of the policies in this Manual, the Community Agreement, or at the discretion of the Village Manager, with or without reason and with or without advance notice.

I understand that this Manual supersedes all prior manuals, handbooks, policies, and practices. I understand and acknowledge that there may be changes to the information and policies in this Manual, including the addition of new policies, or the replacement, modification, or cancellation of existing policies. I understand that I will be told about any changes to the Manual and I understand that changes can only be authorized by the Catholic Charities.

I acknowledge that KWV staff, including but not limited to the Village Manager, may enter my pod from time to time for inspections, with or without notice.

I understand that it is my responsibility to read, understand, and follow the policies contained in this Manual and any changes made to it. I understand that regardless of my date of entry into the program, I am subject to any amendments, deletions, or changes in the Manual, whether or not I sign a new acknowledgement form. I have asked and received an answer about any policies contained in this Manual that I did not understand.

CLIENT'S NAME (printed): _____

CLIENT'S SIGNATURE: _____

DATE: _____