

Clean Acres Recovery Housing

House Rules/Policies/Guidelines With explanation and consequence

This set of rules is designed to foster, encourage and inform residents while enjoying self- responsible, Peer driven living at Clean Acres.

Welcome to Clean Acres!!! Please take time to read and understand each policy, procedure and consequence. If you have any questions at all, PLEASE ASK. We want you to be successful and part of what will help that success is you being fully informed and understanding what is expected of you.

1. Drugs and abstinence

Abstinence is required at all times. The use of alcohol, illegal mind altering chemicals, the abuse of legally prescribed or other drugs that are not legally prescribed by your doctor, will not be tolerated. Random drug screening will be done at the discretion of management.

No sale, possession or activity involving: unapproved drugs, fire arms weapons, gambling, pornography, or potentially addictive behavior as noted by Clean Acres staff is allowed on any Clean Acres property at any time, for any reason. If you have questions please ask the house manager or assistant. There may be severe consequences if this guideline is violated.

Consequence

Any misuse of drugs or refusal to a random drug screen may result in the loss of the privilege of living at Clean Acres. Please read the *relapse policy*.

2. Gambling and pornography

Absolutely no gambling or pornography is permitted at any Clean Acres property at any time for any reason.

Addiction is not a substance, it is a behavioral disease used to cover up reality. Any addictive behavior will be brought into the open and confronted. Pornography and gambling are two of those behaviors that will not be tolerated.

Consequence

Will result in the implementation of a relapse policy or discharge.

3. Language

Street and or jail language belongs there. We would like to see progress not perfection in managing language in a more pro-social manner. Abusive, loud, foul language will not be tolerated especially if it is directed to another resident or staff member.

Consequence

Journal about why this behavior is not part of our recovery.

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4. Seedlings/Sowing Seeds

All new residents are required to participate in Clean Acres “seedlings” or “sowing seeds” programs (to be determined by the house manager during intake process). These programs are designed to assist you in adjusting to your new living environment and the atmosphere of recovery. This gives us a chance to get to know you better and for you to get to know us. These programs are also designed to assist you in building a firm foundation to continue your recovery process.

Consequence

Failure to complete programs in a timely manner will result in the loss of the privilege of living at Clean Acres.

5. Probation/ Parole

All residents that are on probation/ parole are responsible for complying with all requirements and restrictions of the court. Any conflicts with Clean Acres policies and procedures should be brought to staffs attention immediately.

Consequence

Failure to comply with probation/ parole will result in discharge.

6. Resident meetings

Resident meetings should be done on a weekly basis at a time when all residents can be present, they are mandatory and is it not acceptable for residents to miss them under any condition. Residents are expected to record any issues that are discussed and a solution to said issue. If there are no issues in the home this is a good time to check on each other, keep each other accountable and share recovery related experience. The meeting should be recorded by a senior resident and turned in to the house manager at the earliest convenience.

The importance of resident meetings is to keep a healthy “clean” house. Resident meetings also create a sense of “community” with in the walls of the home.

Consequence

Failure to comply with expectations regarding resident meetings will result in discharge.

7. House Meetings

House meetings will be held on a weekly basis at a time when staff members and residents can be present, they are also mandatory and it is not acceptable for residents to miss them under any condition. This is when/where you should bring up any issues that have not been resolved in a resident meeting. This will also be solution focused and the house meeting will not end until a solution has been reached.

Consequence

Failure to comply with expectations regarding house meetings will result in discharge.

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8. 12 Step meetings

All residents are expected to attend 12 step meetings every day for at least the first 30 days (or until employment is obtained, to be determined by house manager), document them in depth on the appropriate form, and turn them in prior to 8:30 am Monday morning. If you miss a meeting, during the initial 30 days you are expected to chair an in house Big Book meeting that same day. After the initial 30 days, each resident is expected to attend a minimum of 4 meetings per week. When the resident has successfully gained employment, it will be expected of the resident to still attend 4 meetings per week unless a mutually agreed upon by resident and staff. **House meetings, IOP, church services do not count toward the meeting requirement.**

Consequence

Failure to document meetings appropriately, honestly and on time will result in more meetings per week or possibly a discharge from Clean Acres due to lack of willingness.

9. Sponsorship

Every resident will find an appropriate sponsor and begin to work the steps within the first 30 days. An appropriate sponsor is a recovering individual who attends a particular 12 step fellowship (AA or NA) and has worked through the 12 steps with their sponsor. If they have less than 1 year of continuous recovery, they would do well by gaining their sponsors approval.

Sponsorship is just as important as 12 step meetings (if not more). Working closely with a sponsor is imperative for recovery; you will be amazed at the results that this will produce. A minimum of one hour per week (this may include phone calls) is suggested as working the steps during your stay here. Working the 12 steps is required for a successful stay here.

Consequence

Have a sponsor within 30 days or you will be asked to leave due to lack of willingness.

10. Journaling

Each resident receives a composition book upon admission. This is to be utilized as a writing tool to express feelings appropriately, as well as journal and use for step work with sponsor. Journaling aids in recovery, and is strongly recommended. You will be amazed at the results.

Consequence

Not journaling will stunt your emotional growth, hampering your recovery.

11. Relationships

This policy is very difficult but is very important to everyone's ongoing recovery. This policy is here because we care about you and others in recovery.

During the first 30 days the only relationships that are permissible are with your higher power, your sponsor and the 12 step fellowship of your choice. If you were in a monogamous, committed relationship prior to admission you may begin to establish healthy communications with that significant other following the successful completion of the first 30 days. If you were not in a monogamous committed relationship prior to admission it is strongly suggested that you wait for

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at least 6-12 months. If you are not sure if your relationship is a committed monogamous relationship it probably is not.

Relationships with children are a top priority, house staff will assist with arranging regular visitation or other contact with children.

Consequence

Failure to comply with this rule will result in immediate discharge.

12. Theft of personal items and physical violence

Theft and physical violence are addictive behaviors that will not be tolerated, most of the guidelines are negotiable, this one is not.

Consequence

Anyone caught stealing from someone else in the program will be terminated immediately and will be removed by the police, with charges filed. The same is true for physical violence.

13. Stealing food for planned meals

This behavior, while not tolerated and is handled slightly different.

Consequence

Stealing food for a planned meal will result in your cooking a meal for the entire house and cleaning up afterwards and/or discharge. It is strongly encouraged that you make the meal that was originally intended to be made.

14. Intake procedure

In addition to completing all intake paperwork and providing proper identification (SS card, ID/ Drivers license, birth certificate).....

All new residents are to follow the following procedure under the direction and supervision of staff or senior resident.

- (a) All clothing items are to be placed directly into the dryer on high heat for a minimum of 30 minutes. If clothing is brought in plastic bags, the bags are to be disposed of immediately in the dumpster behind the building. Suitcases, duffle bags, backpacks are to be shaken out and sprayed with alcohol. The clothing worn is to be removed and treated with the preceding procedure.
- (b) Shoes are to be shaken out outside the building.
- (c) All other items are to be inspected and sprayed as tolerated.

Items not aforementioned will be treated at the discretion of staff or senior resident.

15. In house visitation

Only resident family members, close loved ones, sponsors, others in recovery (that have been approved by staff) and alumni are permitted to visit or phone residents. Unless otherwise approved any in house visitation should be done when staff is on premises.

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The only new close relationships that are permitted during your stay are with a higher power, a 12 step fellowship, an appropriate sponsor, and a support system of recovering women/men. This limit is there to help ensure that the focus is on recovery and not relationships.

Consequence

Any visit without prior staff approval and passes will be taken away for a two week period.

16. Outside visitation

There will be no extended outside visits with relatives, or close intimate non using friends for the first 2-4 weeks. If you wish to attend church please discuss this with the house manager to establish what being home with in a timely manner means. There will be no over-night visits with appropriate individuals for the first 30-60 days. If you need an overnight pass it needs to be communicated with house manager during the needs assessment on Monday, your pass is contingent on your performance during that week, and if you are not focused on recovery your pass will not occur. If an unapproved pass is taken (meaning the pass was not requested on Monday and approved by staff on Thursday) your pass privileges will be taken for at least 2 weeks. **Over night visits must include recovery meetings for that day (48 hour pass, you are expected to attend 2 meetings).**

The reasoning behind so many outside events needing staff approval is because we are dealing with the disease of addiction, it wants to kill us. Anytime that we give it an opportunity to act up, it will, especially in early recovery. If events are planned in advance, and are followed through with by sticking to the commitments and responsibilities, recovery is strengthened.

All weekend plans must be approved by staff, if your plans change then they need to be re-approved by the same staff. Otherwise stay around the house, go to meetings or recovery events with your sober support or sponsor.

Consequence

Failure to follow this guideline will result in loss of home visit privileges for a substantial amount of time and possible discharge due to lack of honesty.

17. GED/Diploma

If you want help obtaining GED please discuss this with staff and accommodations will be made. If you sign up to attend GED prep classes, it will be expected of you to complete them and take the test.

Having a GED will help with employment opportunities and build self-esteem.

Consequence

Continued low self-esteem and reduction of the chances of gainful full time employment.

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18. Employment

Residents are expected to gain employment (that entails taxes, deductions, and regular weekly proof of pay) during their stay, unless there is a significant medical reason that they are unable to work. Residents are expected to attend a 12 step meeting daily while not working.

Working is a major life area that must be incorporated into the recovery process. It is not acceptable to quit one job before you have found another. It is also expected of residents who wish to quit a job to provide their employer with 2 weeks' notice and work the schedule provided to them for the remaining 2 weeks.

Residents that have a supplemental income are still expected to contribute to society in a prosocial manner and are expected to volunteer for one of the organizations in the local area.

Residents are not able to work third shift jobs because the program is not able to fully support those on that shift. Although work is an important part of the recovery process, recovery comes first period. There have been exceptions to this policy in the past and the outcome was not a positive one.

A resume or updated resume needs to be completed and approved by staff, with in the first 30 days of your stay, it will be entered into your file and you will be provided with several copies to aid in your job search. Staff will assist you with the resume if requested. Once employed residents are expected to pay at least \$90 towards their weekly rent and show initiative to pay towards the back balance accumulated while not working. If employed upon entry residents are expected to follow all policies and procedures.

Consequence

Continued failure to maintain employment or unwillingness to volunteer (if unable to work due to medical issues) will result in discharge.

19. Food stamps

Residents are encouraged to apply for food stamps and medical benefits (if not already receiving) and donate a mutually agreed upon amount to the house. This will help residents contribute to the house until you are gainfully employed. The contribution will assist with building positive self-esteem for the resident.

20. Professional services

Clean Acres does not provide professional services, this is a recovery based program. Each resident will be taken and assessed by a mental health provider or continue with his/her current provider of choice. It is expected of each resident to complete services as suggested. These services work well with the recovery process.

Consequence

Failure to comply with services suggested will result in discharge due to unwillingness.

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21. Appointments

All appointments, work schedule, pass request and any needs for the week are to be communicated with the house manager on Monday morning on the weekly needs assessment. It is understood that emergency appointments happen; as these are communicated with the house manager accommodations for transportation can be made with 24 hours' notice. Once work schedule is communicated it is expected of the resident to show for work as scheduled. There will be no exceptions on pass request, if a pass is not requested on Monday do not expect a pass over the weekend.

Consequence

If appointments are not communicated, expect to find your own ride by an approved individual. If an unapproved pass is taken expect to have pass privileges to be taken away for 3 weeks.

22. Curfew

For the first 30 days curfew is 10:00 pm on week nights (Sunday through Thursday) and 11:00 pm on weekends (Friday and Saturday), if all the rules are followed curfew is 11:00 pm on weeknights and 12:00 am on weekends, the only exception (if communicated with house staff) is if resident carpool to the midnight meeting with one another (for accountability purposes). Residents will follow the appropriate procedure for reporting to staff when they have made it home safely for the evening.

Consequence

If residents are not in by curfew and have not communicated with staff about being tardy, this is grounds for discharge.

23. Smoking

No smoking (or vaping) except in designated areas.

Consequence

Smoking in the house at any time under any condition is grounds for immediate discharge.

24. Decorating/cleaning

No candles or anything flammable is permissible in the bedrooms at any time. When decorating, hanging things in bedroom you are expected to use commands strips, tension rods and tape. There are to be no holes put in the walls to hang decorations or curtains. Residents are expected to keep their rooms and common areas of the home reasonably clean at all times, to prevent bugs, rodents and to be accommodating to guest of any sort. This is your home, not a trap house; let's show our gratitude by keeping it clean and looking presentable.

Consequence

Strikes will be issued if room is incessantly unsanitary. Three strikes and you're out.

