

TPSL-P-005

## Admission Requirements and Rules of Conduct

- (1) Residents must be at least 21 years of age. \_\_\_\_\_
- (2) New residents must be clean and sober for at least 30 days. This includes marijuana and alcohol. \_\_\_\_\_
- (3) This program is a minimum 90 day stay. \_\_\_\_\_
- (4) New admission residents will need an OSBI background check no older than 30 days.  
\_\_\_\_\_
  - A. Residents may NOT have any violent criminal convictions that include:
    - i. Murder; \_\_\_\_\_
    - ii. Rape/any sexual misconduct; \_\_\_\_\_
    - iii. More than one Felony Assault/Domestic Assault; \_\_\_\_\_
    - iv. Crimes involving firearms, knives, dangerous weapons, or any instrument used as a deadly weapon; or \_\_\_\_\_
    - v. Any crime involving children and the elderly. \_\_\_\_\_
- (5) Residents will participate in treatment outside of TPSL. A list of treatment centers will be given to each new resident. \_\_\_\_\_
  - A. All residents **MUST** attend at least one weekly group education. This includes group psychoeducation at their treatment center. \_\_\_\_\_
  - B. All residents **MUST** attend at least one life skills group education class weekly. \_\_\_\_\_
  - C. All residents **MUST** attend at least one AA, NA, or Celebrate Recovery meeting each week. \_\_\_\_\_
  - D. All residents **MUST** participate in community service for a total of five hours each month. \_\_\_\_\_
  - E. Proof of attendance will be required. \_\_\_\_\_
- (6) Residents **MUST** remain sober at all times while living at TPSL. Any violation of this could result in dismissal. \_\_\_\_\_
- (7) New residents will obtain employment within the first 30 days of residency unless they are on Social Security or VA Disability. SSI and VAD will be given work to do at the center. \_\_\_\_\_

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- (8) All common areas and outside areas are subject to video surveillance. All residents **MUST** wear proper attire (no exposed/droopy boxers, no naked chests, et cetera) outside their rooms and bathrooms. \_\_\_\_
- (9) No man, other than staff or authorized personnel, will enter a female's room. No female, other than staff or authorized personnel, will enter a man's room. \_\_\_\_
- (10) No resident should touch another resident in a sexual way or in a way that could be misconstrued as sexual contact. There is **Zero Tolerance** for sexual activity between residents. \_\_\_\_
- (11) No masturbating in the showers or common areas. Yep! This has happened. \_\_\_\_
- (12) Only residents assigned to a particular room may enter that particular room. \_\_\_\_
- (13) Staff and authorized personnel **ARE** allowed to enter any resident's room. \_\_\_\_
- (14) No guns, drugs, or bad attitudes are allowed inside the building or outside the building on TPSL property. \_\_\_\_
- (15) Residents are to provide their own food and drinks. Residents will need to mark their food and drinks so that it's known who it belongs to. Any food or drink items not marked will be considered community property for anyone to take. Residents will prepare their own meals. \_\_\_\_
- A. No food may be eaten inside the rooms unless the resident has a TV tray or desk/table and chair to sit correctly and eat. No food residue or dirty dishes are left in the room. \_\_\_\_
  - B. No eating in the beds. This includes snacks. (bugs) \_\_\_\_
  - C. Food for snacks and lunches may be stored in a storage bin under the bed or in a 1.7 Cu minifridge supplied by the resident. All open food packages and containers **MUST** be stored in a storage bin under the bed. \_\_\_\_
  - D. Taking food or drink items from others is considered stealing and will not be tolerated and will be grounds for immediate removal. \_\_\_\_
- (16) Each resident is responsible for cleaning their room. Beds must be made daily by 9:00 a.m. \_\_\_\_
- A. Each resident is responsible for cleaning up after themselves in the common areas. \_\_\_\_
  - B. The kitchen area must be cleaned after each use. \_\_\_\_
  - C. The laundry room will be available from 7:00 a.m. to 9:00 p.m. \_\_\_\_
    - i. The dryer lint must be cleaned after each use. \_\_\_\_

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- ii. No clothing should be left in the washer or dryer at any time. \_\_\_\_
- (17) Smoking, vaping, and chewing will only be allowed on the back patio. Cigarette butts are to be disposed of in the cigarette can on the back patio. Do **NOT** throw cigarette butts on the ground. If you use smokeless tobacco, spit into a bottle with a sealable lid. \_\_\_\_
- (18) TPSL must be a safe place to live. Physical, verbal assaults, yelling, screaming, profanity, arguing and/or fighting with other residents or staff is **NOT** permitted on TPSL property. If at any time there are displays of violent or aggressive behavior, law enforcement may be called upon to intervene. If law enforcement has to be called, then you will be asked to leave the facility immediately. \_\_\_\_
- A. Respect yourself, the staff, guests, and other residents. Having a positive attitude is important. A continuous poor attitude towards staff or other residents may result in removal from the facility. \_\_\_\_
- B. Residents are to show respect to all TPSL neighbors when outside the facility at all times. \_\_\_\_
- (19) All residency fees will be due every Friday before 5:00 p.m. Bi-weekly and monthly payments are acceptable. Fees **MUST** be paid in order to remain living at TPSL. If financial issues arise, the resident must speak to a staff member to resolve the financial problem. \_\_\_\_
- (20) TPSL is not a hotel, and the staff does not serve residents like hotel employees. Staff are to ensure the safety of all residents and property. \_\_\_\_
- (21) Bedtime will be at 10:00 p.m. Sunday through Thursday, and Midnight on Friday and Saturday. \_\_\_\_
- (22) Residents may supply a TV in their room no larger than 32 inches, and headphones **MUST** be used so you do not disturb your roommate. \_\_\_\_
- A. All common area TVs will be turned off by 10:00 p.m. on weekdays and 12:00 a.m. on weekends. \_\_\_\_
- (23) Visitors are allowed during business hours only, 7:00 a.m. to 8:00 p.m., and are only allowed in the common area, meal area, kitchen area or back porch. All visitors need prior approval from a staff member before their intended visit. All visitors must be directly connected to your recovery, such as family, mentors, sponsors, and pastors. All visitors must sign in upon arrival. \_\_\_\_
- A. Any visitor to the TPSL property will be asked to leave immediately if staff or a resident suspects any use of illegal or illicit drugs, including alcohol. \_\_\_\_
- B. Overnight guests are **NOT** permitted. \_\_\_\_

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- (24) Residents will be assigned a work duty to perform each day while at the facility (cleaning kitchen, bathroom, picking up trash, et cetera) This is your home and should be kept neat and clean at all times. \_\_\_\_
- (25) Residents are to only use the front and back doors of the facility. No side doors are to be used unless there's an emergency. If anyone violates this rule, they will be asked to leave immediately. All outside doors must remain closed at all times. \_\_\_\_
- (26) All medications are to be checked in with staff upon intake, and each time the prescription is filled or refilled. All medications must be taken as prescribed. Residents are to inform staff when they need to take their medication. Staff will **NOT** track down a resident to remind them to take their medication. The sharing of medicines with other residents is **NOT** permitted. \_\_\_\_
- (27) Residents will agree to take random drug/alcohol tests when requested by staff. Refusal or failure to take the test immediately, or a positive test, could result in dismissal from the facility. \_\_\_\_
- (28) Residents will not possess any drugs, alcohol, or mood-altering substances. This includes 'non-alcoholic' beer or wine. Mouthwash or medications with alcohol are not allowed. Only over-the counter medication that is on the "Safe List" may be used. \_\_\_\_
- (29) TPSL reserves the right to inspect and/or search rooms and belongings for cleanliness and/or contraband at any time without notice. TPSL reserves the right to confiscate, dispose or report to authorities contraband items found in these inspections/searches. Contraband includes but is not limited to drug paraphernalia, drugs and/or alcohol, pornography, prescription medications unknown to staff, and weapons. \_\_\_\_
- (30) All residents are required to let staff or the RIC (Resident-In-Charge) know where they are going when leaving the facility. Residents are required to sign in/out, indicating their destination and approximate time of their return on the sign in/out sheet daily. The purpose of the sign in/out sheet is for accountability, telephone courtesy and in case of emergency. Residents are accountable for their whereabouts when not at TPSL. \_\_\_\_

A. Locations residents may attend while not at the facility are:

- i. Work or seeking employment \_\_\_\_
- ii. School \_\_\_\_
- iii. Meetings (counseling, treatment, probation, et cetera) \_\_\_\_
- iv. Community service \_\_\_\_
- v. Store/laundry mat \_\_\_\_
- vi. Church \_\_\_\_
- vii. Doctor's appointments \_\_\_\_

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- viii. Any other place that prior approval has been given. \_\_\_\_\_
- (31) Residents will take a shower in the common shower, but will maintain personal hygiene in the bathroom in their room so as not to backlog the common shower. \_\_\_\_\_
- (32) All residents **ARE** required to attend a weekly house meeting and **MUST** be on time. Any absence from a house meeting must be discussed in advance with a staff member.  
\_\_\_\_\_
- (33) All residents are to be in the facility and in their rooms by curfew as outlined below, unless they are working second shift or overnight shift at their jobs, at which point they will immediately go to TPSL after their shift. If any resident needs an extension on their curfew, they **MUST** contact a staff member for permission. If a resident does not ask permission and stays out past curfew, it is grounds for immediate removal. Hospitalization is an exception and discharge papers must be provided to the office.  
\_\_\_\_\_
- A. First 30 days of residence: 9 p.m. Weekdays|10 p.m. Weekends
- B. 31 Days to 60 days of Residence: 10 p.m. Weekdays|11 p.m. Weekends
- C. 61 Days till end of Residence: 11 p.m. Weekdays|12 a.m. Weekends
- (34) Residents must sleep at the facility each night, with very few exceptions. \_\_\_\_\_
- (35) Residents are not to touch or destroy belongings of another resident or of TPSL. If damage happens to TPSL property, damage costs will be billed to the person or persons who caused the damage. \_\_\_\_\_
- (36) This is a sober living facility, and based on principles of honesty, trust, and helping to maintain a sober living facility, any resident who knows that another resident is violating any rule should report the behavior to a staff member. \_\_\_\_\_
- (37) There is no loitering allowed in front of TPSL. \_\_\_\_\_
- (38) Any resident charged with a crime while living at TPSL **WILL** be asked to leave immediately. \_\_\_\_\_
- (39) Pornographic materials are **NOT** allowed on TPSL property. This includes but is not limited to internet pornography, magazines, video materials, et cetera. \_\_\_\_\_
- (40) Any resident with a vehicle on the property must have a valid driver's license and insurance. Auto repair or maintenance on the property will not be permitted. A copy of the resident's driver's license and insurance **MUST** be given to the office. \_\_\_\_\_
- A. Upon successful completion or removal from TPSL, the resident **MUST** take their vehicle with them. If left, it will be towed away at the resident's expense.  
\_\_\_\_\_
- (41) TPSL is not responsible for lost or stolen property. \_\_\_\_\_

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- (42) No open flame candles or incense is allowed on the premises. \_\_\_\_
- (43) Illegal activity of any kind is strictly prohibited. \_\_\_\_
- (44) No pets are allowed at TPSL without prior approval. \_\_\_\_
- (45) TPSL reserves the right to remove anyone from the facility for noncompliance with the rules or policies of TPSL with no refund. \_\_\_\_
  - A. Residents who have been asked to leave due to their own violation of rules will not be permitted back on the property. Their personal belongings will be packed for them and will be available for pick up from the facility the following day of their removal. \_\_\_\_
  - B. Personal property will be disposed of after 10 days of discharge if not collected prior. \_\_\_\_
- (46) These rules may be amended or modified in writing at the weekly house meeting. \_\_\_\_

By signing this document, I agree to adhere to the admission requirements and rules of conduct of TPSL.

Resident signature: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_