



RESIDENT GUIDE

Welcome to our home! This guide will inform you of our expectations of you and what you should expect from Somerset Sober Living employees and volunteers. Your continued success in recovery is our desire and as consequence each one of our policies are geared toward helping you move toward your individual recovery goals. We will strive to create an environment that is positive and encouraging and which also maintains strict adherence to all home rules for the stability and security of each resident. It's a bright future in Somerset, Kentucky and we are excited to partner with you in recovery!

Somerset Sober Living started from the vision of a handful of believers in Jesus Christ. We saw people leaving Drug Rehabilitation Centers without support in place to help them transition from the Rehabilitation environment to everyday life. A place was needed where skills learned in Rehabilitation could be practiced together with others that are focused on recovery. Each person working with Somerset Sober Living has experienced the remarkable unconditional love and forgiveness that Jesus offers. Our desire was to show others in need the same unconditional love and forgiveness we personally experience. So, our mission is clear:

Provide a Christ-centered environment to help adults advance in recovery

And while we are motivated by the love of Jesus, we want everyone to know that all people in recovery are welcome to stay with us regardless of your belief. The love of Jesus extends to all people regardless of race, color, creed, or any other distinction. It is our hope that our home is filled with people from all walks of life that are committed to living a life free from the bonds of addiction and we commit to create an environment that encourages a broad diversity of people and ideas. Because our home is committed to Christ-centered recovery, we encourage those that are not believers in Jesus to become seekers as they begin their recovery journey. If you are a seeker, then you are willing to explore who Jesus is and how he helps us daily change our lives and continue the healing we need in our lives. An honest effort to seek Jesus requires you to explore God's Word with us, pray that God shows you truth, and to attend worship services where believers in Jesus gather. These 3 behaviors are expected of seekers and believers alike at Somerset Sober Living.

Substance abuse has claimed lives, destroyed homes, and has ravaged our community for far too long. We are eager to help those in recovery take back what has been lost and to rebuild on a firm foundation so that each resident becomes a strong pillar of our community. Our region will be stronger because of the people that successfully leave Somerset Sober Living and we are grateful you have chosen to begin that journey with us. May God bless you and us as we walk together in recovery!

Mandatory Resident Expectations

1. Sober Living

(No alcohol, drugs, kratom (or any other legal mind-altering substance), or drug paraphernalia)

2. Day shift employment or approved volunteer work (31 hour minimum) each week

(residents have 1 week to meet this expectation or face program dismissal)

3. Attend all assigned meetings (Mon, (Tues, Wed, Thur depending on phase), Fri)

(attendance will be recorded)

4. Attend a weekly worship service together with all SSL residents

5. Pay \$120 program fee weekly by 5 p.m. Friday

(Electronic payment is only accepted form of payment and will be explained at orientation)

6. Assigned Household chores completed

7. Submit to regular and also random drug screening

(Declining a drug test is grounds for dismissal from the home. Behavior consistent with intoxication or other drug use is sufficient for dismissal from the home and a positive drug screen is not necessary)

8. Meet Curfew requirements nightly

SSL Drug Testing Policy

It is crucial to the success of our recovery home that each member remains clean and sober at all times. Any use of alcohol or other drugs jeopardizes the sobriety of everyone in the home. Therefore, all residents are expected to remain 100% clean and sober during their stay here. Any relapse will result in automatic dismissal from the home (a positive drug test is not required if obvious signs of impairment are evident). Residents acting impaired in any way are subject to immediate dismissal.

Drug tests will be conducted regularly and randomly. In order to live in this home you must be able to take urine drug tests in the presence of the house manager or other designated collector. When a drug test is requested, the resident must remain under observation and cannot leave the testing area until the test is complete. Failure to comply with drug testing will be considered relapse and will result in dismissal from the home. SSL takes care of any costs associated with drug testing and residents will not owe money for testing. An independent drug testing laboratory will evaluate the specimens except for a quick dip test that the Recovery Manager will examine for random screens.

Any suspicion that another house member is under the influence or has relapsed must be brought to the house manager's attention. A resident who fails to report another resident's drug use will also be asked to leave the home.

All prescription medications must be reported to the house manager as soon as they are prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered relapse and result in eviction. All medications should be kept in your room or locked in an assigned locker. Diabetics should never handle syringes in front of other residents. If your doctor changes your medication, or prescribes new medication, the house manager must be informed immediately. Anyone who receives mood altering or addictive medications and does not inform the house manager immediately will be asked to leave the home.

No alcohol, drugs, or paraphernalia are allowed on the property at any time. No active alcoholics or addicts are allowed on the property at any time, whether they are under the influence at the time or not. Failure to abide by any of these rules is grounds for dismissal from the home.

31 Hours (Minimum) of Day-Shift Employment

Each resident is required to have full time employment (at least 31+ hours a week) within 7 days after moving into house unless he is a full-time student. Full-time students are required to work at least 15+ hours a week in addition to their school schedule. Residents are expected to look for a job every day until employment is secured which includes submitting applications, calling potential employers, signing up with a temporary job placement services like Nesco or the Job Shop. Employment must be verified with an SSL employee or volunteer. A resident who has a documented legal disability may complete 31 hours of documented community service weekly instead of employment. Failure to comply with this requirement will result in dismissal from the house.

Residents must submit their work schedule to the Recovery Manager in advance so that accountability is present. If a resident is sick or unwell, then a documented doctor's excuse is necessary in order to not receive a fine for a missed day of work. Any last minute changes to a resident's work schedule should be immediately brought to the attention of the Recovery Manager. Failure to notify the Recovery Manager will result in a fine. Any lapses in work or changes in employment that occur, the resident will be expected to volunteer in those spans of time. Coordination with the Recovery Manager is expected to ensure volunteer hours are completed (otherwise fines will be applied daily).

It is strongly recommended that anyone new in recovery avoids unnecessary life changes (other than seeking employment) during their first year of sobriety. This means focusing on recovery and meeting your basic needs. We strongly discourage a new romantic relationship, career changes, enrolling in school, starting a business, or other big changes that can shift your focus away from recovery.

Employment or volunteer work must begin by the completion of the first week or preparations to transition to a new living situation should begin. Residents must check in each day with the Recovery Manager to describe their job search plans and their respective progress at the conclusion of each day.

Residents are not permitted to work in any of the following situations:

- Bars, liquor stores, or serving drinks
- Casinos or gambling establishments
- Sex shops, pornography stores, or strip clubs
- Any establishment that sells drug paraphernalia
- When in doubt, ask the House Manager

Attend a weekly worship service all together

The Church is the body of believers in Jesus and it is through this vehicle that God has chosen to spread his good news message around the world. Therefore, it is necessary to attend church worship service in order to receive the healing that a seeker or believer of Jesus experiences. Because Jesus has blessed the world through the establishment of the Church we must be in fellowship with them or we shouldn't expect to advance in recovery apart from it. Somerset Sober Living residents are expected to attend at least one weekly worship service and will attend together. If a resident has a work conflict, then an alternative worship service will be recommended. Failure to attend worship services will result in dismissal from the home. Residents are expected to take SSL vehicles to the worship service. Failure to do so will result in not getting your attendance recorded.

Attend all Assigned Meetings for your respective phase of recovery

(Different phases of recovery have different requirements: Tuesday thru Thursday)

Monday Bible Study is required of all residents. Failure to attend and participate will result in program dismissal.

Phase 1: Tues., Wed., Thur. evenings (3 hours). Certificate awarded after 10 weeks (30 classes)

Phase 2: Tues., Thurs. evenings (1.5 hrs) Duration is 4 months

Phase 3: Tues. or Thurs. evening (1.5 hrs) Duration is for remainder of stay at SSL

Every resident will be expected to complete Intensive Out-patient therapy (IOP). Generally, residents have been attending IOP at Gratitude Adjustment with Christy Fox as lead counselor. If a resident already has an approved certificate of IOP completion, then the resident may move to Phase 2 automatically. Proof of certificate is required. Mrs. Fox has counseling experience in addiction recovery that is unmatched in our region and we are excited to have the opportunity to partner with her. We often say, "If you don't sow, you won't reap" and this holds true in therapy sessions as well. Residents are expected to be active participants at IOP. If an alternative place to attend IOP or OP is requested please contact our Recovery Manager so he can help facilitate your planning to make it a success. Failure to attend IOP or OP for your designated phase will result in dismissal from the SSL program.

Friday at 4 p.m. is our weekly Accountability Meeting. This meeting begins at 4 p.m. but if you have a work conflict, then we expect you to arrive as soon as is possible. All residents must attend this meeting. This is our opportunity to discuss the week together and note areas of progress or areas of deficiency. We can plan together for the weekend and week ahead with specific individual goals you have and help you plan for success. All curfew exception requests will be presented at this meeting or they will not be approved.

Pay Program Fee (\$120) by 5 p.m. each Friday (unless paying monthly)

The cost to stay with Somerset Sober Living is \$120 weekly and is due by 5 p.m. on Friday at our Accountability Meeting (meeting starts at 4 p.m., but 5 p.m. is the deadline). Electronic payment is the only accepted form of payment. No cash payment will be accepted and the website to make payment will be shown to each resident at orientation and is available on each home's computer.

If for any reason you cannot pay program fees on time, you must inform the Recovery Manager in advance to request a program fee extension. Failure to pay on time will result in a fine for missed payment deadline. There is no deposit required to stay at Somerset Sober Living.

Residents that stay for a year are eligible to receive a savings reimbursement of their program fee. At the 1 year mark, residents will be given a check for \$1560. This is part of helping residents save toward their future and help their transition back into independent living. At the 2 year anniversary a resident is eligible to receive the same disbursement in the same amount. Savings disbursements will only happen once an anniversary date occurs and the maximum number of disbursements are 2 in total.

Curfew, Guests, and Overnight

Every resident is expected to be in the home nightly from curfew to 5:00 a.m. If you are requesting a special exception to this policy, then you must contact the Recovery Manager for advance approval. Requests must be made at our Friday Accountability Meeting. Any requests made without advance notice will not be granted.

Every resident must be home by curfew. Curfew is 11:00 p.m. Sunday through Thursday and 12:00 a.m. Friday and Saturday. If you are unable to make it home by curfew for work or some other legitimate reason, then you must notify the House Manager in advance. Residents who work evenings/nights can speak to the House Manager for a curfew adjustment appropriate to their situation.

Residents hosting a guest in the home are responsible for their guest's actions. Do not leave any guests unattended in the home. No active alcoholics or addicts are allowed in the home at any time. Any guest with a history of addiction or treatment must be clean and sober for no less than 30 days to be allowed on the property.

- All guests must leave by curfew. No overnight guests allowed, no exceptions.
- Guests are only allowed in designated common areas.
- Guests are not to be left unattended.
- When your guest arrives you should meet them at the door.
- The House washer and dryer are only for resident use, not guest use
- Guests must abide by all house rules.

Quiet hours are 9 p.m.. to 9 a.m.

Exception to Curfew Policy

The curfew is stated previously in the Resident Guide; however, from time to time residents may request an exception to curfew so that they can spend extended time with family. The House Manager will discuss and approve or deny any exception to curfews at the House Meeting on Mondays. Exceptions to curfew should be submitted in writing and should be completed before the House Meeting begins. A phased approach to how many curfew exceptions will be considered in a month's time is as follows:

Residents in phase 1 of recovery are not eligible for an exception to curfew;
 Residents in phase 2 of recovery are allowed 2 exceptions to curfew in a month;
 Residents in phase 3 of recovery are allowed 4 exceptions to curfew in a month

Please note for residents over 120 days all 4 exceptions to curfew in a month's time cannot be used exclusively for weekends. Also, please note that a curfew exception is used up each night a resident is not in the home at curfew (e.g. missing curfew on friday and saturday counts as 2 exceptions to curfew...not 1.)

Residents should not be gone every weekend. The needs of the home and other residents will be considered and balanced with the needs of the resident requesting an exception to curfew. Any resident not meeting any of the other obligations stated in the Resident Guide will not be eligible for an exception to curfew. Curfew exceptions are not permitted greater than 2 consecutive days (any request beyond 2 consecutive days should be presented to the full board for approval or disapproval). Also, the Recovery Manager may suspend a resident's curfew exception requests if the resident is not making appropriate advancement toward recovery goals or has violated house rules.

Cleanliness & Chores

Each house member is expected to clean up after himself, to always leave a room as he found it, and to do his fair share to help keep the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc.) after preparing food or eating, rinsing dirty dishes and loading them into the dishwasher, putting things away after use, moving furniture back the way you found it, and throwing away all trash. You have one hour to clean the kitchen after use.

The following examples are not acceptable:

- Leaving dirty dishes in the sink

- Leaving shoes, coat, or other personal items in a public area of the house
- Leaving clothes, towels, etc. on the bathroom floor
- Leaving the stove dirty after cooking
- Leaving clothes in the washer/dryer or laundry area or leaving the lint filter dirty
- Littering the outside of the premises with cigarette butts or other trash
- Placing trash on the floor next to a full trash can. (If it's full, take it out.)

Each resident will be assigned chores on a rotating schedule. All residents are required to complete their assigned chores on time. The following are requirements for house chores:

- Weekly chores must be completed regularly as prescribed by the Recovery Manager.
- The Recovery Manager will inspect the homes regularly. If a chore is attempted honestly, but unsatisfactory, the resident will be given 24-hour notice to complete it. Failure to complete the chore within that time frame will result in a fine.
- If the Recovery Manager asks you to redo your chore, you must do it. Failure to do so will result in a fine.
- If you know you will be unable to complete your chore, you may ask another resident to complete it for you, but you will be responsible ultimately.

Everyone is responsible for safety so we ask all residents to turn off the stove, coffeemaker, or any other kitchen appliance when not in use in order to reduce potential fire hazards.

Car Use Policy

Somerset Sober Living has a donated automobile for select usage. Strict guidelines must be followed in order to be allowed the use of this vehicle.

- Only residents, employees, or volunteers with a valid Kentucky driver's license may **operate** Somerset Sober Living's vehicle
- Only residents, employees, or volunteers may **ride** in Somerset Sober Living's vehicle (any other passengers allowed in the vehicle will result in immediate removal of driving privileges for the person operating the vehicle)
- Somerset Sober Living's vehicle is only for transport to work, school, community service, church service, healthcare visit, or to a meeting that meets a requirement for residents
- The vehicle can only be driven within Pulaski county (exceptions to this must be approved by the House Manager in advance)
- The Somerset Sober Living vehicle may not be used as part of a person's job (e.g. delivery driver's vehicle, newspaper delivery, etc.)
- No smoking, vaping, or smokeless tobacco use will be tolerated in the vehicle.
- Somerset Sober Living has a group insurance policy and current evidence of coverage will remain in the glove box at all times
- Residents are responsible to ensure the vehicle is available for everyone's general benefit and so it is expected that if someone needs transportation to work that they will take another resident with them so that the vehicle can be driven home for others to use during

the work shift (and will coordinate so that they can be picked up after their shift is over). Weekly accountability meetings are a good time to cover how the vehicle will be made available for all to use

- Residents are responsible to buy fuel for the vehicle. Residents that do not contribute money toward fuel will not be allowed to use the vehicle during the week they did not contribute.
- Fair usage of the vehicle should be discussed at the weekly accountability meeting to ensure that no one person is monopolizing use of the vehicle and to be sure that fuel expenses are weighted toward persons making most use of the vehicle.
- Any moving violations or tickets are the responsibility of the person operating the vehicle and driving privileges will be revoked for the person operating the vehicle.
- Any violations of the car use policy will result in the operator losing privileges to operate the vehicle (they may continue to ride in the vehicle so long as their behavior is meeting the standards set for passengers)
- Appropriate passenger behavior is considered the same behavior as expected in the home with the additional guidance that a passenger is expected not to distract or interfere with the person operating the vehicle. If their behavior violates these standards then the resident can lose riding privileges as well.
- The Recovery Manager will document any loss of car use privileges with the stated reason why and the resident will sign in acknowledgement

Miscellaneous House Guidance

Smoking, vaping, or using any tobacco products in the home is prohibited. Outside the home tobacco products or vaping may be used only in designated areas and cigarette butts or any other trash must be picked up immediately and placed in an appropriate receptacle.

All maintenance issues or damage should be reported to the Recovery Manager as soon as possible.

The House Manager may enter a resident's room at any time, and may conduct a search if he feels there is good reason to do so.

All of the following are prohibited on the premises: gambling, prostitution, buying/possessing/selling stolen property, operating a business, giving or receiving tattoos/piercings, pets, viewing pornography.

No house member will enter someone else's room without permission, unless accompanied by another house member or the Recovery Manager, and there must be a good reason, such as preventing a hazard. The house member that occupies the room must be informed as soon as possible of those that entered and the reason. Any proof of theft of property will result in automatic program dismissal

Lending money between house members is strongly discouraged. Many close relationships between friends and even family members have been ruined by lending money. No staff or

volunteer with SSL is permitted to lend money or to engage in any paid work agreements with residents.

Conflicts should be resolved between the involved parties if at all possible. Any conflict which cannot be resolved between involved parties should be brought to the weekly meeting for discussion. Conflicts between individuals should not be allowed to fester and affect the whole house. Solving problems in a healthy, constructive way is one of the goals of recovery.

Behavior

The house is a community of men living in recovery and all house members are expected to go out of their way to help others and be respectful/considerate of others. All house members are expected to meet this standard and everyone is expected to participate in house business and activities.

Any behavior that interferes with the normal flow of the house or creates an atmosphere which is not conducive to recovery can be considered disruptive behavior and can result in eviction from the house. Some examples of disruptive behavior include:

- Repetitive conflicts or uncooperative behavior
- Lying, stealing, manipulation
- Being in another person's room without permission
- Eating someone else's food or using their personal items without their permission
- Aggression, intimidation, name calling, threats of physical harm or physically striking another house member, guest, neighbor, etc.
- Excessive use of profanity while in a dispute with another person
- Interfering in the personal life of another house member
- Not doing chores, not attending house meetings, breaking house rules
- Arguing/fighting with the house manager
- Not actively participating in recovery

All house members are expected to:

- Be considerate and treat others with dignity and respect
- Respect boundaries set by others
- Do not monopolize the washer/dryer, kitchen, TV, etc. Take turns and work together to coordinate in a way that is fair to everyone.

Fines & Behavior Contracts

Fines and Behavior contracts are intended as tools for growth and to correct problems that interrupt the normal flow of the house.

A house member may be fined for any of the following:

- Not doing an assigned chore

- Failure to complete required employment or volunteer hours (weekly)
- Failure to go to work on an assigned workday (without a doctor's excuse)
- Failure to notify Recovery Manager of a change in work schedule
- Late or absent from a required meeting (all of them qualify for a fine)
- Not documenting meeting attendance (in part or in full)
- Late program fee payment or lack of payment
- Failure to make curfew
- Leaving personal items in a common area
- Doors left unlocked or garage left open
- Creating a fire hazard
- Smoking outside designated areas
- Dishes left in sink, common areas, or bedrooms
- Failure to complete behavior contract
- Not cleaning up after oneself
- Accumulating more than 3 fines in a month

A house member may be placed on a behavior contract for a repetitive issue, non-compliance with house rules, too many fines, etc. Once the terms of a behavior contract are set, the house member must adhere to the terms of the contract or be dismissed from the SSL program.

Program Dismissal

Residents may be dismissed from the program at the recommendation of the Recovery Manager to the Board of Directors. Failure to meet program requirements or behavior that is not conducive to a recovery atmosphere is grounds for dismissal. These behaviors are

If a resident is found to be under the influence, he will be instructed to pack up belongings, call his current counselor, sponsor, call for a ride, etc. (or SSL will help with transportation if needed) and leave the premises to be brought to a safe location. An individual who is disruptive will be asked to leave immediately and return at a later date to pack his belongings. Additionally, the following actions will be taken.

- The Recovery Manager will ask for the resident's car keys, and will assist in calling a cab if necessary. If the individual attempts to drive while under the influence, or if the Recovery manager feels the house member is a danger to himself or others, the Recovery manager is required to call the police.
- Depending on the severity of the individual's intoxication, the Recovery manager may call paramedics for medical evaluation.
- The individual's emergency contact will be notified.
- The house manager will provide the individual with a list of contacts for housing, treatment, etc.
- Any personal belongings left behind will be kept for 30 days and if not recovered by the individual, then they will be donated to charity.

Emergency Policies and Procedure

In case of emergency within the home such as a fire all residents should leave the premises and notify 911 immediately. Please also notify the Recovery Manager after 911 has been notified, but not before. If there is a weather related emergency outside, then please shelter in place in an interior space. You may also notify the Recovery Manager during an event of this nature as well. At any time if there is a threat to personal safety or the home is in danger, residents should notify 911 immediately.

Emergency Contact Information

Name of Emergency Contact for resident: _____

Relationship to resident: _____

Phone Number: _____

Address: _____

House Member Acknowledgement

The resident handbook describes important information about the Somerset Sober Living Home. Since the information and guidelines here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. Each resident will be made aware of changes or revisions as they occur and the handbook will be modified to reflect those changes as soon as is possible. Each resident should recognize that Somerset Sober Living may supersede, modify, add to, or eliminate any existing guidelines.

Please sign below to acknowledge you have received these guidelines and have reviewed them with the house manager. Signing below also acknowledges that you understand the policies in this handbook and have agreed to comply with them, as well as any revisions that have been provided.

Resident's name: _____

Resident's signature: _____

Recovery Manager signature: _____

Date: _____