



HOUSE GUIDELINES FOR RESIDENTS

Please read carefully as this is an agreement between residents and Reflections Recovery Home

Reflections Recovery Home is NOT a housing community; we are a recovery-oriented community. Our philosophy is rooted in the 12 steps of recovery. We are here to encourage you through this lifesaving, life-enriching process and to hold you accountable to the following rules and guidelines:

Violation or an inability to comply with the following rules is grounds for immediate discharge from Reflections Recovery Home. Please note that if you are discharged for any reason, the incident will be reported immediately to law enforcement and/or probation officers. We will also notify the person you list as a relative. **No refunds are given under any circumstances.** **Law Enforcement and Probation Officers are granted access to house and information on all residents at any time.**

1. Employment and Finances

- At Reflections, we practice the principle of being self-supporting.
- All residents are required to work a minimum of 32, maximum of 40 hours, per week. Overtime must be approved by the House Director. Ongoing education may be an option for some residents but must be approved by the House Director.
- Employment must be secured within two (2) weeks of arrival. The House Director may assist in this process, if a resident has not been hired, toward the end of that two-week period.
- Unemployed residents must submit at least, but not limited to, two applications per day, during the week (Mon-Fri).
- Residents must supply the House Director with a work schedule as well as the name of the immediate supervisor, work phone number, and address.
- Employment should not interfere with recovery; that is, you must remain active in the path of recovery you have chosen.
- Curfew is not adjusted for work.
- Follow up substance use services may be required.
- Residents may not borrow money from another resident.

2. Membership Fees

- Residents are expected to be self-supporting and must contribute financially during their residency at Reflections. The monthly fee for membership is \$450 with \$225 due on the 1st and 15th of each month.
- If the membership fee is not paid or is late, the resident may be placed on Financial Probation, which includes:
 - Providing the House Director with a pay stub and written budget/financial plan.
 - If residents are unable to pay, depending upon the individual situation/circumstances, they may be asked to leave Reflections.
 - A \$50 fee will be charged for late payments and non-sufficient checks.

3. Resident Belongings

- An equivalent of 1 large suitcase is allowed. Please be mindful that limited space means limited belongings.
- All items must be labeled.

- No TVs, space heaters, humidifiers, personal refrigerators, etc. are permitted without the House Director's permission.
- Residents' clothing and personal belongings must always be stored neatly.
- All rooms are subject to random inspection for cleanliness and contraband (this includes drawers, etc.).
- Residents are responsible for keeping their personal areas neat and clean, including nightstands, dressers, under their bed, etc.
- Pets are not allowed.
- Any and all items left at Reflections 30 days after a resident leaves, will be considered a donation. At no time is Reflections responsible for a resident's belongings.

4. Mandatory Chores and Hygiene

- Chores will be assigned at the Weekly Meeting.
- Chores promote personal responsibility. Paying or asking someone else to do your chores is NOT permitted. Failure to have chores completed will result in possible reduction of Phases and/or other consequences.
- Residents are required to have beds made and room tidy.
- Residents are required to tend to personal hygiene daily.
- Bedding is to be washed every week and signed off on the chart.
- Residents may not sleep on top of a comforter, on the couch or floor.
- Deep cleaning will be done monthly, on a Saturday or Sunday determined by the House Director.
- Food is not to be left on the counter. All food must be stored in the refrigerator or cupboard.
- The washer and dryer may only be run from 8:00 a.m. to 10:00 p.m. Loads must be medium to full loads. If any laundry is left in the machines for longer than 30 minutes, it will be confiscated.
- Residents shall not change assigned bed or rearrange furniture without permission from the House Director. No one is to bring in any furniture or hang anything on the walls without approval from the House Director.
- Residents will be required to follow the infectious disease policies and procedures as required by the House Director.
- It is your responsibility to clean up after yourself in order to promote independent living and cleanliness for all those living in the home.

5. Quiet time

- Quiet time will be enforced after 10:00 p.m. during the week (Sunday-Thursday).
- Quiet time is defined as respect for others while sleeping. Residents may read or watch television after quiet time, provided the other residents are not disturbed.
- No use of washer and/or dryer after quiet time is allowed.

6. Curfew

- Residents are required to adhere to curfew.
 Sunday-Thursday 11:00 p.m.
 Friday and Saturday 12:00 a.m. (midnight)
- **Adherence to curfew means signing in by the times listed and remaining in the house.**
- Residents must call the House Director if an emergency arises, and they are going to be late.
- If a resident is late, a UA and breathalyzer will be given, and the cost of tests will be charged to the resident. Additional consequences may result depending upon the circumstances.

7. Off Campus Passes

- No overnights away will be granted for the first 30 days.
- 1 overnight per month for days 31-90.
- 2 overnights per month after 90 days.
- Overnights cannot be stacked, and you will lose any overnight not taken within the allotted time frame.
- A written request must be given at least 48 hours in advance for any overnight.
- Residents must provide time and date of departure from the house, return date and time, name, address, and phone number of planned locations.
- Residents will be given a supervised UA test upon return to the house at resident's expense.

8. Guests and Visitors

- Sponsors and family may visit at Reflections from 1-9:00 p.m. any day if requested 24 hours ahead of time by the House Director. Others may visit from 1:00 p.m.-9:00 p.m. on Saturdays and Sundays.
- No overnight residents are permitted at Reflections Recovery Home.
- Sponsors may meet with residents in common areas.
- For residents with children, ongoing visitation guidelines will be determined by the House Director. All visits must be approved by the House Director and must take place in the common area of Reflections or outside.
- Residents on probation must get written permission to spend one-on-one time with any individual outside of Reflections who is also on probation.
- No one actively using drugs or alcohol may enter the house.
- Visitors should be aware that confidentiality is important in regard to other residents at Reflections.

9. Transportation

- Residents are responsible for their own transportation.
- No personal vehicles are to be driven without providing Reflections with proof of a valid license, registration, and proof of insurance on the vehicle to be driven.
- Residents are not allowed to lend their vehicle to any other resident.
- One vehicle per person is allowed on the property.
- Vehicles must be in working condition or they will be towed at the owner's expense.

10. Accountability and Confidentiality

- Mandatory weekly house meetings are required.
- Residents are required to sign out when they leave the house and sign in **immediately** upon returning to the house.
- Residents should not disclose any information about another resident or former resident to anyone outside the community (except parole/probation/law enforcement).
- Residents will sign a release form to allow the House Director to have contact with probation officers, counselors, etc.

11. Property

- Property will be treated well, including outdoor spaces.
- If a resident intentionally damages Reflections' property, they will be charged for repair or replacement.
- Reflections is not liable for any damage or stolen personal property or personal injury sustained while on the grounds.

12. Tobacco and Nicotine Use

- Use of tobacco or nicotine in the house or within 6 feet of the doors at any time is not allowed.
- Smoking, vaping, or chew are only permitted in the outside designated areas.
- No loitering (or sitting in cars) on premises is allowed.

13. Alcohol and Drugs

- NO use or possession of alcohol or any mind-altering and/or mood-changing drugs is allowed.
- If a resident assists or allows another resident to use (this includes failing to inform the House Director if you are aware of another resident in violation) they will be immediately discharged from Reflections Recovery Home.
- Residents must submit to supervised urine drug screens and/or breath tests upon request.
- Refusal to submit to a drug screen and/or breath test will be considered an admission of using.
- Once asked for a urine sample, you MUST produce it within 1 hour. You may not leave the eyesight of the House Director until results are finished.
- The results of the drug test will be considered final. If a resident insists the test is incorrect, then the resident will be taken immediately to the ER for a drug test. The test will be at the expense of the resident, and if positive, the resident will not be allowed to re-enter Reflections at any time.
- If Reflections suspects substance use, a positive urine result is not required for discharge.

14. Resident Health and Medications

- Applicants must clearly declare all medication a person is taking and for what condition, in order to determine whether that person is eligible to be a resident at Reflections.
- Residents are responsible for their own medical condition.
- Reflections is not liable for any resident at any time.
- Residents must inform management of all medical appointments in advance.
- Reflections reserves the right to attend doctor appointments with residents and confirm ALL medical information with doctors, dentists, hospitals, etc., before and during residency at Reflections.
- All doctor-prescribed medication, all over-the-counter drugs, and all supplements MUST be approved by the House Director and inspected before bringing them into the house. All residents must check with the House Director before filling prescriptions or bringing or taking **any** medication including over the counter and supplements.
- Residents may not use mouthwash or any other product unless it is alcohol-free.

15. Searches

- Random searches will be conducted. This includes residents' possessions, as well as everywhere in the house and property around the house.
- The Sheriff's canine unit may be called in to assist with these searches.
- If contraband is found, law enforcement will immediately be called and their parole/probation officer, if applicable, will be notified.
- Responsible resident(s) will be asked to leave immediately at their own expense.

16. Relapse

- If a resident relapses, she/he may be allowed back to Reflections after two weeks, with careful consideration by the House Director.

17. Twelve-Step Meetings

- The House Director will have current information about local 12-step meetings.
- Residents will attend AA and/or NA meetings or other approved recovery meetings. Virtual meetings must be approved by the House Director.
- Residents must attend seven AA and/or NA meetings or other approved recovery meetings each week for the first 90 days. After that four 12-step meetings per week will be required. This is non-negotiable. This includes AA, NA, and Celebrate Recovery. Treatment/outpatient, and counseling do not count as meetings. The majority of the meeting requirements must be in-person meetings unless approved by the House Director.
- Residents must fully participate in the program of AA/NA or Celebrate Recovery, which means getting a home group, a sponsor, commitments, and actively taking the 12 steps.
- Residents **must** have meeting cards signed or attendance verified to the House Director immediately after the meeting has ended.
- Proper meeting etiquette is required at all meetings. Cards will not be signed if the resident is not in seat before the meeting opens, leaves before final closing, use of phone or is disruptive in any manner.
- Signed cards will be reviewed by the House Director at the weekly house meetings.

18. Recovery Events

- Reflections believes in participating in recovery events. Therefore, 4 mandatory conferences per year are required. Individuals must provide their own transportation to these events. If someone other than yourself or a housemate drives, proof of driver's license must be provided to the House Director.

19. Behaviors

- No stealing, fighting, or threats of physical violence will be allowed.
- Derogatory slurs of any kind will not be tolerated.
- Absolutely no pornographic or racial hate materials are allowed at Reflections or via the Internet.
- No paraphernalia or weapons are allowed at any time.
- Exclusive relationships between Reflections Sober Home members or sex in on the property is prohibited.
- Loaning of money or vehicles is prohibited at Reflections

20. Illegal Activities

- No participation or involvement in any illegal activities is allowed. This includes being in the presence of illegal activities.
- All incidents must be brought immediately to the attention of the House Director.
- All interaction with law enforcement must immediately be brought to the attention of the House Director.

21. Volunteering

- At Reflections, we believe in a lifestyle of service and "giving back." Therefore, we will have occasional mandatory volunteer opportunities.

22. Being Good Neighbors

- I will respect the neighbors and the neighborhood by not parking illegally, not playing loud music, not speeding, not revving my car engine. Illegally parked cars will be towed at the car owner's expense.
- While residing at Reflections, you are a representative of this program and should conduct yourself in a manner that promotes self-dignity.

23. In the event of a disagreement, the following steps should be taken:

- Work your recovery program.

- Call your sponsor
- Go to a meeting
- Communicate with your housemates

If these suggestions do not produce healthy results, you may file a grievance according to the Reflections Grievance Policy.

24. Absolutes or IMMEDIATE dismissal from Reflections:

- Use or possession of mood-altering substances, including alcohol.
- Exclusive relationships between Reflections members or sex in the home.
- Any violence or threats of violence.
- Failure to report to the House Director any known absolutes of other Reflections residents.

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