

House of Hope Recovery Center Policies and Procedures

Resident Policies

**Reviewed and Approved by the House of Hope Board of Directors
November 5, 2013**

1. Alcohol/Drugs/Behavior:

- Use of alcohol or mood altering chemicals is **prohibited** whether on or off House premises.
- There will be no possession of alcohol and/or drugs or drug paraphernalia on your person, in the House, or in any property under your control.
- Refusal to submit to a random UA or failure to give a clean UA will result in immediate dismissal.
- All residents are subject to a search of themselves, their belongings and vehicles at any time for any reason by the Acting Administrator. Anyone possessing any illegal substances or anything that violates our standards or the laws governing this state or the federal government will be asked to leave the premises and the proper authorities will be notified.
- Residents are required to work the 12 Steps of AA and/or NA while at the House of Hope. To facilitate this requirement, residents are not to start a relationship while living in our House. Any residents currently in a relationship must agree to place the relationship on hold until graduation.

2. Causing physical harm, threatening physical harm and verbal abuse is prohibited.

3. Smoking is allowed in designated **outside** areas only:

- There will be absolutely no open flames, burning of incense, or candles in the House.
- Any matches lit outdoors must be completely out before discarding.
- No open fires or burning of trash, leaves, or other materials allowed.

4. Weapons of any kind are forbidden.

5. Meetings:

- Residents will attend at least one AA/NA meeting Monday thru Saturday. Sunday is a day off. No other days may be substituted. Dually addicted residents will attend a

minimum of 2 NA meetings per week.

- Residents will at all times have a home group and a sponsor. You have 30 days from beginning your residence in which to find a sponsor.
- Be early for House meetings and to your AA/NA meetings and honor the “Seventh Tradition”. (AA/NA are self-supporting through their own contributions.)
- Do not discuss details about the House of Hope Recovery Center or details of fellow HOH residents at AA/NA meetings.
- Stay in the meeting for the full hour. Anyone whose behavior at a meeting causes distraction or disruption (whispering, crosstalk, giggling, getting up and down repeatedly, going outside to smoke, etc.) will be warned. If the behavior continues, the result will be dismissal from the House of Hope.
- Work the Twelve Steps of Alcoholics Anonymous. Your sponsor may be asked to verify this.

6. No gambling of any kind will be allowed on the premises.

7. Residents will neither lend nor borrow money.

8. No pets.

9. Residents will respect each other’s rights and property. Any stealing will result in immediate expulsion from the House of Hope.

10. Personal hygiene and dress code:

- Residents will maintain acceptable personal hygiene at all times. This includes bathing or showering at least once a day.
- Residents will be fully dressed in all community areas at all times.
- Shirts and appropriate bottoms (something other than boxers) must be worn at all times when outside your bedroom. This includes trips to and from the bathroom.
- No gang attire of any kind will be worn while a resident of the House of Hope. Sunglasses will not be worn indoors.
- Pants will be worn at the waist with no underwear showing.
- “Wife beater” undershirts will not be worn as outer garments while outside the House.

- No alcohol or drug slogans or ads on clothing or hats.
- The Acting Administrator shall determine and have final say on what constitutes proper attire for residents.

11. Accommodations:

- No changing of rooms without approval of the Acting Administrator.
- Each resident is responsible for leaving the bathroom clean after each use. This means cleaning up around the tub, shower, sink, and toilet, hanging up towels and personal items away.
- Residents are expected to have their rooms clean, beds made, be dressed and out of the room by 8:00 am Monday through Friday. You may sleep in after meditation on your day off.
- No eating in the bedrooms. Food or drinks may be stored in bedrooms to ensure security of the items. Absolutely no eating or drinks allowed in the living room.
- Beds must be made before leaving your room and sheets must be washed at least once a week.
- Napping in your room only, not in community areas.
- Your room, closets, personal items and vehicles are subject to search and inspection. This search and/or inspection must be done by two persons: a House of Hope staff member with a senior resident or any House of Hope Board member. Any contraband found will be reported to DPS immediately.

12. Washer and Dryer:

- Washers and dryers are for House resident's and staff use only.
- Residents must remain on the premises until completion of the whole wash and dry cycle. Remove your clothes when dry so other residents can use the laundry.
- Clean lint filters before use.
- The washers must remain on "cold" setting at all times.
- Laundry hours are from 9AM to 9PM. If you work late and need to wash and dry, use the machines on the side porch only.

13. Household duties:

- Residents will share in household duties as assigned. Each resident is responsible for completing his own assigned household duty.
- Turn out all lights, radios, and other electronics when leaving your room.
- In addition to daily chores, when you make a mess promptly clean up after yourself.
- If you need assistance, ask.

14. Visitors:

- Visitors are not allowed at the House of Hope property for any reason without prior approval of the Acting Administrator. This includes your family and your spouse.
- All guests/visitors must check in through the office.
- No visitors of the opposite sex, non-residents, or children are allowed in the bedrooms at any time.
- All children must be supervised by you and no one else.
- Guests must understand and honor House of Hope policies and it is your responsibility to inform them of House of Hope policies.
- Inability of your guests to follow House of Hope policies will result in them being asked to leave, and will prevent their future return.
- Each resident is responsible for the conduct of his guest(s). Your children are your responsibility while they are visiting at the House.
- No overnight guests at any time.

15. Telephone:

- Residents are permitted to have cell phones with no incidents or write-ups, and if rent payment is current.
- You must have a long distance card to place long distance calls using the House phone
- Calls on the House phone must be limited to 10 minutes. No calls on House phone or cell phones after curfew.

16. Residents Hours:

- Curfew is 10:00PM Sunday through Thursday and 11PM Friday and Saturday. After

curfew, lights are off in the common areas. Quiet activity is permitted in the resident's room after curfew as long as no one is disturbed. No TV or music permitted after curfew.

- The sign-out-in log is kept in the living room.
- Resident must sign out-in when leaving the House, providing his name, the date, the actual location of his destination, and time of check out. Unless you are signing out for work, the maximum time permitted away from the House is limited to 3 hours. You must return and sign in to go back out.
- All sign-in-out entries must be made in ink.
- Resident must log in his return time.
- If a resident departs the House premises without signing out, the Acting Administrator must be informed immediately. The resident must follow the Acting Administrator's direction on what to do.
- There will be no overnight passes for residents for the first thirty days. After 30 days, night passes may be approved by the Acting Administrator if the resident has no incidents or write-ups and his rent is current. Up to 2 consecutive overnight passes may be given for Thanksgiving and/or Christmas. Overnight passes are limited to 1 per 30 day period except for Thanksgiving and Christmas. Overnight passes for confirmed family emergencies will be handled on a case by case basis.
- Residents granted overnight passes will depart no earlier than 6AM and return by curfew the following day. Residents given overnight passes must sign in and out on a sign-out sheet monitored by the residential manager. Earlier departure will be granted only if a particular situation warrants.
- If a resident does not yet qualify for an overnight, he may be granted a day pass. A day pass is from 6am to curfew. The resident must check in by phone with house staff every 3 hours during the pass.

17. Transportation:

- Residents are responsible for their own transportation at all times.
- House vehicles are for transportation to work, meetings, medical appointments, and job searches. Any other uses must be approved by the Acting Administrator.
- Residents are not allowed to have a vehicle for the first 30 days of residency. Until a resident has completed 30 days with no write-ups or incidents, and is current on rent, any vehicle keys will be secured in the office safe.

- House of Hope has policies concerning parking of your vehicle and your guest's vehicles. Please ask about these policies.
- A copy of a current driver's license, registration of vehicle, and proof of insurance must be in the resident's file prior to his operation of his vehicle.
- There will be no car repair projects permitted that last more than two hours. These must be scheduled and pre-approved by the Acting Administrator
- Only one vehicle allowed per resident.
- No ATVs, RVs, boats, or trailers allowed.

18. Personal items:

- Personal items left in the common areas will eventually become House property. Don't leave your things lying around to clutter up our House.

19. GED, counseling services, job assistance and other services are not provided by the House of Hope. These services are readily available in our community. For assistance in locating these services, please see a staff member.

20. Medications:

- The Acting Administrator must be notified of all medications you are taking, including prescription and non-prescription
- The Acting Administrator will be the custodian of all medications; residents are responsible for taking medications in a timely fashion.
- Any changes in medications from the physician's original written prescription must be verified by the Acting Administrator before the change can occur, no exceptions.
- Non-disclosure of medications or medication changes may result in dismissal from the House of Hope.
- The Acting Administrator will verify all medications by checking PDR or website
- Unused, outdated, or abandoned medications will be destroyed in bleach by the Acting Administrator, destruction to be witnessed by another staff member or Board member, and noted and initialed by same, in House medications log.

21. Employment and a minimum of 8 hours per month of community service is a requirement for House of Hope residents. The community service may be performed at the House of Hope.

22. The Acting Administrator must approve your employment. If you are receiving unemployment, SSI, or other monies and don't need to work you must have an approved activity in the community or perform a service for the House.

23. Fees:

- Fees are \$165.00 per week, covering room, board, and laundry facilities. The first 2 weeks rent (\$330.00) must be paid prior to coming in. Weekly rent is due in advance on Fridays. All rent payments are non-refundable.

24. Termination of Residency

- Upon the termination of any Resident's residency, for any and all reasons, no Resident can remove his property until his rent is paid in full. Resident grants the House of Hope Recovery Center, Inc. an innkeeper's or similar lien on his property until such time as rent is paid in full.

25. House discipline:

- I have read and understand all of the above written House of Hope policies.
- I further understand that a major violation of these policies will result in immediate termination of my residency at the House.
- I further understand that multiple minor violations of these policies as documented by the Acting Administrator will result in termination of my residency at the House.
- I further understand that any property left by me at the House after termination of my residency will be kept for 7 days and then distributed to residents.

Resident Signature/Date

Acting Administrator Signature/Date

