



Recovery Residence Program Guidelines

Updated - 12/12/19

MISSION STATEMENT

To bridge the continuum of care gap between the initial treatment of substance abuse, and the independent maintenance of long term recovery.

VISION STATEMENT

To maintain and expand our recovery community supportive services so that all persons seeking a healthy, safe, and encouraging environment will have the opportunity to reside in one.

WELCOME STATEMENT

ARC provides our community with a stable, safe, and sober environment to assist you in maintaining successful recovery from mood altering substances. We understand and recognize the need for such a recovery focused environment in our community and expect you to become an active participant of our recovery culture. **Our objective is to provide a caring atmosphere of peer to peer support so that our residents can achieve their goals.**

As a resident of ARC, it is imperative that you understand all program guidelines and that you are willing to conduct yourself accordingly.

Throughout your stay with us at Associate Recovery Communities we expect you to practice and become fluent in: conflict resolution, recovery as a way of life, achieving self-sufficiency which includes adherence to program fees, as well as show respect for your peers and staff.

We are all on this journey of self-discovery and healing together, and we will be here to guide you.

Welcome Home.

This document, when signed, is your personal contract with ARC. If you choose not to follow the program guidelines outlined in this manual, you are willingly choosing to be terminated from our program.

Program Guidelines:

Residents of ARC are expected to maintain a clean and sober lifestyle. Here you are accountable to your peers, resident manager, and the rest of the recovery residence staff. If your behavior or lifestyle is negatively affecting the other residents within our environment, a positive resolution will be presented and implemented by all parties. Otherwise the problem shall be promptly removed from the residence. **Such problems include but are not limited to: cleanliness, rudeness, disrespect, personal hygiene, and accountability.**

Intake/Health – upon being accepted into the recovery residence, all new residents are required to wash all clothing they have brought with them. This must be done immediately in the residence washer and dryer.

HOUSE MEETING – is once a week. This is a time for residents to check in and hold themselves accountable to their peers within the community. Immediately following the residence meeting is a 12-step meeting. The 12-step meeting will be from AA or NA literature, so that our residents gain a firm understanding of our fellowships basics. Attendance of both the house meeting and the 12-step meetings are mandatory.

PERSONAL PROPERTY – ARC is not responsible for lost or stolen property. Please refrain from bringing anything valuable into our home, as you are living with other recovering addicts and alcoholics.

HAZARDOUS ITEMS SEARCH – Your belongings will be searched by the house manager upon admission to make sure that you have not brought anything into our community that could be damaging to the other residents here. At any time the house managers or administration can search through your personal property including any vehicle brought on property. We choose, unless we feel the situation important enough, to do these searches with you present. But, for the safety of our community we reserve the right to search and discard hazardous items at anytime.

GOOD NEIGHBOR POLICY– Residents are required to keep conversations, music, etc, respectfully low so that you are abiding by our expectation of our good neighbor policy for your peers as well as the larger community we inhabit. If a neighbor, within the program or not, asks you to be respectful of his boundaries you are expected to abide by them. All residential neighbors outside the program that would like to address concerns need to be given the CRRRA contact information.

VISITORS – We hope, that as a part of your stay here with us, that you will begin to repair your relationship with your family as well as develop new friendships in recovery. Visitors are not allowed on property without the express permission of your house manager. No visitors after curfew. Children are

allowed between 9:00am-4:00pm per state guidelines. No females in male residences, no males in female residences.

CHORES – As a resident of ARC you are a part of a team that is responsible for the cleanliness and upkeep of the inside and outside of the home you reside within. Your house manager will issue days and times that you are expected to complete your assigned chore, and it is your responsibility to complete the chore assigned to you. If you are unwilling or unable to complete a simple chore for the health and wellness of our community, you will be made aware by your house manager and progressively disciplined until you abide by this expectation or are discharged from the program.

GENERAL CLEANLINESS – all rooms are expected to be neat and clean at all times. We strive to provide a sanitary, structured living environment in our homes. Public areas such as the kitchen, living room, yard, and bathroom are required to be kept neat and clean at all times. Picking up after yourself is simple and mandatory to live within our sober environment. Residents are required to provide their own cleaning supplies, towels, and bed linens.

- Pets – are not allowed
- Smoking – is not allowed within the home, but there are designated areas outside – dispose of your cigarette butts properly/ use ashtrays. Vaping or electronic cigarettes are not allowed inside the residence.
- Pornographic video and magazines – are not allowed inside the home.
- Food – all residents maintain their own food; this accommodates many different lifestyles. It is not permitted to take, use, or consume a peers food without their permission, at anytime ever.

GENERAL GUIDELINES – *Be respectful of your peer's recovery, personal space, property, and emotional well-being at all times.*

1. ARC residents are not allowed to visit or work at nightclubs, gambling establishments or bars. (including Kava and Kratom bars – it's a drug and you will be discharged from the program if you use Kratom, Kava, Spice, Kombucha or whatever people like us come up with next).

2. ARC will not tolerate stealing. Residents are responsible for their own food and hygiene products, and none of us showed up here on a winning streak. The few belongings we have are very important to us. If you steal from your peers, from the program, or from the local businesses in our area you will be discharged from our program, and if warranted we will help your victim prosecute you.

3. ARC does not tolerate fighting, aggressive behavior, threats, racist or bigoted comments, or any form of threatening behavior towards another resident or staff. Because we've all been or are currently new in our recovery, emotions can be turbulent. If such an outburst occurs, you will be given one opportunity to make amends, and the behavior will be expected to be corrected, or you will be discharged immediately.

4. Weapons of any kind are not allowed on property. If one is found to be in your possession, either in your room or in your car, you will be discharged from our program.

5. ARC will hold you responsible for any vandalism or destruction of our property.

6. The recovery residence does not condone or support any type of violation of probation, court orders, driver's license suspension, house arrest, or department of corrections rules. All violations of these orders will be reported to the proper authorities.

7. Residents must stick to their own gender specific communities.

8. No Fireworks, No Gambling, No Soliciting oneself

9. No receiving or giving tattoos or piercings to other residents EVER whether on property or off property. If you break this guideline and expose the community to the potential of shared autoimmune diseases you will be discharged from our care.

10. Don't go to the hospital drug seeking. You will not be allowed to continue living within the home if you get narcotics from the hospital, doc in the box, or a primary care doctor. ALL RESIDENTS ARE REQUIRED TO BRING BACK THEIR TREATMENT COURSE & DISCHARGE PAPERS FROM HOSPITAL OR DOCTOR VISITS for the staff to review.

11. ARC does not allow residents to use alcohol mouthwash, or other OTC medicines that include alcohol or other depressants/stimulants such as and/or variations of dextromethorphan, guaifenesin, robitussin, coricidin, doxylamine, as well as pre-workout ingredients that have variations of ephedrine or inappropriate ingredients and improper use of items such as glue and dust canisters, etc. Confirm with house managers before purchasing questionable products.

12. In the event a resident has or develops a dual diagnosis disorder that entails self-harming behavior (such as eating disorders, bingeing and purging, or self cutting/mutilating actions), the resident will be provided with a solution to receive outside help and resources. It is the resident's responsibility to follow and abide by the treatment or resources received. However, if the resident continues to act out on process addictions, they will be discharged and will be treated as a relapse.

CONFLICT RESOLUTION – residents of ARC are expected to struggle and overcome our selfish behaviors within this community. When a conflict arises, we expect our residents to follow the process below in order to resolve their conflicts.

1. Talk to the individual directly who is bothering you and set a boundary.

i. Do not gossip about him/her to your peers and expect others to not do the same thing to you. As persons in early recovery we can be a sensitive bunch. By attempting to proclaim your own self-righteousness you've only succeeded in escalating the situation.

2. If, after setting a boundary, the issue has not been resolved it is recommended that you bring the issue before your peers at the weekly house meeting.

3. If you could not solve the problem, and the group could not help, then your resident manager will mediate a resolution.

4. Should problems persist after this line of communication has been followed, the resident manager will notify the CRRA. The CRRA will review the matter, and a resident can be terminated from the program if he or she chooses to not follow the directions given.

SOBER ENVIRONMENT – Upon entering our community, you are subject to random mandatory breathalyzer and urinalysis testing at any time and such tests are used to determine the health and safety of our community. ARC is a drug and alcohol-free zone, with zero tolerance for any resident who returns to active use.

- A resident can be asked to produce a urinalysis sample at any time by the administration or house manager. If the resident refuses a test at any time then it will be considered a positive test and the resident will be discharged from the program.

- When asked, the resident has a total of 1 hour to produce a sample

- If the house manager suspects foul play he can request for the sample to be sent off to a lab for further testing. If the sample comes back as tampered with or, its discovered that you have been taking your prescribed meds inappropriately, or you test positive for something not on our 12 panel tests, you will be discharged from the community immediately. As a general rule of thumb, if you relapse you need to return to a detox or treatment center before returning to our sober living environment. **All prescribed medications will be subject to random verification counts. If medication counts are off, we treat this as a relapse and you will be immediately discharged from the program.**

FRATERNIZATION POLICY– Sexual and Romantic Relationships

- ARC does not condone vulnerable adults putting themselves in dangerous emotional situations such as involving themselves in romantic, or sexual relationships in early recovery. As addicts and alcoholics in early recovery “we” seek to fill the gap in our self-esteem with validation from sexual, romantic, and emotional relationships. The search for ego and self-esteem through external sources has led many persons in sobriety back to active drug and alcohol abuse when their perceived needs were not met or they exceeded their emotional growth. We strongly suggest, figure out who you are first, correct the behaviors that became our character defects, then look for a significant other. Our experience is that two sickies don’t make a welly.

- All that being said you aren’t going to listen to us anyway. We think you are toying with your life and the life of another human being, but so long as you don’t break any of the following guidelines we have found through tried and true experience that we cannot stop you.

- We can control our environment though....

1. Any sexual or romantic relationship on property is grounds for dismissal.
2. You are not allowed to hang out at one of our sober homes that is not specific to your gender.
3. Do not pick each other up or drop each other off from meetings. The women need to go with women, and the men need to go to meetings with men.

MAINTENANCE ISSUE – Can be brought to the attention of staff at anytime. Our goal is to provide for you a safe and functional sober living environment. Every week at the house meeting you will have an opportunity to share with the community what needs to get fixed, or already has been fixed. Such information is important for us to do our jobs, and everything shared will be added to our maintenance log. Temperature per residence is to be kept between 70-75 degrees Fahrenheit unless otherwise noted by administration.

DISCHARGE POLICY & PROCEDURES- It is the hope of ARC that every single person who comes through these doors finds a pathway for sustainable recovery that is infinitely better than their previous way of life. We hope that eventually you come to us, having achieved self-sufficiency and sustainable recovery and tell us that you are moving on.

In the event of a Relapse:

- You will be accompanied by a house manager or staff member at all times, until you have left property.
- You will be given an opportunity to get to a detox, hospital or shelter.
- Our primary objective in the event of a relapse is the health and safety of our community, and we will help you move on quickly so that you cause the least amount of chaos for the rest of the residents.
- Your belongings will be stored for a maximum of 14 calendar days and you will be able to pick them up at the office/residence when you're sober during business hours.

In the event of a Behavioral Discharge:

- You will be given 72 hours to find another place to live. If during the 72 hour period you breach any program guidelines, you will lose the grace period offered to you and will be required to leave the residence immediately.
- We will help you find another suitable location to continue your recovery within.

Under no circumstances are you allowed back on any ARC property after having been discharged unless you have explicit permission from the house manager and are accompanied by staff/manager. All belongings can be gathered from the office during business hours.

DISCIPLINARY ACTION PROCESS OUTLINE

ARC has no interest in housing individuals, we are not a shelter or a charity. If you have agreed to abide by our recovery guidelines coming into the home, it is our job to hold you accountable to those guidelines. If you are choosing to not follow them then you are voluntarily giving up your bed within our FARR accredited program. ARC will not try to protect you from hitting a bottom which may very well save your life, and we are not interested or able to help you if you are not interested in helping yourself.

4 – strike Minor Offenses Category will be handled as follows:

- 1st offense: you will be verbally redirected by the residence manager
- 2nd offense: you will be issued community service by the residence manager.
- 3rd offense: you will be given a written warning by the residence manager.
- 4th offense: you will have to speak with the CRRRA. If you are unwilling to change your behavior you will be discharged from the program.

Minor Offenses include but are not limited to:

- Not making your bed daily
- Not completing your chore
- Missing a meeting with another member of the community
- Forgetting or refusing to check in with your house manager
- Being slightly late for curfew
- Being slightly late for the house meeting
- Not having a daily routine (work, volunteering, or school)
- Disrespect of an outside 12 step meeting by leaving early or having your phone on you

Not being respectful of someone else's personal space - this includes going into another resident's apartment or bedroom without being invited

Telling war stories

Inappropriate dress

1 – strike category:

You will have one opportunity to make amends and stay in the program, or you will be given 72 hours to find another home. If your behavior is aggressive or disrespectful you will be immediately removed from the program.

Disrespect to Staff

Lying to staff

Bigoted, derogatory, racists, homophobic, or prejudiced behavior towards any of your peers

Gambling in the home

Pornography in the home

Leaving after curfew (This includes just going to the store, or walking around the lake)

Going to pick up any person from the opposite genders home

Disrespect to your peers during the house meeting

Borrowing of other people's belongings and/or vehicles

Not providing proof of registration, license, or insurance for new vehicles

Three separate offenses in the same week

Immediate Expulsion – Will be enforced by the local Police if needed and you will be taken to the local homeless shelter if they do not arrest you.

Using any drug or alcohol

Any threat of physical violence towards a peer or staff

Any physical violence towards a peer or staff

If you in any way try to cover for a peer who has returned to active use.

At the discretion of the CRRA, our disciplinary process can include but is not limited to, reverse curfew, phasing down, a behavioral plan created by you, your house manager, and the CRRA.

PHASE SYSTEM

At ARC, your phase is directly attached to your work in Recovery

Phase 1 – each resident begins at phase 1 regardless of already achieved step work, job, schooling, etc. Minimum of 30-day probationary period upon entering sober living.

Our expectations for you to accomplish prior to phasing up:

● Complete steps 1-4 with a sponsor, and your 5 th step is scheduled

● Abide by a 10pm curfew

● Attend a 12 step meeting daily with another member of your gender specific home (the weekly house meeting counts for your meeting that day if you are on phase 1)

- Join a home group
- Obtain or maintain a full-time schedule of employment, school, or volunteer work

Phase 2 – after the probationary period of 30 days, your phase is based on your work in recovery as well as the expected improvements you’re making in your overall life. Provided you have accomplished the benchmarks outlined in phase 1 and have been a resident for over 30 days your curfew is extended to 11pm. The intention being that you will have an extended amount of time to fellowship in the existing recovery community outside of these homes.

Our expectations for you to accomplish in order to receive additional privileges:

- Complete steps 5 – 8, and have completed a minimum of 3 amends into your 9 th step
- Abide by an 11pm curfew
- Attend 4 meetings a week with another member of your gender specific community (the weekly house meeting is not included in the 4 outside meetings expected of you, and is still mandatory to attend)
- Fulfill a home group commitment such as coffee, clean up, etc.
- Maintain full time schedule of employment, school, or volunteer work

Phase 3 – In Phase 3 we are beginning the process of integrating you into the independent maintenance of recovery outside our program.

Provided you have accomplished the benchmarks outlined in Phase 2, you will be eligible for nights away from the community. Nights away are requested at the house meeting and must gain the approval of the community before gaining the approval of the house manager and administration. If your peers think it’s a bad idea or an irrational plan, then the administration definitely will not approve it. Stating potential nights out is not sufficient and a detailed plan must be discussed and confirmed when requested at the house meeting.

Our expectations for you to accomplish and become a senior peer:

- Begin practicing 10-12 as a way of life
- Raise your hands at meetings as willing to sponsor others
- Abide by a 12am curfew
- Attend 4 meetings a week, only 2 of which are required to be with another member of the community. (House meeting is not included in this count, and is still mandatory for your to attend.)
- Take a service commitment through your home group (chairing meetings, taking meetings into detox and treatment centers, GSR, Intergroup, etc.)
- Maintain a full time schedule of employment, school, or volunteer work
- Only one night out per week. You will be drug tested upon your return.

Senior Peer – A senior peer is a member of our community who has worked all 12 steps, is abiding by all program guidelines, and is actively giving back to the newcomers within our community. A senior peer is a trusted member of our community, who is ready to live independently, but chooses to be of service here. It is from our senior peers that we choose new residence managers when needed.

What you are accomplishing as a Senior Peer:

- You are available for sponsorship of newcomers who live outside of this home
- You are abiding by a 1am curfew
- Attendance of a minimum of 3 meetings per week, 1 of the meetings must include another resident on phase 1
- Maintaining home group commitments
- Maintaining employment, school, volunteer work, etc.
- 2 nights out per week.

Important: *Your phase is not given to you, it is something you have earned. If you are behind on program fees, unable or unwilling to abide by overall program guidelines, or you just start to slack off on the benchmarks we have set for you, you will be phased down. The same way you earn your phase, you will surrender the privileges if you no longer deserve them. Recovery is not about what you did yesterday, or what you plan to do tomorrow, it's about the actions you take on a daily basis which either keep you progressing in your recovery or put you one selfish decision closer to picking up a drink or a drug.*

PHASE	MEETING REQUIREMENTS	ACCOUNTABILITY	CURFEW	NIGHTS OUT	STEP
1	6 per week (1/day) + house meeting ***2 meetings each week must be with a Senior Peer member of the community***	With a community member	10pm	None	1-4
2	4 per week (1/day) + house meeting	With a community member	11pm	None	5-8
3	4 per week (1/day) + house meeting	Two (2) with a community member	12am	1	9-11
Senior Peer	3 per week (1/day) + house meeting	With a community member	1am	2	12

PROGRAM & ADMINISTRATIVE FEES

As a part of your stay here, you are expected to become or maintain your financial self-sufficiency. This is why we offer weekly as well as monthly program fees. At ARC you are responsible for paying for the week in advance, and it is based on the date you entered our program.

- If you have paid monthly, you won't be due again until the date of your intake in the following month.

- If you have paid weekly, you won't be due again until 7 days after the date of your intake. A simple way to keep track of this is, if you came in on a Tuesday you owe every Tuesday.

ARC is not interested in allowing you to fall behind on your program fees. If you are continually behind, you will be discharged from our program for failure to meet your financial responsibility.

GRIEVANCE PROCEDURE

As a resident of ARC you have rights as well as responsibilities. You are responsible for abiding by the guidelines of this program, and ARC is responsible for providing you with a safe and supportive recovery environment for you to grow, practice, and become proficient with a recovery way of life while living here. If ARC at anytime is not living up to our end of the agreement you have the ability and right to hold us accountable. Please talk with your house manager, your peers, and the CRRRA about your concerns so that we can address them for you. If you feel that the staff of ARC is not addressing your concerns, you can contact our accrediting body the Florida Association of Recovery Residences and they will act as the arbiter of your concern. www.farronline.org

ACKNOWLEDGMENT OF PROGRAM GUIDELINES

By signing below, I acknowledge receipt and understanding of my rights and responsibilities as outlined in the program guidelines. The intake forms I filled out during my admission includes this document.

Name: _____

Signature: _____

Date: _____

Staff: _____