

# **Shurrun's House**

## **Sober Living Transitional Housing For Women**

### **Policies and Procedures Handbook**

**Revised  
January 2021**

**Shurrun's House Nonprofit Corporation Licensed by City Of Dallas  
2027 Teagarden Ct  
Dallas Tx 75217  
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Business Phone: 972-207-1604**

# **Shurrun's House Sober Living Homes**

## **Policies and Procedures**

**Please turn off lights, fans, and other appliances when leaving any room or area.**

### **Visitation Hours**

**Monday thru Sunday 9:00 a.m. – 7:00 p.m. Family, Case Workers, No friends**

**Holidays Closed**

**\*Unless prior arrangements have been made with Program Director**

**Faith Based** - We are a faith based organization and we believe everyone should join a church and attend on a regular basis. We believe with the Grace and Mercy of God you will be healed of your disease of addiction. We also use the 12 Steps Rules in our mission for sobriety!

**Drug Free Policy** - We have a zero tolerance policy on drugs and alcohol. If you are caught with alcohol and/or illicit drugs, you will be required to leave.

If you suspect someone is very sick, intoxicated and uncontrollable, someone who is in withdrawal or has taken an overdose, **CALL 911 Immediately**

**Fire Alarms: Do not tamper with fire alarms. If an alarm should go off, evacuate the premises immediately and call 911. If possible use fire extinguisher located near kitchen**

**Financial Responsibility** - Residents are to pay biweekly or monthly. Pay your fees first. 3 days after your due date, you will be charged \$5 per day until you are current.

**Your Location** - Upon leaving and entering the home, each resident is required to sign out and state where they are going and their expected return. Residents are required to be home by curfew which is 8pm **UNLESS** working or attending a meeting regarding your sobriety.

**Chores** – Chores are assigned to each resident on a weekly basis. The purpose is to keep our shared living area clean and neat for all who live in and visit. A list is posted in the work study room. Residents are expected to do their chores. Chores are inspected daily by the designated House Manager and notations are made and given to the Program Director. Failure to complete chores on a consistent basis is serious as it leads to problems between participants as well as pest invasion and safety issues.

**Laundry** - Laundry is assigned to each room once per week. Laundry days are Thursday through Sunday. Do not miss your day. **Monday - Wednesday, the Laundry Room will not be in use. FULL LOADS ONLY!! NO HALFS OR 1 ITEM AND NO SHOES**

**Protection of Resident Information** - Information and actions that are confidential and private include, but are not limited to the following: Age, Sex, Race, Religion, Marital status, Occupation, Health information, Social security number, Insurance information, Health conditions and problems, drug of choice, CPS information and so forth. All residents' information is considered confidential and will not be released without prior written consent. **Please Note** – If someone calls or drops inquiring about you, staff is not allowed to confirm your residence or participation in the program. This is to insure the

safety and confidentiality of participants. We are serious about your privacy and safety so keeping our address to yourself will help ensure yourself and other residents privacy while participating in our program.

**Residents Approach to Recovery** - All residents are required to get a Recovery Coach/Sponsor. Each resident must be actively looking for full-time employment. 4 or 5 - N/A and/or A/A meetings required weekly to include attending mandatory house meetings. Random drug and alcohol screenings will be administered. Must be actively working the 12 Steps of Recovery.

**Licensure** - Shurrun's House is a nonprofit corporation licensed by the City of Dallas to provide safe transitional sober living homes for women. Each home is equipped to meet residents' needs. We do follow the drug diversion policy which you will sign requiring that you agree to leave if caught under the influence of drugs and/or alcohol or fail a random drug test administered weekly.

**Promoting Health** - Each resident is required to go to Doctors appointments when scheduled. They must stay current on their prescription medications. NO CONTROLLED MEDICATIONS. All medications are stored in a locked cabinet and given on a weekly basis. Each resident will manage their own medications unless otherwise caught misusing their prescription meds or sharing them which will get you put out of the program.

**Staff Training** - The Program Director is Registered and Certified as a Medical Assistant. Worked many years in addiction Recovery to include Baylor Pain Management, Nexus Recovery Detox Dorm and Gateway Correctional Drug Treatment Center in Wilmer Texas. Certified Community Health Worker/Promoter for Shurrun's Sober Living Homes opened March 2019.

**Residents Private Locker Space with combination Lock** - Each resident is assigned their own personal locker with a lock to hide all personal items such as money, jewelry, journals, important documents, Drivers licence, social security cards etc.

**Local Community** - We require a respectful environment to each other, the neighbors and the local community. Do not call 911 unless absolutely necessary. No loud noise outside the home and do not disturb neighbors.

**Complaints** – Complaints may be written for failure to do chores, attend required meetings, etc. Email them to [shurrunshouse@gmail.com](mailto:shurrunshouse@gmail.com). The Program Director will track complaints and will ensure that appropriate action or consequences follow.

**Dress** – Residents must be dressed in appropriate street clothes (including bras) and shoes. Any obscene gesture or wording on clothing is not allowed. You should be adequately clothed in the event that maintenance/repair personnel or visitors come to the program.

**Expulsion** – The following is a partial list of offenses that MAY result in your expulsion from the residential program:

- Failure to return to program
- Possession of alcohol, illegal drugs, or drug paraphernalia
- Possession of weapons
- Sexual Harassment

- Discrimination
- Failing random urine drug and alcohol Tests
- Being physically high in front of other residents
- Mismanagement of Medication
- Sharing Medication to include OTC medicines
- Smoking inside the Home
- Excessively breaking program rules
- Not taking care of your personal hygiene
- Theft
- Vandalism
- Selling items donated to Shurrin's House Women In Need
- Donating plasma
- Fighting, threatening others, bullying or use of profanity towards others
- Non-payment of program fees (\$550 monthly)

**Room Care** – Clients are responsible for keeping their area of the room neat and clean for safety, health and pest control. Incense is not allowed and windows may not be opened. Pets are not allowed. Do not paste, tape, anything to the walls. To ensure a safe and healthy environment, a staff person will do checks of all rooms.

**Smoking** – Shurrin's House is a non-smoking facility. Smoking is allowed **only** in the back yard and must be wearing the appropriate attire dress code. Do not throw cigarette butts in the grass. **Trash** - Must be put out Wednesday Night or Thursday Morning. The Trash is picked up every **Thursday..!!**

**Visitors** – Female guests are permitted. No men are allowed in the building, unless family and prior arrangements have been made. Children are generally permitted in parent's care. However, if there are extenuating circumstances, please let a staff person know.

**Cause for Discharge:**

**Discharge-** In the result of expulsion from the program each individual may be asked to vacate the premises immediately. No money will be refunded.

Any individual discharged from the program will not be permitted back onto the property after they have removed all of their belongings. Any individual that is found back on the housing property will be asked to leave immediately. If they refuse then the authorities will be notified and action will be taken and we will press charges that will go against your criminal history.

Our Motto is Where you make your next move your best move!! It is our mission that when you leave Shurrin's House you will be fully restored, ready to face your future clean and sober while being a productive woman in today's society. Although we want you to be comfortable, we also want you to keep your focus on this is just a season of your life and soon you will be moving on. When you do move to the next phase of your life, we would help you obtain items needed to live in your own home.

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

