

# SOBERHOMES

## Rules & Responsibilities Violation Review, Termination & Commitment to Correct

This document is used to document violations of the SoberHomes License and Rules & Responsibilities Addendum, determine the appropriate termination pathway, and assess eligibility for a Commitment to Correct and potential probationary period.

### I. MEMBER & REVIEW INFORMATION

Member Name: \_\_\_\_\_

Room / Bunk: \_\_\_\_\_

House Location: \_\_\_\_\_

House Manager: \_\_\_\_\_

Date of Review: \_\_\_\_\_

### II. TERMINATION OF LICENSE DETERMINATION

**IMMEDIATE TERMINATION FOR CAUSE (NO NOTICE)**

The violations involve safety, security, or serious breaches per Section 9. License to occupy terminates immediately.

**TERMINATION FOR CAUSE WITH NOTICE**

Notice Period:  10 days

Notice Start Date: \_\_\_\_\_

Termination Effective Date: \_\_\_\_\_

During the Notice Period, full adherence to the Licence and Rules and Responsibility Addendum is required. **Any new violation** may result in immediate termination.

**OPTIONAL COMMITMENT TO CORRECT / BEHAVIOR PLAN**

Offered solely at SoberHomes' discretion during the notice period.

### III. MEMBER ELECTION

**I wish to correct my behavior and be considered for continued housing.**

**I plan to move out by the termination date.**

Member's Anticipated Move-Out Date: \_\_\_\_\_

**Member Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## IV. RULES & RESPONSIBILITIES – VIOLATION SUMMARY

(Check all applicable items. Violations may be considered individually or cumulatively across sections.)

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### Section 1 – Abstinence Requirement

- Failure to comply with drug-testing procedures or timelines
  - Positive drug or alcohol test – Dates: \_\_\_\_\_
  - Gambling activity (including online betting)
  - Refusal or failure to provide a specimen upon request**
  - Attempting to remain at the property while intoxicated**
  - Possession or use of alcohol, illegal drugs, or non-prescribed medications**
  - Distribution, facilitation, or suspected distribution of substances on-site**
  - Other Section 1 violation (describe): \_\_\_\_\_
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### Section 2 – Conduct & Community Expectations

- Failure to attend required daily or weekly community meetings
- Failure to complete assigned daily and weekly chores
- Failure to make bed daily
- Sexual activity or romantic relationship between Members
- Sexual activity or inappropriate conduct involving a Visitor
- Assigned space not kept clean or organized
- Belongings (including laundry or food) stored improperly
- Room not maintained in a condition suitable for roommates or tours
- Entering another Member’s bedroom
- Entering another housing unit without prior Manager, Facilitator or Coordinator authorization
- Exceeding personal storage limits (luggage, food, belongings)
- Bringing large prohibited items (TVs, speakers, appliances, furniture)
- Disrespectful, hostile, or uncivil behavior toward Members or staff**

- Harassment, coercion, intimidation, threats, or aggressive conduct**
  - Physical altercation or violence**
  - Other Section 2 violation (describe): \_\_\_\_\_
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### Section 3 – Curfew & Quiet Hours

- Returning to the premises after curfew
- Exiting the premises after curfew and/or leaving and reentering (e.g., smoking, vaping, loitering)
- Repeated curfew violations
- Failure to follow nighttime procedures or required check-in expectations

#### **Quiet Hours Violations (Apply in Bedrooms and Common Areas):**

- Use of televisions, video games, gaming consoles, streaming devices, or similar entertainment during quiet hours
  - Use of phones, tablets, laptops, or similar devices in bedrooms during quiet hours
  - Noise in common areas during quiet hours, including TV, games, music, call ringers, or taking calls
  - Failure to use headphones during quiet hours
  - Any noise during quiet hours audible to others
  - Disturbing roommates' sleep or repeated noise complaints
  - Other Section 3 violation (describe): \_\_\_\_\_
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### Section 4 – Visitors Policy

- Visitor present without prior approval
- Visitor misbehavior reflecting on the Member
- Visitor violating sobriety or conduct standards
- Visitor in restricted areas (bedrooms or non-common areas)
- Visitor present past required departure time
- Overnight Visitor

- Unauthorized cross-unit visitation
- Casual or unannounced entry into another unit

**Visit Duration & Aggregation Violations:**

- Visit exceeding **approved daily time limit** (aggregated across all visitors)
  - Visit exceeding **approved weekly time limit** (aggregated across all visitors)
  - Multiple visitors used to circumvent daily visit-hour limits
  - Repeated or unauthorized visitation after warning
  - Other Section 4 violation (describe): \_\_\_\_\_
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**Section 5 – Participation in Recovery & Meaningful Activities**

- Failure to engage in required work, education, job search, or volunteering hours
  - Failure to attend minimum required peer-support meetings
  - Failure to provide proof of meeting attendance
  - Failure to obtain a sponsor within required timeframe
  - Failure to actively work Steps 1–6 (or equivalent recovery steps)
  - Sponsor unwilling or unable to confirm step work
  - Pattern of disengagement from recovery activities
  - Dishonesty regarding recovery participation
  - Other Section 5 violation (describe): \_\_\_\_\_
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**Section 6 – Hygiene & Facility Maintenance**

- Poor personal hygiene affecting shared spaces
- Failure to complete assigned daily housekeeping
- Failure to participate in weekly double scrub
- Superficial or incomplete cleaning after instruction

- Repeated reminders required to complete chores
  - Shared areas not cleaned immediately after use
  - Excessive personal items left in common areas
  - Failure to label food or follow food-storage rules
  - Storage of expired or spoiled food
  - Other Section 6 violation (describe): \_\_\_\_\_
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### Section 7 – Vehicle Policy

- More than one vehicle associated with Member
  - Vehicle not operational, registered, or legally compliant
  - Improper parking or parking outside designated areas
  - Vehicle repairs or cleaning on property
  - Vehicle repairs conducted on the street
  - Storage of vehicle-related items in shared spaces
  - Unauthorized, abandoned, or non-operational vehicle
  - Failure to comply after 48-hour notice
  - Other Section 7 violation (describe): \_\_\_\_\_
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### Section 8 – Good Neighbor Policy

- Loud or disruptive behavior affecting neighbors
- Loitering outside the property
- Trash or belongings improperly disposed of
- Noise, music, or gatherings disturbing neighbors
- Furniture or large items stored outdoors or visible from street
- Failure to report neighbor complaints to management
- Conduct resulting in community complaints
- Repeated neighborhood disturbances

Other Section 8 violation (describe): \_\_\_\_\_

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### Section 9 – Nicotine Use Policy

- Smoking, vaping, or chewing tobacco indoors
  - Nicotine use during meetings
  - Nicotine use outside designated areas
  - Improper disposal of cigarette butts
  - Littering on property or in neighborhood
  - Improper disposal of chewing tobacco
  - Repeated disregard for nicotine rules
  - Conduct triggering consideration of smoke-free campus
  - Other Section 9 violation (describe): \_\_\_\_\_
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### Section 10 – Termination Policy / Breach of Contract

- Failure to comply with drug or alcohol testing request
  - Positive test result with refusal to follow required removal or care steps
  - Violations across multiple sections demonstrating a pattern of non-compliance
  - Violation during a probationary or Commitment to Correct period
  - Failure to comply with conditions of continued occupancy
  - Failure to vacate by termination effective date
  - Retaliatory, threatening, or obstructive behavior after notice**
  - Misrepresentation or dishonesty during investigation
  - Other Section 10 violation (describe): \_\_\_\_\_
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**Section 11 – Payment Default (10 Days Past Due)**

- Failure to pay required fees within ten (10) days of the due date
  - Termination of license due to non-payment after ten (10) days past due
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**V. FACT RECORD & INCIDENT DETAILS**

Date: \_\_\_\_\_ Section(s): \_\_\_\_\_

Facts (objective):

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Evidence:  Observation  Camera  Witness  Other

Date: \_\_\_\_\_ Section(s): \_\_\_\_\_

Facts (objective):

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Evidence:  Observation  Camera  Witness  Other

## VI. COMMITMENT TO CORRECT –

### ELIGIBILITY CHECKLIST FOR PROPERTY MANAGER

#### Threshold Requirements (ALL REQUIRED):

- All past-due fees paid in full (date received: \_\_\_\_\_)
- Responsibility for violations accepted without minimizing
- Agreement to adhere without modification

#### Accountability:

- On time for stand-up meetings EVERY DAY
- On time for weekly meeting
- No curfew violations
- No new violations

#### Recovery Participation:

- Attend one (1) in-person AA meeting EVERY DAY
- Sponsor engaged
- Sponsor called Property Manager to confirm step work (Steps 1–6)

Sponsor Name: \_\_\_\_\_

Sponsor Phone: \_\_\_\_\_

Date of Call Received: \_\_\_\_\_ by Manager: \_\_\_\_\_

Manager Comments: \_\_\_\_\_

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#### Cleanliness & Participation:

- Bed made EVERY DAY
- Daily housekeeping completed EVERY DAY
- Weekly double scrub completed
- Personal space organized EVERY DAY

Manager Assessment for Housing Director:  Eligible  Not Eligible

## VI. ACKNOWLEDGMENT & SIGNATURES

SoberHomes provides housing for individuals who choose accountability and recovery.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ADDENDUM A – PROBATIONARY PERIOD (COMMITMENT TO CORRECT)**

This Addendum applies only if SoberHomes Housing Director, at its sole discretion, offers a probationary period following the Violation Review process.

### **1. PROBATION TERM**

Probation shall be thirty (30) consecutive days. Completion does not guarantee continued housing.

### **2. CONDITIONS OF PROBATION**

- One (1) in-person AA meeting daily
- Active sponsor engagement; sponsor confirmation of Steps 1–6
- On-time attendance at all house meetings
- Daily bed-making and housekeeping
- Weekly double scrub participation
- Clean and organized personal space
- Negative drug and alcohol screenings
- All fees paid in full and on time by due date

### **3. ZERO TOLERANCE**

Any violation during probation results in immediate termination and removal from the premises.

### **4. ADDENDUM ACKNOWLEDGMENT**

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

House Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_