

PROGRAM-BASED RESIDENT HANDBOOK

Program-Based Living Notice

This residence operates as a structured recovery program. Participation and continued occupancy are conditional upon compliance with all program rules, expectations, sobriety requirements, payment obligations, schedules, and reasonable directions from management or authorized program support staff.

Participation may be modified, suspended, or terminated based on program compliance, safety, sobriety, conduct, or other serious program concerns.

Core Program Expectations

All participants are expected to:

- Maintain complete abstinence from alcohol, illegal drugs, THC/marijuana in any form, and misuse of prescription medication.
- Follow all written program rules, policies, verbal instructions, schedules, curfew requirements, chores, meetings, check-ins, and accountability requirements.
- Treat management, staff, other participants, neighbors, visitors, and the property with respect.
- Participate in required meetings, house activities, check-ins, inspections, drug testing, and accountability measures.
- Maintain honesty, cooperation, personal responsibility, and respectful conduct.
- Respect the privacy, property, and peaceful enjoyment of other residents.

Mandatory Meetings

The following meetings are mandatory:

- Tuesdays at 6:00 PM - AA meeting.
- Thursdays at 6:00 PM - House meeting.
- Additional meetings may be required by management when necessary for accountability, program participation, or return to good standing.

A participant may be excused from a mandatory meeting for a legitimate reason such as:

- A verified work obligation.
- A medical emergency or hospital visit.
- Another emergency or circumstance approved by management.

Whenever reasonably possible, advance notice must be provided to management.

Participants requesting an excused absence must provide reasonable verification when requested. Examples may include:

- A work schedule.
- Written verification from an employer.
- Hospital discharge paperwork, visit summary, or other documentation confirming a hospital or medical visit.
- Other documentation reasonably requested by management.

Simply stating that a participant had to work, went to the hospital, or had another obligation does not automatically excuse the absence.

Curfew Policy

- Sunday through Thursday: 10:00 PM.
- Friday and Saturday: 12:00 AM midnight.
- Holidays follow the weekend curfew schedule unless management announces otherwise.

Participants must be physically inside the residence by curfew unless they have received prior authorization for a work-related, medical, emergency, or other approved exception.

Required Check-In

Participants are required to check in from the designated check-in zone. When checking in before curfew, the participant must:

- Physically report to the designated check-in zone.
- Be physically present within that location.
- Text the word "HOME" from the designated check-in zone as instructed by management.

A check-in sent while the participant is not physically present in the designated check-in zone is considered an improper or false check-in.

Participants may not check in and then leave the property again without management authorization.

False check-ins, failure to check in, late returns, or leaving after curfew without permission may result in disciplinary action.

Quiet Hours

Quiet hours are from 9:00 PM to 9:00 AM daily.

During quiet hours, participants must be considerate of roommates and other members of the household.

Music, conversations, televisions, phones, laptops, tablets, gaming systems, and other electronic devices must be kept at a volume that does not disturb other residents.

Kitchen, Food & Eating Rules

Food may be eaten only in the kitchen or designated kitchen eating area.

Eating is not permitted:

- In bedrooms.
- In the living room.
- In hallways.
- On furniture in common areas.
- In any other area unless specifically approved by management.

Beverages are permitted in bedrooms as long as they are handled responsibly and do not create spills, stains, odors, pests, or damage.

Participants must clean up immediately after eating or preparing food.

Food must be properly stored after use.

Pots, pans, dishes, utensils, and cooking equipment may not be left dirty or with food sitting out.

No cooking is permitted after 9:00 PM unless specifically approved by management.

Oven use is permitted only in accordance with program rules and management instructions.

Participants may use only their assigned refrigerator, cabinet, and food-storage areas unless management authorizes otherwise.

Television & Electronic Devices

Televisions are permitted only in designated common areas. Personal televisions are not permitted in bedrooms.

Participants may use personal electronic devices in bedrooms, including laptops, tablets, cell phones, and similar personal devices.

Electronic devices must be used respectfully and may not interfere with a roommate's sleep, privacy, recovery, or peaceful use of the room. Headphones should be used whenever necessary to avoid disturbing others.

Daily Responsibilities

Participants must:

- Make their bed every morning before leaving the residence.
- Keep bedrooms clean, organized, and free of unnecessary clutter.
- Keep personal belongings stored appropriately.
- Maintain assigned chores every day.
- Clean up common areas immediately after use.
- Keep bathrooms, kitchens, hallways, porches, and shared spaces free of personal belongings.
- Dispose of trash properly.
- Immediately report maintenance, sanitation, pest, plumbing, or safety concerns.

Assigned chores are not limited to the Sunday deep clean. Chore areas must be maintained throughout the entire week.

Chores & Inspections

Each participant is responsible for maintaining his assigned chore area on a daily basis.

A mandatory deep cleaning is required every Sunday and must be completed no later than **8:00 PM**.

Management or authorized staff will conduct chore inspections after the cleaning deadline or at another designated time.

Chores may rotate weekly. Participants are expected to correct deficiencies identified during an inspection.

Repeatedly failing chore inspections, leaving chore areas dirty, failing room inspections, or requiring repeated reminders may result in disciplinary action or written warnings.

Substance Use & Testing

A negative urine screening is required prior to program entry unless otherwise specifically approved by management.

Weekly urine screening is required. Additional urine screening, breathalyzer testing, or other appropriate accountability testing may be required at management's discretion.

THC/marijuana is prohibited regardless of state legality, medical marijuana card status, method of consumption, or whether it was purchased legally.

The following are prohibited:

- Alcohol.
- Illegal drugs.
- THC/marijuana.
- Drug paraphernalia.
- Misuse of prescription medication.
- Possession of another person's medication.

- Tampering with testing.
- Attempting to avoid testing.

Refusal to submit to required urine screening, breathalyzer testing, room inspections, or other program accountability measures may result in immediate disciplinary action or discharge.

Providing false information, tampering with a urine screen, substituting urine, attempting to dilute or manipulate results, or intentionally avoiding testing may result in discharge.

Medication Rules

All prescription medication must be disclosed to management as required by program policy. Medication must be taken only as prescribed.

Participants may not share, sell, trade, misuse, or possess another person's medication.

Participants are responsible for safely securing their medication and complying with all program medication requirements.

Overnight Passes

Overnight passes are privileges and are not guaranteed.

A participant must have completed at least **30 days in the program** before becoming eligible for an overnight pass.

Once eligible, participants may request an overnight pass each weekend, subject to approval by management and compliance with program rules.

Overnight passes:

- Must be requested and approved in advance.
- Are normally granted beginning Friday.
- May be granted for up to 48 hours.
- Require the participant to return no later than Sunday before the 10:00 PM curfew.
- Are available only to participants in good standing.
- Require participants to be current with program fees unless management has approved another arrangement.

A participant who receives a write-up during that week will not be approved for an overnight pass that weekend.

Management may also deny a pass based on recent disciplinary concerns, failure to complete chores, missed meetings, unpaid program fees, testing concerns, behavioral concerns, safety issues, or failure to comply with program expectations.

Receiving a write-up does not automatically create a new 30-day waiting period unless management specifically imposes that restriction as part of a corrective action plan.

Participants returning from an overnight pass may be required to submit to urine screening, breathalyzer testing, a check-in, or other reasonable accountability measures.

Failure to return from a pass at the approved time or failure to follow the terms of an approved pass may result in loss of future pass privileges or additional disciplinary action.

Visitors

Visiting hours are 9:00 AM to 9:00 PM.

All visitors must sign in as required by the program. Visitors are permitted only in approved common areas. Visitors are not permitted in bedrooms.

Participants are responsible for the conduct of their visitors.

Visitors must follow program rules while on the property, behave respectfully, leave by 9:00 PM, and remain in approved common areas.

Individuals actively using alcohol or drugs are not permitted on the property.

Former residents, discharged participants, or other individuals restricted by management may not enter the property without prior approval.

Management may deny or terminate a visit when necessary to protect residents, recovery, safety, privacy, or orderly operation of the program.

Smoking & Vaping

Smoking and vaping are prohibited everywhere inside the residence, including bedrooms, bathrooms, living rooms, kitchens, hallways, basements, and other indoor areas.

Smoking and vaping are permitted only in designated outdoor smoking areas.

Participants are responsible for disposing of cigarette butts and smoking-related waste properly.

Smoking or vaping in a bedroom or anywhere inside the residence may result in disciplinary action.

Prohibited Items

The following are prohibited on the property:

- Alcohol.
- Illegal drugs.
- THC/marijuana.
- Drug paraphernalia.
- Weapons.
- Unauthorized medication.
- Another person's medication.
- Alcohol containers or drug-related items.
- Other items management determines create a serious safety or recovery concern.

Wet wipes may not be flushed or disposed of in toilets or other plumbing fixtures.

Room Checks, Inspections & Searches

Room checks may be conducted at management's discretion.

Bedrooms, assigned personal areas, common areas, bathrooms, kitchens, storage areas, and other program spaces may be inspected when reasonably necessary for program compliance, safety, cleanliness, sobriety accountability, suspected rule violations, maintenance concerns, or protection of residents and property.

Participants must cooperate respectfully with inspections and accountability procedures. Failure to cooperate may result in disciplinary action.

Disciplinary Action & Write-Ups

Discipline will generally follow a progressive structure when appropriate:

- Verbal warning.
- First written warning/write-up.
- Second written warning/write-up.
- Additional written warning or discharge depending on the circumstances.

Management is not required to follow every progressive step when the seriousness of the violation requires more immediate action.

Serious violations may result in immediate discharge or other program action. Examples include:

- Violence.
- Threats.
- Weapons.
- Theft.
- Illegal activity.
- Serious harassment or intimidation.
- Sexual misconduct.
- Serious destruction of property.
- Drug or alcohol use.
- Tampering with drug testing.
- Serious dishonesty.
- Conduct creating a substantial safety concern.
- Repeated refusal to follow program requirements.

Management may establish a corrective action plan or additional accountability requirements when appropriate.

Zero-Tolerance Conduct

The following conduct may result in immediate discharge:

- Drugs or alcohol on the property.
- Violence.
- Weapons.
- Stealing.
- Serious threats.
- Intimidation.
- Serious harassment.
- Sexual misconduct.
- Intentional destruction of property.
- Serious dishonesty.
- Dangerous behavior.
- Other serious violations that jeopardize the safety or stability of the residence.

Program Fees

Program fees are due every Friday by 5:00 PM unless management has approved another arrangement in writing.

Participants must communicate directly with management before the due date if they anticipate a payment problem.

Repeated late payments, failure to remain current, or failure to comply with an approved payment arrangement may result in disciplinary action or discharge.

Return to Use

A return to alcohol or drug use may result in suspension, discharge, referral to treatment, or other action depending on safety, program standards, house stability, participant behavior, honesty, willingness to seek help, and management's assessment of the situation.

When re-entry is offered, management may require detoxification, treatment verification, negative urine screening, updated program agreements, additional recovery conditions, or a corrective action plan.

Personal Property

Participants are responsible for their own money, food, clothing, medication, electronics, personal belongings, and valuables.

Participants may not take another resident's food, belongings, medication, money, or personal property.

The program is not responsible for lost, stolen, abandoned, damaged, or misplaced personal property except as otherwise required by applicable law.

Upon discharge, participants are expected to follow management's instructions regarding removal of personal belongings.

Belongings left behind will be handled in accordance with program policy and applicable requirements.

Property Damage & Maintenance

Participants may be held responsible for damage they cause to furniture, appliances, fixtures, doors, windows, walls, bathrooms, kitchens, equipment, or other property.

Maintenance problems, plumbing issues, broken items, pests, property damage, hazards, or safety concerns must be reported to management promptly.

Intentional damage, reckless conduct, or failure to report a serious problem may result in disciplinary action, financial responsibility where appropriate, or discharge.

Law-Abiding Requirement

Participants are expected to comply with applicable laws and legal obligations, including probation requirements, parole requirements, court orders, program conditions, and other lawful requirements.

Illegal activity may result in disciplinary action, discharge, and notification to appropriate authorities when warranted.

Respect for Roommates & Community

Participants are expected to respect the rights, privacy, sleep, personal space, recovery, and belongings of roommates and other residents.

Participants may not engage in excessive noise, bullying, threatening behavior, intimidation, harassment, deliberately disruptive behavior, or repeated interference with another participant's ability to sleep or peacefully use shared areas.

Disagreements should be handled respectfully and brought to management when assistance is needed.

Grievance Process

Participants may raise concerns or submit grievances without retaliation.

Concerns should be communicated respectfully to management or through the program's approved grievance process.

Retaliation, intimidation, threats, or harassment against a participant for raising a legitimate concern is prohibited.

Emergency & Safety Reporting

Participants must immediately report medical emergencies, suspected overdose, safety concerns, relapse concerns, violence, threats, serious rule violations, illegal activity, serious maintenance issues, or dangerous conditions.

In an emergency, call **911 first**, then notify management as soon as reasonably possible.

Final Acknowledgment

I acknowledge that I have received, reviewed, and understand the Program-Based Resident Handbook.

I understand that continued participation is conditional upon compliance with program rules, sobriety expectations, meeting requirements, payment obligations, curfew, check-ins, chores, respectful conduct, safety standards, and other program expectations.

I understand that privileges, including overnight passes and visitation, may be restricted based on program compliance.

I understand that failure to comply with program expectations may result in warnings, corrective action, suspension, discharge, loss of privileges, or other appropriate program action.

I understand that I may ask management questions about any policy that I do not understand before signing this acknowledgment.

Participant Name: _____

Participant Signature: _____

Date: _____

Management / Program Representative: _____

Date: _____