



TRINITY  
TRANSITIONAL  
HOUSING

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## House Rules

Welcome to Washington Transitional Housing. Our house rules are consistent with community placement practices. Please review carefully, as you will be expected to comply. Persons who are not on community placement are also expected to comply.

**Room charges must be paid on or before the due date.** Your monthly fee is \$700 a month. Your due date is the date you arrived at the house and continues that same day of each month that you remain in the program. There is a \$50 late fee for any payment received after five days of your due date. Invoices will be emailed 10 days before the payment is due. You can pay online through the link provided with the invoice. You are responsible for making sure that your rent is paid on time, even if it is paid by another organization including the Department of Corrections. You will have to call the organization as frequently as needed to obtain payment.

- If you cannot make your payment on time you need to contact us before it is due
- There are several nonprofit partners who may pay partial or full room charges. There is no reason to miss paying your room charge. It is your full responsibility to arrange for payment. You must contact nonprofit partners at least one month ahead of time, if you need help.
- You will be expected to pay a \$200.00 Administration fee prior to entry. This fee is nonrefundable. This fee may be waived when you are not working and have no resources.
- Please open a bank account as soon as possible. We take debit credit cards. We do not accept cash or personal checks.
- We email receipts after payment has been made.
- We will give you a summary of any money that you have paid to us within 48 hours of request.
- If your monthly fee has not been received with 7 days of due date will receive a **PAY or VACATE** notice.

### **POLICY ON REFUNDS:**

If you break the rules and are asked to leave, there is no refund. If you are put in jail by your DOC officer, we may not hold your room. You do not get room credit while you are incarcerated. Discussion will be held with your CCO and counselors to determine the best housing option for you.

### **POLICY ON FINANCIAL INVOLVEMENT OF STAFF:**

Anyone associated with the houses or foundation is prohibited from handling your finances. We will provide referrals to banks and financial education that is external to the housing. The exception is we will provide referrals to agencies for room charge payments.

**Honesty and integrity are always expected our highest values are tranquility, cooperation and feeling personal safety. No threats of violence (Cause for termination). No obstruction with DOC. (Cause for termination.) No discussions about other resident's background and warrants with nonresidents.**

#### **KEY POINTS**

- **We use the ARMS (Advanced Recovery Management System) APP.** By signing the agreement, you agree to accept SMS text notification from our staff and other residents. You will be sent an invitation during orientation or as soon as you have a phone. You are expected to participate with the features of this app. It is free of charge to residents.
- **Guests are NOT allowed EVER. NO overnight guests are allowed under any conditions.** Do not ask us to have your family, your mother, father, brother, sister, sister-in-law, grandparents, friend, pet, or anyone that is not on an agreement in the house. NO persons under the age of 18 allowed anywhere on the property at any time. The only exception to this rule is, with planning and prior written approval, a visit with a close family member could be approved. **DO NOT BRING PEOPLE INTO THE HOUSE WITHOUT PRIOR APPROVAL.** If you do not have a text message or email from the Housing Manager stating this visit as approved, it is not. You can request a visit by email or text your Housing Manager.
- **Curfew is midnight on Friday and Saturday night. Curfew is 11 PM Sunday through Thursday night.** No exceptions unless approved by the House Manager. DOC supports this rule. If you work off hours, you need to provide a copy of your schedule to the Housing Manager any time it changes.
- When leaving and entering the house sign in/out. If curfew violations are questioned, the first thing we look at is the sign in sheet. If you didn't sign in, you weren't there. Please sign in and out every time you leave the premise.

#### **POLICY: NO DRUG USE OR ALCOHOL USE – MARIJUANA IS NOT ALLOWED**

- This is a Clean & Sober house, and you **MUST** be clean and sober otherwise, immediate eviction may result.
- Random UA's will be required. All Drug tests will be recorded in the **ARMS APP.**
- The House Manager or House Leader may request a random UA. Failure to comply is considered "dirty" and cause for non-voluntary removal from the program. You will be charged \$25.00 per UA for follow up UAs to a dirty.
- If you are caught in possession of drugs or alcohol, if they are found in your room. You will have 15 minutes to gather your belongings and leave.
- If you provide drugs or alcohol to any resident or are caught dealing drugs on or off property, you will have 15 minutes to gather your belongings and leave.
- If you are high on drugs, you will be immediately removed to either a hospital or the Department of Corrections CCO. We can discuss your future in our program and if you will be allowed to return after 24 hours.
- Your housemates will be informed to turn you away if they see you are under the influence. If you seem unstable, help will be called immediately.
- If you relapse using drugs or alcohol, you must self-report immediately and report to the DOC.

- You will be asked to sign a HIPPA release form upon admission so that we and our designee may discuss drug testing results with the CCOs and drug counselors.

### **Living in the Trinity Transitional Housing Program**

- There is no expectation of privacy. Rooms may be searched for drugs or contraband at any time.
- You are not allowed to ask other residents to execute paperwork for the courts or any other group.
- You are expected to obtain an AA or NA sponsor within 30 days of your admittance to our house.
- You are expected to work together with the others in the houses on your sobriety.
- No alcohol or illegal drug allowed on premise.
- No marijuana. Marijuana is a drug, and you are agreeing to **NOT** use during your participation in the program.
- No use of prescription drugs that do not belong to you.
- No cough syrup, unless it is prescribed. Any prescribed medication must be kept in a locked box with a copy of the prescription given to the House Manager.
- Rooms are assigned before you arrive. If you have an issue with the room assignment, bring it up to the House Manager.
- You may not change your room or house without written permission from the House Leader.
- No weapons of any kind
- No stolen property
- No mail not addressed to you

**NA/AA meetings are required WEEKLY.** DOC approved treatment is not a substitute. You are required to attend at least two NA/AA meetings weekly. One of these meetings MAY be online. You are required to provide the House Leader with written or digital verification by 9pm Sunday of the two meeting you attended that week.

### **AWOL – Absent without Leave:**

- You must sign in/out every time when entering and leaving the house. Failure to do so is a violation of the house rules.
- If you are working past curfew, you are allowed reasonable time to travel home. 1 hour past quitting time in most cases. If you are required to work later then expected message the House Leader. letting them know.
- If you sign in after curfew and your work schedule has not been provided, you are in violation of the House Rules, even if you were working.
- If you do not come home for 24 hours and you did not obtain permission, you are AWOL. Your CCO will be notified, and you may be evicted.

**Over Night Passes.** After your first two weeks in the program, you may request a overnight pass if:

- You are working.
- Attending school
- You had no curfew violations the previous week.
- You are current on your mandatory AA/NA Meetings.
- Are meeting all other program obligations as agreed.

Weekend Passes are available after 3 months.

**CHORES:** Chores will be assigned weekly. The chores list will be in the kitchen. If you cannot do your chore, you need to decide with another resident to cover it for you. The house will be deep cleaned every week. Chores will include thorough cleanup of common areas (kitchens, bathrooms, living room).

Each tenant is responsible for cleaning up after themselves and participating in communal chores as necessary. A \$30/month cleaning service fee may be charged to any resident that is not cooperating with expected cleaning procedures.

- **The Housing Manager will inspect each home each week and provide a report card.**
- Rooms will be kept orderly, and clean beds will be made daily when not occupied, dirty dishes should be removed daily and washed. Trash should be emptied daily. Our rooms are shared rooms, If there is an open bed in your room, you are responsible for maintaining the bed. You may not use the spare bed, dresser, or closet.

**PRIVACY:**

- Since some Residents are on Community Placement, the Department of Corrections will have full access to the premises.
- You must respond to any questions from DOC, whether you are on community placement or not.
- All DOC requests will be answered by any resident, honestly and with integrity.
- Since residents are in transition for various reasons, when asked we will neither confirm nor deny that any person lives here without first knowing the persons wishes. Exception: Law enforcement, listed emergency contact, or other expressly authorized for us to provide that information. If you are applying to an organization that needs to verify your address, please make sure you let us know.
- Residents are responsible for their own security and the security of their possessions. Residents storing personal belongings in common areas store them at their own risk.
- Property left over from moving out or being evicted may be disposed of after 30 days unless other arrangements have been made.

**STEALING:** Stealing is cause for termination.

- Taking someone else's food is stealing.
- Bringing stolen goods into the house is stealing.
- Taking someone's medication is stealing.
- Taking or Hiding someone else's property is stealing

**CARS:**

- Cars are allowed in designated parking areas only.
- **YOU MUST HAVE PROOF OF LICENSE AND INSURANCE.**
- If you own a vehicle, for it to be parked at the house it must have current license tabs, be functioning, and not in disrepair (leaking oil, smoking).
- Parking is first come first served. There is no assigned parking.
- If you damage someone's car, it is your responsibility. We do not get involved.

- You must abide by all the rules of the house and all laws.

**SMOKING:**

- Smoking is outside in the smoking area at the back of the house only. Please clean up your smoking materials after every use. This includes Vaping.

**ACCOUNTABILITY**

- If you receive 2 negative reports, you will meet with the house manager and the owners to ascertain if the house is a good fit for you.
- All incoming residents will be disease free, lice free, and bedbug free. If you bring an infestation into the house, you are responsible for the cost of fumigation.
- All beds must always have a mattress protector. Please obtain from the house manager.
- If you intentionally damage the house, you will pay for the damage. If no one self-reports, then the whole house will pay for the damage.
- The computer and printer are to remain in the office. All devices are on a tracking list and will be reported when flagged.

**UTILITIES:** Energy conservation is everyone’s responsibility.

**Garbage:** Garbage must go out the day before garbage day. It is up to everyone to make sure the cans are outside.

**PROPERTY STORAGE:** Upon vacancy, AWOL status, or arrest, any personal property left will be bagged and placed into storage for 30 days. After 30 days will be considered abandoned and will be donated to charity or disposed

of. Please plan to have someone collect your items if you cannot do so.

**YOU MUST BE CURRENT WITH YOUR ROOM CHARGE UPON EXIT OF TRINITY TRANSITIONAL HOUSING. YOU WILL PAY BACK-ROOM CHARGES AND LATE FEES IF YOU ARE AWOL.** Past due balances are turned over to collections unless payment arraignments are in place and current.

**Grievance Policy** – In the event you may have a grievance with another person in the program it is to be brought to the attention of the **House Leader**. If the problem is not resolved, it is to be brought before the **Housing Manager**. The housing manager will decide a remedy. If still no satisfactory resolution has been found, it is to be brought to the **Executive Director**, who will have the final say on the matter.

**Terms of Signature**

By signing this agreement, you understand that breaching the safety of the house, or eviction will lead to a change in door codes. If you give your code to someone else, or let someone in on your code, that is grounds for termination. DOC has automatic entry into the houses and have a door code.

**INVOLUNTARY TERMINATION OF RESIDENCY PLEASE INITIAL FOLLOWING LINES**

Involuntary termination of residence shall include, but is not limited to:

1. Use or possession of alcohol, drugs, drug paraphernalia, guns, knives, other weapons. \_\_\_\_\_
2. Dealing drugs on or off the property \_\_\_\_\_
3. Abuse of over the counter or prescription medications. \_\_\_\_\_
4. Possession of stolen goods or any theft. \_\_\_\_\_
5. Allowing admittance to individuals that do not reside in the house. \_\_\_\_\_
6. Physical violence or threats of any kind. \_\_\_\_\_
7. Consistent violation of curfew. \_\_\_\_\_
8. Violation of house rules. \_\_\_\_\_

- 9. Having a messy room or food in your room 3 times \_\_\_\_\_
- 10. Stuffing anything down the toilet except toilet paper \_\_\_\_\_
- 11. Damaging the house intentionally \_\_\_\_\_

**CLIENT TERMS AND CONDITIONS (Initial)**

- 1. I understand that this WAQRR Certified Recovery Residence and if I violate any of the rules outlined about, I can be asked to leave at any time. \_\_\_\_\_
- 2. I agree to always comply with the house rules and expectations. \_\_\_\_\_
- 3. I understand that I must comply with the Department of Corrections and/or Mental Health Counselor, House Manger, and House Leader. \_\_\_\_\_
- 4. I understand that cooperation and kindness are key values and will do my best to support the residents in the house. \_\_\_\_\_
- 5. I understand that if I have a conflict with anyone that the house leader, the house manager and the owners will help come to a resolution. We will work together as a team to resolve any conflict. \_\_\_\_\_
- 6. I approve the use of SMS text messaging to contact me \_\_\_\_\_
- 7. I agree that if I am self-pay, to have accredit/debit card on file that will be billed every month on the due date of my bed fee. \_\_\_\_\_
- 8. I consent permission to allow the staff to discuss drug test results with DOC, or other organizations that referred me to this program.
- 9. I have had time to read these rules myself, and they were read to me by the house manager or House leader \_\_\_\_\_

Signed and understood \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Non-discrimination Policy: Trinity Transitional Housing does not discriminate based on race, skin color, national origin, religion, or sexual orientation.