



Resident Handbook

All house members must read these rules and to refer to them when in doubt about an issue. Any further questions should be discussed with the Resident Manager or Resident Assistant or brought up during the next house meeting.

Clean and sober living

It is critical to the success of any recovery house that each member remains clean and sober at all times. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the house. Therefore, each resident is expected to remain 100% clean and sober during their stay here.

Any relapse will result in automatic **write up and possible Termination** (a drug test is not required).

This house is a recovery community, not just a place to abstain from drugs. Since active participation in a 12-step program has proven so valuable to those recovering from addiction, each house member **must attend at least 5 NA / AA meetings** . After you obtain proof of Employment your meetings **decrease to 3 meetings per week** . The NA / AA attendance sheet **must be signed** by the chairperson of each meeting attended and brought to each weekly house meeting so that the Resident Assistant and Resident Manager can see it and file it in your records. **Attendance at your Wednesday House Meeting is Mandatory!**

Drug tests will be conducted **frequently and randomly by any member of our staff male or female**. In order to live in this house, you must be able to take the Urine drug screen in the presence of the Resident Manager or Resident Assistant. When a drug screen is requested, the resident must remain under observation and **cannot** leave the house until the screen is complete. Failure to comply with drug screening will be considered relapse and will result with a **Write-up given and possibly Termination**.

Any suspicion that another house resident is under the influence or has relapsed must be brought to the Resident Manager's or Resident Assistant attention **immediately** . A resident who fails to report another resident's drug use will be given a **Write up and possibly Termination** .

All prescription medications must be reported to the Resident 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 a relapse. All medications should be kept in your room and out of sight in a lockbox. Diabetics should never handle syringes in front of other residents. If your doctor changes your medication, or prescribes new medication, the Resident Manager must be informed. **Anyone who receives mood altering or addictive medication and does not inform the Resident Manager immediately will be Terminated.**

No Alcohol, Drugs or Paraphernalia are allowed on the property at any time, and 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 Termination .

In addition, each member is expected to behave as a responsible adult. This means working for a living, paying rent on time, following all house rules, getting along well with others and generally taking care of your responsibilities. See Behavior.

Rent and Deposit

1. A money order, Credit/Debit, check or Cash for \$560.00 is required to move in with no ID. \$260 With an ID, if you come to this program on FAST-TRACK you have separate stipulations.

2. Rent is \$130.00 per week and is due **by midnight every Friday night** to the Director or Assistant Director. (ACH or Debit Card Forms are required) . Money orders, cash, check or credit/debit cards only are accepted. If for any reason you cannot pay rent on time, **you must inform the Resident Manager in advance (Before 12 pm Thursday Night)** to arrange a rent extension. Failure to pay on time without informing the Resident Manager or Director will result in a **Write up and fine.**

NEW RESIDENTS:

1. It is strongly recommended that anyone new in recovery avoids any unnecessary life changes (**other than seeking Employment (or Volunteering on disability)**) during their first year of sobriety. This means focusing on recovery and meeting your basic needs, and avoiding such major projects as a new romantic relationship, career changes, enrolling in school, starting a business, etc.

2. Every new house resident is required to have a full-time job (30+ hours/week) within 14 days after moving into the house, unless they are a full-time student or are in full-time day treatment.

Full-time students must work part-time (20+ hours/week). You are expected to be actively searching for a job every day until you are employed. A resident who has legal disability status and is unable to work must do 25-30 hours of **documented** community service work per week. Failure to comply with this rule is grounds for Termination . This is not a flop house. No pay & lay!

30 day Probation Rules

Each new resident will be given a 30-day Probation period to get adjusted and become accustomed to the rules and procedures of the house. This can and will be reinstated anytime for serious disciplinary actions. Your 30 days is to see how serious you are in your recovery and to hold you accountable for your choices, this is also a way to build trust. Any relapses with in your first 30 days can result in Termination. Rules and stipulations can be adjusted per person depending on situation by staff at any moment.

1. During this time the new resident will not receive any fines and will not be allowed to have passes to leave the facility.
2. During this time you will be enrolled in our GPS monitoring system and will be required to have this active on your phone and location turned on at all times.(If you do not have a phone you can not leave the facility unattended for any reason).**Turning of GPS tracker is a violation and Can be subject to Write-ups or even termination.**
3. Residents with more than one phone, need to check in each phone with a member of staff. This includes when new phone numbers/phone obtained, **failure to provide any and all numbers to management could result in Write-ups and termination.**
4. While on your 30 day probation you must be able to provide written proof of each place you have applied to on your Proof of Employment page.(with times and dates if you don't have the GPS tracker.)
 - a. . House residents are not permitted to work in any of the following situations:
 - Bars, liquor stores or serving drinks
 - Casinos/gambling establishments
 - Sex shops, strip joints, pornography stores
 - Any place that sells drug paraphernalia
 - When in doubt, ask the Resident Manager.

Curfew, Guests, Friends, Social Media Friends and Overnights

1. Every resident must spend at least 5 nights per week in the house (from curfew until 5:00 am). **When applying for a 2 Day pass you must apply within 24 hours of pass date to be excepted.** You must inform the Resident Manager or Resident Assistant and your roommates in advance that you are spending the night out. Residents cannot stay out more than 2 nights consecutively, (48 hours)except under special circumstances, and with prior permission. **A 2 day out pass form must be completed and given to the Resident Manager or Assistant.**

Requirements for a 2 day pass is:

1. Complete the first 30 Day Probationary Period

2. No Positive Drug Screens Within the **Last 30 Days**,
3. No Incident Reports Within the **Last 15 Days (Warnings or Write up)**.
4. Upon return you will be subject to a Drug Screen.

2. Every resident must be home by curfew. **Curfew is 10:00 pm Sun-Thurs and 11:00 PM Fri & Sat.** If you are unable to make it home by curfew due to work or some other legitimate reason, **you must notify the Resident Manager or Resident Assistant in advance prior to curfew. Anyone letting someone in the house after curfew will be subject to a write-up.** If you don't return to the house after your 15 min leeway you will not be permitted to enter the house. **Residents who work evenings/nights can speak to the Resident Assistant to have their curfew adjusted accordingly.**

3. You are responsible for your guests and their actions. Do not leave guests unattended in the house. No active Alcoholics or Addicts are allowed in the house at any time. Any individual with a history of addiction or treatment must be clean and sober 30 days to be allowed on the property.

- Guests must leave 2 hours before curfew. No overnight guests. Unless approved ahead of time, **Guests can only stay for 3 Hours.**
- Guests are allowed on the 1st floor only in **Common areas, Never the bedrooms!**
- Guests are not to be left unattended for more than 10 minutes.
- When your guest arrives you should meet them at the door. Do not ever let someone else's guest in. You are responsible for your guests' actions.
- The house Washer & Dryer are for house use only, not for guest use.
- Guests must abide by all house rules
- Guests must sign in when coming in to our homes.

4. A SafeHaven Resident Sign in/Out form is by the front door where residents sign out with today's date, name, destination, time out. (When Signing out at any time you must be specific as to where you are going). **DO NOT WRITE STORE, WRITE WHAT STORE. (Kroger, Go Mart, Goodwill ect.)** . When returning home you must sign back in. **Failure to sign out and in will be disciplined with a write up.** This Resident Log shows the Resident Manager and Resident Assistant where you are at and how long you have been there so you can be contacted if needed .

5. Social Media Friends: It is our Policy that you are not permitted to be friends with known drug users & dealers in the community. When joining the Safehaven Family it is required to cut off your ties with your past contacts, friends, that are associated with drugs. If already in our program you will be asked to un- friend active addicts.

6. **Quiet hours are 10:00 pm to 6:00 am.**

- **This means no loud or disruptive behavior. (Please be respectful of other Residents in the house.)**
- **No leaving the house unless for work or meetings.**

- **Noise is to remain at a respective tone no loud music or TV.**

Cleanliness and Chores

1. Each house member is expected to clean up after themselves, to always leave a room as they found it, and to do their 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 common area of the house or yard
- Leaving clothes, towels, etc on the bathroom floor
- Leaving the stove dirty after cooking
- Leaving clothes in the washer/dryer/ laundry area or leaving the lint filter dirty and leaving the house.
- Littering the yard with cigarette butts or other trash
- Placing trash on the floor next to a full trash can. If it's full, take it out.
- DO NOT move or remove any furniture in the house at any time unless you have permission to do so.(Absolutely no doubling mattress, moving beds, or breaking down beds!)

The following examples are acceptable:

- Leaving a few items in the bathroom cabinets
- Storing DVDs in the living room (if housemates approve)
- Storing personal dishes/food in the kitchen (use a reasonable amount of space)

Write ups will be given for not keeping your area and house clean. (RA's will give everyone in the house weekly chores that are to be signed off on daily!)

2. Each resident will be assigned chores on a rotating weekly schedule by your Resident Assistant. All house residents are required to complete their assigned chores on time. Weekly chores must be completed each Wednesday before their house meeting. (Vacuuming should be done between 9:00 am and 9:00 pm).

- The Resident Manager will inspect the home on Wednesday at the house meeting. If a chore is honestly attempted, but unsatisfactory, the resident will be given a 24-hour notice to complete it. **Failure to complete the chore within that time will result in a write up.**
- If the Resident Assistant or Manager asks you to redo your chore, you must do it. **Failure to do so will result in a write up.**

- If you know you will be unable to complete your chores, you may ask another house member to complete it for you.

3. Daily Kitchen Detail: House members will take turns doing daily kitchen detail on a rotating basis. This involves sweeping the kitchen floor, mopping if necessary, and taking out the trash (including bathroom trash when full). **Kitchen detail must be completed between 7:00 am and 10:00 pm.**

4. Mops and buckets should be rinsed after use, and all cleaning supplies should be left in a clean and usable condition for the next person.

5. Appliances such as stove, coffee maker, etc should be turned off when not in use to reduce fire hazard.

6. Weekly at the house meeting the Resident Assistant or Resident Manager will assign and rotate weekly chores to all residents.

House Meeting (Mandatory!!)

1. Each resident is required to attend a weekly House Meeting. The House meetings are every Wednesday at:

- 4:00pm-Maccorkle House
- 5:00pm-Branch House
- 6:00 pm Wyoming House
- 7:00 pm Central House
- 8:00pm Ninth House
- 7:00pm Madison & Homestead

2. The Resident Assistant or Manager must be informed within 2 hours of the Meeting that you can not attend. It is each resident's responsibility to inform their employer they are to have off at the time of their meeting. **Failure to appear more than once could result in a write-up. Any unexcused absences will result in a write-up!**

General/Misc

1. Smoking, using tobacco products is not permitted in the homes. All use of these products must be done outside, with no cigarette butts thrown on the ground. Put cigarette butts in Bucket. **We ask that you only vape outside or in your room behind closed doors with permission of your roommate. Residents that use rubbing tobacco do so only in a sealed container and is to be thrown away immediately after use.**
2. All maintenance issues or damage to the house must be reported to the Resident Assistant and they will contact the Resident Manager as soon as possible.

3. The Resident Assistant/Manager or Director may enter any room at any time, and may conduct a search if they feel there is good reason to do so. You will be subject to room inspections and search anytime staff deems necessary. **(If refusal occurs write-ups, drug screens and possible termination could happen.)**
4. **All residents must have no more than 2 garbage bags full of clothes, and 1 bag of hygiene at a time. All residents must purchase a locking box for all personal items including meds. (Meds are to be locked up at all times.) Everyone in this program needs to be mindful of everyone's area at all times. Anyone who has more than the set items can be subject to a write up!**

All of the following are **prohibited** on the premises:

1. Gambling
2. Prostitution
3. Buying/possessing/selling stolen property
4. Operating a business
5. Giving or receiving tattoos, having Tattoo equipment, body piercings.
6. Pets
7. Viewing pornography in a public room or house TV.

Any of these items will be confiscated and disposed of. (Results of having any of the above could result in Write-ups and possible Termination.)

5. No house Resident will enter someone else's bedroom without knocking first and getting permission, **unless accompanied by the Resident Assistant or Staff**, and there must be a good reason, such as preventing a hazard. The house resident must be informed as soon as possible. **Any proof of theft of property or food will result in a Write-up or automatic Termination .**
6. Conflicts: Any conflict which cannot be resolved between the parties involved should be brought to the weekly house meeting for discussion or brought to a member of Staff. 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.
7. Lending money between house Residents is discouraged. Many close relationships between friends and even family members have been ruined by lending money.
8. **The thermostat should be kept in a reasonable range (65-70). If found out of the expected temperature range a lock box is added to cover it!!!**

Behavior

This house is a community of people living in recovery. All house residents are expected to go out of their way to help others and to be considerate and respectful of others, whether at home or out in public. Everyone is expected to participate in house activities.

If you are attending a Therapist, you are required to attend all scheduled sessions, or to notify Therapist staff in advance if you must miss a session. You are expected to cooperate 100% with Therapist staff and their requirements, and to maintain positive, constructive attitude and behaviors while there.

Any behavior which interferes with the normal flow of the house or creates an atmosphere which is not conducive to recovery can be considered disruptive behavior and result in a write up and possible Termination 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 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 resident
- Not doing chores, not attending house meetings, breaking house rules
- Arguing/fighting with **ANY STAFF MEMBER or Resident assistant.**
- Not actively participating in recovery
- No touch, hands off policy. Any Resident causing physical harm to any SafeHaven Staff or another Resident will be terminated and authorities called.

All house residents are expected to:

- Be considerate and treat others with dignity & 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 and behavior contracts and write ups are intended as tools for growth and to correct problems that interrupt the normal flow of the house.
- A house resident may be fined and receive a write up for any of the following:
 - Not doing assigned chores
 - Late or absent from house meeting
 - Leaving personal items in common areas.
 - Doors left unlocked
 - Unexcused absence at any mandatory meeting

- Dishes left in the sink, common areas, or bedrooms
- Not cleaning up behind yourself

2. A house resident may be placed on a Last Chance Behavior Contract for a repetitive issue, non-compliance with house rules, too many fines, or prior write ups etc. Once the terms of the Last Chance behavior contract are set, **the person must adhere to the terms of the Last Chance Behavior Contract or be terminated .**

3. A house resident who receives 2 prior write ups and gets another write up will be put on the Last Chance Behavior Contract for 30 days . During this time:

- you have no overnight passes,
- 4 NA / AA Meetings are required weekly
- you must attend 2 meetings weekly with the Resident Assistant for guidance.
(While on a Last Chance Behavior Contract and receiving an additional write up you can be terminated immediately. **Staff may add New Rules and Stipulations at any point due to disruptive behavior or for a corrective punishment.**)

Termination Policy

If a resident is found to be under the influence they will be given a write up and possible Termination . **If terminated for any reason, you will be given 60 minutes to pack your belongings, call your current counselor, sponsor, call for a ride, etc, and leave the premises. An individual who is disruptive will be asked to leave immediately.** If any belongs are left in the house, you must make prior arrangements for a manager to be present, you must call the Office and schedule at time to acquire your belongings, You can only return within 72 hours after termination to pack your belongings.**This is only acceptable with a member of staff, you must be escorted into the house to retrieve our belongings, after 72 hours, unless approved by the Director,** your belongings may be donated to a local charity.

In addition:

- If an Resident attempts to drive while under the influence, or if the Resident Assistant thinks a Resident might be a danger to himself or others, the Resident Manager or Assistant is required to notify the police.
- Depending on the severity of the individual's intoxication, the Resident Manager or Assistant may call paramedics for medical evaluation.
- The individual's emergency contact person will be notified.

a.)The Resident Manager or Assistant will provide the individual with a list of contacts for housing, treatment, etc.

CLIENT GUIDELINE ACKNOWLEDGEMENT FORM

The Resident handbook describes important information about the SafeHaven Sober Living House Firm Ground program. Since the information and guidelines described here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. I understand that SafeHaven may supersede, modify, add to, or eliminate existing guidelines. I have received these guidelines and reviewed them with the Resident Manager and Resident Assistant. I acknowledge that I understand them, and that it is my responsibility to comply with the guidelines contained in this handbook, including any revisions made to it.

I acknowledge that I am a RESIDENT PARTICIPANT in Safe Haven and as such am not a tenant and that violation of rules of the house may result in my Termination from the home within the described time period. If terminated I will abide by the termination process of Safehaven outlined in this agreement.

Client's name (printed): _____

Client's signature: _____

Witness: _____

Date: _____

