

Seriously
Overcoming
Addiction thru
Recovery and
Supports

**Logan County Women's Recovery House
House Participant Handbook**



Table of Contents

Section 1 INTRODUCTION

- 1.1 SOARS Housing overview about the rules, guidelines and expectations.
- 1.2 Waiver of certain rights
 - a. Eviction Proceedings
 - b. Personal Property
 - c. Drug/Alcohol Testing

Section 2 Housing Administration

- 2.1 Advisory Board
 - a. Consolidated Care
 - b. Residential Administrators
 - c. Union Station
 - d. Faith Based Organization
 - e. Person in Successful Recovery
 - d. Mental Health, Drug and Alcohol Services Board
- 2.2 House Manager

Section 3 COMPREHENSIVE PHASE DESCRIPTION

- 3.1 Phase 1
- 3.2 Phase 2
- 3.3 Phase 3
- 3.4 Phase 4
- 3.5 Phase 5
- 3.6 Phase OMEGA

Section 4 EARNED PERSONAL PASS TIME

- 4.1 Pass Time and Phase Levels
 - a. Phase 1
 - b. Phase 2 to 5
- 4.2 Curfew
- 4.3 Reasons for denial of personal pass time
- 4.4 Reporting into the House Manager or assigned staff volunteer
- 4.5 Personal pass time guidelines

Section 5 HOME VISITATION

- 5.1 Visitation at the home for participants not permitted personal pass time
- 5.2 Participants permitted personal pass time are not permitted visitation in the home
- 5.3 Individuals permitted to visit the home
- 5.4 General guidelines

Section 6 CELL PHONES

6.1 General guidelines

Section 7 HOUSE RULES AND GUIDELINES

- 7.1 Compliance with written and verbal instructions
- 7.2 Compliance with other service providers
- 7.3 Dishonesty, manipulation or irrational behaviour
- 7.4 Verbal and physical abuse
- 7.5 Disrespectful behaviour
- 7.6 Foul language
- 7.7 Fighting/Violence
- 7.8 Products containing alcohol/mood altering ingredients
- 7.9 Sexually explicit material
- 7.10 Establishments that serve alcohol
- 7.11 Phone calls
- 7.12 Tobacco use
- 7.13 Televisions/computer
- 7.14 Television use
- 7.15 Planning to leave the home
- 7.16 Accepting rides from the opposite sex
- 7.17 Contact with participants in the other sober living home
- 7.18 Illegal Activity
- 7.19 Personal items/clothing counterproductive to recovery
- 7.20 Dirty dishes
- 7.21 Cleaning messes and spills
- 7.22 Entering other participant's rooms
- 7.23 Turning off lights
- 7.24 Removing clothes from washer and dryer
- 7.25 No candles or flames in bedrooms
- 7.26 No weapons are permitted on the property

Section 8 SOARS HOUSING POLICIES

- 8.1 Prescribed medication
- 8.2 Medication for substance dependency
- 8.3 Drug/Alcohol Screening
- 8.4 Zero Tolerance for Drugs/Alcohol use
 - a. Before entry
 - b. Active in program
 - c. Disciplinary Action
- 8.5 Zero Tolerance for altering or attempting to alter drug/alcohol screens
- 8.6 Intimate Relationships
- 8.7 Attending college/trade school
- 8.8 Home chores, bedrooms, projects and daily schedule
- 8.9 Vehicle use

- 8.10 Personal property
- 8.11 Personal property left in the home after services are terminated
- 8.12 SOARS Housing property
- 8.13 Staff/Volunteer privacy
- 8.14 Theft
- 8.15 Sickness/Medical/Dental operations
 - a. Sickness
 - b. Medical/Dental
- 8.16 Money/Cash/Gifts
- 8.17 Complaints
- 8.18 Employment search guidelines
- 8.19 Employment guidelines
 - a. General guidelines
 - b. Types of employment permitted
- 8.20 Rent
 - a. Due Date
 - b. Payment options
 - c. Inability to make payment
 - d. Refusal or consistent failure to make payment on time
- 8.21 Books/Music

Section 9 DISCIPLINARY PROCEDURES

- 9.1 Minor offenses
- 9.2 Major offenses/Re-entry process

Section 10 STATEMENT OF DECLARATION

Section 1 INTRODUCTION

1.1 SOARS Housing overview about the rules, guidelines and expectations.

Participants are encouraged to remain in the housing program for at least 6 months, but may stay as long as needed. Participants are required to pay rent and must admit they are addicted to alcohol or drugs and are in need of recovery and support to be considered for this program.

SOARS Housing reserves the right to deny entry upon their discretion for legitimate reasons such as, but not limited to, prior non-compliance in our program, unwilling to produce requested information, does not acknowledge they are an addict in need of recovery, positive drug screen, dishonesty, pending to be incarcerated or unable to pay rent.

SOARS Housing is not designed for sexual offenders, those with violent criminal backgrounds and/or those accused or charged of arson. We do understand that many of the participants may have legal trouble but primarily as it relates to their drug addiction.

SOARS Housing does not discriminate against race, national origin, color, religion, sex, sexual orientation, or age.

SOARS Housing will expect the participants to read, accept and follow the requirements listed in this handbook to participate in the home and program. SOARS Housing is not obligated to insure a participant a place to reside and may terminate housing and services at any time for refusal or failure to abide by the rules, guidelines and expectations that are clearly stated in this handbook.

SOARS Housing rules, guidelines and expectations are necessary to foster a safe place from drugs and alcohol. When a participant chooses to honestly, earnestly and consistently abide by these guidelines their chances for a successful and long-term recovery greatly increases.

All rules, guidelines and expectations are subject to application, interpretation and modification by the Advisory Board.

1.2 Waiver of certain rights

- a. **Eviction Proceedings:** Participants may be asked to leave the house for program violations and if a participant does not leave, eviction proceedings may be implemented. Each participant prior to entering SOARS Housing will provide a \$225 deposit to be used for a motel stay in the event the participant is asked to leave the house.
- b. **Privacy of personal property:** SOARS Housing staff may search your properties, room or vehicle at any time at our discretion.
- c. **Drug/Alcohol screens:** Participants may be required to submit to random drug or alcohol testing. Any participant that refuses may be removed from the home and program.

Section 2 Housing Administration

2.1 Advisory Board

The SOARS Housing program is comprised of an advisory board of 6 appointed individuals representing different agencies who oversee the policies and affairs of the housing program. These 6 individuals include one representative from Consolidated Care, Residential Administrators, Union Station, a Faith Based Organization, a person in successful recovery and the Mental Health, Drug and Alcohol Services Board. Approval for many actions of the participant will be granted through approval of the advisory board and/or house manager. Residential Administrators' representative will serve as the Chairperson of the advisory board.

- a. **Consolidated Care** – Consolidated Care is the primary referral source to the SOARS house and is key in finding a potential house manager. Most participants entering the SOARS house will be involved in treatment through Consolidated Care early on in their recovery. Consolidated Care will be responsible for overseeing all drug tests unless courts or other agencies have been identified.
- b. **Residential Administrators** -- Residential Administrators is the owner of the SOARS house and is responsible for all maintenance and upkeep of the house. When there is a maintenance issue, participants will contact the house manager and if they are not available, they can contact Residential Administrators directly. All concerns and issues involving participants while in the SOARS house will be the primary agency to contact.
- c. **Union Station** – Union Station is critical for the success of this program by offering a place for participants to attend for volunteer activities and to have a place to go if they do not have employment.
- d. **Faith Based Organization** – Faith based organizations provide a wide variety of activity options for participants as part of their recovery. No faith based programs will be required of any participant but services will be made available.
- e. **Recovery Person** – As part of the advisory board is a person who is successfully in recovery and able to offer input and suggestions for the SOARS house to provide greater opportunities for good outcomes.
- f. **Mental Health, Drug and Alcohol Services Board** – The MHDAS is the required entity to ensure that Recovery Housing is present in both Logan and Champaign Counties. The MHDAS will oversee all activities on at least a quarterly basis from Residential Administrators and Consolidated Care. They will ensure compliance with mandates set forth by Recovery Housing of Ohio, Ohio Mental Health and Addiction Services and local ordinances.

2.2 House Manager

The SOARS Housing will have a live-in house manager with assigned duties prepared and appointed by the Advisory Board. The house manager is someone who is knowledgeable about the recovery process and to provide support and to oversee daily activities in the household. The house manager will have the authority to interpret rules in the absence of the advisory board and decisions by the house manager are to be followed. The house manager will report to the advisory board and in the absence of the advisory board, they will report to the chairperson of the advisory board.

Section 3 Comprehensive Phase Description

SOARS Housing challenges participants to complete specific goals that will benefit their recovery and their ability to achieve independent living. SOARS Housing program has five phase levels. The participant must complete each task in their current phase level to move into the next phase. A participant that is non-compliant or does not complete the assigned tasks in their current phase may be denied or suspended from moving into the next phase level.

Phase 1	30 Days
Phase 2	30 Days
Phase 3	60 Days
Phase 4	60 Days
Phase 5	6 months
Phase 6	OMEGA

Phases 1-6

- Rent is paid and current.
- Must find an AA/NA sponsor of the same sex and begin working the 12-steps as directed by your sponsor.
- Must attend scheduled appointments and follow through with their recovery plan.
- Attend all SOARS Housing group activities and weekly meetings or events as scheduled by the House Manager.
- Complete assigned chores in a quality and timely manner.
- Record accurately and legibly your whereabouts on the sign out board before leaving the home.
- Must turn in a weekly itinerary for the following week by Thursday evening.
- Must comply with all rules, guidelines and expectations in SOARS Housing handbook.
- Must abide by all verbal or written instructions from the Advisory Board or House Manager.

3.1 Phase 1 (30 days)

- Obtain employment (if not employed). Must attend a minimum of five job applications or interviews and at least one temp agency per week.
- While not working participants are required to attend other activities such as volunteer work or group functions at other identified and approved agencies.
- Must find an AA/NA sponsor of the same sex and begin working the 12-steps as directed by your sponsor.
- Attend Alcoholic Anonymous or Narcotic Anonymous meetings daily and/or a religious functions such as Bible studies, services or groups if preapproved.
- During PHASE 1 participants may only attend to employment, 12-step meetings, church services, doctor visits, counseling and preapproved volunteer activities. Participants may not leave the home at any other time unless approved by the House Manager.

3.2 Phase 2 (30 days)

- Continue with employment
- Attend Alcoholic Anonymous or Narcotic Anonymous meetings daily and/or a religious functions such as Bible studies, services or groups if preapproved.

3.3 Phase 3 (60 days)

- Continue with employment
- Attend Alcoholic Anonymous or Narcotic Anonymous meetings daily and/or a religious functions such as Bible studies, services or groups if preapproved.
- May earn 10 hours of outside activities per weekend as approved by House Manager or Advisory Board. Outside activities may not interfere with work, meetings, church services or counseling. The House Manager or Advisory Board may decline, limit, or increase outside activities at their discretion.
- Begin making plans to re-enter the community by working on obtaining savings and checking accounts, transportation, obtaining driver's license, finding own housing, GED, etc.
- Have a written budget prepared based upon your current income and begin following the budget.

3.4 Phase 4 (60 days)

- Continue with employment
- May earn up to 10 hours of outside activities per weekend as approved by House Manager or Advisory Board.
- Attend Alcoholic Anonymous or Narcotic Anonymous meetings daily and/or a religious functions such as Bible studies, services or groups if preapproved.
- Participant may earn an overnight pass one time a month (back by 12:00 PM next day)
- Outside activities may not interfere with work, meetings or counseling. The House Manager or Advisory Board may decline, limit, or increase outside activities at their discretion.
- Continue to follow and maintain your current budget
- Continue making progress towards moving into your own place

3.5 Phase 5 (6 months)

- Continue with employment
- May earn 12 hours of outside activities per weekend as approved by House Manager or Advisory Board.
- Attend Alcoholic Anonymous or Narcotic Anonymous meetings daily and/or a religious functions such as Bible studies, services or groups if preapproved.
- Participant may earn an overnight pass up to one time a week (back by 12:00 PM next day)
- Outside activities may not interfere with work, meetings or counseling. The House Manager or Advisory Board may decline, limit, or increase outside activities at their discretion.

3.6 Phase 6 OMEGA

- Continue with employment
- Participant may earn an overnight pass up to one time a week (back by 12:00 PM next day) and one weekend pass per month.
- Attend Alcoholic Anonymous or Narcotic Anonymous meetings 5 days a week and/or a religious functions such as Bible studies, services or groups if preapproved.
- Participant may earn up to 2 weekend passes a month upon 9 months of being clean of all drugs and alcohol.
- Outside activities may not interfere with work, meetings or counseling. The House Manager or Advisory Board may decline, limit, or increase outside activities at their discretion.
- Make plans to move into your own unit

Section 4 Earning Pass Time

4.1 Earning Pass Time

Earning Pass Time is dependent upon the progress of each participant in each Phase and feedback from counselors, sponsors, house manager and Advisory Board. In order to earn pass time, the following is considered:

1. Do other participants in the house approve including house manager?
2. Does your counselor and sponsor approve?
3. Must be clean of all drugs and alcohol

4.2 Curfew

Participants permitted to use earned pass time must return to the home by 9:00 PM Monday through Sunday (returning later is acceptable if the participant is attending a preapproved meeting). Failure to return back to the home by curfew may result in loss of future pass time at the discretion of the Advisory Board.

4.3 Reasons for denial of personal pass time

SOARS Housing Manager reserves the right to deny or limit personal pass time at their discretion for the following reasons:

- The participant is not employed.
- The participant is not required to be employed (retirement or disability). Pass time will be permitted, but modified to their daily agenda as approved by the Advisory Board.
- The participant is on full house restriction and/or in non-compliance with SOARS Housing rules, guidelines and expectations.
- The participant is off work due to illness.
- The participant did not turn in a weekly itinerary by the designated time set by house manager.
- The participant is not making progress in their recovery goals or complying with their other service providers.

4.4 Reporting into the House Manager or assigned staff volunteer

Participants are required to report directly to the House Manager or assigned staff volunteer (if present) immediately upon returning back to the home and must submit to a drug screen or breath test at the discretion of the House Manager or assigned staff volunteer. Refusal or failure to report to the House Manager or assigned staff volunteer may result in loss of future personal pass time or removal from the home and program.

4.5 Personal pass time guidelines

Personal pass time is considered a privilege and must be used wisely to prevent relapse and to maintain a safe place from drugs and alcohol. The following guidelines must be respected to remain in the home and program:

- Pass Time must be used to spend time with healthy and supportive people and places. Spending time with people who abuse drugs or alcohol is not permitted and going places where drugs or alcohol is present or served is not permitted (includes family/friends events).
- Spending time with people who are abusive to you currently or in the past is not permitted.
- Spending time with individuals who are not involved with their own recovery and are on probation, parole, has a warrant for their arrest or any other issues with the law are not permitted.
- Participants must follow their approved itineraries and are not permitted to leave the home without a preapproved plan for their pass time. Participants are not permitted to wander aimlessly in the streets.

SOARS Housing Manager reserves the right to determine if the participant is using their pass time wisely and will take measures to insure the well-being of the participant and the home. This includes denying the participant to spend time with certain individuals or places that may threaten their recovery, or the safety of others in the home.

Section 5 Home Visitation

5.1 Visitation times at the home for participants

- Visitation will take place Saturday and Sundays between 1:00 PM to 5:00 PM. Exceptions for weekday visitations will be made for court actions or recommendations and/or a case-by-case situation.
- Crafts and other classes will be made available during the visitation hours on Saturday and Sunday between 1:00 PM to 5:00 PM. Exceptions could be made at the discretion of the house manager and/or Advisory Board.
- Must be scheduled on the participants itinerary and the House Manager or assigned staff volunteer must have been given at least 24 hours' notice prior to the visit.
- A House Manager or assigned staff volunteer must be present during the visit unless preapproved written documentation states that supervision is not necessary.

5.2 Participants permitted personal pass time are not permitted visitation at the home

SOARS Housing encourages participants to use their personal pass time to visit family and friends outside of the home. SOARS Housing is not staffed to accommodate frequent visitors and this guideline reduces commotion in the home and interrupting the participants who do not have children or visitation in the home. SOARS Housing encourages participants with children to use their personal pass time outside of the home to spend quality time with their children.

5.3 Individuals permitted to visit the home

Only immediate family, 12 step sponsor, participant's pastor, counselor/case manager, service provider or any other person who is preapproved by house manager is permitted to visit at the home. The participant's 12-step sponsor, pastor, counselor/case manager or service provider may visit anytime between the hours of 8:00 AM to 10:00 PM.

5.4 General guidelines

- Unscheduled visits will not be tolerated and the visitors will be required to leave. This includes any unscheduled visitor anywhere on SOARS Housing property.
- Visitors that are under the influence or known to be actively abusing drugs or alcohol will not be permitted in the home at any time.
- Visitors are not permitted upstairs at any time.
- Visitors that are disrespectful will be required to leave,
- Children must be monitored by the participant at all times and may not run through the home, make excessive noise or play on the stairs. Participants that do not keep their children under control will be required to have them leave.

The House Manager reserves the right to deny certain individuals from visitation at the home at his discretion

Section 6 Cell phones

6.1 General Guidelines

SOARS Housing believes not having access to your cell phone helps you to stay away (emotionally, physically and mentally) from the people, places and things that helped fuel your drug addiction. However, SOARS Housing also understands that a cell phone can also provide much needed support. Therefore, the following guidelines have been established:

- Participants will turn in their cell phone each evening at a time set by the House Manager.
- Participants may make phone calls only during the time that no functions are scheduled
- Cell phones should not be used during activities with your children, during meals, etc.
- If you are abusing your cell phone, the phone will be confiscated until further notice

Section 7 House rules and guidelines

SOARS Housing cannot make a rule for every circumstance and the Advisory Board reserves the right to determine what unacceptable behaviour is for a participant in our program and will impose consequences at his discretion to insure a safe atmosphere in the home and to protect the integrity of our program; whether the offense is listed below or not.

The rules and guidelines below must be respected to remain in good standing in the program and to avoid termination of services and housing.

- 7.1 Must comply with all written and verbal instructions.
- 7.2 Must comply with all other service providers.
- 7.3 Consistent dishonesty, manipulation or irrational behaviour will not be tolerated.
- 7.4 Verbal/ physical abuse toward the staff, participants or volunteers is not tolerated.
- 7.5 Disrespect toward the staff, participants or volunteers will not be tolerated.
- 7.6 Cursing or inappropriate language will not be tolerated.
- 7.7 Fighting or violent tendencies will not be tolerated.
- 7.8 Products containing alcohol/mood altering ingredients are not permitted.
- 7.9 Sexually explicit material is not permitted in the home.
- 7.10 Participants are not permitted in an establishment that serves alcohol.
- 7.11 Phone calls must not interfere with work, groups, etc.
- 7.12 Smoking or dipping is not permitted in the home. Must be done in the back of the house
- 7.13 Televisions or any type of computer are not permitted in the rooms.
- 7.14 Television use is not permitted from 10:00 AM to 4:00 PM if not employed.
- 7.15 Making plans to leave program without informing the Advisory Board is not permitted
- 7.16 Accepting rides from the opposite sex is not permitted.
- 7.17 No calling, writing or spending time with participants from other sober living houses.
- 7.18 Any illegal activity will be reported and will result in removal from the home.
- 7.19 No clothing that glorifies or advertises drugs or alcohol.
- 7.20 Cleaning dishes immediately after use.
- 7.21 Flushing toilets and cleaning any spills or messes in bathroom and kitchen.
- 7.22 Not entering other's rooms without permission
- 7.23 Turning off lights
- 7.24 Removing clothes from washer and dryer
- 7.25 No candles or flames in bedrooms. Any candles in house elsewhere must be approved
- 7.26 Weapons are not permitted on the premises at any time, under any circumstances

Section 8 SOARS HOUSING POLICIES

8.1 Prescribed medication

Participants must inform the Advisory Board and/or House Manager of all prescribed medication they are using prior to entering the program. Participants are not permitted to use medication that is narcotic based, such as, but not limited to, benzodiazepines, opiates or amphetamines or anything that will test positive on our drug screens. Furthermore, prescribed sleeping medication

is not permitted such as, but not limited to, Ambien or similar products.

Participants permitted to use approved medications must keep their medication updated and follow their service provider's plan of recovery. The participant is responsible for using their medication as prescribed and failure to do so may result in removal from the home and program. Furthermore, any participant that abuses their medication or gives/receives prescribed medication to another participant; both parties will be removed from the home and program.

SOARS Housing is not responsible for the loss, theft, damage or misuse of prescribed medication

8.2 Medication for substance recovery

SOARS Housing does not permit certain medications used to treat substance abuse disorders, including, but not limited to, suboxone and methadone.

8.3 Drug and alcohol screening

SOARS Housing reserves the right to drug/alcohol screen a participant at any time; whether day or night. Participants are required to submit to the requested screen to remain in the program. The House Manager or assigned staff members reserves the right to check pockets, socks, etc. at their discretion and remain in front of the bathroom door with the door open to insure altering is not being performed. Participants that call others in the program who are not present during the drug screening to warn them of the random drug/alcohol screen may be immediately removed from the home and program. The participant will sign off after each drug screening to verify the test was taken and the date of the test. All drug/alcohol records will be made available to the participant's probation/parole officer and/or any other approved service providers. Participants that show positive and claim they have not used drugs/alcohol will be given an opportunity to get honest and the drug tester/House Manager will require another test to be given. A second positive test will warrant removal from the home and program and the sample may be sent out for confirmation or brought to their probation/parole officer for further testing. Depending on the time of day, the participants may be sent to other facilities for lab testing.

SOARS Housing strongly suggest admitting to your drug or alcohol use prior to testing to receive our cooperation for you to return back into the program. The SOARS Housing has a zero tolerance policy and will not permit a participant to remain in the home while under the influence or showing positive for drugs or alcohol.

8.4 Zero Tolerance for Drugs, Alcohol or other mood altering substances

SOARS Housing will not tolerate any participant to use, sell or possess drugs, alcohol or any form of mood altering substances; this includes being involved with people or places that use, sell or possess drugs or alcohol. SOARS Housing takes this policy seriously and will not allow the choices of a few to jeopardize the recovery of other participants or the integrity of our home.

- a. **Entry:** New participants must test negative on all drugs/alcohol to enter the home.

- b. **Active in Program:** Any participant that is actively in the home or program that uses, sells, possess or are involved with people or places where drugs or alcohol is present will be immediately removed from the home and program.
- c. **Disciplinary Action:** Participants that violate the zero tolerance policy will be asked to leave immediately from the house and program.

8.5 Zero tolerance for altering or attempting to alter drug/alcohol screens

SOARS Housing will not tolerate the act of altering or attempting to alter drug screens; this includes finding any altering tools in the participant's room or possession. Any participant that violates this policy will be asked to leave immediately from the house and program.

8.6 Intimate Relationships

During Phases 1-5, SOARS Housing does not permit participants to be in or engage in sexual or intimate relationships while in our program, unless legally married prior to their entry. When a participant enters the Omega Phase, an intimate relationship will be at the discretion of the participant. SOARS Housing cannot assist others in early recovery unless their commitment, time and emotional energy is concentrated on recovery and hold the view that if they are healthy enough to be in an intimate relationship they do not need our services, nor will they be invested in our daily requirements. Participants are required to find sponsors, mentors and a support group of healthy people of the same sex.

8.7 Attending college or trade school

During Phases 1-5, SOARS Housing does not permit a participant to engage in college or trade school. When a participant enters the Omega Phase, college and/or trade school will be at the discretion of the participant. SOARS Housing encourages further education, but our two objectives for individuals in early recovery is maintaining their sobriety and achieving independent living. Attending college or trade school can be time consuming, expensive, intense deadlines, stressful and may limit your ability to follow our program successfully. Similar to being in an intimate relationship, our view is if the participant is healthy enough to work, follow our program, achieve independent living, commit to daily recovery and attend to college they are not in need of our services.

8.8 Home chores, bedrooms, projects and daily schedule

Home chores: Participants will be assigned specific chores and must complete them in a thorough and timely manner. Refusal or failure to complete assigned chores will result in loss of pass time and consistent refusal or failure to complete chores may result in removal from the home and program.

- Chores are to be completed by 7:00 PM Monday through Friday and by Noon on Saturday.
- No Assigned chores are scheduled for Sunday unless assigned at weekly house meetings or assigned by house manager.

Bedrooms: Participants are required to keep their rooms clean and orderly at all times. Refusal or failure to keep rooms clean and orderly will result in loss of pass time and consistent refusal or failure to keep rooms clean and orderly may result in removal from the home and program.

- Beds must be properly made before leaving the room for the day.
- Clothing must be put in drawers or on hangers and not left out.
- No eating food is permitted.
- No open food, drinks or dirty dishes are permitted in the rooms.
- Participants may not rearrange furniture or switch rooms without permission.

Projects: On occasions SOARS Housing Advisory Board or house manager may require all participants to assist with various projects, such as, but not limited to, painting, spring cleaning, yard work, etc. The assigned projects may be completed individually or as a team effort at the Advisory Boards or house manager's discretion.

Daily Schedule: All participants will be part of a daily schedule that will be posted in the house. The daily schedule can be reviewed and changed during weekly house meetings or at the discretion of the House Manager or Advisory Board.

8.9 Vehicle Use

SOARS Housing does permit participants to have a vehicle if they have a valid driver's licenses and insurance. The Advisory Board reserves the right to forbid a participant to use their vehicle or remove it from the property at any time at his discretion. Please observe the following guidelines.

- Participants in Phase 1 and 2 will only be permitted to use their vehicle during the times they are employed and/or for volunteer activities or groups that are being offered during this same time. The vehicle it not permitted to be used in the evenings or the weekends, unless permitted by the Advisory Board or house manager.
- Participants in Phase 3 through Omega Phase may transport other participants to preapproved meetings and volunteer activities or any preapproved activity.
- Proof of insurance is required and to be maintained during the time at the SOARS House.
- Loud music, reckless driving, washing or repairing your vehicle on the property is prohibited.
- SOARS Housing reserves the right to search your vehicle at any time.
- Providing rides for the opposite sex is not permitted and/or anyone actively known for using drugs or alcohol.

8.10 Personal Property

SOARS Housing reserves the right to deny certain items to be brought into the home and may confiscate unapproved items at our discretion. The participant must keep their personal property in their assigned room and are advised not to leave out or bring into the home large amounts of money or important items that you do not want stolen or lost.

SOARS Housing is not responsible for the loss, theft or damage of a participant's personal property

8.11 Personal property left in the home after services are terminated

In the event a participant leaves the home they are required to inform the House Manager, Residential Administrators staff or Advisory Board and must take their personal property with them at the moment they decide or are required to leave. Be aware, SOARS Housing is not responsible to store or monitor your belongings after you leave the program and not responsible for the loss, theft or damage of your property.

In the event a participant leaves the program and does not retrieve their belongings at the home that same day or is legitimately unable to retrieve their property, SOARS Housing will gather the participant's belongings, box it up and will hold the property for no longer than 30 days after the participant leaves the home. Be aware, it is the participant's responsibility to contact the Advisory Board or House Manager and make arrangements for the property to be picked up; it is not our responsibility to contact the participant. Furthermore, an appointment must be made to come and retrieve property and either the house manager or a member of the Advisory Board must be present.

SOARS Housing will not hold property after 30 days and will dispose of the property in any manner we choose.

8.12 SOARS Housing Property

SOARS Housing property is furnished by Residential Administrators and the Mental Health, Drug and Alcohol Services Board and donations from local individuals. SOARS Housing will press charges against participants that intentionally destroy, damage or steal property that belongs to our agency. Furthermore, participants are not permitted to alter, repair or perform new construction on the home without permission.

8.13 Staff & Volunteer Privacy

SOARS Housing staff, volunteers, mentors and assignees personal lives are not to be interrupted by the participants. Participants may not call or visit their homes or workplaces without the approval of the staff, volunteer, mentor or their family members. Participants that intentionally invade the privacy of any staff, volunteer, mentor or assigned volunteer or their family members may be subject to removal from the home and program and the proper authorities may be notified.

8.14 Theft

SOARS Housing will not tolerate theft in the homes and we take this offense very seriously. Participants that are caught stealing may be removed from the home immediately and the proper authorities may be contacted. Participants that believe another resident has stolen from them are encouraged to contact the Advisory Board and/or house manager and if there is no proof of the theft, the Advisory Board or house manager will suggest to the participant to contact the police for an investigation. Take note, that participants are expected to mark their groceries and to avoid leaving your belongings downstairs; the Advisory Board and house manager cannot resolve the problem unless the participants make every effort to mark and protect their belongings.

Theft does not happen often, but when it does SOARS Housing has little tolerance and will impose immediate consequences and/or removal from the home

8.15 Sickness/Medical Operations/Dental Work

- a. **Sickness:** Participants unable to attend to employment or program requirements due to a sickness must abide by the following guidelines:
 - Must immediately inform the House Manager and/or assigned volunteer.
 - May have to submit to a drug and/or alcohol test. Claiming you are too sick to take a test is not acceptable and will be considered a refusal and result in immediate removal from the home and program.
 - Personal pass time will not be permitted.

- b. **Medical and Dental operations:** Participants must inform the Advisory Board or House Manager prior to any surgery or operations and provide documentation of the medical/dental issue and the date of their treatment. Participants may not accept narcotics and/or prescriptions of narcotic medication and be permitted to remain in the home. In the event the participant is required to have medical attention that requires narcotics and/or a significant period of time in recovery that may prevent them from working the program may have to leave the home. However, the Advisory Board will attempt to provide recovery support while they are absent and depending on the length of the recovery may hold the room up to 14 days (The participant will be responsible to pay dues while absent from the home for the Advisory Board to hold their room) until they can return back with a negative drug screen and the ability to meet program expectations.

8.16 Money/Cash/Gifts

SOARS Housing understands the temptation when addicts/alcoholics in early have access to large amounts of money. Currently, we do not have the staffing to oversee all the participants income. Guidelines below must be followed to avoid consequences and/or removal from the home and program.

- Must never have over \$50.00 cash in the home or on your person.
- Participants are encouraged to open a checking/saving account to keep their money safe.

- May not receive cash or expensive gifts from anyone unless first informing the Advisory Board or house manager.
- May not borrow or give money/gifts from or to another participant, staff member, volunteer, House Manager or any other person.

Participants that are struggling financially are advised to speak to the Advisory Board or house manager for guidance or resources. Participants that hide money from the Advisory Board or receive unearned/illegal money without informing the Advisory Board may be removed from the house and program.

8.17 Complaints

SOARS Housing strives to provide the best services possible and we take the participants' concerns and complaints very seriously. This process will assist us to resolve issues and correct problems. Participants reserve the right to express their concerns without repercussions from SOARS Housing staff, volunteers, fellow residents or House Manager. However, concerns must be legitimate and the participant must have evidence for the Advisory Board to effectively resolve the problem. Furthermore, complaining to volunteers, managers, probation, parole, service providers or to the public without including the Advisory Board may result in removal from the house and program; we cannot resolve the concern if we are not included in the discussion. The following process must be observed when filing a complaint.

- The participant must fill out a written complaint form and turn it in directly to the Advisory Board or house manager.
- The Advisory Board will review the complaint and take appropriate action. The Advisory Board will need 24-48 hours to investigate the issue and may require the participant to address the issue with the Advisory Board and all parties involved.
- The Advisory Board will either meet with the participant about the complaint or return a written determination to the participant.

SOARS Housing does not guarantee to resolve the complaint in the manner you may desire and after the issue has been addressed it will be considered closed and all parties will be expected to accept the Advisory Board's final decision. If the participant cannot accept the decision it will be strongly recommended that you leave the home and find a program more suitable for your recovery.

8.18 Employment Search

Participants are expected to find employment to remain in the home and program. Refusal or failure to attain employment may result in removal from the house and program. The participant must demonstrate a strong effort to attain employment to remain in the home and program (unless on disability or retirement).

8.19 Employment Guidelines

a. General guidelines

- Must provide documentation of the place of employment and your start date.
- Must retain employment and may not quit your job unless new employment is secured and you have discussed this decision with the Advisory Board or house manager prior to quitting.
- Participants that lose employment due to tardiness or absences may be asked to leave the house and program.
- Participants that lose employment due to legitimate reasons (lay-off, cutbacks, etc.) must attain new employment and must pay rent with their last pay check. Failure to attain new employment and/or the ability to pay rent may result in termination of their housing.
- During vacation time, shut-downs, holidays, etc. the participant will be expected to follow SOARS Housing program and must meet with the Advisory Board or house manager to discuss their itinerary while off work.
- At any time the Advisory Board or house manager determines the participant's specific job is negatively affecting their recovery program, the Advisory Board or house manager reserves the right to request they quit the job or leave the house and program.

b. Types of Employment Permitted

- Participants may not work for themselves or attempt to start their own business.
- Participants must attain payroll employment. Participants may not work under the table (unless given permission from the Advisory Board)
- Participants may work 3rd shift and/or any shift past 12:00 AM if approved by the Advisory Board.
- Participants may not work 12 hour shifts.
- Participants may not accept employment requiring over 50 hours per week.

8.20 Rent

SOARS Housing rent is \$320 per month to cover services, utilities, drug screens and general program and home supplies. Rent is required to be paid according the participants pay cycle to avoid loss of earned pass time or possible termination of services and housing.

- a. **Due Date:** Payments are due on or before the first of each month.
Take Note: SOARS Housing staff will not track down each participant to receive payment; it is the participant's responsibility to make their payment on time. Failure to make your payment on time will result in an immediate full house restriction or possible removal from the home and program.
- b. **Payment Options:** Participants may pay by cash, check or money order and payments can be made directly to the House Manager. Checks and money orders are to be made out to Residential Administrators. If cash is received, a receipt will be given. Do not give cash unless you receive a receipt.

- c. **Inability to Pay Rent:** SOARS Housing will discuss payment arrangements in the event the participant cannot make rent payments for a legitimate reason.
- d. **Refusal to Pay Rent:** Participants that intentionally refuse to pay rent or consistently fail to make their payment on time will be immediately removed from the home and program.

8.21 Books/Music

SOARS Housing promotes resources that identify main stream recovery principles (AA, NA, etc.). Participants that bring in other books or music not consistent with recovery values must keep the material in their rooms and may not play music out loud. The Advisory Board with the guidance of the House Manager reserves the right to deny specific material that is deemed counterproductive to the participant's recovery.

Section 9 DISCIPLINARY PROCEDURES

SOARS Housing disciplinary procedure below is established to provide a fair and measured approach to resolve issues of non-compliance. However, depending on the nature and severity of the offense SOARS Housing is not obligated to follow the below procedure to maintain the safety and integrity of the home and program. (Disciplinary procedures are subject to change at the discretion of the Advisory Board. Each rules violation will be weighted in terms of severity. Any continued repetitive behaviour after being warned will result in immediate removal).

- **Step 1:** The participant will be given a verbal warning.
- **Step 2:** The participant will be given a formal written warning and summary of the offense.
- **Step 3:** The Advisory Board will review the report and will impose necessary disciplinary action if warranted and/or a written warning of what will happen if further misconduct is reported.
- **Step 4:** The participant may be dismissed from the home and program or may have disciplinary action imposed.

*The Advisory Board reserves the right to resolve
minor or major offenses in any manner at his discretion*

9.1 Minor Offenses

Where minor misconduct is deemed to have occurred the participant will be made aware of the offense and disciplinary action may be imposed at the Advisory Board's discretion; continual minor offenses will be deemed as a major offense.

SOARS Housing will record all written warnings and reports and they will be made available to the participant's probation or parole officer and/or any service provider involved with their

recovery program. The participant will be expected to accept any disciplinary action imposed and sign a written statement to remain in the home and program. Minors offenses are considered issues that can be easily corrected with the participant's cooperation and are listed below, but not limited to,

- (a) Intentional breach of minor program rules, guidelines or expectations in the participant handbook;
- (b) Dishonesty, disrespectful or irrational behaviour;
- (c) Not completing assigned chores or keeping room clean;
- (d) Foul or inappropriate language;
- (e) Late or inattentive at weekly meetings
- (f) Poor attitude in the home;
- (g) Intentionally creating disorder or tension in the home;

9.2 Major Offenses

Where serious misconduct is deemed to have occurred you may be asked to leave the house and program for the reasons below, but not limited to:

- (a) Any intentional and continual breach of the program rules, guidelines or expectations in the participant handbook;
- (b) Any consistent dishonesty or theft;
- (c) Any situation where you act in a disrespectful, irrational, threatening, violent or abusive (verbally or physically), toward SOARS Housing staff, volunteers or other participants;
- (d) Any situation where you behave in a manner likely to bring you, another participant or SOARS Housing into disrepute;
- (e) Unauthorized leave, breaking curfew or leaving overnight;
- (f) Willful damage of SOARS Housing or another participant's property;
- (g) Using drugs or alcohol whether in the home or outside of the home;
- (h) Altering or attempting to alter drug or alcohol screens;
- (I) Alcohol, unauthorized drugs/medication or any drug paraphilia in your possession, vehicle or room;
- (j) Breaking the law or being involved with people who are;

Section 10 STATEMENT OF DECLARATION

I have received a copy of SOARS Housing handbook and have been provided the opportunity to read and ask any questions about the rules, guidelines and expectations. I fully understand and agree to the rules, guidelines and expectations.

Name _____

Signature _____

Date _____