



Healing Homes Network Policies, Procedures and Resident Agreements

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Section 1: Introduction

The following policies and procedures are to be observed by all residents. These policies and procedures have been set forth by Healing Homes Network (HHN) to maintain a clean, safe, and healthy living environment for persons in active recovery, willing and ready to change their lives, and make an independent sober transition into the community. Infraction(s) of policies, procedures, and agreements could result in an immediate removal/notice to vacate the property. The decision to remain a resident is based on each resident's behavior toward the goal of the facility: to attain the goal of self-sufficiency through sobriety and being financially self-supporting.

1:1 Changes in Policies/Rules

HHN reserves the right to make changes or additions to this handbook; residents and staff will be notified of these changes. Changes will be effective on the dates determined by the HHN Management Team, and after those dates all superseded policies will be null. If you have any questions regarding these responsibilities please speak with the HHN Program Manager. Violation of policy and/or rules will be addressed on an individual basis.

1:2 Resident Requirements

To meet the goal of long-term sobriety and self-sufficiency, requirements for being a Resident include and are not limited to:

- 1) Working with a sponsor/mentor one time per week
- 2) Attending 3 recovery meetings per week
- 3) Completing house chores on a daily basis when applicable
- 4) In first 30 days of residency: participating for at least 24 hours a week of any combination of the following:
 - a) Outpatient treatment
 - b) Attend an accredited school
 - c) Being gainfully employed
 - d) Volunteering

*Beyond the first 30 days of residency, 24 hours becomes 32 hours of any combination of the above.

Weekly participation of the above will be tracked on a weekly accountability form and managed by HM.

Section 2: Resident Fees, Damage Deposit and Personal Property

2:1 Resident Fees

A resident fee in the amount of \$650.00 will be due on the 1st of each month. Fees are considered late if not received on/before the 5th of that month. Deliver payments to House Manager. Resident can expect a written receipt for the money order or check. Cash payments are not allowed. A fee of \$25.00 is added to late payment as of the 6th day of the current month AND \$5.00 per day every day after until paid in full. Failure by resident to pay fees when due, or to comply with other conditions of this agreement allows HHN to immediately void this agreement and can result in the immediate cancellation of the agreement and evacuation from the property, including forfeiture of fees.

2.2 Damage Deposit

A damage deposit of \$300.00 is due upon resident's date of move in. The damage deposit will be refunded to resident provided resident has given adequate 30-day notice of evacuation and no damage has been caused to the property by the resident. HHN has 30 days to assess and refund the suitable amount of damage deposit to resident. Should the resident be asked to leave for any reason by HHN management, the resident is immediately forfeiting their deposit, as well as current month's rent.

2.3 Personal Property

Resident is responsible to provide food, personal care items, toiletries, bedding, pillows, bath towels, hangers and laundry baskets

Section 3: Resident Conditions and Expectations

3.1 Random, or for Cause, Drug Screens and PBTs (Breathalyzer)

Upon application acceptance you agree to a urine analysis, if requested, to support a history of nonuse. As a resident, you are subject to random or for cause drug screens and PBTs (Form K-9 UA and PBT Record) to ensure a safe, sober, structured environment that is conducive to personal growth and change for you and other residents. UA and PBT testing is witnessed, in person, by the HM. Refusal of random testing/analysis may result in termination of your resident agreement.

3.2 Drug and Alcohol Use

Residency is made available on the strict understanding that the property is to be, at all times, free of alcohol and illicit drugs. If a resident uses an illicit drug, consumes alcohol, or ingests non-prescribed prescription drugs, the resident will be assessed to determine continued residency. This expectation applies to visitor(s) of a resident: visitors who are under the influence are not permitted in/on the property. Protecting and/or knowing a fellow resident is drinking or using may be cause for immediate dismissal. Reporting all suspicions or knowledge to HM is an expectation of residents.

*See Zero Tolerance Agreement

3.3 Weapons

Firearms, switchblades, brass knuckles, etc. are prohibited. If you have been found to have in your possession any type of weapon the authorities may be notified and this would constitute a violation of your agreement.

3.4 Misconduct and Items Banned from HHN Property

While not intended to list all the forms of behavior misconduct or property that are considered unacceptable and banned, the following are examples:

- Theft or inappropriate removal or possession of HHN or peer property
- Distribution, sale, transfer, or use of alcohol, prescription or illegal drugs
- Fighting, threatening behavior, or violence
- Conduct that is loud and/or vulgar, obnoxious language and/or behaviors which glorify alcohol or drug use
- Negligence or improper conduct leading to damage of property
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Terroristic threats, verbal or physical abuse towards staff or peers

Examples of items not allowed (banned) on HHN property:

- Explosives
- Guns, Knives or like weapons
- Alcohol, drugs, or paraphernalia
- Pets
- Candles or incense
- Tattoo material

Consequences for misconduct and/or the possession banned items will be addressed with the HM and HHN Management Team which may result in a violation of your Resident Agreement.

3.5 Intimidation and/or Violence

Subtle or direct behaviors of intimidation, bullying, gossip, violence, or profanity towards residents may result in immediate eviction.

3.6 Discrimination

Questions or concerns about discrimination are encouraged to be brought to the attention of the HHN Management Team in writing by completing a grievance form. You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action including termination of agreement.

3.7 New Resident Curfew

A resident is considered new for the first 30 days and agrees to return to the house by 10:00 p.m. Sunday through Thursday and 11:00 pm on Friday and Saturday.

3.8 Standard Curfew

The standard curfews are 11:00 p.m. on Sunday-Thursday and 12:00 a.m. Friday and Saturday. Curfews are designed to support safety in various life areas. If you are unable to make it back by curfew, notify the HM. If the HM does not answer notify HHN Program Manager. It is your responsibility to inform the HM/PM if your work schedule does not allow for compliance with curfew so a plan can be established. Curfew can be extended on an individual basis depending on employment.

3.9 Medication

Medication is resident contained and administered. Policy prohibits consuming non-prescribed mood-altering medication. Residents who share/give other residents medication are in violation of law and are subject to immediate eviction. Medication form is to be filled out by the resident after acceptance to the sober house. Medications are subject to accountability check(s) by HM. Residents that are found to be abusing medications such as, ingesting other than as indicated on the prescription label, will be assessed to determine resident's continued eligibility. Newly prescribed medication(s) is communicated to HN by adding it to the resident possession of medication form and discontinued medications will be taken off, or crossed out and initialed.

3.10 Absence/Passes

The intention of a pass is to give an opportunity to connect with your family/loved ones/friends, participate in leisure activities, acclimate to home situation/recovery environment, and for recovery related appointments. After being a resident for 30 days, and a minimum of 48 hours prior to the pass date, you can submit the request to the HM. Passes are approved based on meeting the resident agreement expectations and length of time as a resident. A pass is needed if you will be away from the facility overnight and/or a few days which would prevent you from participating in doing daily expectations. You agree to sleep at the house each night unless you have an approved pass. Passes will be granted on a case by case basis, for a combined total of no more than **six nights** per month. However, residents participating in outpatient treatment will not be granted overnight passes Sun-Thu, unless extenuating circumstances warrant an exception.

3.11 Weekly Facility Meeting

Residents agree to attend weekly facility meetings. Weekly meetings are held on Sundays at 4pm and attendance is mandatory.

3.12 Facility Activities

Residents agree to participate in facility activities, such as: prescheduled business meetings and weekly housekeeping chores. Additional activities, such as: speaker meetings, leisure interests' activities, and resident network meetings will be pre-scheduled and residents are required to attend.

3.13 Recommendations from Prior Treatment/Program

Residents agree to follow recommendations/requirements of prior or current treatment provider, Drug (or like) Court, Probation, therapist, and/or Child Protection. Resident will provide a copy of requirements/recommendations to HHN.

3.14 Grievances

If a resident feels that another resident is not doing their share of the chores, or has any other grievances towards another resident, they may call a meeting with the HM and all residents to discuss the grievance. If a meeting does not resolve any grievances the resident and HM are encouraged to bring said problem to HHN in writing. This is not a formal grievance procedure, rather is done in order to have the problem resolved through direct discussion between said persons. If a resident's actions or behaviors are found unsatisfactory, the resident will be given the opportunity and reasonable time to change their behavior. If, after two meetings, the offending resident fails to make the necessary changes, the multi-disciplinary HHN staff team will review eligibility of resident, which may include request to evict.

3.15 Notice to Vacate

A written thirty (30) day notice of intent to discontinue residency is requested from residents to be submitted to HM at or on the 1st of the month.

Section 4: House Rules, Responsibilities, and Procedures

4.1 House Liability and Personal Property

HHN is not liable for any personal property during or after the resident's discharge from the property. HHN assumes no responsibility for the personal property of the resident during stay. Any personal property left after a resident vacates will be donated/disposed of after 14 days.

4.2 Privacy

Residents have the right to privacy, individuality, and cultural identity as related to resident's social, religious, and psychological well-being. House manager shall respect residents' room privacy by knocking on the door and announcing their name upon entering, except in an emergency or where inadvisable. Residents may not enter another resident's room without permission.

4.3 Modifications to Property

Without HHN written permission, no resident will:

- Install paneling, flooring, built in decorations, partitions or railings
- Drill or attach anything to the floors, walls or ceiling of the house (3M Command damage free adhesive are permitted)
- Bring in dishwashing, heating, ventilating, or air conditioning units, space heaters or water filled furniture
- All personal property not belonging to HHN is subject to insurance at resident's expense
- Hang shades, blinds and/or window guards in or outside of the property
- Paint facility property

4.4 Visitations

Guests are welcome between 9am-7pm Sun-Thurs, 9am-9pm Fri-Sat. *All guests must be approved in advance by HM.* For respect and courtesy of other residents, both visits with children and other guest visits are asked to be kept to 3 hours. Opposite sex visits are not allowed with the exception of:

- Family members, age 16 and younger
- Probation officer
- Clergy
- Attorney

*Again, all guests to be approved by HM.

Visits with romantic partners happen off the premises.

Resident's children are welcome to visit during visiting hours, in 3-hour increments per day, and under constant adult supervision and respectful of other residents' space/belongings. All guests must be accompanied by resident throughout the visit and resident is responsible for guest behaviors. Resident guests are asked to abide by house expectations and will be asked to leave if violations occur.

4.5 Noise

Loud and excessive noise disturbs others, in which case resident agrees to use headphones/earbuds. TVs will be used at reasonable volume and violation of these rules will be considered disruptive behavior, and may require elimination of use.

4.6 Smoking

We are a smoke and tobacco free facility. There is no smoking within 10 feet of the building. Please use the provided smoking receptacles for cigarette butts in the smoking area. Smoking is not allowed in the house. Use of E-cigarettes, vapes or mods are not allowed in the property, but rather in designated smoking area outside.

4.7 Housekeeping

Each resident is responsible for washing dishes immediately after eating. Sleeping areas are to be clean at all times. Residents are responsible for collaboratively cleaning of all community living areas and agree to keep the premises clean at all times, and upon evacuation will leave the premises in as good of a condition as it was when this agreement was entered. Resident's bedding is to be washed every week, by resident. Residents are assigned and agree to perform weekly house chores (K-5 Chore Chart). Should the facility become unsanitary, residents agree to actively partake in prescheduled work days.

4.8 Common Areas

Please do not leave any of personal items in the showers or common areas. Please label personal food and beverages purchased and store the items in the designated storage area in the Resident dining room.

4.9 Job Assignments

Every week residents will choose a different job chore based on their availability as well as what is decided on as a group. If there is any difficulty in choosing a job chore, the HM will assign a chore to complete.

4.10 Resident Rooms

Residents are expected to keep rooms clean at all times, as well as to be mindful of the other residents who live at the sober house.

4.11 Laundry

The laundry facility is available at no charge. Please do not leave laundry in the washer or dryer. There is a sign-up sheet in the vicinity of the laundry room, one person per block.

4.12 Health

The expectation is that each resident exercise sound judgement to ensure the health of all residents in all activities, which includes regular self-care, such as showering, brushing teeth, and laundering personal linen/clothing.

4.13 Responsible Utility Use

To ensure privileges of cable, phone, internet, air conditioning, free washer/dryer use, and to keep monthly rent affordable, residents agree to responsible use of utilities. This includes: turning off lights that are not being used, running water for amount needed (do not let water run for extended periods of time, limited shower time, run dishwasher when full), and windows remaining shut while heating/cooling system is being used. When a resident is the last person out of the facility, with the exception of night lights, all lights should be turned off. Hot plates, heaters, air conditioners, microwaves, small or large appliances are not allowed in resident rooms. House manager is responsible for managing the temperature of the house.

4.14 Food

Food will be eaten in the common areas; no food/liquids, excluding water, are allowed in rooms other than the kitchen and dining room. All food is purchased by the resident.

4.15 Sleeping

Residents agree to sleep in their bedrooms. No sleeping in the living or other rooms at the property. Lights in common areas should be off by 12 midnight nightly.

4.16 Loitering

Loitering in cars by visitors and/or residents outside the facility is not permitted.

4.17 Dress Code

Residents agree to wear clothing and be adequately covered in the community rooms of the facility.

4.18 Pets

Residents are not permitted to have pets in the facility, including living outside on the property.

4.19 Vehicles

To operate and/or park a motor vehicle while a resident at the facility, a copy of the resident's valid driver's license and proof of insurance are required. Should the circumstance arise, and the resident's vehicle is towed, residents agree the tow is at their expense. If resident owns a vehicle and does not have valid driver's license and insurance it **cannot** be parked at the facility property. *The HM is granted the benefit of the garage parking stall.* Vehicles that are not in working condition are not allowed to be parked on the property. Vehicle maintenance may not be performed on property.

4.20 Room Inspections

Room inspections may be carried out at any time by the HM, which is subject to approval of HHN. HM may search resident rooms at any time without consent to ensure resident safety.

Please sign below, attesting to the agreement that you will follow and comply with above stated, and you agree you have read and understand Healing Homes Network Resident Agreement policies and procedures.

I HAVE READ AND UNDERSTAND POLICIES, PROCEDURES AND THE HHN RESIDENT AGREEMENTS

Resident name: _____

Signature: _____ Date: _____