



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 business 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 eviction (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 3 NA / AA meetings per week in the 12-step program of his choice if not working. One meeting per week when working. We provide 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 manager and Resident assistant can see it and file it in your records.

Drug tests will be conducted frequently and randomly. In order to live in this house, you must be able to take urine drug tests in the presence of the Resident manager or Resident Assistant. When a drug test is requested, the resident must remain under observation and cannot leave the house until the test is complete. Failure to comply with drug testing will be considered relapse and will result with a write up given and possibly eviction.

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. A resident who fails to report another resident's drug use will be given a write up and possibly evicted.

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 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 evicted.

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 eviction.

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/check or Cash for \$500.00 is required to move in.
2. Rent is \$125.00 per week and is due by midnight every Sunday night to the Director or Resident Manager .(ACH or Debit Card Forms are required) . Money orders and 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 Sunday 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) 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 30 days after moving into the house, unless he is a full-time student or is in full-time day treatment. Full-time students must work part-time (15+ 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 20 hours of documented community service work per week. Failure to comply with this rule is grounds for eviction. This is not a flop house. No pay & lay!
3. 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. During this time the new resident will not receive any fines and will not be allowed to spend any nights out.
4. 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 and Overnights

1. Every resident must spend at least 5 nights per week in the house (from curfew until 5:00 am). 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, 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.

2. Every resident must be home by curfew. Curfew is 11:00 pm Sun-Thurs and 12:00 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. 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 by curfew. No overnight guests.
- 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.
- The house Washer & Dryer are for house use only, not for guest use.
- Guests must abide by all house rules

4. A SafeHaven Resident Log form is by the front door where residents signs out with today's date, name, destination, time out. When returning home you 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. Quiet hours are 11:00 pm to 6:00am.

Cleanliness and Chores

1. 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 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.
- 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)

2. Each resident will be assigned chores on a rotating weekly schedule. All house residents is required to complete their assigned chores on time.

Weekly chores must be completed each Sunday before midnight. (Vacuuming should be done between 9:00 am and 9:00 pm).

- The Resident Assistant will inspect the home on Monday before noon. 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 and fine.
- If the Resident Assistant asks you to redo your chore, you must do it. Failure to do so will result in a write up and fine.
- 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 11:00 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.

House Meeting

1. Each resident is required to attend a weekly house business meeting. The day and time of the meeting will be determined by the Resident Manager and Resident Assistant.
2. A house member can miss no more than one house meeting per calendar month due to work or special circumstances. The Resident Assistant must be informed in advance.

General/Misc

- Smoking, vaping and 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.
- All maintenance issues or damage to the house must be reported to the Resident Assistant and he will contact the Resident manager as soon as possible.
- The Resident Assistant may enter any 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 receiving tattoos/piercings, pets, viewing pornography in a public room or house TV.
- No house resident will enter someone else's bedroom without knocking first and given permission, unless accompanied by the Resident Assistant, 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 automatic eviction.
- Conflicts: Any conflict which cannot be resolved between the parties involved should be brought to the weekly house 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.
- Lending money between house Residents is discouraged. Many close relationships between friends and even family members have been ruined by lending money.
- The thermostat should be kept in a reasonable range (65-75). If found out of expected temperature range a lock box 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 business and activities.

If you are attending outpatient, you are required to attend all scheduled sessions, or to notify outpatient staff in advance if you must miss a session. You are expected to cooperate 100% with outpatient 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 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 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 the Resident manager or Resident assistant.
- Not actively participating in recovery

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.

- 1. 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, 2 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 evicted.

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 over night passes, 3 NA / AA Meetings are required weekly and 2 meetings weekly with the Resident Manager for guidance. While on Last Chance Behavior Contract you get the 4 write up you are Evicted from the house right then .

Eviction

If a resident is found to be under the influence will be given a write up and possible eviction. If evicted, he will be given 60 minutes to pack his belongings, call his current counselor, sponsor, call for a ride, etc, and leave the premises. An individual who is disruptive will be asked to leave immediately. Belongings will be packed up and held for 24 hours. Unless arrangements are made within the 24 hour period all belongings will be donated to a local charity or disposed of. In addition:

- The Resident Assistant will contact the Resident Manager for assistance and 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 Resident Assistant thinks he 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.
- The Resident Manager or Assistant will provide the individual with a list of contacts for housing, treatment, etc.
- Any personal belongings left behind , if arrangements have been made within the 24 hours following eviction with Safehaven, may make arrangements for items to be kept in storage for up to 30 days. A storage fee may be charged of up to \$5/day for storage plus any past due rent owed. After that they will be donated to charity or disposed of.

Schedule of Fines

Late to house meeting

\$ 10.00

Absent from house meeting (without prior permission)

\$ 20.00

Late for curfew

\$ 20.00

Failure to pay rent or rent extension on time

\$ 20.00

Failure to pay fine on time

\$ 10.00

Weekly chores not completed

\$ 20.00
Kitchen detail not completed
\$ 10.00
Leaving house with clothes left in washer/dryer
\$ 10.00
Dryer lint filter not cleaned after use
\$ 10.00
Leaving an exterior door unlocked when you are not present
\$ 20.00
Creating a fire or security hazard
\$ 20.00
Three fines accumulated within 30-days \$ 20.00
Meeting Sheet missing or incomplete
\$ 10.00

All fines collected will go back into the house. Items purchased are determined by the residents of the house and will remain as part of the house.

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.

Client's name (printed): _____

Client's signature: _____

Witness: _____

Date: _____