



Restoration of Hope Project

644 S Scenic Ave
Springfield, Mo 65802

Phone: (417)942-0005

Email: info@restorationofhopeproject.org

Recovery Housing Program Rules (Revised 09/23)

1. There is absolutely zero tolerance for illegal substances, alcohol, any substances designed to mimic an illegal substance (i.e., Kratom or K-2), steroids, any protein type substance that can give a false positive or substances that are being used in a manner differently than they have prescribed. Possession of any of the aforementioned substances can be grounds for immediate dismissal from the Restoration of Hope Project Recovery Housing Program. All positive tests are treated as such, and clients will be required to leave the property within one hour. If a client believes they have taken a substance that has caused the test to be a false positive, they will be required to pay for their own laboratory test.
2. Clients, who take prescribed medications (whether Medication Assisted Treatment or prescribed by a doctor), will be required to relinquish their medications to RHP staff, who will secure said medications in the office safe or house manager's safe, upon arrival in the RHP program. (All medications will be dispensed by RHP staff once daily).
3. All clients are subject to random drug testing and/or BAT (Blood Alcohol Test) without notice and with or without cause or explanation. (Refusal to submit to testing will be treated in the same manner as having submitted a positive test result; the client will be immediately dismissed from the RHP property. The client, likewise, will be considered to have submitted a positive test if they should leave the property at any time for any reason before having submitted to testing. Note: When the client submits a urine sample for screening, they must do so with the bathroom door open and not flush the toilet until the sample has been physically passed to the RHP staff conducting the test.
4. In cases in which clients are found to be under the influence of any illegal substances, alcohol, or medication that is not prescribed to them or medication that is being taken outside of prescribed instructions, the client will be given an hour to remove themselves from the premises and check themselves into a facility to detoxify. Clients that choose to get into a detoxifying facility will be allowed to maintain their place in the house as long as their weekly fees remain paid. Upon successful completion of the detoxifying program, the client will be allowed to return to RHP housing if they are willing to follow an intensified treatment schedule and weekly staffing to check on their progress with the treatment.
5. Based on a client's performance and ability to follow program policies, client's will be allowed up to three relapses before being removed from the program. This does not mean each and every client will be allowed three chances (strikes). This will be based on a client's willingness to follow the program. Because substance use disorder is viewed by this Agency and program as a disease, we understand that maintaining recovery is a struggle and best practices will be followed to work towards a positive outcome. In all cases, clients will follow rule 4 to stay in the program.

6. In cases in which the client is allowed back into the housing program, they will be expected to go back into the same house they were previously residing. They will be expected to sit down with the office staff and take part in a restorative processing group. This group setting will give the other members of the office a chance to address their feelings and reactions to the client's relapse. The client that relapsed will also get to address the office and seek redemption and foster a positive community setting. This will be aimed at making a more accountable environment in the future.
7. Clients are required to participate in treatment/recovery supports for their substance use and/or their mental health disorder. This treatment is required and will be required as part of the **RHP Recovery Housing Program**. The cost of this treatment is covered in the housing/program fees if the client uses the **RHP** services. The **RHP** respects the right of a client's choice for services. Clients that choose services other than **RHP** will be responsible for the costs of those services themselves. Clients in **RHP** treatment will attend a minimum of one therapy/counseling session a week, a substance use/mental health disorder class a week and a group therapy/processing class each week (depending on client's need). Clients that choose their own Treatment/Recovery Supports will attend a minimum of three meetings/classes/counseling a week. This is the absolute minimum that must be maintained in the **RHP Recovery Housing Program**. This is a minimum standard that in some cases will require more.
8. Clients are expected to prioritize their treatment interactions over all things (including employment) with the exception of medical emergencies and legal interactions (such as Court dates, appointments with Attorney, or Probation and Parole). Clients can request a change in their treatment schedule by filling out a Treatment Change Request Form. These forms can be obtained at the office. The requests will be reviewed by the Treatment Coordinator within 24 to 48 hours. Clients can request a change no more than three times in a twelve-month period.
9. Client that miss, or do not participate in their three treatments per week will have the following consequences:
 1. Clients who miss one of their weekly treatments will be required to serve two hours of community service.
 2. Clients missing two treatments during the week, or the second time it occurs, will be fined \$25.00
 3. Clients missing three treatments during any one week, or their third offense may be fined \$50 or face dismissal from the program.
10. There will be zero tolerance for violence, any threat of violence, any type of intimidation or any type of theft in the **RHP Recovery Housing Program** (a violation of this policy will result in immediate dismissal from the **RHP** program and any property thereof. Criminal charges may be a result of a violation of this policy).
11. Borrowing or Loaning money or solicitation thereof is prohibited within the **RHP** program, in that, such practices can and frequently do lead to conflict, problems or misunderstandings between residents/participants of the program. This includes all pharmaceuticals (and over the counter medications) and EBT benefits.
12. There is a zero tolerance for weapons of any type, and they are strictly prohibited to be in a client's possession. Possession is defined as: Care, Custody or Control. Weapons are not allowed in the buildings or on the property of **RHP**. Such weapons include but are **not limited to**: Firearms, rifles, shotguns, ammunition, swords, spears, knives with a blade over four inches, brass knuckles.

13. Pornographic materials of any sort are prohibited in a client's individual possession, in their rooms or on RHP Property. (Such materials include but are **not limited** to magazines, movies, computer downloads, phone downloads, drawings, sex toys etc.).
14. There is zero tolerance for tattoo guns or for tattoos to be administered on RHP property. Due to the health risks and possible spread of infectious diseases (such as Hepatitis C) there is zero tolerance.
15. Clients have no expectation of privacy in this program. All clients are subject to search of their person, their personal belongings, their rooms and surrounding areas at any time without cause or explanation. This also allows law enforcement to search anything they deem necessary. Failure to submit to search will be treated in the same manner as having been found in possession of a **Zero Tolerance item** and will result in immediate dismissal from the RHP program and the RHP property thereof.
16. Smoking is allowed in designated area only and all trash placed in the proper buckets. **VAPING** in the house will **NOT BE TOLERATED**. Violation of this rule is subject to \$250 fine and /or dismissal.
17. Clients are required to keep their personal belonging and areas neat, clean and orderly at all times. Clients are required to make their beds every morning.
18. Clients must shower at least once daily (there will be no exceptions to this rule).
19. Clients must wash and put away their personal eating utensils after each use (this includes plates, bowls, cups, silverware, pots and pans, etc.).
20. Clients are responsible for washing and folding their own linens every week (sheets, blankets, pillowcases, towels, washrags, etc.).
21. Clients will be authorized to wash three loads of laundry per week in the on-site laundry facilities. Depending on use by others, additional loads will be allowed on a case-by-case basis. This allows for two loads of personal laundry and one load of personal linens. Sheets and bedding must be washed a minimum of once per week.
22. Clients are asked to turn off lights when they are finished using them and/or leaving the room. Clients will be expected to lock the door when leaving the residence.
23. Clients are required to be out of bed by 6 AM and remain so until 3 PM Monday through Friday unless authorized by a staff member. Clients who have outside employment are exempt. Clients without employment and/or a balance will be required to leave the house by 8 AM in search of gainful employment. Before returning to the house, the client seeking employment will need to apply for a minimum of five jobs and provide evidence of their employment application.
24. Clients that are receiving disability benefits are considered employed. They will still be required to be out of bed and fully ready for the day by 8 AM. This is important as they need to be ready to be in active recovery.
25. All employment applications and attempts to obtain work must be documented with a date and phone number and name of the point of contact at the company they applied. Employment searches are subject to verification from any of the RHP staff.

26. If the client is working before curfew (6 AM) or past curfew, the **MUST** provide documentation verifying clock in/clock out hours. These will be subject to verification from any RHP Staff or Manager.
27. Clients will observe lights out at 10:30 PM every night, except on Friday and Saturday nights when this time will be extended until 11:30 PM. Exceptions will be made for special events or for employment purposes.
28. Nightly curfew is 7:00 pm for clients that are within **their first 30 days** of the RHP program. From there, curfew will be extended to 10 PM Sunday – Thursday and 11 PM on Fridays and Saturdays on the contingency that the client is following the guidelines of the program and not missing their treatment and they also are not behind on their fees to pay for the program. Curfew means clients are to be inside of the residence, not just on the property.
29. Guests are not allowed inside any RHP properties **UNLESS** prior approval has been received from either the Housing Director or the Executive Director on a case-by-case basis. Clients are to be respectful, and courteous to the neighbors, at all times.
30. After 45 days, clients are eligible for an overnight pass one each month with staff approval. After 120 days, clients are eligible for an overnight pass two per month with staff approval. All 24 hours passes must be submitted 7 days in advance. After 6 months, clients are permitted to take their two-night outs consecutively; 48-hour pass requests must be submitted 14 days in advance. **Overnight passes are a privilege that is earned** (fees must be current, all chores completed, and all treatment requirements met). Clients **MUST** agree to make themselves available for random U/A and BAC test **Regardless of their location or activity (Failure to do so will result in termination from the program.)**
31. Radios, I-Pods and other personal entertainment devices must be used with the accompaniment of personal headphones so as not to disturb fellow clients with extraneous noise.
32. Clients must sign in/out on provided log sheet when arriving on property. Log will include time in/out, destination and client initials or signature.
33. Clients are not required to attend any religious services. The RHP program is secular in nature and therefore, no client is required to attend a church of any type. Clients that do wish to attend a church service will be encouraged to do so. Clients wishing to attend a church service will notify the RHP staff 3 days prior to their planned attendance. The client will be expected to have a written plan for attendance and will be required to obtain a signature from a church staff member while at the church.
34. Clients are required to perform house chores daily to be assigned by RHP staff. Chores are to be a priority over anything other than employment, treatment, legal appointments (PO/Court), or medical appointments.
35. Clients are responsible for their own food. If group meals are agreed upon all clients are encouraged to share in their responsibility of the purchasing and preparing of said meal. All clients are assigned refrigerator, freezer and pantry space. Eating of other client's food without their permission or knowledge is stealing and grounds for immediate dismissal.

36. Clients are individually responsible for the documentation (weekly activity sheet) of chores, treatment, financials and related staff signatures. **(If it not written on the activity sheet, it did not happen)**. Also, loss of weekly activity sheet will result in an initial fine of (\$25) for the first offense, (\$50) for the second offense and meeting with program director on third offense to determine if the client is allowed to stay in the RHP program.
37. While answering the house phones clients are asked to speak politely and professionally to any caller.
38. Clients are not allowed to have Televisions in their rooms. House Management with permission may be allowed to have a television in their room.
39. Furniture in the house is not to be moved without the express permission given by only the Housing Director or the Executive Director.
40. Failure to comply with the house rules and regulations will result in serious sanctions and/or penalties, including but not limited to fines, additional chores, or dismissal from the RHP program.
41. **NO RELATIONSHIPS FOR AT LEAST THE FIRST 60 DAYS.** The RHP program is a treatment and recovery program. Clients are expected to spend time working on their recovery and this cannot be achieved when they are engaged in relationships (this includes friendships). Family is welcome to visit outside the residence with prior approval of Housing Director, but spouses, boyfriend/girlfriend, etc. are expected to respect and support the client's recovery by understanding this time is for the client's treatment.
42. Any relationships between clients and staff are strictly not permitted and may result in both parties being terminated from the RHP program.
43. Clients are not to talk about their legal/criminal background or charges. The program is to help client's start a new life not dwell or relive their past transgressions.
44. RHP is a Recovery program. Housing and Treatment are included in the program and therefore the fees are paying for the client's treatment and housing. Fees are not rent, and clients are not tenants. If you are dismissed/terminated from the RHP program, you are to leave the house quickly without disturbance. RHP works closely with probation and parole, law enforcement, the courts, and all supervising authorities. Any incidents will be reported immediately.
45. Clients understand that they are participating in a program by their own choice, and that the chain of command to followed in this program is: Assistant House Manager or House Manager, RHP Staff, the Housing Director and finally Executive Director.
46. Clients that fall behind in their program fees will face dismissal once they are three weeks behind in fees (or at any point that a client just refuses to pay their program fees). Clients will be expected to attempt to get caught up on fees if they are behind and will be expected to pay at least 60% of their income until they are caught back up. Clients are expected to pay their fees by Sunday (the first day of the upcoming week). Those clients that fail to make their payment, will then be placed back on a 7 pm curfew and clients that are currently new to the program and on a 7 pm curfew, theirs will be adjusted to a 6 pm curfew.

47. Clients terminated from the RHP program must collect their personal belongings (under staff supervision) or make arrangements within 24 hours of said termination/dismissal. Any belongings not collected within 24 hours (or arrangements made) are subject to being donated.
48. Program fees are due on Sunday (the first day of the week) by 3:00 PM. The fees cover the following week. Anyone not paying their fees by Weds of the following week will incur a \$15 Late Fee and placed on curfew. No passes or other privileges will be granted while a client is behind on fees. Overnight pass requests will be automatically denied if turned in owing a balance. Late Fees will continue to accrue each week as the client is behind on fees. Only payment arrangements with Executive Director or Housing Director will be an exception to this rule.
49. Clients who have a positive balance will forfeit that balance when they leave the program under the following conditions:
- a. Their room/area needs to be repaired in any way. This includes holes in walls, the door and door frame being broken.
 - b. Their room/area has to be repainted.
 - c. Their bed or drawers are broken or are no longer usable.
 - d. The bathroom they use, or the kitchen is in need of repair in any way.
 - e. Any type of damage not covered in previous points but caused by the client during their stay.
 - f. Any property belonging to RHP or another client is taken.

Honesty and accountability are paramount to your success in this program. Dishonesty and Lack of Accountability will get you dismissed quicker than a relapse.

House rules are subject to change without notice and are at the discretion of the RHP staff.

Initial: _____

Name (print): _____

Signature: _____ Date: _____

Manager Signature: _____ Date: _____