



Policies & Procedures

RECOVERY HOUSE

Effective December 2016

Our Philosophy

Hope House's pastoral ministry is effective in guiding those with addiction to a place of healing and freedom. It is the shepherd ministry as spoken of in scripture that will lead women to the paths of righteousness which restore the soul. We also hold that love alone can bring people to wholeness; people need to experience love from others, the type of love that comes from a relationship with Jesus Christ.

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Hope House does not discriminate on the basis of race, color, national and ethnic origin in the administration of its programs.

Policies and Rules

Hope House residents are taught to become giving and productive members of the community. They are afforded the opportunity to become the women they have always wanted to be, living with direction and purpose.

The following policies and rules are provided as guidelines only and do not include all of the policies and rules of Hope House. Hope House management will pray and use discernment in administering our programs. Please be advised that Hope House may not be equipped for certain medical conditions. In addition, Hope House is not a detox program. We are a med-free program – pain medications, narcotics, medication for anxiety/depression, or over-the-counter items such as diet pills or other stimulants, or sleeping aids. Hope House’s Program Director has the final approval/decision in all matters.

ADMISSIONS

In order to be accepted into Hope House’s RECOVERY program, a person must meet the following mandatory requirements.

RECOVERY PROGRAM INTAKE ASSESSMENT

Each individual must express a desire to turn away from their addictive lifestyle and a willingness to remain clean and sober. They must acknowledge that Hope House is a Christian program and that their recovery will be entrusted to the healing power of Jesus Christ.

Residents must be willing and agree to participate in all classes and counseling sessions available as well as work and fundraising activities.

Upon initial intake, the individual must complete the application process, including the background check. They must read and, by personal signature, agree to the conditions and the house rules. Any questions/concerns should be discussed at that time. Residents must apply for food stamps and indigent care at the time of entry. Residents will be required to have medical physicals and TB tests completed by a Hope House designated physician.

Individuals with sexual or child related offenses will not be accepted into the program. Hope House does not discriminate on the basis of race, color, national and ethnic origin.

FINANCIAL POLICIES

The program fee for RECOVERY residents is \$300.00 per month (non-refundable) to offset costs of food, shelter, supervision, and other operating expenses. In any instance in which a resident cannot pay, scholarships may be available on a case-by-case basis; scholarship decisions will be made by the Program Director.

Residents will be required to apply for food stamps and any other eligible governmental funding and allow Hope House to use these resources for the duration of their stay; a resident is allowed 20% of their food stamps for personal use (80% must be given for house use).

Residents will be required to participate in work and fundraising activities.

Any eligible resident may be dismissed for failure to pay.

RECOVERY PROGRAM

Hope House is a place for recovering women to foster a sense of community, to thrive, to change, and to implement real steps that lead to a restored life. There will be zero tolerance for alcohol/drug use or disrespect of management/staff, other residents (RECOVERY and TRANSITION), or volunteers. A poor attitude, profanity, discrimination, bullying, or physical or verbal confrontation will not be tolerated. Residents must obey authority unless illegal, immoral, unethical, or unsafe. All residents will be on a 30-day probationary period.

Hope House staff is not licensed or professional medical staff; this is a pastoral ministry with assigned staff and volunteers.

Residents must focus on their recovery during the entire 6-month RECOVERY program; residents are required to participate in all scheduled activities (see Exhibit A – Sample Weekly Schedule).

Residency at Hope House is a privilege and not a right. Any time a resident's conduct, progress, or cooperation with Hope House authorities is not in keeping with the program requirements, the resident will be disciplined, up to and including removal from the program.

HOUSE SAFETY

Residents are accountable for the safety of the house. They must demonstrate honesty and trust and help create a safe and sober environment. Residents are expected to report to the Program Director any violations or concerns. Failure to do so, by any resident, will be cause for disciplinary action, including dismissal from the program.

Incoming and outgoing mail/packages will be read/monitored prior to delivery to ensure that content is appropriate towards the resident's recovery.

PROGRAM LEVELS

Level 1 (Month 1)

Upon arrival, the resident will be on a 1-month period where there will be no phone calls or visits. Residents can receive mailed letters/packages as long as the content is appropriate towards the resident's recovery. This period is to aid each resident in the adjustment of the rules, and more importantly to aid her in establishing healthy habits.

Level 2 (Months 2-3)

Once the resident advances to Level 2, they will be allowed to have approved in-house visits (see visitation schedule and restrictions below). In addition, they may earn privileges and be approved

to leave the campus once a month (off-site visit passes during Sunday visitation hours) to shop, go out to eat, etc. Visits must be approved by the Program Director.

Residents may also be approved to use the phone (see below schedule).

At some point after the first month, each resident may be assigned a Promise Leader, an accountability mentor as available. Hope House's Program Director approves and assigns Promise Leaders. Promise Leader visits must be approved by the Program Director and do not need to occur during regular visitation hours.

Level 3 (Months 3-6)

After 3 months in the RECOVERY program, residents will be eligible to earn passes for once a month overnight, sponsored visits. Overnight pass requests must be given to the Program Director at least 2 weeks in advance. These visits must be pre-approved, and the residents must remain with the approved sponsor at all times. The Program Director will only release residents into the care of individuals who agree to abide by Hope House overnight rules. Residents will not be allowed overnight visits with members of the opposite sex.

In-house and Off-site Visitation Hours - *Sundays only: 2:00 p.m. to 5:00 p.m. (subject to change by the Program Director)

Approval needed.

In-house visits must be approved the Wednesday before the requested weekend visit.

Off-site weekend overnight pass requests must be given to the Program Director at least 2 weeks in advance.

Non-family male guests are limited to in-house visits only; non-family male visits (day off-site or overnight passes) ARE NOT allowed.

*There may be exceptions made to visitation hours during holidays.

Phone Use Times

Sundays 5:00-7:00 PM & Wednesdays: 3:00-5:00 PM (subject to change based on scheduling demands)

Approval needed.

Limited to 15 minutes per resident – exceptions must be authorized.

Residents will be allowed during their last month to begin searching for job opportunities. Residents planning to take advantage of Hope House's TRANSITION program may be approved to train for a new job; such training must be minimal and must not extensively interfere with the resident's normal routine.

GENERAL RULES

Each resident must take personal responsibility for Hope House property (house, room, grounds, and vehicles). Residents must make their beds and clean their rooms. Clothing must be stored appropriately.

Residents must wear modest, clean clothing at all times. They must be fully dressed when downstairs.

Chores must be completed as assigned. Residents are responsible for their own laundry. Residents must only eat in the kitchen/dining areas and immediately clean up. Residents must only sleep in their assigned bed.

Cigarette butts must be discarded appropriately.

Thermostats will be regulated by staff. Residents must turn off lights and appliances to conserve electricity.

As a Christian household, all residents are expected to only have appropriate pictures/photos on the walls in their personal space. They must also only watch/listen to/read appropriate material (movies, programs, music, books, etc.).

Music/TV/movie volume must be kept at a level respectful of others living in the house.

Residents must respect the property of others. Taking/using another's property without permission is considered stealing and will result in appropriate disciplinary action.

All residents are required to comply with the established policies and house rules concerning:

- Arising and lights-out hours
- Obedience to authority
- Privileges – phones, visitors, passes
- Healthy relationships
- Respect of others and their property
- Effective conflict resolution
- Class attendance/participation
- Church attendance
- Household responsibilities – inside/outside residence property/vehicles
- Daily chore assignments
- Personal appearance/care
- Appropriate language
- Appropriate music, media, and literature
- Smoking/vaping restrictions
- Care of personal property

APPROPRIATE BEHAVIOR

Residents should set good examples for others. Each resident's behavior should be pleasing to the Lord, above reproach. All residents are expected and encouraged to exercise personal self-discipline, restraint, and genuine kindness and respect towards other residents and persons in authority. They are expected to speak only wholesome things to build one another up. They should make good choices, maintain appropriateness at all times, and model good character and work ethic. They will respect each other and respect each other's property. They should show trustworthiness in their words and actions, with the understanding that they will be held accountable.

PHONE MESSAGES

Family/friends may call the Program Director and leave a message. Messages will be delivered to residents that have been in the program at least 1 month. Emergency messages will be delivered to residents with less than 1 month in the program.

VISITORS

In-house guests must be approved in advance by the Program Director. Approved visitors must report and sign in as designated. In-house visitors must stay in public areas. Any visitor suspected of being on drugs/alcohol at time of arrival will not be allowed to visit (either in-house or pass).

MEDICAL/DENTAL TREATMENT AND EXPENSES

Hope House is a medication-free program. Residents will be taken for urgent medical care (e.g. medical and dental). Routine visits should be delayed for the initial 6 months of recovery in order to help the resident focus on her recovery. Each injury/illness will be assessed by the Program Director on a case-by-case basis; the Program Director has final approval.

Residents may purchase ibuprofen for personal use. Other medication, including allergy medication, will be purchased and disbursed by the Program Director.

Residents are responsible for all medical costs incurred regardless if they have health insurance coverage. Residents assume all risks and liabilities in participating in this voluntary program; they must sign an "Accident Waiver and Release of Liability Form" as a condition of entry. Residents should indicate their permanent address, not Hope House's address, on claim forms.

Hope House is not responsible for any medical expenses. In addition, Hope House is not liable for any accident, injury, or illness that may occur.

PERSONAL PROPERTY

Hope House is not responsible for lost or missing items. Residents must only use their personal property. Taking/using another's property without permission is considered stealing and will result in appropriate disciplinary action.

Residents will have opportunities to earn money for personal purchases. These opportunities will be determined based on each resident's attitude and request to work.

SHOPPING FOR PERSONAL ITEMS / PERSONAL BUSINESS

The Program Director or Promise Leader may take the resident shopping for personal items. This will be done at designated times during the week. Staff will not take residents for special trips.

TESTING AND SEARCHES

Random drug and alcohol screening is frequently conducted, both as a means of deterrence, and in cases of suspected usage. Residents are subject to testing upon return from visits. Residents' property may be searched at any time while living on Hope House premises.

Residents will be dismissed from the program for failing a test or refusing to be tested.

DISPUTE RESOLUTION

When a dispute arises between two residents, they will be required to resolve it among themselves using proper Biblical procedures. Unresolved issues between residents should be brought to the attention of the Program Director.

Resident concerns with Hope House staff/volunteers must be brought to the attention of the Program Director.

Residents should not discuss program/housing concerns with other residents. Such instances will be grounds for disciplinary action.

DISCIPLINARY PROCEDURES

The following are not allowed:

- Drug/alcohol use
- Refusal to take a drug or alcohol test
- Fighting or violence of any kind – verbal or physical threats/assaults
- Disrespect of management/staff, other residents (RECOVERY AND TRANSITION), or volunteers
- Insubordination or defiance of authority
- A poor attitude
- Smoking in Hope House premises or vehicles
- Borrowing or lending to another resident
- Bartering with another resident
- Gambling
- Personal pets
- Candles/incense
- Gossiping
- Harassing or discriminating remarks, jokes, bullying, or actions
- Dishonesty
- Sexual misconduct
- Stealing
- Profanity, vulgarity, obscenity
- Possession of literature, pictures, posters, music, or any other related items presenting indecent or immoral activity or ungodly belief or philosophy
- Disorderly, violent, or destructive actions of any type, including damaging another's property
- Possession of any kind of weapon
- Unauthorized possession of and/or use of keys to Hope House property

- Any criminal activity (e.g. shoplifting)

Appropriate action will be taken if residents use poor judgment in their conduct.

Residents involved in a disciplinary issue will suffer the below consequences. Disciplinary action is based on the severity of the offense.

1st offense – The resident will receive a verbal warning informing the resident of the necessary improvement.

2nd offense – The resident will receive a written warning and receive consequences for their actions (e.g. suspension of privileges (passes/phones), extra chores).

3rd offense – The resident will be immediately exited /removed from the program; such residents must immediately leave Hope House premises.

NOTE: There are certain offenses where the resident will be removed immediately. Such offenses include, but are not limited to, drug/alcohol use, refusal to take a drug or alcohol test, fighting or violence of any kind – verbal or physical threats/assaults, sexual misconduct, stealing, bringing weapons on the premises, destruction of property, any criminal activity – e.g. shoplifting.

RECOVERY RESIDENT REINSTATEMENT

Residents that are removed or who voluntarily exit from the program may apply to be reinstated after 30 days of exiting. Such residents must demonstrate and explain to the Program Director why they should be reinstated. Accepted residents must start over in their 6 months in the RECOVERY program.

GRADUATION

Residents that complete the 6-month RECOVERY program will graduate from Hope House. Families and friends will be invited to the special occasion.

All residents are encouraged to take advantage of Hope House's TRANSITION program (see separate policy and application).

DONATIONS

Donations to Hope House are gratefully appreciated to cover the many expenses not covered by the fees. All donations are tax-deductible.

EXHIBIT A - SAMPLE Weekly Schedule

MONDAY	
6:30-7:00 AM	Wake up/Devotion
7:30-8:30 AM	Chores
8:30-9:45 AM	Class
10:00-11:00 AM	Library
11:00 AM-12:30 PM	Lunch
12:30-3:00 PM	Work
3:30-4:30 PM	Workouts
5:00-6:00 PM OR	Mission U Too
6:00-7:00 PM	Class
11:00 PM	Lights out

TUESDAY	
6:00-6:30 AM	Wake up/Devotion
6:40-7:40 AM	Chores
7:40-10:30 AM	Mission Services activity
11:00 AM-12:30 PM	Lunch
12:30-3:30 PM	Work
3:30-6:00 PM	Free time
6:00-8:00 PM	Class
11:00 PM	Lights out

WEDNESDAY	
6:30-7:00 AM	Wake up/Devotion
7:30-8:00 AM	Chores
8:00-9:30 AM	Church
10:00-11:00 AM	Class
11:00 AM-12:30 PM	Lunch
12:30-3:00 PM	Work
3:00-5:00 PM	Phone calls
3:30-6:40 PM	Free time
7:00-8:30 PM	Church
11:00 PM	Lights out

THURSDAY	
6:30-7:00 AM	Wake up/Devotion
7:30-8:30 AM	Chores
8:30-9:30 AM	Class
10:00-11:30 AM	Work
11:30 AM-12:30 PM	Lunch
12:30-2:00 PM	Work
2:00-3:00 PM	Free time
3:00-5:30 PM	Class
6:00-7:00 PM	Workouts
11:00 PM	Lights out

FRIDAY	
7:30 AM	Wake up/Chores
8:00-9:30 AM	Class
TBD	Fundraising/Work
12:00 AM	Lights out

SATURDAY	
9:00 AM	Wake up/Chores
TBD	Workouts/Fundraising
6:00-8:00 PM	Church
12:00 AM	Lights out

SUNDAY	
9:00 AM	Wake up (may be earlier for mission services activities)
TBD	Church
2:00-5:00 PM	Visitation
5:00-7:00 PM	Phone calls
11:00 PM	Lights out