



## ANC Client Rules

**Welcome to the Arvin Navigation Center Program (hereafter known as 'ANC'). Flood Bakersfield Ministries, Inc. (Flood) Staff and Volunteers are working extremely hard to make your stay safe and comfortable. As a client of the program, you must agree in writing to always follow these rules:**

1. Sign-in at the ANC begins at 8:15 A.M. and ends at 4:00 P.M. **Clients will NOT be allowed entry into the ANC before 8:30 am for any reason including but not limited to using the restroom.** Clients will NOT be allowed entry into the ANC after 4:00 P.M. **Clients may not leave the ANC after signing in for any reason.** If you leave, you will forfeit your spot for the day. No exceptions. *(This policy includes but is not limited to going to your car to retrieve personal belongings, cigarettes, etc.)*
2. Alcohol, drugs and recreational Marijuana are NOT permitted in or around the ANC and they will be confiscated. At the discretion of the Site Supervisor or Program Manager, you may be excluded from the program for that night or suspended from the ANC for thirty days at the discretion of the Site Supervisor or Program Manager.
3. No weapons or objects that may be perceived as weapons are permitted. They will be tagged by security and kept until you leave. Firearms will not be allowed on the premises for ANY reason. Concealing a weapon will result in immediate termination from this program.
4. **We reserve the right to search all applicants for weapons (or items that could be used as weapons), alcohol, and illegal drugs.**
5. All prescription medication must be checked in with security upon entering the ANC in its original container. No medicinal marijuana will be checked-in.
6. ANC Staff will take photos to produce program IDs for clients, to use for the Arvin Transit no-fee transportation to and from the ANC. This is a signed agreement with the client and ANC staff.
7. **All Clients must check in and fill out appropriate paperwork each day upon entry.**
8. Showers are *strongly recommended* for all ANC clients. Showers may be required if lack of personal hygiene becomes a risk to the health & safety of the population. Only One (1) towel will be given for showers. Clients **MUST** sign to receive one, as well as hand over their Program ID. They then sign to return the towel and retrieve their ID. All blankets and towels are to be returned to staff before exiting the shelter. **Clothing assistance will be given out once a month and hygiene kits only once a week while supplies are available.**
9. **No smoking inside the ANC.** There is a designated smoking area outside the ANC. Smoking is only permitted in the designated area *while staff or security is present*. This policy applies to E-Cigarettes and Vaporizers as well.
10. In public areas, **shirts and pants are always mandatory for men and women;** socks and shoes are strongly encouraged.

*Updated 12/15/2021*

11. **The afternoon meal is served at or around 12:00 PM. Please clean up around your area after you eat, and wear shoes when in the meal line. Should you have a spill, please notify staff quickly.**

12. There are no phones available for personal use inside the ANC. Except for job search. All personal calls should be made before coming into the ANC. All cell phones should be turned off prior to entry into the ANC but may be turned on for use after regular check-in procedures are completed.

13. Client cars may be parked on ANC property, in designated areas once the vehicle is registered with the program. A valid license and insurance are required. **Once you enter the ANC, you may not return to your vehicle for any reason.** You may not park your car in front of the ANC. Clients may not park in residential areas. Parking is restricted to ANC Operating Hours and must be off the premises by 4:30 PM or will be towed at the owner's expense.

14. Due to limited space and client safety, you are restricted to **TWO HANDHELD BAGS ONLY.** Shopping carts, excessive luggage, etc. will not be allowed in the ANC.

15. Clients are not allowed in the storage containers, kitchen, or any other rooms of the shelter other than the main halls and bathrooms. All other areas are off limits to anyone other than Program Staff or without prior approval.

16. **No one under 18 years of age will be admitted into the ANC.** If a client is an emancipated youth, official documentation proving emancipation must be presented at time of intake.

17. Donations will be handed out in an orderly fashion by the staff & volunteers. Clients will not interfere with donations being brought in or the distribution of donations. **Unruly behavior towards volunteers may result in immediate termination.**

18. The ANC Program operates as a subrecipient with The City of Arvin. As a result, all clients are expected to be Good Neighbors and have an obligation to comply with all state and local laws and/or ordinances and shelter rules and always behave in a courteous manner. Complaints from residents, business owners, or public officials may result in warnings to the clients and expulsion from the Shelter program and/or other Flood Programs.

19. **Any threats, obscene language, or acts of violence such as loud and disruptive behaviors, threatening language, taunting, spitting, slurs, fighting, etc. may result in expulsion.**

20. Neither Flood, The City of Arvin, nor The County of Kern, nor The Laborers of the Harvest nor any of its volunteers, or vendors are in any way responsible or liable for lost, stolen, or damaged items that clients bring onto premises. **IT IS THE CLIENTS' RESPONSIBILITY TO TAKE ALL PERSONAL BELONGINGS WITH THEM, AND TO CLAIM THEIR ITEMS FROM THE SECURITY CHECK-IN. ANY ITEMS LEFT BEHIND MAY BE DISCARDED.**

21. No Animals are permitted into the ANC at any time. Service/Companion Animals will be permitted ONLY with appropriate documentation (including all the following: Up-to-date vaccination and registration for the City of Arvin, and Letter of Prescription declaring the client to need said service animal) and approval by site-leader or management. A Service/Companion animal may be asked to leave at any time due to aggressive or disruptive behavior, or if the owner does not properly clean-up after the animal.

22. Cash is Never to be given to Staff, Volunteers, or Interns at ANY time.

23. Only the ANC Management on duty can expel/prevent any clients from staying at the ANC at their discretion. **Any conflicts between clients should be brought to the attention of the staff immediately. If you are asked to leave and you do not, you will lose your staying privileges.**

As a result of signing this form, I have read and do understand that neither Flood, any volunteers, service providers, Laborers of the Harvest, The City of Arvin, The County of Kern, Facility Security, or any of the vendors providing services for the ANC Program will be responsible for any loss, theft, or damage to personal property, including, but not limited to, bicycles, carts, luggage, cell phones and other items that are brought onto the premises of the shelter or other locations that the ANC uses for its clients. I understand that program rules may change as necessary and that I am required to abide by any amended rules and protocols as they are created.

I have read or have been read the above stated rules and acknowledge/agree to follow the shelter rules.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_