

Policies & Responsibilities

Clean & Sober Transitional Living

1st Step Sober Living is an unrelated adult communal sober living environment. The rules at 1st Step Sober Living are designed to accomplish several things. It can be tempting to see rules, regulations and expectations as restrictive or punishing. But like any of the new tools you've been learning in AA/NA, you should know that when we make a point to work at it, not against it, we benefit in personal growth. It would be impossible to list every rule or situation so some common sense must be used. Any group of people living together clearly requires organization and teamwork in order for the house to function smoothly. Many of the rules relate to these kinds of household details. In addition, and more importantly, each of these rules has a similar "rule" in the outside world of work, family, life, etc. Breaking of these rules will result in a review and possible discharge from our home and termination of your Resident Agreement. Often, people suffering from dependency, have patterns of irresponsible behavior resulting in lost jobs, lost relationships, loss of self-respect, etc. By recognizing and using these rules as positive guidelines, each of us can strengthen our recovery by learning to live orderly and responsible lives.

PROGRAM

Structure:

- a. 12 Step Meetings** – Residents of 1st Step are expected to attend 90 12 step meetings in the first 90 days. Residents at 1st Step for more than 90 days are expected to attend three 12 step meetings per week.
- b. Relapse Prevention** – All residents in their first 90 days at 1st Step will be required to attend the weekly Relapse Prevention meeting held on Thursdays at 7:30 PM. This meeting will be voluntary for residents who have completed 90 days at 1st Step.
- c. House Meeting** – All house members are required to attend the weekly house meeting. The weekly house meeting will be held on Sundays at 6:00 PM. Residents will be required to bring AA/NA attendance cards and can expect to participate in random UA. All house issues, concerns, and business will be discussed at this meeting.

Upon admission and at any time, if the staff deems necessary, your room and personal belongings may be searched for alcohol, drugs, or other contraband. Residents will be subject to random drug and alcohol screenings each week. Any resident found using alcohol or drugs will be immediately discharged and the Resident Agreement terminated. No refund of Rents/Deposits will be given for any violation of policies.

Leaving overnight is only allowed after a resident has completed the probationary period of 30 days and is in good standing with the house (this includes employment). You may leave overnight up to two nights per week. You are responsible for getting another resident to cover any household responsibilities you may have during your overnight out.

Curfew Hour is at 11:00 PM Sunday-Thursday and 1:00 AM on Friday-Saturday. You are expected to be home on time. If work hours conflict, prior arrangements must be made. If you anticipate being late, call your House Manager and advise as soon as possible. Any infractions will result in consequences and possible termination of residency. All violations will be noted in your file.

All tenants are required to sign in and out, declaring their destination and approximate date and time of their return, on the sign out sheet provided daily. All tenants are also required to either complete or have arranged for someone to complete their chore while they are gone. The purpose of sign out is for accountability, telephone courtesy and in case of emergency.

Residents are strongly encouraged to exhibit an honest, open and willing attitude.

Residents may not bring any valuable items to 1st Step Sober Living House. 1st Step Sober Living House is not responsible for any items brought by a resident to the house.

You are required to attend, on time, a minimum of three 12-Step meetings weekly. This will be verified with your signature card at our mandatory house meetings. Acceptable meetings include: AA/NA/CA 12-Step Meetings.

The use of any alcohol or any unauthorized mood-altering chemical is not allowed, either on or off the premises. Continuous sobriety is necessary for residents at 1st Step Sober Living. Should a resident resume usage, resident will be terminated immediately from 1st Step. If you think another resident has been drinking or using drugs, inform a staff member so that the staff can confront the resident in a sensitive way and appropriate action can be taken. Anonymity will be respected. A drug screen (UA) may be requested when there is suspected chemical use. Physical violence directed at you, another person or 1st Step Sober Living staff/property will be grounds for immediate termination. In addition, any language or gestures determined by staff to be consistently abusive or threatening may be grounds for termination. It is expected that residents will not engage in enabling behavior. Illegal activities are not condoned by 1st Step Sober Living and are grounds for termination.

All residents must be employed, seeking employment, or attending school.

Residents are expected to abide by confidentiality and anonymity of peers. What is said at 1st Step stays at 1st Step Sober Living house.

Residents are expected to be responsible, respectful and considerate of all others and the house at all times. You are not allowed in another resident's bedroom. Only staff and the resident who is living in that bedroom are allowed in that bedroom. You may not have any physical contact with another resident on the property, other than a handshake or a 'greeting hug'. Romantic contact/relationships with other residents may be grounds for termination.

Your pets may not live on 1st Step Sober Living property.

FURNITURE

You are not allowed to remove or move any furniture or fixtures from the house or from room to room. **Do not bring** any of your furniture or it becomes 1st Step Sober Living property! All items in the house or hanging on the walls are 1st Step Sober Living property. You may bring family pictures or recovery items only. These items are allowed only in free standing frames. No wall hangings will be allowed. Notify the House Manager if you are donating something to your house with the understanding that the item stays after you move out.

GRIEVANCE BY RESIDENT

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.

HOUSE MEETINGS

All House Meetings are **CLOSED** meetings. Guests are **NOT** allowed.

MEDICATIONS

Prescription narcotic medications are not permitted at 1st Step Sober Living. All other prescriptions are allowed only if they are prescribed to you by a doctor and are taken as prescribed. Medications are not shared with any other resident. Residents are responsible for taking care of their own prescribed medications. 1st Step Sober Living does not administer medications. Morphine and methadone are not permitted. You may not consume anything nor bring to the property anything that contains alcohol, including but not limited to, over the counter medications and mouth wash. All residents are expected to provide an accurate accounting of the medications they bring to 1st Step Sober Living. All medications must be listed on Resident Medication Record with other pertinent information. At any time, staff deems necessary, medications may be counted to confirm the accuracy of dosages taken. Any changes in the dosage must be confirmed in writing or by telephone to staff from the issuing doctor. Do not leave medications out where they are in the open or unprotected. Keep in a dresser drawer or with you at all times. You are responsible for the control of your medications and any deviations are considered abuse. Abuse of medications will be considered a relapse and residency will be terminated.

RULES

All rules will be strictly enforced. Violation of Zero Tolerance rules is grounds for immediate expulsion from 1st Step. Violation of all other rules will be handled as follows:

1st violation = write-up and *\$10 fine

2nd violation = 2-week probation (curfew) and *\$10 fine

3rd violation = expulsion

*Fines due at the house meeting following the date of the violation.

PAYMENTS

Payments may be paid weekly or monthly. Monthly payments are due on the 1st of each month and are considered late after the 3rd of each month. A late fee will be incurred for all payments after the 3rd of the month. Payments not received by the 7th day of the month will result in expulsion. Weekly payments are due by 6:00 PM every Sunday and are considered late at 7:00 PM Sunday. A late fee will be incurred for weekly payments received after 7:00 PM. Weekly payments not received within 7 days will result in expulsion. Residents will be required to pay a security deposit and 1st month's dues. Residents paying weekly must pay a security deposit and first 2 weeks dues.

Payment: \$650.00

Weekly Payment: \$162.50

Deposit: \$200.00

Monthly Late Fee: \$50.00

Weekly Late Fee: \$15.00

CONFLICT

All conflicts are expected to be brought to the house manager's attention immediately. Conflicts are to be expected in sober living from time to time and learning to deal with conflict is part of recovery. However, confrontations will not be tolerated. Physical confrontations will result in expulsion.

REFUNDS

No Refunds will be issued to any resident expelled from 1st Step for violation of rules. Security deposit will be refunded to residents in good standing and providing 30 day's notice of move out.

PROVISIONS

Each resident will be provided a set of linens (mattress cover, sheets, pillow and pillowcase). 1st Step will also supply common use items such as cookware, dining ware, coffee and filters, cleaning products, toilet paper, trash bags, paper towels, hand soap, and laundry detergent. Use of 1st Step provisions for other than house use is considered stealing and is grounds for expulsion.