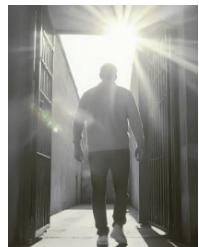


Program Guide



The mission of SHIELD Ministries is to provide a men's comprehensive re-entry education program in a Christian environment designed to create opportunities for personal, professional, and spiritual growth which reduces recidivism and enhances public safety.

SHIELD Ministries' **Re-entry Education Program** helps students overcome common re-entry barriers such as education, employment, identification, and access to support services. Students in our post-release and prison programs also receive transitional housing while enrolled.

Post-Release Program and Prison Intervention

The Post-Release Program serves formerly incarcerated men and is located in North Charleston. The **Prison Intervention Program is not a separate program** but a description of the program for men who are released from jail to SHIELD Ministries by either a request for a court order to the program while awaiting trial or by a court order into the program, instead of receiving a prison sentence or by being bonded out into the program while awaiting trial. The program requirements are the same for all post-release students.

Program Application and Agreement

Applicants should apply no earlier than 12 months prior to release. Applicants must complete and sign the entire application and agreement; incomplete applications will not be processed. It is important to read and understand all program requirements. Your signature indicates your willingness to follow all rules and requirements of the program. If accepted, this application becomes a legal agreement upon admission to the program.

Minds in Training (MIT), SHIELD Ministries' **Prison Pre-release program** in the SC Department of Corrections is a separate program. Men in the MIT program are given priority but not a guarantee for admissions into the Post-Release Program.

Any omission or falsification of information on this application may result in denial of acceptance, withdrawal of prior acceptance, or expulsion from the program after admission.

Submission of Program Application and Agreement

Applications can be downloaded from <https://www.shieldministries.org/application> and are to be submitted to info@shieldministries.org. If you are in jail or prison, staff there can help you download and send in the application. Public Defenders and attorneys may also help with this process.

Interviews

Interviews are scheduled by priority of anticipated release date or urgent need of housing.

Re-entry Education

The Re-entry Education Program at SHIELD Ministries focuses on helping students change the way students think so they can make better choices and decisions. Neuroscience (science of the brain) research shows that without a change in thinking; behavior cannot truly change. Our curriculum teaches students how transformation happens from the inside out, using brain-based (neuro) science to show how new thoughts create new actions. Through this process, students learn practical skills to reshape their thinking, manage thoughts and emotions, and build a healthier, more successful future.

Importance of Re-entry Education

SHIELD Ministries Re-entry Education program is designed to address **criminogenic needs** of students.

Criminogenic needs are the thinking patterns, habits, and life areas that increase a person's chances of getting into trouble or returning to jail or prison.

Criminogenic Needs, in simple terms, are the things in someone's life that lead to bad choices and bad outcomes.

Common criminogenic needs include:

- Thinking patterns (negative or unhealthy thinking)
- Impulsive decision-making
- Anger and emotional control problems
- Lack of job skills or job readiness, employment
- Substance use struggles
- Poor problem-solving skills
- Unhealthy relationships or influences
- Financial Management

These are the core areas that, when changed, help a person stay out of the justice system.

SHIELD MINISTRIES 2024

Recidivism Within 3 years of Release

Graduate/Student Population	Recidivism Rate
Program Graduates (Total)	0.71%
Program Graduates (Non-violent/technical violations)	0.24%
Students w/3 course completions	5.65%
Students w/3 course completions (Non-violent/technical violations)	4.94%



In the 2024 Annual Accountability Report, the South Carolina Department of Corrections reported a 19% Recidivism rate. The South Carolina Department of Corrections defines recidivism as:

"Inmates who **return to SCDC custody within three years** after the release date for a new crime or as a result of a revocation for technical violations of their conditions of their supervision."

<https://www.scstatehouse.gov/reports/aar2024/N040.pdf>

Course Catalog

Course ID	Course Name	Type	Description
CL100	Cognitive Learning 100	Core	Introduces foundational cognitive principles that help students understand how their thoughts influence emotions, decisions, and behavior.
WR100	Work Ready 100	Core	Equips students with essential job-readiness skills, including communication, teamwork, time management, and workplace responsibility.
FM100	Financial Management	Core	Teaches practical money management skills such as budgeting, saving, credit awareness, and responsible financial decision-making.
AM100	Anger Management	As Assigned	Approved by SC Probation to help individuals understand, manage, and express anger in healthier, more constructive ways
SR100	Smart Recovery	As Assigned	Approved by SC Probation and is a science-based, self-empowering program for overcoming addiction that focuses on helping individuals build and maintain motivation, cope with urges, manage thoughts, feelings, and behaviors, and live a balanced life
CR100	Career Ready 100	Core	Helps students prepare for long-term employment by exploring career interests, resume writing, interview skills, and goal setting.
HW001	His Way Ministries	Core	Mentorship and support group sponsored by His Way Ministry
CL101	Building Blocks	Core	Strengthens foundational life and learning skills including critical thinking, discipline, responsibility, and communication.
CL102	Healing for Damaged Emotions	Core	Focuses on emotional recovery, forgiveness, and personal transformation through faith-based cognitive and behavioral principles.
CL103	Soul Care	Core	Spiritual Companion and Follow-up to Cognitive Learning
CL105	Understanding Your Mind	As Assigned	Explores how thoughts and beliefs shape behavior and emotion, with a focus on how the brain is affected by repeated behaviors such as pornography use. Students learn how to retrain thinking patterns and restore healthy brain pathways through biblical and cognitive principles.
CONV1	Convocation 1 (Bible Study Cohort 1)	Required ongoing	Faith-based Bible study focusing on spiritual growth, accountability, and practical application of Scripture to daily life. This is the first cohort of the Convocation Bible Study series.
CONV2	Convocation 2 (Bible Study Cohort 2)	Required ongoing	Continuation of the Convocation Bible Study for a second cohort, emphasizing personal discipleship, renewal of the mind, and consistent application of biblical truths.
GW100	Goodwill I-CAN Training Internship	As Assigned	Training and employment pathway designed specifically for justice-involved individuals who face barriers to competitive employment.
TTC200	TTC Journeyman	Optional – when available	Offers vocational training and skill development for trades-related employment, emphasizing discipline, work ethic, and safety.
CDL200	CDL	Optional – after completing Core	Provides classroom and preparatory instruction for students pursuing a Commercial Driver's License and transportation-related employment.

APPLICATION (Submit from this page on)

First Name	Middle Name	Last Name	Suffix
Area Code	Cell/phone	email address	
SCDC#	SID#	Date of Birth	Social Security#

Ethnic Origin: American-Indian Asian Black or African American White Chicano Hispanic
 Mexican American Puerto Rican Other Race (List)

Level of Education: High School Graduate Yes No If no, list last grade level completed _____

GED Yes No College Yes No If yes, did you graduate college Yes No If yes, list degree or any other training programs completed:

MILITARY

Have you ever served in the Armed Forces Yes No If Yes, list time enrolled: Date _____ to Date _____
If Yes, please list branch _____ I am currently receiving Veterans benefits Yes No

REFERRAL INFORMATION

How did you learn about this program? _____

Name of Person who referred you: _____

Who do we notify about your application status: _____

What is their email address: _____

RELIGIOUS BACKGROUND

The SHIELD Ministries Program is a Christian faith-based, re-entry educational program. Acceptance is not based on religious preference. However, applicants accepted in the SHIELD Ministries Program ARE REQUIRED to attend and actively participate in ALL assigned classes, meetings, and special events.

Which religion/denomination do you most identify with? _____

Are you a current member of a church or religious organization Yes No

PROBATION, PAROLE – COMMUNITY SUPERVISION

Will you be released on probation/parole/community supervision Yes No TBD If on probation/parole/community supervision, when will supervision begin _____ and end _____.

Probation Officers Name: _____ Phone # _____

What, if any, are your probation/parole/community supervision curfew times: _____

CRIMINAL BACKGROUND

This section MUST be filled out. Failure to do so may result in rejection of application.

I understand that by signing and submitting this application I authorize SHIELD Ministries and its authorized vendor to run public criminal background checks. These background checks may be run before, during, and after my exit to the program to establish program recidivism rates only and for no other purpose than to calculate composite rates.

Do you have any Pending Criminal Charges Yes No If yes, please list:

Attorney Name: _____ Phone # _____

Bondsman: _____ Phone # _____

Are you currently incarcerated Yes No If yes, name of jail/prison: _____ Release Date _____

Have you had any disciplinary actions while incarcerated Yes No If yes, how many _____

If applicable, list the disciplinary actions and date of each disciplinary action you have had while incarcerated:

Are you currently enrolled in any of the following programs MIT JumpStart Prison Fellowship. If so, will you complete the programs prior to your release? List all achievements, classes and certificates awarded while in prison:

Have you been in a character dorm while incarcerated? _____ Have you ever been expelled from a character dorm while incarcerated? Yes No If yes, please list the reason(s) and number of times expelled:

Have you ever been affiliated with a gang while in prison or out of prison? Yes No

Are you or will you be required to register as a Sex Offender? Yes No TBD

Have you been or will you court ordered to take sex offender treatment counseling? Yes No TBD If yes, have you already enrolled in sex offender behavioral counseling Yes No

Are you or will you be on an ankle monitor Yes No How many times have you been arrested in the US: _____

List all previous convictions. Please include the state. For arrests in South Carolina, also include the county:

SUBSTANCE ABUSE HISTORY

Have you been dependent on substances or alcohol in the past: Substances Alcohol Both

List all your past drug(s) of choice: _____

How often did you use your past drug(s) of choice: _____

Level of dependence on your previous drug of choice: Low Dependence Moderate Dependence Addiction

Is there any history of substance abuse or current substance and/or alcohol dependence in your family Yes No

If yes, please explain _____

Have you participated in a substance abuse rehabilitation program? Yes No

If yes, how many times have you been admitted to a substance abuse rehabilitation program _____

How many inpatient programs have you completed _____ How many outpatient programs have you completed _____

What was your longest stay in a substance abuse rehabilitation program _____

Have you ever relapsed into substance use behavior? Yes No

If yes, what is the date of your most recent return to substance use: _____ / _____ / _____

What was the reason for return to use: _____

Are you currently dependent on any substances or alcohol Yes No

If yes, please explain _____

List your current drug(s) of choice: _____

How often do you use your current drug(s) of choice

Only a few times 1-3 times per month 1-5 times per week Daily N/A

What was the date of your last use: _____ / _____ / _____ Are you currently receiving treatment Yes No

If yes, please list the following below: Type of Treatment, Treatment Facility, Location, Contact, and Duration of Treatment

Are you currently taking any prescribed medications for substance dependence? Yes No

If yes, please list the type and dosage _____ What has been your longest clean time _____

Has your substance dependence been linked to any criminal history Yes No

If yes, please specify _____

Could you pass a drug test right now Yes No

If accepted, would you be able to pass a drug test on the day you enter the program Yes No

MEDICAL INFORMATION

Are you able to climb stairs Yes No Can you lift 50lbs Yes No

Please be advised that SHIELD Ministries does NOT provide ANY medical services, including administering medications, and does not provide transportation to doctors nor guarantees transportation for mental health appointments. Students are required to be able to understand and take their own medicines as prescribed, without assistance.

Physician's Name: _____ Physician's Phone Number: _____

Insurance Company: _____ Policy Number: _____

I have the following allergies: _____

I have no allergies.

I have the following current or past health issues which may leave me unconscious: _____

I have no current or past health issues, such as seizure or diabetic conditions, which may leave me unconscious.

I have the following medical/physical conditions:

I have no medical/physical condition.

Have you ever been diagnosed with or prescribed medication for any of the following? Check all that apply.

Anti-Social Behavior Substance Use Disorder Trauma Borderline Personality Disorder

Schizophrenia Manic Depression Bi-Polar Hallucinations Paranoia PTSD

Anxiety Depression

Other(s), please list: _____

I have not been diagnosed with or prescribed medication for any mental health disorder.

Current Medications

Please note that upon admittance, applicants must have a 30-day supply of any medication that has been prescribed for mental health issues.

I am currently taking the following medication(s) for a medical or mental health condition: _____

I have no medications that I am currently taking for a medical or mental health condition.

Previously Prescribed Medications

If required, you may be asked to provide a doctor's release if you are no longer taking mental health prescriptions or have a mental health evaluation scheduled.

I have taken the following prescribed medication(s) in the past for a medical or mental health condition: _____

I have not previously been prescribed any medication(s) for a medical or mental health condition.

MEDICAL CONSENT AND RELEASE FORM

Student First Name	Middle Name	Last Name	Suffix	Date of Birth
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This consent allows SHIELD Ministries to obtain, disclose, and share medical, mental health, and emergency-related information necessary to provide appropriate re-entry support services, ensure student safety, and coordinate care with approved providers, agencies, or emergency personnel.

AUTHORIZATION FOR MEDICAL TREATMENT

I hereby authorize SHIELD Ministries staff, volunteers, or partnering medical professionals to arrange, consent to, or obtain necessary medical evaluation or treatment for me in the event of illness, injury, emergency, or when immediate medical attention is deemed necessary for my well-being.

This may include, but is not limited to:

- Emergency room care
- Ambulance/EMS evaluation
- Primary or urgent care services
- Mental health crisis intervention
- Medication administration or review as directed by licensed providers

RELEASE OF INFORMATION

I authorize SHIELD Ministries to request, receive, and share relevant information with the following entities, as needed for case management, safety, compliance, or treatment coordination:

- Medical and mental health providers
- Hospitals and emergency services
- Probation, Parole, and Pardon Services (state and federal)
- Courts, legal representatives, and supervising agencies
- Detox, rehabilitation, or behavioral health programs
- Partner agencies providing re-entry services
- Information may include:
- Medical or mental health assessments
- Treatment plans or recommendations
- Medication information
- Emergency or incident reports
- Compliance updates related to program participation

CONFIDENTIALITY

All information will be used solely for the purpose of providing services, coordinating care, ensuring safety, and supporting program requirements..

STUDENT ACKNOWLEDGMENT

I have read and understand this Medical Consent and Release of Information Form. I voluntarily authorize SHIELD Ministries to act as necessary for my care, safety, and program participation. I understand the purpose and scope of this release and my rights regarding confidentiality. I understand that I am financially responsible for all medical expenses incurred

Student Signature: _____ Date: _____



EMERGENCY CONTACT

First Name	Last Name	Relationship	Phone #	email
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Street Address	Apt/Unit	City	State	Zip Code
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First Name	Last Name	Relationship	Phone #	email
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Street Address	Apt/Unit	City	State	Zip Code
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First Name	Last Name	Relationship	Phone #	email
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Street Address	Apt/Unit	City	State	Zip Code
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APPLICANT ID (PLEASE CHECK ALL THAT APPLY)

I have a valid driver's license in my possession. If Yes, State _____ DLN # _____

I have a valid State ID in my possession. If Yes, State _____ ID # _____

I have a valid moped license. If Yes, State _____ ID# _____

I have in my possession my social security card.

I have in my possession a certified copy of my birth certificate.

I have applied for food stamps I am currently receiving food stamps

EMPLOYMENT/INCOME INFORMATION

Current Employer _____ Supervisor Name _____ Phone _____

Job Title: _____ Job Start Date: _____ / _____ / _____

Have you applied for disability Yes No If yes, when did you apply _____ / _____ / _____

Have you received disability income in the past Yes No If yes, how long ago did you receive it _____ If disability was discontinued, please state why: _____

Do you receive disability income Yes No If yes, how much do you receive each month \$ _____

Do you receive retirement income Yes No If yes, how much do you receive each month \$ _____

You will be required to provide paystubs each week. **SHIELD Ministries reserves the right to contact and verify your employment, pay, work schedule, and attendance.**

If unemployed, how do you anticipate paying for Program Fees _____

JOB SKILLS & CAREER GOALS

Describe any job skills or work experience you have, the types of positions you are seeking, and your long-term career goals:

SELF-ASSESSMENT INSTRUCTIONS:

Read each statement and **circle the number that best describes how true the statement is for you right now**. Answer honestly. There is no right or wrong answer. This self-assessment helps with **ensuring that the priority of services is identified**.

1 = Strongly Disagree 2 = Disagree 3 = Not Sure 4 = Agree 5 = Strongly Agree

Precontemplation (PC)

1. 1 2 3 4 5 I do not see any need to change my behavior.
2. 1 2 3 4 5 People around me think I should change, but I do not agree.
3. 1 2 3 4 5 I do not believe my actions or habits are causing problems.
4. 1 2 3 4 5 I am not considering making any changes in the near future.
5. 1 2 3 4 5 I feel like others exaggerate the seriousness of my situation.

Contemplation (C)

6. 1 2 3 4 5 I am beginning to think that my behavior might be a problem.
7. 1 2 3 4 5 I have been thinking about ways to change.
8. 1 2 3 4 5 I am beginning to see the consequences of my choices.
9. 1 2 3 4 5 I sometimes feel uncertain, but I realize something needs to change.
10. 1 2 3 4 5 I am seriously considering making changes soon.

Action (A)

11. 1 2 3 4 5 I am actively taking steps to improve my behavior.
12. 1 2 3 4 5 I have started making changes and want to keep going.
13. 1 2 3 4 5 I am working on new habits to replace old ones.
14. 1 2 3 4 5 I have made progress and want to continue improving.
15. 1 2 3 4 5 I am committed to following through with my goals.

Maintenance (M)

16. 1 2 3 4 5 I am working hard to maintain the positive changes I have made.
17. 1 2 3 4 5 I am developing strategies to prevent going back to old behaviors.
18. 1 2 3 4 5 I feel confident in my ability to stay on track.
19. 1 2 3 4 5 I continue to review my progress and look for ways to grow.
20. 1 2 3 4 5 I am committed to long-term positive change.

PROGRAM TERMS

Students enrolled must comply to all terms and rules. Failure to abide by these can result in disciplinary actions that may result in fines, intensive supervision, or expulsion from the program. It is the student's responsibility to know, understand and abide by all rules. Each applicant **verbally verifies that he has read and understands all the rules and program requirements**. He is given an opportunity to ask questions during the interview, prior to being accepted. **This verbal confirmation is noted in the interview notes.**

Upon signature of this agreement and upon admittance to the program, this document binds both parties contractually to all the stipulations included in the entire agreement.

I understand that this agreement is **NOT a tenant and landlord agreement**. The SHIELD Ministries Program is a comprehensive, evidence-based educational program that addresses all barriers for a successful re-entry. Students are required to actively engage in life-changing classes, seminars, special events, and mentorship programs.

CLASS ASSIGNMENT AND ATTENDANCE POLICY

Shield Ministries is a **re-entry educational program**. Participation requires students to **attend all assigned classes and schedule their work around these commitments**. Our students have historically had no difficulty coordinating with employers to meet these expectations. While employment is important, a job alone is not enough to create long-lasting change. Shield Ministries is designed to support your growth in every area of life.

- Students **are required to attend and successfully complete all assigned classes**.
- **Classes are priority** over work schedules.
- Students must arrive on time and be prepared for class.
- If, in the event of a student arriving late, student must call **(843) 670-1233** to notify staff.
- Excessive tardiness or missed class will result in the student completing the classes and retaking the class.
- Students are required to complete homework. Assignments in the student book will be reviewed. Tests will be given. Other class assignments may be required to complete classes.
- **Additional classes may be added to a student's schedule at any time**.
- Classes may be rescheduled at any time.
- Students **may be reassigned to repeat a class** if they have a disciplinary action, are struggling to apply healthy thinking, show a bad attitude or negative mindset, or need extra comprehension support.

PROGRAM FEE PAYMENT SCHEDULE AND REQUIREMENTS

Program Fees of \$200 per week will be charged for program costs. Students on SSI or SSID receive a discount based on the amount received.

Program Fees cover 50% of the average cost of the student's program cost. The remaining cost of the program is made possible by grant funding and public donations.

- Weekly/Bi-weekly payments are **due in advance** on Fridays
- Monthly payments are due **in advance on the 1st of every month**, no later than the 5th
- **\$25 late fee will be charged** if not paid on time
- Fees should be paid by a **debit or pay card**, exceptions are made for cash payments
- Students are required to create budgets with staff members
- Student can apply for a payment plan with weekly submission of pay stubs and bank statements but must be approved
- Students must be **caught up on program fees before an offsite visit** is approved

(Jeremiah 22:13 Woe to him who builds his house by unrighteousness and his [upper] chambers by injustice, who uses his neighbor's service without wages and does not give him his pay [for his work])

Please note Program Fees are typically evaluated annually, however SHIELD Ministries reserves the right to increase fees at any time



RULES

(Initial beside each to indicate that you have read, understand and agree to)

1. **Disruptive behavior** (fights, cursing, verbal threats, naming calling, negative talk, texting, emailing, etc.) will not be tolerated and may result in immediate expulsion. All such behavior is to be reported immediately to a SHIELD Staff Member.

(Colossians 3:8, But now put away and rid yourselves [completely] of all these things: anger, rage, bad feeling toward others, curses and slander, and foulmouthed abuse and shameful utterances from your lips) drought

2. **No Weapons** (knives, guns, boxcutters, arrows, darts, or any item that can be perceived as a weapon, including collector's items) are allowed on the premises. Violations will be reported to local police authorities, and if applicable Probation Pardon and Parole Agents. Kitchen knives are to remain in the kitchen area. Any weapons found in any other room or on a person will be perceived as an intended weapon.

3. All Students must be onsite by **8:00pm and inside the facility by 10:00pm**. SHIELD Ministries reserves the right to require Students to have an earlier curfew. **All units will be locked after 10:00pm**. If any Student unlocks and allows another Student in without prior approval from a SHIELD Ministries Staff Member, they may face immediate expulsion.

4. Guests and visitors are not allowed in the units. This excludes law enforcement or medical emergency personnel who are serving in the line of duty. Guests may visit outside the front of the office. Any former Students or persons who are on the property without SHIELD Ministries Staff or management consent are considered trespassing. Current Students who recognize former Students are required to notify the trespasser of this rule and advise them that they are being monitored by security cameras. If an unknown person or former Student is seen on property, please notify a SHIELD Staff Member immediately. No sexual content of any nature (inappropriate kissing, hugging, or touching) is allowed on-site. SHIELD Ministries is not responsible for Student's or guest's personal property.

5. SHIELD Ministries Students are to refrain from having any contact (conversations or assistance) with neighbors. If a neighbor approaches, then direct the neighbor to the SHIELD Staff Member, Case Manager, or the Executive Director/Pastor. Please see a SHIELD Staff Member for approval for neighbors who are former Students.

6. Students are responsible for any damage done to themselves, their visitors, or their guests. Urgent repairs should be reported to a SHIELD Staff Member immediately. Failure to report issues may result in Students being fined the cost of repairs or damage. Students who deliberately or negligently destroy, deface, alter, impair, or remove any part of the property or allow another individual to do so, will be charged for negligence or damages.

7. SHIELD Ministries has the right to search all property including vehicles, cell phones, computers, laptops, iPads, and other electronic devices of Students and their guests. Students may be required to give SHIELD Ministries Staff any device passwords for access. Students should NEVER give another Student his password information. Students may ONLY have **laptops, computers, or iPads if approved**. There is a limit to the number of devices a student can have. Any unauthorized device may be seized. All gaming devices with internet access capabilities are prohibited. All other gaming devices, consoles, and games must be approved by SHIELD Staff. Cell phone gaming apps which promote or include violence, gambling, or are sexual in nature or portray inappropriately dressed characters real or cartoon in nature are prohibited.

8. No pornography and viewing of any form of pornography is allowed. Men who are on probation and who are registered sex offenders will violate their probation and return to jail for accessing pornography. Possession of pornography or accessing via any electronic devices will result in the devices being seized and reported to Probation, Pardon, and Parole Services immediately if applicable. SHIELD Ministries reserves the right to confiscate any device at any time.

9. Devices which have been used to access pornography or inappropriate material (as outlined by probation rules) may also be seized.

10. Viewing any movie is limited to a PG13 rating and under. DVDs or videos found that are over the PG13 rating or not rated and are deemed inappropriate **will be seized and destroyed**. Please note the only exception is Mel Gibson's *The Passion*. Any videos deemed as inappropriate viewing material will be confiscated. Continued violations of this policy could result in television privileges being revoked for the unit. Probation along with SHIELD Ministries prohibits any books and magazines containing sexual content or that have revealing photos of people with low cut shirts, bathing suits, or minimally clothed men, women, or children. Any material found to be inappropriate or material that could be used inappropriately will be seized and destroyed.



PORNOGRAPHY/INAPPROPRIATE MATERIAL VIOLATIONS

Attempting to access or view pornography will result in enrolling (if not already enrolled in) Dr. William Burke's specialized counseling group at the student's expense.

(Matthew 6:21- 24 For where your treasure is, there will your heart be also. The eye is the lamp of the body. So, if your eye is sound, your entire body will be full of light. But if your eye is unsound, your whole body will be full of darkness. If then the very light in you [your conscience] is darkened, how dense is that darkness! No one can serve two masters; for either he will hate the one and love the other, or he will stand by and be devoted to the one and despise and be against the other. You cannot serve God and mammon (deceitful riches, money, possessions, or whatever is trusted in).

_____ 11. **No commercial activity of any kind is permitted** on premises without the express written consent of SHIELD Ministries.

_____ 12. **No illegal activity** (as defined by local, state, and federal law) is permitted on premises. SHIELD Ministries, North Charleston Police Department, and/or Probation, Pardon, and Parole Services perform random, periodic room inspections without any notice. These searches include all personal property, vehicles, bags, backpacks, suitcases, etc.

(Ephesians 5:13 But when anything is exposed and reproved by the light, it is made visible and clear; and where everything is visible and clear there is light.)

_____ 13. Upon a Student's exit, he must take all belongings with him. If a student is expelled from the program, the student must leave immediately and has 48 hours to retrieve all his belongings. He must schedule an approved pickup time with a SHIELD Ministries Staff Member. **A representative of SHIELD Ministries must be present during retrieval of personal items. Call (843) 670-1233 or (843) 860-6462 to arrange pickup.** If permission has not been granted for a student to be on the property, then he will be charged with trespassing. SHIELD Ministries is not responsible for any belongings of Students at any time. Once a student has been expelled from the program, he is not allowed on the property without prior permission and without being escorted by a SHIELD Ministries Staff Member. **All items not retrieved within 48 hours will be donated to Goodwill. All personal documents will be shredded.**

_____ 14. This is a multi-Student facility. Upon entrance, men will be assigned a housing unit that will be shared with other Students in the program. Upon completion of the probationary period rules, a Student may be assigned another unit when there is availability. Most rooms will have 2 occupants.

_____ 15. There is **NO borrowing of other Students' phones, money, or food.** If a student desires to assist another student, then he can do so by donating to SHIELD Ministries and SHIELD will give the donation to the student.

_____ 16. **REFUND POLICY:** All program fees are non-refundable.

_____ 17. TVs are allowed in common living spaces, **not bedrooms.**

_____ 18. There is **NO smoking or vaping inside ANY units.** Smoking is ONLY allowed in the outside designated areas. Any Student caught smoking or vaping in their unit will be **fined \$500.00 or be expelled from the program.** DO NOT throw your cigarette butts on the ground. It is the responsibility of all smokers to ensure the property is free and clear of cigarette butts. Failure to keep the property clean will result in the termination of smoking privileges on the property. Anyone caught throwing cigarette butts on the ground will be fined \$25.00. Habitual offenders will lose smoking privileges. Smoking and Vaping may be prohibited from all SHIELD Ministries' Properties at any time if noncompliance becomes an issue.

_____ 19. Any person who tampers with smoke alarms; fire sprinkler systems; tampers with electrical or plumbing or any construction; or installs unsafe lighting or other unsafe devices; disregards the no-surface frying rule; **uses extension cords** or whose actions cause a potential safety risk will **be fined no less than cost of the item and the Student may be potentially expelled and/or may face criminal charges.** Please note that **all window AC units MUST be plugged into the wall outlets only.**

_____ 20. Students are **NOT allowed to bring any items onto the property** without prior approval from SHIELD Staff. This includes but is not limited to furniture or appliances. Items brought from recycling centers are prohibited (may contain bed bugs or bed bug eggs). A periodic evaluation of non-approved or accumulated clutter will be made, and **excessive items may be thrown out.**

_____ 21. **Animals are not allowed inside the units** and feeding of neighborhood animals is prohibited. **Animals carry fleas, bed bugs and ticks.** Pest Control Specialists have treated units for flea infestations. Anyone bringing animals into the units will be responsible to pay the pest control bill for that unit along with the \$25 rule infraction fine.



STUDENT RESPONSIBILITIES (Initial beside each to indicate that you have read and understand)

1. Student must notify SHIELD Ministries if he contracts any contagious disease. SHIELD Ministries reserves the right to require a student to produce medical diagnosis for health-related issues/concerns.

2. When necessary, Students must follow current CDC guidelines for social distancing, hand washing, and wearing masks.

3. Student is responsible for maintaining good personal hygiene. This includes bathing daily and wearing deodorant. Regular washing of clothes and bed linens is required.

4. Dispose of all rubbish, garbage, and other waste in a clean, proper, and safe manner. All trash is to be contained in a closed trash bag. Dispose of recycled material ONLY in the blue recycle bins. Styrofoam is not accepted in the blue recycle bins. Set trash cans and recycle bins at the curbside on trash pick-up days. Be sure to remove the trash cans from the curbside the day of trash pickup after the trash has been picked up. Misuse of recycle bins will result in a fine for Students who live in the unit.

5. Keep all plumbing fixtures as clean as possible. For clogs that require more than a plunger, notify a SHIELD Ministries Staff member at (843) 670-1233. **Do not attempt to fix it yourself.**

6. Noise should be kept at a reasonable level. Be considerate of your neighbors. Always use headphones or ear buds. DO NOT HAVE PHONE CONVERSATIONS AFTER CURFEW.

7. Do not use profanity or threaten any other Student. Verbal and physical threats will result in immediate expulsion or arrest.

8. All Students are to conserve utilities. Televisions should be off between 8am and 3pm on Monday-Friday. Turn off all lights when you leave the unit. Neglect or misuse of utilities may result in fines for everyone in the unit.

9. Permission must be given for a student to spend the night off the premises. An Off-Site Request form should be filled out 5 days in advance unless an emergency situation can be confirmed. A Student must be in the program for 60 days and must not have had any disciplinary actions within the last 30 days. Students must be current on program fees. If the Student is on probation for a sex offense, his probation officer must confirm the approval in writing to a SHIELD Ministries Staff Member prior to being anticipated offsite. If the Student is not on probation for a sex-offense, his probation officer must confirm approval by phone, text, or e-mail to a SHIELD Ministries Staff Member. All Students on probation, leaving the State of South Carolina, must receive and submit the SC PPP written travel pass to be approved. Ministry volunteers do not count as SHIELD Ministries Staff.

10. Students will dress appropriately and modestly. Students should not go without wearing a shirt and pants or shorts. Students should not wear pajama pants to classes or while outside of their unit. Pants are to be pulled up to the waistline. No underwear should be exposed.

11. Everyone **must keep their area and the common area neat and clean.** Personal cleanliness is a must. All rooms must be neat and orderly with clothes either folded and put away in drawers or hung up in lockers/closets. Beds should be made. No clutter is allowed on the floors. Clear passageways to all exits must be maintained. Laundry, including bed linens, must be washed no less than every two weeks. **Room inspections will be completed weekly, and a \$25.00 fine will be assessed.** If a common area is not kept clean and clutter free, then ALL Students in the unit will be charged. Examples are, but are not limited to, bathrooms; dirty dishes; floors unswept and mopped; rotten food in refrigerators; clutter; items blocking doors and windows.

12. Students are to keep their rooms tidy. Students are provided with a locker or a closet. All student belongings are to be stored in the locker/closet and in clear plastic bins under their beds. Students may put a lock on their locker/closet but must provide SHIELD Ministries with a key. A \$25 fine will be charged for failure to comply.

13. Unit members need to work together as a team to establish a rotating daily cleaning schedule for sweeping, mopping, vacuuming, dusting, cleaning refrigerator, bathrooms, and trash take out. The cleaning schedule should be posted on the kitchen refrigerator. Common areas must be maintained and kept clean by all the students. **Each person is responsible for cleaning cooking/eating/beverage items immediately after use.** All personal food items should have your name clearly marked with a permanent marker and/or masking tape. Failure to do this causes pest issues. If rooms are not clean and dirty dishes are found in the sink, Students will be charged a \$25.00 fine.



14. Students are responsible for purchasing their own cleaning supplies, trash bags and paper supplies. Students in each unit may work out a plan to share or alternate in the purchase of these supplies.

15. Trash should be **taken out daily**, put in trash bags, and closed. DO NOT put any food or Styrofoam items in the blue recycle bins. If any of the above is found, everyone in your unit may be charged a fine.

16. It is every student's responsibility to ensure that clutter and items do not pose a potential safety risk. SHIELD Ministries is not responsible for student belongings that are stolen or incur damage while on the property.

17. All students must provide a copy of their vehicle (car, truck, moped, motorcycle, etc.) registration form and insurance. Owners/drivers must possess a valid driver's license. Parking in the front area is prohibited from 7am to 11am on Sunday mornings.

In the event of a student violating probation, being arrested, or exiting the program without taking their vehicle, the vehicle will be towed within 48 hours of the exit.

SHIELD Ministries reserves the right for discretionary enforcement of all policies.

DRUG/ALCOHOL POLICY (*Initial beside each to indicate that you have read and understand*)

1. During the interview process if it is determined that the applicant has a recent or extensive substance use history, then applicant will be required to enroll in the intensive supervision program. In case of a failed drug/alcohol test, the first offense is enrollment in the intensive supervision program, second offense is removal from the program.

2. Anyone found to be under the influence of drugs or alcohol will be required to leave the premises immediately. Probation officers will be notified, and the student may be arrested. The student will be required to be sober before returning to speak with a SHIELD staff member.

3. Use of **ALL CBD products is strictly prohibited**. This includes, but is not limited to gummies, pills, liquids, edibles, etc.

4. Student agrees to submit to random drug and alcohol tests upon request. Any illegal drug use on the premises will be reported to the North Charleston Police Department.

RULES ENFORCEMENT (*Initial beside each to indicate that you have read and understand*)

The following may result in a \$25.00 fine: a rule infraction, ignoring a responsibility outlined in the SHIELD Ministries Post- Release Application/Agreement, or disregarding any additional responsibilities given to a Student by a SHIELD Staff Member. A rule infraction fine must be paid on the following program fee payment day for weekly payers or immediately for monthly payers.

Probation violations will be reported directly to Probation.

RE-ADMITTANCE POLICY (*Initial to indicate that you have read and understand*)

If a student is expelled from the program for any reason or is rearrested for any reason (including a probation violation), he must reapply for admittance and complete a new application and interview. If reaccepted, the student will be treated as a new Student, adhering to all new Student requirements. If the student left the program owing program fees, **the past due fees MUST Be paid before re-entering**.



PUBLICITY RELEASE

Participants work hard in this program and make great achievements. We would like to celebrate with you and share your achievements. This release is for graduation announcements, awards, achievements, and positive life stories only.

give SHIELD Ministries

do not give SHIELD Ministries

the absolute and irrevocable rights to use my name, likeness, quotes and/or photos and images on the Internet (World Wide Web), in print publications, videos and multimedia presentations, and/or for any purpose which may include, but not limited to display, public relations, marketing, or designs (graduation photos, award photos, testimony photos, etc.)

I understand that my name and/or the images may be used for display or advertisement for the website and/or literature published. I hereby waive the right to inspect or approve the images prior to any form of usage. I understand that the images may be modified to be used as design elements.

By signing this agreement, or by signing this agreement on behalf of a minor in the state of South Carolina, I am giving **SHIELD Ministries** the right to use my name and own the images and use them for any purposes without further approval from me. I am releasing all rights to any images.

This agreement is a permanent licensing agreement that allows SHIELD Ministries to use any images, quotes and/or my name for any publishing purposes in the promotion of SHIELD Ministries. I will not hold SHIELD Ministries responsible for any use or misuse of my name, quotes and/or the images. I agree to hold harmless SHIELD Ministries from any and all actions, claims, and demands a rising out of or in connection with the use of all or any part of the photographs (including computer images or reproductions of any kind), including any editorial or comments which may accompany the images in their displayed format and/or my name. I will not hold SHIELD Ministries liable for any errors, negligence, or gross negligence, in the editing or displaying of said images, quotes and/or in the use of my name.

HOLD HARMLESS

This HOLD HARMLESS AGREEMENT (this "Agreement") is made effective on _____ / _____ / _____ (*Date*) by and between SHIELD Ministries and its Affiliates (hereinafter, "SHIELD Ministries"), of 5519 Woodbine Avenue, North Charleston, South Carolina 29406 and _____ (*Printed Name of Applicant*) (hereinafter, "Applicant"), of SHIELD Ministries and are sometimes individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS Applicant desires to hold harmless SHIELD Ministries from any claims and/or litigation arising out of any SHIELD Ministries and SHIELD Ministries representative or volunteer's actions in connection with services including transportation, administrative, and Transitional Housing Units in the Sustain the Change Program provided by SHIELD Ministries or any injuries and/or accidents occurred on the property.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, SHIELD Ministries and participant hereby agree as follows:

HOLD HARMLESS TERMS

Hold Harmless. *(Printed Name of Applicant)* shall fully defend, indemnify, and hold harmless SHIELD Ministries from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of SHIELD Ministries, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to SHIELD Ministries for all legal fees, expenses, and costs incurred by it.

- 1. Authority to Enter Agreement.** Each party warrants that the individuals who have signed this agreement have the actual legal power, right, and authority to make this agreement and bind each respective party.
- 2. Amendment; Modification.** No supplement, modification, or amendment of this agreement shall be binding unless executed in writing and signed by both parties.
- 3. Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual right by custom, estoppel, or otherwise.
- 4. Attorneys' Fees and Costs.** If any legal action or other proceeding is brought in connection with this agreement, the successful or prevailing party, if any, shall be entitled to recover reasonable attorneys' fees and other related costs, in addition to any other relief to which that party is entitled. In the event that it is the subject of dispute, the court or trier of fact who presides over such legal action or proceeding is empowered to determine which party, if any, is the prevailing party in accordance with this provision.
- 5. Entire Agreement.** This agreement contains the entire agreement between the parties related to the matters specified herein and supersedes any prior oral or written statements or agreements between the parties related to such matters.
- 6. Enforceability, Severability, and Reformation.** If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the parties is to provide as broad indemnification as possible under South Carolina law. In the event that any aspect of this agreement is deemed unenforceable, the court is empowered to modify this agreement to give the broadest possible interpretation permitted under South Carolina law.
- 7. Applicable Law.** This agreement shall be governed exclusively by the laws of South Carolina, without regard to conflict of law provisions.
- 8. Exclusive Venue and Jurisdiction.** Any lawsuit or legal proceeding arising out of or relating to this agreement in any way whatsoever shall be exclusively brought and litigated in the federal and state courts of South Carolina. Each party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each party expressly waives the right to challenge this jurisdiction and/or venue as improper or inconvenient. Each party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue.
- 9. In Effect.** This agreement shall be in effect upon date of this agreement and is in force unilaterally by the applicant's signature.

By signing this agreement, I agree to the **all terms and conditions** set forth in this contract and agree to **fulfill all responsibilities**. FAILURE TO COMPLY WITH ALL THE RULES, REGULATIONS, AND GUIDELINES or FAILURE TO ATTEND designated classes may result in EXPULSION from the program; and where noted, fines and fees for damages will be assessed and charged.

Signature of Applicant _____ Date _____