



RELAPSE ACCOUNTABILITY POLICY AND PROCEDURE POLICY # HCSL1001

The purpose of this policy is to establish clear expectations regarding alcohol, drugs, controlled substances, prescription medications, synthetic substances, and other substances prohibited by the sober-living program.

Hill Country Sober Living LLC is committed to maintaining a safe, structured, accountable, and recovery-focused living environment. Residents are expected to maintain sobriety and comply with all substance-free requirements established by the program.

The policy also establishes a structured response when a resident violates the substance-free requirement, including circumstances involving relapse or suspected substance use.

SUBSTANCE-FREE ENVIRONMENT

All Hill Country Sober Living homes are Alcohol and Drug Free Environments.

Residents are prohibited from:

- Possessing and/or using alcohol or prohibited drugs on or off program property while residing in the program.
- Purchasing, selling, distributing, sharing, or providing prohibited substances to another resident.
- Bringing prohibited substances into the residence.
- Storing prohibited substances in personal belongings, vehicles, rooms, or common areas.
- Possessing drug paraphernalia or other items prohibited by house rules.
- Using another person's prescription medication.
- Giving, selling, sharing, or otherwise distributing prescription medication.
- Misusing prescribed medication.
- Using synthetic marijuana or other prohibited synthetic substances.
- Attempting to conceal substance use or possession.
- Encouraging, facilitating, or assisting another resident in violating the substance-free requirements.

Residents must follow all medication-management requirements established by the house.

ZERO-TOLERANCE SUBSTANCE POLICY

Violation of the stated policy above is a serious violation of the sober-living agreement thus having serious consequences and may be grounds for immediate dismissal from the program.

The program recognizes, however, that recovery can involve challenges and that a resident's response to a violation is important.

A resident who voluntarily comes forward, is truthful and transparent about a substance-use violation, accepts responsibility, and demonstrates a willingness to participate in corrective measures may be given an opportunity to remain in the program at the discretion of program management.

This opportunity is not automatic and does not eliminate the seriousness of the violation.

SELF-DISCLOSURE AND TRANSPARENCY

When a resident voluntarily discloses substance use before staff independently identify the violation, management may consider the following factors when determining whether continued residence is appropriate:

- The resident's immediate honesty and transparency.
- The resident's willingness to accept responsibility.
- The nature and circumstances of the substance use.
- Whether the resident possessed, distributed, or supplied substances to others.
- Whether another resident was placed at risk.
- The resident's previous disciplinary history.
- Previous substance-use incidents.
- The resident's willingness to participate in increased accountability.
- The resident's willingness to comply with drug and alcohol testing.
- The resident's commitment to continued recovery.
- The overall safety and well-being of the house.

Self-disclosure does not guarantee continued residency. Management retains discretion to determine whether the resident can safely remain in the program.

STRATEGIC ACCOUNTABILITY PLAN

When management determines that a resident may remain following a substance-use violation, the resident may be placed on a Strategic Accountability Plan.

The plan may include:

1. Increased Drug and Alcohol Testing

- Random testing.
- Scheduled testing.
- Additional testing when reasonable concerns arise.
- Testing frequency determined by management based on the circumstances.

2. Increased Accountability

- More frequent check-ins with house management.
- Increased participation in recovery-support activities.
- Required house meetings.
- Meetings with a sponsor, recovery coach, counselor, or other appropriate support person.
- Additional accountability requirements established by management.

3. Written Recovery Commitment

- The resident may be required to sign a written agreement acknowledging the violation and establishing expectations for continued residency.

4. Behavioral Expectations

- The resident must comply with all house rules.
- The resident must remain transparent with staff regarding recovery-related concerns.
- The resident must immediately report additional substance use or other significant violations.

5. Review Period

- Management may establish a specific accountability period.
- Continued residency may be reviewed at designated intervals.
- Failure to successfully complete the accountability plan may result in dismissal.

FAILURE TO DISCLOSE OR ATTEMPTED CONCEALMENT

Honesty and transparency are fundamental expectations of the program.

A resident who knowingly conceals substance use, attempts to manipulate drug testing, provides false information, possesses prohibited substances, or attempts to hide a violation may face immediate dismissal.

Attempts to conceal substance use may be considered more serious than a resident voluntarily disclosing a lapse and accepting responsibility.

DRUG AND ALCOHOL TESTING

Residents may be required to participate in drug and alcohol testing in accordance with the resident agreement and program policy.

Testing may occur:

- Upon admission.
- Randomly.
- Following a disclosed or suspected violation.
- Following a significant behavioral change or safety concern.
- As part of a Strategic Accountability Plan.
- As otherwise authorized by the program's written policies.

Refusal to participate in required testing may be treated as a violation of the sober-living agreement and may result in disciplinary action, up to and including dismissal.

A positive test should be documented and reviewed according to program procedures.

8. SUBSTANCE DISTRIBUTION AND SUPPLY

Possession, sale, distribution, sharing, or supplying prohibited substances to another resident is considered a particularly serious violation.

Providing substances to another resident places the recovery and safety of the entire community at risk.

Such conduct may result in immediate dismissal and may require notification of appropriate authorities when required by law or circumstances.

The self-disclosure provisions of this policy do not require management to permit continued residency when the violation involves distribution, supplying substances to another resident, or conduct presenting a significant safety risk.

PRESCRIPTION MEDICATION

Prescription medication must be used only by the individual for whom it was prescribed and in accordance with the prescription and applicable house procedures.

Residents may not:

- Share prescription medication.
- Sell prescription medication.
- Give prescription medication to another resident.
- Take medication prescribed to another person.
- Misuse prescription medication.
- Possess another resident's medication.

PROPER STORAGE OF MEDICATIONS

Residents must follow the program's medication-storage and accountability procedures.

- All prescription medications must remain in the **original pharmacy-labeled container** bearing the resident's name and prescription information.
- Residents may not share, lend, trade, sell, or give prescription medications to another person.
- Prescription medications must be stored in the **designated medication storage area** when required by house policy.
- Medications may not be stored loose, in unmarked containers, in plastic bags, or mixed with another resident's medications.
- Residents are responsible for taking medications only as prescribed.

- Any changes in prescription medication, including a new prescription, discontinued medication, dosage change, or refill, should be reported to designated staff in accordance with house procedures.
- Residents must not possess medication prescribed to another individual.
- Controlled or potentially misused medications may be subject to additional storage and accountability requirements established by the program.
- Over-the-counter medications may be subject to the same storage requirements when the program determines additional safeguards are appropriate.
- Medication storage areas must remain secure and accessible only to authorized individuals when controlled storage is required.
- Residents may not access, move, or handle another resident's medication.
- Lost, missing, damaged, or stolen medication must be reported to staff immediately.

MEDICATION THAT MUST BE AVOIDED AT ALL COSTS:

Any meds containing pseudoephedrine or dextromethorphan such as:

- Sudafed
- Dayquil
- NyQuil
- Theraflu
- Benadryl
- Robitussin DM
- Any other meds containing DM

Prescription opiates of all kinds such as:

- Tylenol #3
- Percocet
- Vicodin
- Darvocet

All Benzos such as:

- Ativan
- Xanax
- Klonopin
- Valium

Diet pills, weight loss injections, etc. are prohibited and so are ADHD medications such as:

- Adderall
- Ritalin
- etc.

All PM medications are not allowed such as:

- Tylenol PM
- Advil PM
- Ambien
- Lunesta
- etc.

Alcohol based mouthwash is not allowed.

Cough syrups and cough suppressants are also not allowed.

And of course, all illicit drugs are prohibited.

Under no circumstances do we accept anyone on MAT (Suboxone).

RESPONSE TO A SUSPECTED OR REPORTED VIOLATION

When staff become aware of a suspected substance-use violation, staff should:

1. Address immediate safety concerns.
2. Notify the appropriate program manager or designated supervisor.
3. Speak with the resident privately when appropriate.
4. Allow the resident an opportunity to provide an explanation.
5. Request drug or alcohol testing when authorized by program policy.

6. Document the incident objectively.
7. Determine whether the resident voluntarily disclosed the violation.
8. Review the circumstances and any prior documented violations.
9. Determine whether continued residency is appropriate.
10. Establish a Strategic Accountability Plan when approved.
11. Document the final decision and required follow-up.

Staff should avoid making unsupported accusations or conclusions.

DISCIPLINARY OUTCOMES

Depending upon the circumstances, management may take one or more of the following actions:

- Verbal counseling.
- Written warning.
- Increased drug testing.
- Strategic Accountability Plan.
- Increased house accountability.
- Probationary status.
- Final warning.
- Immediate dismissal.
- Other action permitted under the resident agreement and applicable requirements.

Management will consider the seriousness of the violation, safety concerns, honesty, transparency, prior history, and willingness to participate in corrective measures.

IMMEDIATE DISMISSAL

Immediate dismissal may be appropriate when:

- The resident refuses required drug or alcohol testing.
- The resident possesses prohibited substances.
- The resident distributes, sells, supplies, or shares prohibited substances.
- The resident repeatedly violates substance-use requirements.

- The resident intentionally attempts to conceal or manipulate evidence of substance use.
- The resident's conduct creates a significant safety risk.
- The resident engages in violence, abuse, threats, sexual misconduct, intimidation, exploitation, or retaliation.
- Continued residency is determined to be incompatible with the safety or recovery environment of the house.

NO RETALIATION FOR SELF-DISCLOSURE

Residents are encouraged to be honest with staff regarding substance-use concerns.

A resident who voluntarily reports a substance-use violation in good faith will not be punished merely for making the disclosure. The disclosure will be considered when management determines the appropriate response.

However, self-disclosure does not remove the violation or guarantee continued residency.

DISCIPLINARY DOCUMENTATION

All significant substance-use violations and disciplinary responses should be documented using the program's Disciplinary Documentation Form.

Documentation should include:

- Date and time.
- Resident name.
- Nature of the violation.
- Applicable house rule or policy.
- Whether the resident self-disclosed.
- Relevant facts provided by the resident.
- Drug/alcohol testing, when applicable.
- Immediate actions taken.
- Management determination.
- Corrective action.
- Strategic Accountability Plan, when applicable.

- Follow-up dates.
- Resident acknowledgment.

Documentation should remain factual, objective, professional, and confidential.

RESIDENT ACKNOWLEDGMENT

By signing below, the resident acknowledges receipt and understanding of this policy and understands that continued residency is contingent upon compliance with the sober-living program's rules and expectations.

The resident understands:

- Substance use is prohibited.
- Substance use may result in immediate dismissal.
- Voluntary honesty and transparency may be considered when determining whether continued residency is appropriate.
- Continued residency following a substance-use violation is a privilege determined by management and may require a Strategic Accountability Plan.
- Failure to comply with the accountability plan may result in dismissal.
- Distribution, supplying, sharing, or selling prohibited substances may result in immediate dismissal.
- Violence, abuse, threats, sexual misconduct, intimidation, exploitation, retaliation, or other serious safety violations may result in immediate dismissal.

Resident Name: _____

Resident Signature: _____

Date: _____

Program Representative: _____

Signature: _____

Date: _____

