

**LIGHTHOUSE RECOVERY HOME
FOR TRI-COUNTY AREA**

HOUSE GUIDELINES

(REVISED March 2011)

Admission Criteria:

- 1) Sincere motivation to participate in a meaningful recovery program.
- 2) Minimum of 18 years of age.
- 3) Employed or employment ready. (Disability, SSI, Retirement & Unemployment benefits are accepted.)
- 4) Picture ID.
- 5) No outstanding warrants.
- 6) *Physical detoxification from alcohol, illicit drugs, and or prescribed narcotic medications.
- 7) \$180.00(Non - refundable)

****Our admission requirement is that applicants must be able to pass a breathalyzer and U/A test. The completion of an inpatient / hospitalized detoxification or a primary outpatient program is requested and advised but, not a requirement for admission.***

Prospective residents will undergo an initial phone interview as well as an in person assessment prior to being granted admission into the house. All personal items will be subject to inspection.

***New residents are on restriction for the first 1 week.**

Premise restrictions and or other activities, along with limited visitations, are designed to help start a program of recovery, and to become fully acquainted and familiar with house operations, LH & meeting schedules, and the other residents. House Staff pre-approval is required for residents to continue their regular employment schedule as well as seek new employment during this restriction period. Residents are required to use a pre-approved "buddy system" during their restricted period at all times.

**House Staff will monitor resident capability, performance, participation, and attitude to determine continued residency.*

_____ Resident Initial _____ Staff Initial

Random Alcohol & Drug Testing:

Each resident may be requested to submit to a Breathalyzer and or U/A test at any time, with or without cause. **Resident's refusal or failing of a test will result in an immediate discharge.**

Responsibility of any and all costs related to a failed U/A test are at the resident's expense and is to be paid at the time of discharge.

Relapse Discharge Policy:

First offense: 1 to 3 days.

Second offense: 3 days up to 30 days.

Third offense: automatic 30 days.

Readmission requires residents to pass a breathalyzer & U/A test. ***This policy is for the support of the residents' recovery as well*

as to insure the integrity of the LHRH and most important for the safety and well being of each resident and House Staff /Volunteers –

_____Resident Initial_____Staff Initial

Personal Property:

***The Lighthouse Recovery Home is not responsible for any damage or theft to resident personal property. Any and all security measures are each resident's responsibility and at their own discretion and cost.**

_____Resident Initial_____Staff Initial

Funding:

(A one time non-refundable \$50.00 application fee is due upon admission.)

\$130.00 Weekly service fees are due no later than 1:00 p.m. noon of each Saturday in the LHRH office. Weekly, Biweekly, Semi-Monthly, and Monthly paid residents are due on their individual paydays. A minimum of a 48 hour eviction notice will be served to any resident that becomes **delinquent** on their service fees.

_____Resident Initial_____Staff Initial

LHRH Community Service:

The LHRH is completely “self – supporting”. Paid resident service fees (rent) are how we keep our LHRH doors open. We do offer up to one week of paid service fees (\$130.00 credit) for those that ***qualify*** in exchange for 25 hours of documented LHRH Community Service as assigned by House Staff only ***if work is available.*** (LHRH Community Service ***does not include*** regularly scheduled daily, weekly, monthly, seasonal chores.)

_____Resident Initials _____Staff Initials

Visitation:

* Intoxicated visitors, illicit drugs, and or alcohol will not be allowed on premises. Visitors are only permitted in the common lower level areas and outside grounds.

Visitation hours are:

6:00p.m. to 10:00 p.m. Mon.-Thur.

6:00p.m. to 11:30 p.m. Fri.

1:00p.m. to 11:30 p.m. Sat.

4:00p.m to 10:00 p.m. Sun.

**All visitors including fellowship members must leave premises by curfew. Premises include outside grounds and vehicles .Children must be directly supervised and never left unattended. Any visitation appointments that are not during regular visiting hours must have pre-approval by House Staff- this includes “fellowship members”.*

_____Resident Initial_____Staff Initial

House Arrest:

LHRH accepts house arrest. Residents are responsible for the expense of their own phone line service.

_____Resident Initial_____Staff Initial

Employment:

Volunteer LHRH Community Service work, employment, side jobs, and or actively seeking employment are **required** of all residents that are physically and mentally capable. Certain types of employment are not permitted, IE, - bars, liquor stores, etc.

**Employment status will be reviewed regularly by House Staff.*

Job search sheets must be filled out and turned in to House Staff

***Residents are responsible for their own employment/job seeking transportation.**

_____Resident Initials_____Staff Initials

Automobiles:

Each resident who owns a vehicle, must provide a copy of a valid driver’s license, vehicle registration, and proof of insurance.

Residents must park vehicles in designated parking areas only.

(See House Staff for designated parking areas.)

**No storage or working on vehicles is permitted on the premises.*

** All other modes of transportation and bicycles must be stored in their designated areas only.(See House Staff for designated storage areas.)*

_____Resident Initial_____Staff Initial

***The Lighthouse Recovery Home is not responsible for any damage or theft to resident personal property. Any and all security measures are each resident’s responsibility and at their own discretion and cost.**

Medications:

Any and all prescription, non-prescription, vitamin supplements, Powder drink, herbal supplements and any other health products as well as personal hygiene products will all be reviewed and inspected and documented during the intake. Any *new* medicine prescriptions or non- prescriptions must be recorded and inspected by house staff. Any and all controlled substances (Narcotics) are prohibited except in emergency situations. Products containing alcohol (mouthwash etc.) will not be permitted.

Any medications or containers with unreadable or improper labeling will not be permitted and disposed of. The dispensing of personal medication will be the responsibility of the resident.

***Failure to submit and document any and all prescribed and or over the counter medications/supplements to House Staff - could be grounds for immediate disciplinarian actions and or discharge. LHRH is not responsible for any personal possessions including medicine.**

_____Resident Initial_____Staff Initial

Laundry

*** House laundry & linen (bedding & two towels) are to be done weekly.**

Personal laundry is to be removed from appliances and completed by curfew – residents are encouraged to share wash loads to decrease costs. Washers and dryers need to be operated at a **full load** capacity. Residents supply their own laundry soap.

_____Resident Initial_____Staff Initial

Meals:

****All meals will be provided for.***

Dinner will be prepared and served at 5:30 p.m. Residents are required to eat dinner ***together*** in designated area.

Excused, early, or late dinner plates must be requested and submitted to House Staff 24 hours in advance. Residents are responsible for their own breakfast and lunch meal preparations. (See House Staff for designated breakfast, lunch, and snack items.)

****Residents have full access of kitchen for any cooking & food preparations.(Some restrictions apply including time periods.)***

****After a House Staff inspection, residents are permitted to bring and store their own food items. Each food item is to be clearly marked with resident’s name.(See House Staff for designated food storage areas.)*Any old, left out, stale, or spoiled food will be disposed of immediately by House Staff.*Residents are responsible for any and all clean up .***

_____Resident Initial_____Staff Initial

Chore & Job Duties:

House Staff will assign daily, weekly, monthly, seasonal, maintenance and job duties to each resident. Each resident is to complete their posted daily chores **by 9:45 am!**

****The upstairs is closed to residents working first shift after 10:00am -weekdays.**

Evening chores are to be completed by 6:30 pm.

Assigned weekly, monthly, seasonal/other chores are to be completed by no later than **Saturday 12:00 Noon.**

***Residents are to keep all areas of house, outside grounds, and garage clean-period.** This includes garbage, counter & table tops,

basins, showers, toilets, floors, butt cans, ashtrays.(Pop cans need to be disposed of in designated recycle cans .)

All rooms are subject to inspection by House Staff at any time.

_____Resident Initial_____Staff Initial

Curfew:

***Each resident must be signed in/out and verified by House Staff. A call is required prior to any tardiness or changes.**

Failure to comply will result with disciplinary action.

10:30pm Monday-Thursday (Lights out/T.V. off 12:00am)

12:00am Friday & Saturday (Lights out/T.V. off 2:00am)

6:00pm Sunday (Lights out/T.V. off 12:00am)

***Smoking is prohibited outside - after doors are locked (including the garage and the upper/lower front porches)**

_____Resident Initial_____Staff Initial

Phone:

Personal landline/cell phone calls/texting- are permitted with the exception of class time, dinner time, and meetings. During the hours:

8:00am to 10:00pm Monday-Thursday

8:00am to 11:30pm Friday & Saturday

8:00am to 10:00pm Sunday

****a 5 minute time limit is required on LHRH business line.****

Interference of house business or abuse of the LHRH business line and or personal cell phones - will be grounds for cell phone & landline restrictions.

_____Resident Initial_____Staff Initial

Personal Pass:

****Day time & overnight passes are granted at the discretion of House Staff. Overnight requests must submitted in writing 72 hours in advance.*** Residents that are in good standing and service fees are all paid and current will be eligible to apply for a 4, 6, 8, 10, or 12 hour day pass after their restriction period. (Residents must be accompanied during the restriction period by a pre approved person for job search, outside fellowship meetings, and or personal appointments, etc.)

24 hour overnight passes may be requested after the first 30 days of residency. 48 hour passes may be requested after 60 days. ("Special Event & Holiday" requests will be considered. 48 hour overnight passes are only allowed bi weekly)

Alcohol consumption /Drug use is strictly prohibited during day or overnight passes. (All service fees for the upcoming week or any past due fees must be paid in full before overnight passes are issued.)

****Residents are prohibited to visit any public or private places where alcohol or drugs are present or people are consuming.**

_____Resident Initial_____Staff Initial

House Curriculum:

Resident attendance/compliance is required as follows:

Rise & Shine 7:30am Weekdays – 9:00 Weekends
9:00am Mon-Fri morning group-no group Sat&Sun
Curfew 10:30pm Weekdays – 12:00am Weekends

***The following items are excusable for emergency or employment reasons only.**

- 1) Scheduled Recovery Dynamics & Back to Basics & Video classes.
- 2) 5:30pm Dinner (Monday – Friday).
- 3) *Outside AA/NA meetings are a requirement of two per week.*
- 4) *Scheduled Sobriety School classes.*
- 5) *House meeting as scheduled/announced.*
- 6) *10:00 am & 8:30 pm(in house) open AA Meetings.*
- 7) *Review/Progress scheduled meetings.*
- 8) *Assigned chores & Assigned homework.*
- 9) *Assigned shower schedule.*

**Each resident is required to have an approved "sponsor" within the first 30 days.*

_____Resident Initial_____Staff Initial

Rules and Regulations

*House staff will not take the role of *cop, lawyer, or investigator*. This means discharge can occur with or without investigation of “who did what, what was said, and who is or who is not at fault.”

*All rules and regulations are subject to additions and or changes at the discretion of House Staff/LHRH Board.

The violation of any house rule or regulation will be grounds for an immediate oral/written/final warning, and or removed privileges, and or a 1 to 30 day, or permanent discharge. They are to be observed and adhered to during your residency at the Lighthouse Recovery Home .

***Personal belongings will be removed from premises 30 days from discharge date without notice. Discharged residents must set up an appointment with house staff during business hours 9am- 5pm to collect personal belongings.** Discharged residents that are unable to collect their belongings in person -must provide LHRH House Staff with a signed and dated written request in order for items to be released to their named authorized person.

_____Resident Initial _____Staff Initials

House Rule & Regulation Violations

- 1) Resident visitors on LHRH premises under the influence including family members or their significant other.
- 2) Verbal or physical threats, acts of violence, or fighting.
- 3) Failure to comply with House Curriculum.
- 4) Removal of property or its destruction or any altering of the house interior including walls.
- 5) Discrepancies or unaccountability with time and or place while off of the Lighthouse premises.
- 6) Failure to comply with responsibilities and or staff directions.

- 7) 4 or more Written Warnings within 90 Days.
- 8) Smoking in undesignated areas. (No Front 2 Porches-)
- 9) Stealing or borrowing anything without permission.
- 10) Falsifications or misrepresentation of any intake, verification slips, sign in/out sheets, or LHRH Service vouchers.
- 11) Abuse/neglect of computer or internet privileges. (no pornography)
- 12) Abuse/neglect of LHRH vehicles.
- 13) Insubordination/disrespect towards House Staff.
- 14) Any form of Harassment including sexual.
- 15) Facial piercings except earrings.
- 16) Alcohol/drug logos on any clothing or personal items.
- 17) Fraternalizing "inappropriately" with females: including wives, girlfriends and female fellowship members on LHRH premise/grounds.
- 18) Illegal Activities.
- 19) Skipping or missing required classes/meetings.
- 20) Illegal gambling.
- 21) Leaving lights & TV on after use.
- 22) Leaving dishes & personal items, garbage in common areas.
- 23) Not signing in & out.
- 24) Abuse of cell / landline phone privileges.
- 25) Pornography of any type.
- 26) Violation of curfew and or Lights Out/T.V. Off.
- 27) Failure /Tardy to return from personal pass.
- 28) Delinquent Service Fees (Rent).

*****This is not a complete list of all the possible rules and/or violations. Resident restrictions or Disciplinary actions including up to discharge will be based on each individual case. *****

Please do your part to use common sense when it comes to anything that may affect your stay at the LHRH or others.

**A written appeal for any discrepancies will be accepted by the House Staff & LHRH Board of Directors for review. Any appeal may be submitted prior to the first Tuesday of every month.*

I _____ understand and fully agree to comply and obey with all the LHRH Guidelines, and the Rules & Regulations.

I _____ give the Lighthouse Recovery Home Authorization for a bodily & personal property search and or seizure without notice as well as release of any personal information.

Printed Full Name: _____

Signature: _____ date: _____

Witness Signature: _____ date: _____

Together may we "Trudge the Road to Happy Destiny".

