SHORT-TERM RECOVERY RESIDENCE HANDBOOK

RESIDENT

[Revised 05/23/2018]
Recovery Life Homes has formulated its Policies and Procedures to ensure a safe and comfortable environment for all residents. Group living can pose challenges under the best circumstances. While some of the following may seem restrictive, the goal is to provide clear defined guidelines for all residents. The overriding rule is treat others as you would like to be treated, speak to others as you would like to be spoken to and give the respect you would like to receive.

**Mission Statement:**
It is the mission of Recovery Life Homes to promote quality recovery housing through exceptional quality care standards in an effort help individuals with long-term recovery from alcohol and other drug use and addiction. Recovery Life Homes is a safe and healthy living environment that promotes abstinence from alcohol and other mind-altering substances. The purpose of Recovery Life Homes is to provide an environment to initiate and sustain recovery. Recovery Life Homes aims to improve one's physical, mental and social wellbeing. Our principles and practices are based on the core values of hope, compassion, respect, honesty, responsibility, and fairness during the journey to long lasting recovery.

**Vision Statement:**
Recover Life Homes strives to provide a safe and helpful environment and support each and every resident in his or her recovery from addiction. It is our vision is to empower residents to recover from addiction and continue living a safe and healthy life. We envision all persons in recovery from addiction having access to all the care, support, and tools they need to live happier, healthier lives.

**Affidavit of Non-Discrimination:**
Recovery Life Homes provides equal access to housing, employment, programs, services, and all other activities and does not discriminate on the basis of age, race, color, national origin, sex, disability, religious belief, or marital status. The Program Director has been designated to handle inquiries regarding non-discrimination policies and may be contacted at jlopez@wstreatment.com.

**Privacy Policies:**
We hold your privacy in the highest regard and we have established concrete policies and procedures in order to keep resident's records secure, with access to such records limited to authorized staff only. Further, all of our privacy policies and procedures comply with applicable confidentiality laws.

**Confidentiality Policy:**
All Recovery Life Homes residents and employees are expected to maintain a high level of personal integrity. To ensure an atmosphere of trust, residents and employees are encouraged to practice honesty with each other. All residents and employees must take every precaution to prevent the intentional or unintentional disclosure of confidential information to any unauthorized person or outside entity. All personal information disclosed in the application form and the intake documentation are kept locked away in the possession of the Program Director.

**Your Recovery Your Voice:**
Recovery is a daily and ongoing process. Each and every activity is aimed at the ultimate goal of recovery. Our staff is here to help you with any problems, concerns, or difficulties you may be experiencing. We encourage you to reach out at all times, not just during formal interactions. Recovery is also different for each and every individual. You must own your recovery, and we are here to help you develop, participate, and document your own personalized recovery plan including an exit plan and a lifelong plan.
Recovery Life Homes Emergency Contact:
In an event of an emergency please dial 911, then contact either Program Director or Case Manager.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Program Director</td>
<td>Janette Lopez</td>
<td>(954) 804-6108</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Lori Aubin</td>
<td>(239) 895-0610 ext. 3108</td>
</tr>
<tr>
<td>Case Manager</td>
<td>Brandy Sutton</td>
<td>(239) 810-6620</td>
</tr>
<tr>
<td>Case Manager</td>
<td>James Serico</td>
<td>(941) 623-2319</td>
</tr>
<tr>
<td>Case Manager</td>
<td>Brandy Sutton</td>
<td>(239) 810-6620</td>
</tr>
<tr>
<td>Case Manager</td>
<td>Christine Moorhead</td>
<td>(239) 839-9046</td>
</tr>
<tr>
<td>Administrator</td>
<td>Joe Ducey</td>
<td>(954) 788-9753</td>
</tr>
</tbody>
</table>

Crisis/Emergency Hotlines

<table>
<thead>
<tr>
<th>Hotline</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>*Abuse Hotline</td>
<td>(239) 939-2553; (800) 500-1119</td>
</tr>
<tr>
<td>*AIDS/HIV Hotline</td>
<td>(800) 352-2437</td>
</tr>
<tr>
<td>*Anorexia Disorders</td>
<td>(847) 831-3438</td>
</tr>
<tr>
<td>*Depression/Bipolar</td>
<td>(800) 826-3632</td>
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<tr>
<td>*Domestic Violence</td>
<td>(800) 799-7233</td>
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<tr>
<td>*Eating Disorders</td>
<td>(800) 931-2237</td>
</tr>
<tr>
<td>*Hep C</td>
<td>(415) 989-5212; (877) 435-7443</td>
</tr>
<tr>
<td>*Hope line</td>
<td>(800) 442-4673</td>
</tr>
<tr>
<td>*Mental Health</td>
<td>(800) 969-6642</td>
</tr>
<tr>
<td>*Postpartum</td>
<td>(800) 994-4773</td>
</tr>
<tr>
<td>*PTSD</td>
<td>(800) 273-8255</td>
</tr>
<tr>
<td>*Sexual Assault</td>
<td>(800) 656-4673</td>
</tr>
<tr>
<td>*Suicide Hotline</td>
<td>(800) 273-8255</td>
</tr>
<tr>
<td>*Victims of Crime</td>
<td>(800) 394-2255</td>
</tr>
</tbody>
</table>
Code of Ethics:
1. Assess each potential resident’s needs, and determine whether the level of support available within the residence is appropriate. Provide assistance to the resident for referral in or outside of the residence.
2. Value diversity and non-discrimination.
3. Provide a safe, home-like environment that meets NARR Standards.
4. Maintain an alcohol-free and illicit-drug-free environment.
5. Honor individuals’ rights to choose their recovery paths within the parameters defined by the residence organization.
6. Protect the privacy and personal rights of each resident.
7. Provide consistent and uniformly applied rules.
8. Provide for the health, safety and welfare of each resident.
9. Address each resident fairly in all situations.
10. Encourage residents to sustain relationships with professionals, recovery support service providers, and allies.
11. Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff and visitors within the residence.
12. Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.
13. Provide consistent, fair practices for drug testing that promote the residents’ recovery and the health and safety of the recovery environment and protect the privacy of resident information to the extent allowed by law.
14. Provide an environment in which each resident’s recovery needs are the primary factors in all decision making.
15. Promote the residence with marketing or advertising that is supported by accurate, open and honest claims.
16. Decline taking an active role in the recovery plans of relatives, close friends, and/or business acquaintances who may apply to live in the recovery residence.
17. Sustain transparency in operational and financial decisions.
18. Maintain clear personal and professional boundaries.
19. Operate within the residence’s scope of service and within professional training and credentials.
20. Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community at large.

Peer Staffed and Governed:
To the extent that we maintain a positive and supportive environment promoting long lasting recovery, the residents may choose to establish a “resident council” and seek participation of the other residents in creating a voice for the home, governing the home, and creating certain rules by the residents that the residents (not the staff) enforce.

Leadership Model Approach:
We have a home staffing leadership and development plan that includes current and former residents. The goal is to provide leadership roles and encourage peers to follow exemplary recovery principals and ultimately assume the leadership role themselves.

Resident Screening Orientation:
Admission to Recovery Life Homes is open to any person over the age of 18, who is in recovery from alcohol and/or drug addiction. The application process is as follows:

- Call 954-804-6108 for a phone interview or contact us via recoverylifehomes.com
• Schedule an intake appointment at a designated Recovery Life Homes location where a Case Manager and/or Program Director will give a tour of the premises and review the programs Policies and Guidelines.
• Fill out and review application form with a staff member.
• If the potential resident is still detoxing, under the influence or is unwilling to commit to the program guidelines, he/she will be denied upon request to enter the residence.
• The resident is required to provide the following:
  o Must submit to an observed drug screen and a breathalyzer upon entering residence.
  o Staff member will do all initial admission documentation with resident and answer any questions he/she might have.
  o Staff member will introduce the resident to his/her housemates and house manager. Resident will be shown to his/her room, where resident can get comfortable.

Communication of Rights and Requirements Prior to Agreement:
Prior to your commitment to enter our housing and before any agreement to our terms is signed, our staff shall provide you with the following information and explanations:
• An orientation on agreements, policies and procedures.
• Written resident’s rights and requirements (e.g. House Rules and grievance process) and where they are posted (e.g. common areas).
• A written Resident Agreement that includes:
  o Services provided
  o Recovery plan including a move-in (i.e. goals and objectives) and move-out (i.e. contingency) plan
  o Financial terms
  o Resident documents that fully disclose policies regarding possessions (personal property) left in a home.

Policy Regarding Payments, Deposits, Refunds, and Records Retention:
It is our policy that prior to the initial acceptance of any funds, we will inform applicants, in writing, of all fees, charges, or other financial obligations for which the applicant will be, or could potentially be, responsible for, such as forfeiture of any deposits or advance payments and fees as a result of premature departure from the home. The applicant must sign this fee disclosure statement acknowledging they have read, received, and understand it contents. We will also disclose to each applicant any current refund policies, in advance of acceptance into the home and before accepting any fees.

Recovery Life Homes does not require a deposit prior to moving into the Recovery Residence, therefore, most residents will not receive refunds. However, if you (or a third party on your behalf) has paid your rent in advance, Recovery Life Homes will assess any damages to the property prior to determining a refund amount. The refund may be reduced based on the costs of the assessed damages incurred. However, in the event a refund is due and owing to you (the resident), consistent with the terms of our resident agreement, we will do our best to process and issue refunds upon departure from the home or within 10 business days of discovery that the refund is due and owing. For purposes of this section, a return of a deposit shall be considered a refund and returned in the same manner.

We currently use Quickbooks Enterprise accounting system. This system allows us to fully document and maintain accurate and complete records of all resident financial transactions such as fees, charges, payments, credits, and deposits. Such records are available to the resident upon request.
It is our strict policy that our staff never become involved in residents' personal financial affairs, including lending or borrowing money, or other transactions involving property or services, except that Recovery Life Homes may make agreements with residents with respect to payment of fees.

**Collection of Data:**
During the admissions process we will collect your demographic information and emergency contact information for the purpose of continuously improving our quality of care.

**Home-like Environment:**
We strive to make your recovery as comfortable as possible by providing a home-like environment with the comfort and amenities normally found in a home. We also strive to create a family equivalent setting where all the residents contribute in maintaining the quality of our home by lending a helping hand, assisting in chores, involvement in food preparation, sharing in household expenses, attending and contributing during weekly house meetings. Residents' responsibilities should increase with their progress or length of stay or progress in their recovery. Additionally, we will do our best to accommodate requests for living situations.

**Resident Agreements:**
- Resident agrees to attend daily “12 step meetings” (AA, NA, CA, Smart, Celebrate). Transportation, if necessary, will be provided daily.
- Resident agrees to make their bed daily and make sure their room is clean before leaving for the day.
- Resident agrees to do his/her chore(s) weekly.
- Resident agrees to be home each night by curfew.
- Residents who are not working, must be out of the residence between 9am-4pm, actively looking for employment.
- Resident must be actively participating in an outpatient program.
- Resident agrees to stay abstinent from all non-prescribed mind and/or mood-altering substances.
- Resident agrees to leave premises immediately upon detection of drug or alcohol usage.
- Resident agrees to not have, possess, or allow to be brought into the residence, any alcohol or drug substance. Violation of this will result in permanent termination.
- Resident agrees to leave premises upon exhibiting violent behavior. If threats of violent behavior are observed, resident will be placed on a behavior contract. If threats of violent behavior continue, resident will be terminated.
- Resident agrees not to engage in gambling, stealing, illegal activity, and/or sexual activity within any Recovery Life Homes residences. Termination for 1st offense could be permanent.
- Resident agrees to submit to an observed drug screen and/or breathalyzer within a reasonable period of time of 1 hour from the time of request.
- Residents agrees to leave premises immediately upon refusal to submit to an observed drug screen and/or breathalyzer.
- Resident agrees to pay weekly rent every Wednesday in the amount of $125.00. Resident can pay Program Director/Recovery Life Homes employee by cash, check, money order, or credit card.
- Failure to pay rent on time shall result in a $25.00 late fee to be applied you the resident’s past due balance.
- Failure to make payments towards rent will result in termination.
- Resident agrees to attend weekly House Meetings at the designated times.
- Resident agrees to only have visitors during the designated time of 4pm-7pm.
- Residents of Recovery Life Homes visiting other Recovery Life Homes’ residents of opposite gender must have same gender buddy from a Recovery Life Homes residence with them and may only occupy the Common Areas within each residence.
- Resident agrees that only the residents assigned to that particular Recovery Life Homes residence are allowed to be in the pool.
- Persons of opposite gender are strictly prohibited from entering bedroom spaces. This includes bathrooms that may only be accessed via bedroom spaces.
- Resident agrees not to smoke or vape inside the residence. Smoking or vaping must occur outside in the designated area and cigarette butts must be discarded properly.
- Within the first two (2) weeks of moving in, resident must obtain employment. Compliance may be evidenced through proof of pay stub, letter from employer or employee training material.

Rent Payment Policy:
- Rent is due every Sunday Morning at the House Meeting and should be paid to the Program Director/Recovery Life Homes Staff Member.
- Payments may be made in the form of Cash, Check, Money Order or Credit Card.
- You may pay your rent at 1820 Colonial Boulevard between the hours of 8:00 a.m. – 4:00 p.m.
- Residents behind on rent agree to pay a $25.00 late fee.
- Residents behind on rent will be placed on a curfew of 8:30pm and may be evicted.
- If you pay by debit or credit card, you may choose to make the payment over the phone by calling Lori at 239-895-0610 ext. 3108. You may leave message with your name, number and the best time to reach you. Family members may call and pay rent on your behalf as well.

Items Provided:
Each resident will be provided a set of linens (mattress cover, comforter, sheets, pillow, pillow case, 1 towel, 2 wash cloths). Recovery Life Homes also supplies common use items such as cookware, dining ware, cleaning products, toilet paper, trash bags, paper towels, and laundry detergent.

Resident Rights and Requirements:
- Resident will not be discriminated against because of race, color, religion, sex, age, national origin, sexual orientation, disability or socio-economic status.
- Resident will be treated with respect and courtesy by all staff, residents, and guests of Recovery Life Homes.
- Resident shall be afforded personal privacy to the degree and extent possible in a program such as Recovery Life Homes.
- Confidentiality by program staff, including communications and records of your residency as authorized and required by law.
- All residents must be able to engage independently in major activities including eating, dressing, bathing and other activities consistent with independent living.
- Residents must have the firm intention of remaining clean and sober, and actively engage in a program of recovery.
- Resident must attend 90 meetings in 90 days and turn in meeting logs to phase up to next level.
- Resident must abide by the house rules and have respect for their House Manager.
**House Expectations:**

- Before being admitted to the residence, an interview will be conducted.
- Residences must be gender specific.
- Persons of opposite gender may only occupy the Common Areas within each residence and may only do so between the hours of 4pm and 7pm. All visitors must be pre-approved by Program Director/Staff.
- Residents of Recovery Life Homes visiting other Recovery Life Homes house of opposite gender must have same gender buddy from a Recovery Life Homes house with them and may only occupy the Common Areas within each residence between 4pm and 7pm (limited to 1 time a week and not in swimming pools).
- Persons of opposite gender are strictly prohibited from entering bedroom spaces. This includes bathrooms that may only be accessed via bedroom spaces.
- Residents are not allowed to smoke or vape inside the residence. Smoking must occur outside and cigarette butts must be picked up and disposed of in the proper disposal containers.
- Within the first 30 days of residence, residents must attend at least one self-improvement meeting (12 step, Smart Recovery, Faith-Based Recovery) meeting per day. Transportation to one local meeting will be provided daily.
- Residents must attend a “House Meeting” at the designated times weekly. Exceptions will be granted for residents on shift during House Meeting.
- Residents must make their bed daily.
- Approved psychiatric medication must be securely stored in personal locker.
- Within 2 weeks of moving in, residents must have obtained employment. Compliance may be evidenced through proof of pay stub, letter from employer, employee training materials.
- Residents must submit to observed drug screens (urinalysis) weekly and breathalyzer nightly.
- Residents will be assigned a house chore.
- Residents who are not working full-time, must be out of the house between 9:00am and 4:00pm daily.
- Residence may play personal video games devices on television a maximum of 1 hour a day.
- Residents must be actively participating in an outpatient treatment program.
- Site maintenance staff will be available on an on-call basis. Maintenance issues need to be reported to a staff member (Please see section on Maintenance Repair Process).

**Curfew Process:**

- Each Resident is required to return home for nightly curfew.
- Resident must check-in for the night with the House Manager at or before curfew.
- After checking in for the night, residents may not leave the property until 6AM the following morning.
- Curfew times subject to pre-approved exception for residents that are on shift at work and will vary depending on an individual’s Phase listed below.
**Sample Weekly Schedule:**

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<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
<td>IOP 9am-12pm</td>
<td>IOP 9am-12pm</td>
<td>IOP 9am-12pm</td>
<td>IOP 9am-12pm</td>
<td><strong>Chore Day</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Night</strong></td>
<td>IOP 6pm-9pm 12-Step Meeting 8pm-9pm</td>
<td>12-Step Meeting 7pm-8pm Outside Event Basketball/Volleyball 9pm-12am</td>
<td>IOP 6pm-9pm 12-Step Meeting 7pm-8pm</td>
<td>IOP 6pm-9pm 12-Step Meeting 7pm-8pm Or 8pm-9pm</td>
<td>12-Step Meeting 7pm-8pm</td>
<td>12-Step Meeting 7pm-8pm</td>
<td><strong>Weekly House Meeting with House Manager</strong></td>
</tr>
</tbody>
</table>
Phase Process and Curfews:
Phase 1: Personal Recovery Commitment (First 30 days)
- Curfew for those in residence less than or equal to thirty (30) days is 10:00pm nightly.
- Residents agree to complete 30 meetings in 30 days. That is 1 meeting per day, signing on your Support Group Attendance list.
- Residents must be out of the house from 9:00am until 4:00pm seeking employment until employed. If on SSI, resident must be volunteering within the community during daytime hours.
- No overnight stays allowed
  - Exceptions available (Family coming to town or travel home to see family) with prior authorization from Program Director obtained at least 72 (seventy-two) hours in advance. (Must be current on rent)

Phase 2: Continued Commitment (31-90 days)
- Curfew for those in residence thirty-one (31) to ninety (90) days is 11:00pm nightly (Phase 2).
- In order to achieve Phase 2 privileges, resident must have been compliant with the following:
  - Previously met all Phase I requirements.
  - Good attendance at White Sands PHP/IOP (missing no more than 1 group sessions per month).
  - Attend 12 step meetings once per day.
  - Be employed.
  - Have a sponsor.
  - Have a home group.
  - Set example for new residents.
  - Up to date on rent with no outstanding balance.
  - No more than two (2) behavioral infractions within first thirty (30) days of move-in and/or no more than two (2) behavior infractions within the 30-day period of each month.
  - No overnight stays allowed (other than approved by Program Director at least 72 hours in advance and must be current on rent).

Phase 3: Modeling Recovery Commitment (91+ days)
- Curfew for those in residence greater than ninety (90) days is 12:00am nightly. Two overnight stays allowed per month with prior approval of Program Director (Phase 3).
- In order to achieve Phase 3 privileges, resident must have been compliant with the following:
  - Previously met all Phase 2 requirements.
  - Good attendance at White Sands PHP/IOP (missing no more than 1 group sessions per month).
  - Attend 12 step meetings once per day.
  - Be employed.
  - Have a sponsor.
  - Have a home group.
  - Set example for new residents.
  - Worked 1st step with Sponsor.
  - Conduct 1 house meetings per month.
  - Complete Exit plan to establish continued long-term recovery.
  - Up to date on rent with no outstanding balance.
  - Have attendance sheet signed at every meeting (Attend 12 step meetings once per day)
  - No more than two (2) behavioral infractions within first thirty (30) days of move-in and/or no more than two (2) behavior infractions within the 30-day period of each month.
  - No overnight stays allowed (other than approved by Program Director at least 72 hours in advance and must be current on rent).
Drug Screening Policy:
- Resident agrees to submit to observed drug screening and/or breathalyzer within the reasonable period of time of 1 hour upon request.
- Resident agrees to leave premises immediately upon refusal to submit observed drug screen or breathalyzer.
- Resident agrees to leave premises if drug screen or breathalyzer come up positive for alcohol or substances.
- Failure to pass drug screen and/or breathalyzer will result in resident being discharged for 72 hours. Resident will be allowed to re-enter residence if they can pass another drug screen and/or breathalyzer after the 72-hour discharge period. Resident will be put on behavioral contract. If resident breaks behavioral contract or fails drug screen and/or breathalyzer will result in permanent termination.
- Residents are not responsible for costs of testing.

Drug Screening Process:
- Residents must submit to observed drug screens (urinalysis) weekly and breathalyzer nightly.
- Residents may be required to submit to immediate drug screen upon suspicion of using any mind or mood-altering substance.
- Weekly drug screen times will be selected at random.
- Residents are not responsible for costs of testing.
- House Manager will conduct observed drug screens (Gender specific).
- Residents will be given reasonable period (one (1) hour) of time to submit sample. While waiting to produce sample, resident must remain in the presence of house manager.
- House manager will enter bathroom with resident.
- No running water allowed in bathroom.
- Residents pockets must be emptied prior to entering bathroom.
- No test results will be revealed to resident.
- Residents may not hide process of depositing specimen.
- Procedure for Male Residents:
  - Case Manager/House Manager must observe stream of urine entering test cup.
- Procedure for Female Residents:
  - Females must place one hand on the counter while collecting urine specimen with the other hand.

Confirmation Testing:
At this time, we do not employ confirmation testing. However, we reserve the right to utilize confirmation testing under certain circumstances. In the event a confirmation test is performed, the resident shall not be responsible for the cost of such testing.

Prohibited use of prescription medications/Alcohol
Unless approved by management for medical emergencies the following are expressly prohibited:
- **Opioids including but not limited to the following:**
  - Codeine/Tylenol with Codeine
  - Fentanyl (Actiq, Duragesic, Fentora)
  - Hydrocodone (Hysingla ER, Zohydro ER)
  - Hydrocodone/acetaminophen (Lorcet, Lortab, Norco, Vicodin)
  - Hydromorphone (Dilaudid, Exalgo)
  - Meperidine (Demerol)
  - Methadone (Dolophine, Methadose)
  - Morphine (Astramorph, Avinza, Kadian, MS Contin, Ora-Morph SR)
- **Stimulants including but not limited to the following:**
  - Dextroamphetamine (Adderall, Dexedrine spansule)
  - Methylphenidate (Ritalin)
  - Amphetamine sulfate (Evekeo)
  - Dextroamphetamine (Dexedrine, ProCentra, Zenzedi)
  - Dexamfetamine (Focalin)
  - Lisdexamfetamine (Vyvanse)
  - Methylphenidate (Concerta, Daytrana, Metadate CD, Quillivant XR, Ritalin LA)

- **Benzodiazepines including but not limited to the following:**
  - Alprazolam: Xanax; Kalma; Apo-Alpraz; Novo-Aloprazol; Nu-Alprax; Tafil
  - Clonazepam: Klonopin; Rivotril
  - Diazepam: Valium; Ducene; Antenex; D-Pam; Pro-Pam; Apo-Diazepam; Diazemuls; E Pam; Meval; Novo-Dipam; PMS-Diazepam; Vival
  - Lorazepam: Ativan; Apo-Lorazepam; Novo-Lorazepam; Nu-Loraz; PMS-Lorazepam; Pro-Lorazepam

- **Alcohol of any type**

**Prohibition on Weapons:**
Weapons of any type are prohibited in the residence included but not limited to the following:

- **Knives**
  - Knives with blades over 4 inches
  - Switchblade knives/automatic knives
  - Butterfly knives
  - Throwing stars
  - Ballistic self-propelled Knife are ban in Florida (physically separates the blade from the device).

- **Guns**
  - Hand guns
  - Rifles
  - BB Guns
  - Dart guns
  - Stun guns/Dart-firing stun gun
  - Black powder/bullets

- **Bows and arrows**
- **Slingshots**
- **Metallic knuckles**
- **Fireworks**
**House Chore Process:**
- Each Resident will be assigned a house chore weekly.
- Chore assignments will be posted in each residence.
- Chore assignments will be rotated each week.
- Program Director/Case Manager/House Manager will do one comprehensive weekly chore inspection.
- Program Director will do weekly walk-through to ensure cleanliness of residence.
- Consequences will be assessed for missed or incomplete chores and may result in rollback of Phase and/or other consequences (see [Infractions](#)).

**Grievance Policy:**
Concerns and/or complaints are to be brought to the weekly house meeting to be discussed. Resident input is encouraged and is necessary for a healthy living environment. Residents will have access to grievance forms that can be turned in to the Program Director/Case Manager at any time. Grievance forms will be available in the house and will be addressed within 72 hours of being turned in. If you feel as if your grievance was not adequately resolved, you may contact the Florida Association of Recovery Residences at (561) 299-0405 or at [www.farronline.org](http://www.farronline.org) to determine what options you may have available to you.

**Self-Harm/Harm to Others Policy:**
If any resident threatens to harm themselves or harm other residents, will be a result in permanent discharge. Resident will be asked to pack their belongings and be given resources for other housing in the area.

**Maintenance Repair Process:**
If there is a maintenance issue, residents are to fill out a Maintenance Repair Request Form, available in the house, and submit the completed Maintenance Repair Request form to the Program Director/Case Manager. The Program Director/Case Manager will then review the request and if required, will send out a ticket for the necessary repair. Please allow at least 72 hours from the time the Maintenance Repair Request Form has been submitted for us to address your request.

**Medication Storage Process:**
Prescription narcotic medications are not permitted at Recovery Life Homes. Morphine and Methadone are not permitted either. You may not consume anything nor bring anything to Recovery Life Homes property that contains alcohol, this is including mouthwash. All other prescriptions, except for narcotics, are only allowed if they are prescribed to you by a doctor and are taken as prescribed. Medications are not to be shared with any other resident. If medications are shared, both/all parties will be discharged. Residents are responsible for taking care of their own prescribed medications. Recovery Life Homes provides each resident with their own locker in the residence. Do not leave medication out where it is in the open or unprotected. All medication shall be locked up in the residents’ designated locker, this includes any over the counter medication. Staff may, at any time, conduct a medication check and medications may be counted to confirm accuracy of dosages taken. Abuse of medications will result in discharge. Any changes in medications must be reported to Recovery Life Homes staff.

**Policy Regarding Employment of Residents:**
In the event that Recovery Life Homes, or any member of its staff employs, contractors or enters into a paid work agreement with a resident, that arrangement must meet the following conditions:

1. The paid work arrangements must be completely voluntary (Resident shall not suffer consequences for declining work and/or Residents who accept paid work are not treated more favorably than residents who do not).
2. The paid work for the operator or staff does not impair participating residents' progress towards their recovery goals.
3. The paid work is treated the same as any other employment situation.
4. Wages are commensurate with marketplace value, and at least minimum wage. The arrangements are viewed by the majority of the residents as fair.
5. Paid work does not confer special privileges on residents doing the work. Work relationships do not negatively affect the recovery environment or morale of the home. Unsatisfactory work relationships are terminated without recriminations that can impair recovery.

Alumni Network:
It is our culture to build the relationships with residents while they are in the home, and continue those relationships with alumni upon their departure from the home. Even after leaving the home, your participation and community activities will always be encouraged and will remain in integral part of your long lasting recovery.

Daily Activities:
You are encouraged to participate in as many activities as you like. On a daily basis, each resident should participate in at least one of the following:
- Attend work, school, or volunteer outside of the residence community.
- Participate in mutual aid or caregiving.
- Participate in social, physical or creative activities.
- Attend daily or weekly programming.

Connecting with Residents and Staff:
We are all here to support one another and foster positive supportive relationships. We encourage residents and staff alike to engage one another in informal activities, conversation, and other peer-based interactions that foster mutually supportive and recovery-oriented relationships. We will also, from time to time, coordinate and/or host community gatherings, recreational events or other social activities amongst residents and staff.

Connection with the Local Recovery Community:
Building connections with others in the community can greatly increase your chances of a long term and lasting recovery. Our staff is knowledgeable about the community and we strive to help residents build those connections. We want to make sure residents are informed of the available opportunities to mutual aid, recovery community centers, recovery ministries, recovery-focused leisure activities, and recovery advocacy opportunities. Additionally, we offer the following:
- Mutual aid meetings are hosted on site and there are typically attendees from the greater recovery community.
- Assistance in finding a recovery mentor or mutual aid sponsor if you are having difficulty finding one, preferably before leaving the residence.
- Participants are encouraged to find a recovery mentor or mutual aid sponsor before leaving the residence.
- Assistance in connecting with the community such as job search, education, family services, and health or housing programs.
- We encourage residents to engage in community relations and interactions to promote kinship with other recovery communities and goodwill for recovery services.
- Regularly scheduled sober social events.
- Resource directories.
**Courtesy Rules and Respect for Neighbors:**  
House rules must foster behavior of residents which is respectful of neighbors and the community. We all share the same right to peace and quiet. Please be courteous and respectful to the property, our surrounding neighbors, and the community. To fulfill the Recovery Life Homes Mission, it is imperative that all residents and employees are considerate to our neighbors. Any personal conduct that negatively affects our relationships with our neighbors and the surrounding community will not be tolerated.

- Residents shall only park in designated Recovery Life Homes parking areas—Please do not park on private property or in a manner that disrupts or interferes with the regular flow of traffic.
- Please dispose of cigarettes properly.
- Please refrain from loitering in a manner that is disruptive to our neighbors’ quiet enjoyment.
- Please keep the noise level down to a respectful level. Our surrounding neighbors should not be able to hear your conversations.
- Please refrain from using lewd or offensive language.
- Please keep the property and the surrounding public space clean and free from trash and debris. Please dispose of all trash in the proper trash bins.

**Public Complaints:**  
In the event there is a complaint from a non-resident or neighbor, or an issue arises between a resident of Recovery Life Homes and a neighbor, all staff and residents are hereby instructed to provide the individual making the complaint with the contact information for the House Manager and the Program Director. The House Manager and/or the Program Director shall respond to the neighbor’s concern in a timely manner in order to determine the nature and validity of the complaint and ultimately reach an appropriate resolution.

**Self Safety Assessments:**  
It is the policy of Recovery Life Homes to conduct regular self-safety assessments each month. A log of these assessment is maintained and stored at property and available upon request.

**Emergency/Fire Plan:**  
In the event of an emergency (such as a medical emergency, overdose, or criminal activity) please dial 911 immediately, then contact Program Director/Case Manager who will notify Emergency Contact if necessary. Additionally, you may always refer to the emergency numbers, procedures, and evacuation maps posted throughout the residence.

In the event of a fire, please do not attempt to put out the fire. Instead, you must immediately evacuate the building through the nearest and safest exit when the alarm sounds (or sooner if you are a witness to the fire). Once you have exited the building and reached a point of safety, please immediately dial 911 for emergency assistance.

We want to ensure you are aware and comfortable with the emergency procedures. If you have any questions regarding the emergency procedures as they have been explained to you, please contact the Program Director or Case Manager.

**Hurricane Procedure:**  
In the event of a hurricane, we will follow the state and/or local government orders for required evacuations. Recovery Life Homes has further entered into a contract with Park Royal Hospital to shelter our sober home residents in the event of an ordered evacuation. In the event Park Royal is not an available option, then alternate evacuation options shall be conveyed to the residents at that time. Due to the extreme uncertainty
involved in tracking or predicting the weather, we urge you to remain in close contact and communication with staff during any “hurricane watch/warning.” Proper preparation for a hurricane begins well before a hurricane watch or warning is issued. Please consult the Hurricane Checklist below to help you prepare and gather the necessary supplies.

**Hurricane Checklist:**
- Plan for safe evacuation route(s) and shelter.
- Gather all important emergency contacts and telephone numbers.
- Ensure adequate supplies – First aid kit, battery operated radio, batteries, trash bags, disposable eating utensils, bottled drinking water, non-perishable food and beverages, manual can opener, hand sanitizer, backup communication method/plan, flashlights.
- Prepare vehicle for evacuation (if necessary) – fill up fuel tank, gather additional spare fuel, have your oil, transmission fluid, and power steering fluid levels checked, first aid kits on board, flashlight on board, inspect and/or replace spare tire.

**Tornado Procedure:**
In the event a tornado watch or warning is issued for the area:
- Seek shelter in the House away from windows and glass doors; use hallways or central areas for cover.
- Stand with your back to the wall and remain calm.
- Remain indoors until the tornado watch or warning has been lifted.
- A damage and safety assessment should be completed and any unsafe areas marked off with caution tape before anyone is allowed to freely roam the residence.
- After the residence is deemed damage free and safe, normal operations shall resume.

**Searches for Hazardous/Prohibited Substances:**
RESIDENTS AND STAFF UNDERSTAND AND AGREE THAT RECOVERY LIFE HOMES RESERVES THE RIGHT TO SEARCH PERSONAL SPACES AND AFFECTS FOR DRUGS, PARAPHERNALIA, CONTRABAND, ALCOHOL, WEAPONS, OR ANY OTHER HAZARDOUS ITEMS ANYTIME A SAFETY CONCERN ARISES (BASED ON STAFF’S SOLE DISCRETION).

The discovery of any drugs, paraphernalia, contraband, alcohol, drug substances, weapons, or any other hazardous items of any kind in or near any personal belongings may result in immediate termination.

**Infractions (varied in severity and in no particular order):**
- Late for curfew.
- Having member of the opposite sex in bedroom space.
- Non-payment of rent (after 3 weeks).
- Positive on drug screen.
- Positive on breathalyzer.
- Theft.
- Refusal to submit to drug screen or breathalyzer.
- Not completing chores.
- Negative contracting (knowing about rule violations especially other resident relapse and not sharing info with staff).
- Unkempt bedroom space.
- Unkempt house (i.e. dishes in sink, dirty floors, cluttered tabletops/countertops, items left on lanai).
- Unmade beds.
- Having guests after curfew.
- Providing other residents with their psychiatric medication.
• Missing weekly “House Meeting” (unless previously excused).
• Damage to property.
• Smoking or vaping inside residence.
• Relapse.

Consequences (varied in severity and in no particular order):
• Discharge from residence.
• Temporary or permanent role back of phase privileges.
• Three (3) hours of community service in community and/or at Recovery Life Homes Residence.
• Reduced curfew.
• Temporarily or permanently prohibited from opposite gender Recovery Life Homes properties.
• Ride in Recovery Life Homes van to all recovery related meetings
• Fines for damage to property (assessed by maintenance).

Discharge Policy:
• Residents agree to take their belongings upon discharge from premises.
• Upon discharge Recovery Life Homes will provide transportation to either airport, bus station or another recovery house in the area.
• Residents’ belongings that are left behind will be packed and placed in a storage facility on Deleon St. Fort Myers, Florida. Residents have 72 hours to pick up belongings. You must call Program Director (Monday-Friday, 9am-4pm) to make arrangements to collect your belongings. Failure to collect belongings within 72 hours will result in belongings being donated.

Involuntary Discharge:
• Failure to follow and adhere to the rules and regulations of Recovery Life Homes may result in you being asked to leave. If at that point you refuse to leave, we will be required to contact appropriate local law enforcement to assist in your removal from the premises.

Questions of Concerns:
If you feel any of these policies have not been adhered to in the manner outlined above, or if you have any other questions or concerns, please contact the Program Director or Case Manager.

***RESIDENT UNDERSTANDS AND AGREES TO RECOVERY LIFE HOMES HANDBOOK***

Resident Signature: _____________________________
Date: _____________________________

Staff Signature: _____________________________
Date: _____________________________
Recovery Life Homes
Maintenance Request Form
(additional copies available upon request)

Date Requested: ___________ Requested By: _______________

Site Location: ________________________________________

Description: ____________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Submitted By: _______________________________

Date Submitted: ________________________________