

# RESIDENT SERVICE PLAN

In the name of Allah, the Beneficent, the Merciful

## Welcome Letter from the President

Dear Resident: As-Salaamu Alaykum (Peace be upon you)

Welcome to the Hijrah House program, we offer our sincere appreciation for your participation in our program and hope that this will be a mutually benefiting endeavor. We try to be sympathetic to the needs of our residents and strive to make your stay with us although temporary, result in a lasting achievement towards your successful transition back into mainstream society. We understand that each individual is a unique experience and our goal is to help all individuals to be victorious. However, we also realize that success is a product of combined efforts and this idea of sharing and companionship is an essential element of our program. We believe in the One God and His Final Messenger and we pattern our lives and programs in accordance with the guidance He has shown us. We pray that if it is God's will you will use this short time with us as an opportunity to improve your understanding and your actions in the service of the Almighty God, to obey the rules and laws of our society, to be an asset to your community and a productive and viable member of society. In conclusion we truly encourage you to have belief and do righteous actions and have patience and constancy.

President  
Muslim Chaplain Services of Virginia

Hijrah House

# Hijrah House

P. O. Box 13019  
Richmond, VA 23225

## **POLICIES AND PROCEDURES**

---

Hijrah House is managed by Muslim Chaplain Services of Virginia (MCSVA). MCSVA is a faith based non-Profit 501 (C) (3) organization.

## Table of Contents

Subject	Page
I. Mission Statement	4
II. Guiding Principles	4
III. General Information	4
A. Philosophy	4
B. Objectives	5
C. Hijrah House Expectations	5
D. Health Issues and Communicable Diseases	5
E. Emergency Contacts and Plans	5
F. Hijrah House liability	5
IV. Acceptance Procedures	6
A. Acceptance	6
B. Residing in Hijrah House	6
V. Length and Scope of Hijrah House Program	6
A. Length of Residency	6
B. Program	6
VI. Obligations of a Resident upon Acceptance into Hijrah House Program	6
A. Participation	6
B. Safety, Housekeeping & Sanitation,	6
C. Financial Obligations	7
VII. Standards of Conduct for Residents	7
A. General Standards of Conduct for Residents	7
B. Alcohol	7
C. Drugs	7
D. Weapons	8
E. Contraband Items	8
F. Language	8
G. Threats	9
H. Physical Contact	9
I. Stealing	9
J. Damage to Property	9
K. Sexual Harassment	9
L. Visitation & Guests	10
M. Lying/False Reporting	10
N. Search of Personal Property and Effects	11
O. Residency Absences	11
VIII. Discipline & Dismissal policy	11
IX. Grievance Policy	12
X. Privacy Policy & Fair Reporting of Crimes; XI. Legal Liabilities;	12
XII. Acknowledgement	13

# POLICIES AND PROCEDURES

## I. Mission Statement

- The mission of the Hijrah House is to provide temporary transitional accommodation and assistance to ex-offenders and assist them in their endeavor to be independent and self-supporting and law abiding citizens of the society. Hijrah House will work with other charities and social service organizations to achieve this objective.

The driving force behind the transitional program will be the Islamic etiquettes (Adab) and principles. The Hijrah House, in partnership with the community, is to provide a program of reintegration into society through self-discipline and sense of responsibility.

## II. Guiding Principles

- The number one guiding principle of Hijrah House is for residents to live and understand how to conduct themselves according to the dictates of the Holy Qura'an and the examples of the Prophet Muhammad (SAW)
- We provide an Islamic environment to help residents apply Islamic knowledge to practice.
- We are committed to understand and meet the needs of residents in order to help them reintegrate themselves into society
- We are committed to trusting and respecting each individual resident so that he may experience an enriching environment
- We are committed to continuous improvement.

## III. General Information

### A. Philosophy

We believe that nothing happens on the earth or in your souls that is not the will of Allah (God), therefore this venture of ours is an opportunity for benefit or harm in accordance with Allah's plan, all good is from Allah (God) and what bad comes from your own selves. We believe that individuals are responsible and accountable for their own deeds. Our goal is to help you choose the good and to forbid the bad. Allah knows and we know not what our future may entail.

## **B. Objectives**

The staff of the Hijrah House will strive to provide an educational and enriching setting in which each resident, consistent with their individual abilities and understanding of Islam will:

1. Practice the principles of Islam as outlined in Qura'an and Hadith
2. Obey the laws of the society
3. Engage in gainful employment
4. Refrain from bad and undesirable conduct
5. Understand and progress in the Deen of Islam and /or the world in general

## **C. Hijrah House Expectations**

Residents are considered to be under the jurisdiction of the Hijrah House Board and staff and its agents while enrolled in the Hijrah House program.

## **D. Health Issues and Communicable Diseases**

Residents are required to disclose to Hijrah House staff or its agents any existing communicable disease that the resident is presently suffering from or has been exposed to in the past 30 days.

Residents are required to report upon acceptance into Hijrah House as a resident, if they are HIV positive or have hepatitis B or C.

Residents are required to provide physician documents to Hijrah House staff or its agents any medication taken on a regular basis.

Residents are required to report to Hijrah House staff or its agents if they are drug addicted and/or recovering from drug addiction.

## **E. Emergency Contacts and Plans**

Residents must provide information of their emergency contact, local next of kin, legal representative or agent that will be legally responsible for them in the event of the resident's incapacity.

## **F. Hijrah House Liability**

Upon acceptance into the Hijrah House program residents agree and understand that the Hijrah House staff, board and its agents are free from any responsibility or liability, damage, injury and loss resulting from resident participation in the program. Resident participation in the Hijrah House is a voluntary individual choice.

## **IV. Acceptance Procedures**

### **A. Acceptance**

Upon acceptance into the Hijrah House program by its staff, board or authorized agents, residents are required to read, initial and date that they have received, read and understand and agree to Hijrah House policies and procedures including grievance.

### **B. Residing in Hijrah House**

Residents will be accepted into the Hijrah House program only after submitting an application that has been reviewed by Hijrah House program staff, board or its authorized agents.

## **V. Length and Scope of Hijrah House Program**

### **A. Length of the Residency**

Residents may reside at a Hijrah House facility for a period of 90 to 120 days. Exceptions may be granted for extenuating circumstances, submitted in writing to the Hijrah House governing board.

### **B. Programs**

Residents of the Hijrah House program upon acceptance agree to undergo professional counseling, classes on anger, financial management, continuing education if applicable, job training if applicable and instruction on Islamic principle and practice.

## **VI. Obligations of a Resident upon Acceptance into Hijrah House Program**

**A. Participation:** Upon acceptance into the Hijrah House program Residents are expected to adhere to the rules and regulations of the program. Residents by acceptance are verifying that they understand and agree to the policies, procedures, scope and goal of the Hijrah House program. Residents are required to participate in specific Hijrah House policies including prayer, classes and employment.

**B. Safety, Housekeeping & Sanitation:** Residents are responsible for maintaining a safe & clean environment in the house. They are responsible of cleaning behind themselves and maintain the facility. Each resident is required to wash his dishes, pots & pans after each use. The kitchen must be kept clean all the time. Each resident is responsible of keeping his room clean and in orderly fashion all the time. He must keep the clothes hanged in the closet. In no case the clothes will be left on bed, in dryer, on floor or out of the closet. Shoes will be kept in a closet out of others' sight.

### **C. Financial Obligations**

Residents are required to become gainfully employed after being accepted into the Hijrah House program.

After he is employed, the resident will put 30 percent of his net income into an escrow account held by Hijrah House. The amount in the escrow account, minus any expenses or damages as determined by Hijrah House board, will be returned to the resident upon his release from the program.

After being gainfully employed, the residents are required to contribute 30 % percent of net pay up to a maximum of \$75.00 per week towards rent in order to continue to reside at Hijrah House

Residents who are not employed must either be in a certified training program leading towards employment or keep a record of employment attempts that must be turned in and kept for record by Hijrah House staff. Minimum acceptable proof of seeking employment is name address and phone number of two verifiable places where their applications have been accepted per week.

## **VII. Standards of Conduct for Residents**

### **A. General Standards of Conduct for Residents**

All residents are required to conduct themselves in an orderly, courteous, dignified, respectful manner. Attention to Islamic etiquette (adab) and principles is the priority within Hijrah House.

### **B. Alcohol**

The Hijrah House does not permit any resident to consume any alcoholic beverages at the Hijrah House or while residing in the program. This includes having alcoholic beverages in resident possession; storage of alcoholic beverages within personal effects located on Hijrah House property, or enters the Hijrah House premises while under the influence and after consumption of alcoholic beverages.

Residents agree to alcohol policies and penalties upon acceptance into Hijrah House program.

### **C. Drugs**

Residents agree to drug policies and penalties upon acceptance into Hijrah House program.

The Hijrah House does not permit any resident to consume any illegal drugs at the Hijrah House or while residing in the program. This includes having drug in resident possession, storage of illegal drugs on Hijrah House property, entering the Hijrah House premises while under the influence and after the consumption of illegal drug products.

Residents at the Hijrah House are not allowed to have drug paraphernalia in their possession, or stored in personal possessions on the property.

A resident at Hijrah House is required to submit to all drug tests if required by Hijrah House Staff or if it is a condition to his release.

#### **D. Weapons**

Residents at the Hijrah House cannot have any firearms or other weapons on their personal body, in their possession or stored on the premises at the Hijrah House. Banned weapons include, but not limited to, knives, guns of all types, martial art weapons, fire-blow guns, saws, axes, hammers, crow bar, smoke bomb, chemical mixtures, radioactive materials or any other item that can cause bodily injury or harm to life or property.

Residents cannot use any firearms or other weapons or items that may be used or made into a weapon while on Hijrah House property.

Residents must not use or have in their possession items from their job that are or may be used or made into a weapon while on Hijrah House premises.

Residents must not use any weapons against any Hijrah House staff, board member, legal agent or representative or other resident.

Residents must immediately report to Hijrah House staff any violations of the Hijrah House weapon policy.

#### **E. Contraband Items**

Residents should not have pornographic materials on their physical person or in possession or storage on the property and premises of Hijrah House.

#### **F. Language**

All residents at Hijrah House must conduct business in English. Hijrah House is not able to provide translators for residents at this time. Residents in need of this service need to state so clearly during the application and acceptance stage.

All residents at Hijrah House will refrain from vulgar, profane and abusive language through written (signed or unsigned) or verbal communication with other residents, staff, board members, legal agents of Hijrah House, visitors, legal officers of the court, citizens passing near the residence, and people on the phone or internet.

## **G. Threats**

Residents will not threaten through verbal communication or written (signed or unsigned), song or implication any Hijrah House staff, board member or legal agent, family member, visitor, legal officer of the court or other resident.

Residents may not make verbal or written (signed or unsigned) bomb threats to the property, staff, board member, legal agents of Hijrah House, visitor, legal officers of the court, other resident or any individual, company or organization outside of the Hijrah House.

Residents may not report false fire alarms resulting in the summons of ambulance or fire fighting personnel. Residents may not tamper with or maliciously manipulate or threaten to do such action any life saving devices on Hijrah House property.

## **H. Physical Contact**

Residents will not initiate or participate in any unwanted hostile physical contact with any Hijrah House staff, board member or legal agent, visitor, legal officer *of* the court or other resident while on Hijrah House premises.

Physical Force by staff will not be used against residents unless such force is in response to breaking up a physical fight, subduing an out *of* control resident or in response to self defense when imminent danger is apparent.

## **I. Stealing**

Residents will not acquire without right or permission the property *of* Hijrah House or its staff, board members or legal agents, visitors, legal officers of the Court, other residents or citizens in general.

## **J. Damage to Property**

Residents will not damage, destroy, or deface with self or other instruments the property *of* Hijrah House, its staff, board members, legal agents or representatives, visitors or other residents. The resident will be responsible of any damages caused by him to the property of the Hijrah House or others.

## **K. Sexual Harassment**

Hijrah House will maintain an environment for all residents, which is free *of* sexual harassment. Residents will not solicit, demand, make physical contact even when desired, verbally harass or suggest, participate or force any sexual contact with any staff, board member or legal agent *of* Hijrah House, visitor, legal officer *of* the court or other resident.

## **L. Visitation & Guests:**

Sunday is visitation day. If there is a group program or a class scheduled for Sunday and the resident cannot attend the program because of a visitation, he is expected to inform the program coordinator ahead of time.

Residents at Hijrah House may receive visitors from family and friends on Sundays only unless prior approval is sought in writing from staff, board members or legal agents of Hijrah House.

Visitors are not allowed to spend the night at Hijrah House or lengthen their visit past Sunday.

Women visitors to Hijrah House that are not related to the resident they are visiting are required to follow the Islamic etiquette of having a chaperone present while visiting the Hijrah.

All visitors must adhere to Hijrah House policies regarding contraband items, weapons, drugs, alcohol, language and Islamic etiquette.

All visitors must report and sign in with their legal name and date of visitation upon entering the premises and property at Hijrah House.

#### **M. Lying / Falsification of Report**

Residents will not lie or issue a false or misleading report while in the Hijrah House program and/or residing on Hijrah House premises.

All residents must immediately report to Hijrah House staff, board member or legal agent when they are in violation of legal requirements of their probation or parole. Failure to report or to answer truthfully if asked by a staff, board member or legal agent of Hijrah House is considered lying.

All residents must immediately report to Hijrah House staff, board member or legal agent when they are in violation of Hijrah House drug, alcohol, weapon, or threat policy. Failure to report or to answer truthfully if asked by a staff, board member or legal agent of Hijrah House is considered lying.

All residents must completely and truthfully disclose information on their health and legal status on all applications required for entry into Hijrah House. Residents must fully and truthfully report on all documents while participating in the Hijrah House program, or pertinent conversations of inquiry engaged with staff, board members or legal agents of Hijrah House.

All residents must completely report and disclose any change in their status that would make them in violation of Hijrah House health policies, conduct policies or in violation of legal requirements of their release.

#### **N. Search of personal property and effects**

All residents of the Hijrah House program residing at the residence are subject to unannounced search of person or personal property and effects at any time. Resident refusal or resistance to search will result in disciplinary action as outlined in section VI.

#### **O. Residency & Absences**

Residents are to reside at the residence of Hijrah House.

A resident may voluntarily leave the Hijrah House program after clearing all debts and/or damages owed to Hijrah House.

A resident who fails to report in to Hijrah House staff, board member or its legal agents for a period of 24 hours or more will be considered Absent With Out Leave (AWOL) and will be subject to removal from the program.

Residents may not 'come and go' into the Hijrah House program.

#### **VIII. Discipline & Dismissal Policies**

Disciplinary actions taken against a resident will be kept confidential.

A resident may be immediately dismissed with the first offense from the Hijrah House program if he is in violation of the specific policies pertaining to the items listed below:

Alcohol

Drug

Weapons

Threats

Hostile physical contact

Initiating sexual contact

Breaking the law

Hijrah House staff, board member or its legal agent, will have the authority to initiate a disciplinary action against a resident in violation of other conduct or procedural issues.

## **IX. Grievance Policy**

A grievance is a means by which a resident may seek redress to a situation that has arisen from the lack of compliance with the application or procedures.

A resident who has a complaint towards other residents, Hijrah House staff, Hijrah House board member or its legal agents may initiate a grievance.

If a resident decides to initiate a grievance, the established grievance procedure as outlined in this policy must be followed. Failure to follow the procedure shall result in no action being taken to resolve the grievance.

The established procedure for grievance will be for resident to take his issue in confidence in the following order.

Resident against resident - take the issue to a Hijrah House Staff member.

Resident against staff - take the issue to Hijrah House board member.

Resident against a board member - take the issue to total Hijrah House board.

The decision of the board will be final and binding on all the parties.

If a resident is not satisfied with the board decision or the outcome of the grievance, resident shall withdraw himself from the Hijrah House program without cause.

## **X. Privacy Policy & Fair Reporting of Crimes**

Hijrah House staff, board members and its legal agents will adhere to local, state and federal laws regarding privacy and reporting of illegal activities conducted by residents.

## **XI. Liabilities**

No member of Hijrah House staff, board member or its legal agents will be held liable, be response for the legal fees or personally or professionally responsible or negligent for resident participation in Hijrah House program.

No resident of Hijrah House may sue for damages or cause due to participation in Hijrah House program.

## **XII. Acknowledgement**

I have received a copy of the Service Plan. I understand that my successful transition back into the society depends on my own attitude, the choices I make and my actions.

As a resident of the Hijrah House program, I agree to abide by the rules & regulations set forth in the "Service Plan".

### **Resident**

Legal Name Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Name Printed: \_\_\_\_\_

### **HIJRAH HOUSES REPRESENTATIVE**

Legal Name Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Name Printed: \_\_\_\_\_