

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

(With Explanations & Consequences)

### **Welcome to the Serenity Recovery Network:** The House of Freedom & Miracles and The Serenity House

Please take the time to read and understand the Policy, Procedures & Guidelines, and their consequences should they not be followed. If you have any questions at all, PLEASE ASK. We WANT you to be successful and part of what will help in that success is if you are fully-informed and understand completely what is expected. The Serenity Recovery Network core values create an unwavering and unchanging guide which forms the foundation on which we perform work and conduct ourselves. They are the practices we use every day in everything we do. Please sign the last page of this document and give it to the Director within 3 days of being in the program.

1. **DRUGS AND ABSTINENCE** The first core value is for a resident to live their life happy, joyous and free. This requires abstinence from drugs. SRN has a program that is structured and assists the resident in meeting the core value of the Principles that underlie the 12 Steps and 12 Traditions.
  - A. Abstinence is required at all times. The use of alcohol, illegal mind-altering chemicals, or other drugs not legally-prescribed by your doctor, will not be tolerated. Random drug screening which includes the visible observation of urine samples will be done at the discretion of management. Unless indicated otherwise (such as sign-out violation or relapse/re-entry), the cost for drug screening will be borne by Serenity Recovery Network. No sale, possession or activity involving: unapproved alcohol, illegal mind-altering chemicals, or other drugs, firearms, weapons, gambling, pornography, or any other potentially addictive behavior as noted by Serenity Consultants Inc., is allowed on any Serenity Recovery Network property at any time, for any reason. If you have any questions regarding this policy, please ask your house director or other staff. There may be severe consequences if this guideline is violated.
  - B. Should a resident need to take an over-the-counter medication or prescription medication, staff must be informed before the medicine is purchased. Only over-the-counter medication and prescription medication that has been approved by staff may be taken by the resident for which approval has been given. Staff must see all the packaging of the medicine, and will determine which medications may be retained by the resident and which medications (for safety & security reasons) must be kept secured by staff. Staff will monitor residents as they self-administer any secured medications.
    - *Consequence Any misuse of medications or refusal to submit a random drug screen may result in the loss of the privilege of living at the House of Freedom & Miracles or Serenity House.*

# SERENITY RECOVERY NETWORK

## RESIDENT POLICY, PROCEDURES & GUIDELINES

- C. MEDITATION MEETINGS There are inspirational reading & discussion meetings held within the house in which the residents need to fully participate in order to successfully complete their stay.

	<u>House of Freedom &amp; Miracles</u>	<u>Serenity House</u>
Morning	9:00 AM (Monday-Friday)	10:00 AM (Monday-Friday)
Evening	9:30 PM (Sunday-Thursday)	9:30 PM (Sunday-Thursday)

All residents are expected to attend at least one of these meetings per day – **both** if their work schedule allows for it that day. Any resident that is still in “**Shelter from the Storm**” is expected to attend all morning & evening Meditation Meetings. An occasional Meditation Meeting may be missed with **prior** approval from the House Director.

These Meditation Meetings are a good way to start and end the day. This is to ensure the utmost benefits for recovery. A resident may ask for a house Meditation Meeting at other times when there is not one scheduled, like Friday night, Saturday, or Sunday morning. These unscheduled Meditation Meetings are attended by choice.

- D. 12 STEP MEETINGS All residents are expected to attend a minimum of six outside AA/NA meetings per week, document them in depth on the appropriate form, and turn them in during weekly meeting with staff. If you miss a meeting, for any reason, then you will be expected to make it up the following week. A one hour meeting “one-on-one” with your sponsor constitutes as a meeting, working a Step as two. There may not be less than four outside AA/NA meetings per week, or six meetings per week with no sponsor Step work. One time per week a speaker tape may be documented as a meeting only to make number seven. This would really be ninety meetings in ninety days. Actually what a great idea. NA/AA meetings may be the single most important thing you do while you are here other than working steps with your sponsor. They will definitely be important after you leave. Please document meetings daily.

➤ Consequence *Attending less than six meetings a week and/or failure to document meetings appropriately, honestly, and on time, will result in more meetings per week and possibly an unsuccessful discharge.*

- E. SPONSORSHIP Every resident will find an appropriate sponsor and begin to work the steps with the sponsor within the first three weeks, and will remain in “Shelter from the Storm” until sponsor is in place. An appropriate sponsor is a recovering individual of your same gender who attends a particular 12-step fellowship (AA or NA), and has worked through at least the first five steps with their sponsor. If they have less than two years of continuous recovery they would do well by gaining their sponsors’ approval. Sponsorship is at least as important as the 12-Step meetings. Speaking of the twelve steps, try working them with your sponsor. You’ll be amazed at the results. A minimum of one hour per week “one-on-one” with your sponsor is suggested as well as working at least the first

# SERENITY RECOVERY NETWORK

## RESIDENT POLICY, PROCEDURES & GUIDELINES

- five steps with them during your stay here. The first three steps are required for a successful stay.
- Consequence     *Have a sponsor within three weeks or else one of the Directors will fill in as a sponsor and will begin your step work assignments. These assignments will definitely be more than a normal sponsor would ask.*
- F. 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 a journal and use for step work with a sponsor. Journaling aids with recovery, and is strongly recommended. Senior residents may journal daily instead of meeting documentation, with prior staff approval. You'll be amazed at the results.
- Consequence     *Not journaling will stunt your emotional growth, hampering your recovery.*
2. **INITIAL STAY (Introductory Period)** The core value stating the Importance of a Spiritual Awakening is realized in the first three weeks.
- A. All new residents are approved for an initial three week stay at either the House of Freedom & Miracles or Serenity House to begin with. During the first three days of the initial stay all residents shall read the Resident Policy, Procedures & Guidelines. All Residents shall complete ***“Shelter from the Storm”***. All residents shall show a willingness to follow the Resident Policy and Procedures. They shall demonstrate their commitment to being in recovery. At the end of the three weeks, there will be a meeting with the House staff. Hopefully at this time there will be a mutual agreement whether to continue residency or for the resident to leave. It is possible that the initial stay can be extended for a one- or two-week period before the final decision to stay is made if mutually agreed upon by the House staff and the resident.
- B. SHELTER FROM THE STORM All new residents are required to participate in the Serenity Recovery Network ***“Shelter from the Storm”*** program. This program is designed to assist you in adjusting to your new living environment, and to the atmosphere of recovery. This gives us a chance to get to know you better, and for you to get to know us and the other residents in the house. It's also to assist potential residents who are unable, due to their powerlessness over addiction, to maintain the period of abstinence required to enter the House of Freedom & Miracles or Serenity House Program appropriately.
- Consequence     *Failure to complete ***“Shelter from the Storm”*** will result in the loss of the privilege of living at the House of Freedom & Miracles or the Serenity House.*
3. **PERSONAL BEHAVIOR** The Serenity Recovery Network has adopted a core value that requires each resident to become an accountable, responsible & productive member of society. It is necessary that the residents learn these behaviors.

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

- A. **THEFT OF PERSONAL ITEMS & PHYSICAL VIOLENCE** Theft and physical violence are addictive behaviors that will not be tolerated. Most of the guidelines listed here are negotiable. This one is not.
- *Consequence Anyone caught stealing from someone else in the program and/or inflicting physical harm to another will be terminated immediately, AND will be removed by the police immediately, with charges filed.*
- B. **STEALING FOOD** This behavior, while still not tolerated, is handled slightly different.
- *Consequence Stealing someone else's food will result in your cooking a meal for the entire house and cleaning up afterwards and/or an unsuccessful discharge. This includes house food from pantry.*
- C. **GAMBLING AND PORNOGRAPHY** **Absolutely** no gambling or pornography of any kind is permitted on any Serenity Recovery Network property at any time for any reason. There may be severe consequences if this guideline is violated. Addiction is not a substance it is a behavior used to cover up our reality. Any addictive behavior will be brought into the open and confronted. Pornography and gambling are two of those behaviors and will not be tolerated.
- *Consequence May result in an unsuccessful discharge.*
- D. **PAROLE/PROBATION** All residents currently on parole/probation are responsible to comply with all requirements and restrictions of the court. Any conflicts with Serenity Recovery Network policy, procedure & guidelines should be brought to staff attention for resolution immediately.
- E. **PROFESSIONAL SERVICES** **Serenity Recovery Network does not provide any professional counseling or treatment services.** This is a recovery based program. We believe that professional treatment works well with the recovery process. Therefore staff may suggest and/or recommend outside professional services as believed necessary. **All residents may be involved with one form of group or individual counseling as deemed appropriate by self, staff, and or probation/parole, or continue with their current counseling or continued care program. Documentation of attendance is necessary.**
- *Consequence Refusal to follow agreed suggestions may result in an unsuccessful discharge.*
- F. **LANGUAGE** Street and/or jail language belongs there. Loud, obscene, abusive, and/or foul language will not be tolerated, especially if it is directed to another individual.
- *Consequence Write in journal about why this behavior is not a part of our recovery.*

# SERENITY RECOVERY NETWORK

## RESIDENT POLICY, PROCEDURES & GUIDELINES

- G. **DISRESPECT** As this is a recovery program it is imperative that we have the utmost respect for all humans, especially fellow residents. **Any** disrespect will be dealt with harshly. No explanation should be necessary.
- *Consequence Noncompliance may result in the loss of personal visitation and use of cell phone for an undetermined period of time.*
- H. **HOUSEHOLD CHORES** Each resident is expected to participate in their share of maintaining a clean living environment. Household chores are assigned upon arrival to the House. With the exception of the kitchen and living room / dining room chores, the chore you are assigned is yours until another chore of your choice becomes available, unless it is mutually agreed and approved by the Director to trade chores with another resident.
- I. **CHORE CHECKS** Every chore should be done daily, and will be checked by the Chore Captain who is assigned by staff. Each day of the week, the Chore Captain will place a plus mark (+) by each chore to indicate that the chore was done satisfactorily or a minus mark (-) by each chore to indicate that something more needs to be done. (See the Chore Captain if you receive a minus mark by your chore.) A star may be used to indicate a very good job.

*Explanation:* It's not what we are doing that's the problem; it's what we're not doing. It's the little things that we aren't doing that add up and cause the big problems to occur. It all starts with the little responsibilities we were never able to manage in our addiction – personal hygiene, washing dishes, doing laundry, cleaning the bathroom, disposing of trash & cigarette butts in appropriate containers, emptying ashtrays, making our beds, putting our clothes away, and especially recycling our garbage. Doing these little insignificant things is an integral part of our recovery. It will not only make us feel better, but we will look better and smell better.

- *Consequence One minus mark per week is leniently acceptable. If you receive one it would be a good idea to ask the Chore Captain what needed to be done more effectively. If you receive two minus marks in a week, it would be a good idea to ask each remaining day of the week if you are doing a better job. A third minus mark in one week may result in house restriction for the following weekend. This means sign-outs to work and meetings are permissible, and that's it – no visitors or home visits, no eating meals out of the house, no shopping for personal needs, and no recovery functions until your chore is completed satisfactorily. Meetings on Friday & Saturday will be mandatory so you can talk about your anger and how much you resent paying consequences for your actions. Receiving a fourth minus mark within any seven-day period would indicate an obvious lack of willingness to change. This occurrence two weeks in a row, or three times during your entire stay, may result in an unsuccessful discharge. Consequences for chores not being done properly will be given to all residents assigned to that chore. However, if it is brought to the Director's attention that the unmanageability is due to*

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

*one particular resident, it will be addressed accordingly and hopefully in mutual agreement. All discrepancies with marks given by the Chore Captain may be brought to the Director for final mediation. Staff is responsible for giving direction to the Chore Captain with specific concerns about particular chores.*

- J. **CHORE CAPTAIN** It is the Chore Captain's responsibility to write down further concerns to communicate to staff. When checking chores, the Chore Captain may choose to either complete the chore appropriately with notification to the individual resident(s) whose chore is in question, or ask them to re-do it. The Chore Captain is to make appropriate marks (a plus, minus, or star) by each chore daily. Any problems with an individual and their chore should first be brought up with the Chore Captain. If an amenable decision cannot be easily reached, the Director will mediate a final decision. The Chore Captain has no authority over any other resident. The Chore Captain is only determining if a chore is completed. Staff initiates consequences.
- K. **RECYCLING** All residents are to recycle by cleaning and discarding appropriate items in the recycling bin. Please read recycling procedures that have been posted. This includes rinsing soup & vegetables cans and placing all pop containers in recycling bins. Plastic containers are recyclable. Plastic containers in the garbage will not be tolerated.
- L. **CLEAN-UP AFTER COOKING/EATING** Please clean up the mess you make while cooking or you'll be choosing to clean the entire kitchen. This includes all spills on counter tops, inside the refrigerator, on top of the stove, and in the ovens, including the microwave. If you chose to cook a meal for the house or a group of residents, which is an admirable thing to do, it is your responsibility to see that the kitchen is left clean. Anyone who has a meal cooked for them could show their appreciation by making sure that this is done. When you've finished eating, clean up the dishes (plates, bowls, cups, glasses & silverware) that you used.
- *Consequence Any resident found to leave unwashed cookware or dinnerware anywhere in the House may be assigned to wash dishes for the entire House for one month (30 days). There is a ten-minute cigarette-smoking grace period after eating a meal before this clean-up must be done. Leaving a glass, cup, plate or bowl anywhere in the House when you leave a room for more than ten minutes is a definite violation of this policy. If you plan to be in the bathroom or on the phone for more than ten minutes, take your stuff with you. (Reminder: Phone calls on the House phone are limited to ten minutes.) Dirty dishes found in a resident's bedroom will result in harsher consequences.*
- M. **RELATIONSHIPS** This policy is very important to everyone's on-going recovery. It is here because we care about you and others in recovery.

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

During the first thirty 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 committed monogamous relationship before your admission to Serenity House, you may begin to establish healthy communications after their attendance to the Family Program. Until their participation in the family program is completed only minimal contact is allowed. Relationships with children are also a top priority. House staff will assist with arranging regular visitation or other contact.

- N. **DRIVING PRIVILEGES & CAR OWNERSHIP** Only residents with a current valid driver's license and proper insurance may drive. If the vehicle a resident plans to drive is not registered in their name, verbal and/or written permission from the registered owner and proof of insurance will be necessary. Vehicles owned and operated by Serenity Consultants may only be driven by persons who are placed under the company's insurance policy, with staff approval. New residents are suggested not to have a motor vehicle upon admission until completion of Shelter from the Storm. If a resident does have their own vehicle it will need to be parked on the street or in an available off street space.

New residents with valid driver licenses and/or cars are not permitted to drive while in "*Shelter from the Storm*" without direct staff approval. Once **two to four weeks** have passed and a full time job has been established, driving privileges will begin to open up. At first only driving directly to and from work will be permitted, then driving to recovery meetings with other house members. Eventually, as a resident establishes an open trusting relationship with staff and other residents directly through working a personal recovery program, as suggested, driving restriction will be fully lifted. Residents will always continue to sign out appropriately.

Current residents who acquire a vehicle after entering the program, regardless of how long they have been residing there, will need to follow the above policies as well. This includes insurance, parking privileges, and driving restrictions as deemed necessary by staff.

*Explanation:* The reason for this particular policy is, as always, to improve the success chances of life-long recovery for each resident. Our experience in this area has shown that this policy will not cause any harm and may assist overall recovery chances.

- O. **GED / DIPLOMA** All residents who have not graduated high school will work toward acquiring a GED. Residents who are not previously registered will do so during the first month after admission. Documentation of GED attendance to staff is necessary at least once weekly.

*Explanation:* Although achieving a high school diploma is an individual right and choice, we believe that acquiring one will help to boost self-esteem. Raising ones' self-esteem is a major source of relapse prevention. Most residents do not realize

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

how much they have learned from their life experiences and how simple it might be to *pass the equivalency exam*.

- *Consequence Not complying is continued low self-esteem and a reduction in the chances for personal recovery.*

#### **4. ENVIRONMENT** The Core values require that the resident is entitled to a safe environment.

A. **SIGN-OUT BOARD** All residents must use the sign-out/sign-in board when leaving the House for any reason, listing the time they are leaving, where they are going (name of establishment, store, etc.) and what time they will be back, within one half hour accuracy. Residents are to call the House to change the time back if needed.

- *Consequence Any resident that is more than a half an hour late returning without calling-in and changing return time may be drug tested at their own expense (\$5 per test).*

B. **CURFEW** The House curfew is 9:30 PM on week nights, and for weekends & holidays it is 12:00 AM. The only exceptions are as follows: on weekend evenings, after chores have been inspected & approved, residents are permitted to go to a 10:00 PM meeting. On Saturday evenings, residents are permitted to go to recovery oriented functions. In these two cases the curfew is 1:30 AM, with **prior** staff approval, as well as, changing any previous plans.

- *Consequence Any resident that is more than a half an hour late returning may be placed on restriction.*

C. **IN-HOUSE VISITATION** Visiting hours are between the morning & evening Meditation & House Meetings, with prior staff approval. That is usually between 11:00 AM and 6:00 PM throughout the week. Only sponsors and alumni are permitted on the second & third floor and to visit at other times, if accompanied with a current resident. No one under the age of 18 is permitted to enter the house at any time without parental consent. Only resident family members, close loved ones, and others in recovery are permitted to visit or phone residents. The only new close relationships that are permitted during your stay at the House of Freedom & Miracles or Serenity House are with a Higher Power of choice, a 12-step program of choice, an appropriate sponsor of choice, and a support system of recovering: men helping men & women helping women. This limit is there to help ensure that the focus is on recovery and not relationships.

- *Consequence Any visit without prior staff approval will be terminated after twenty minutes.*

D. **OUTSIDE VISITATION** There will be no extended visits (more than two hours) outside the house with relatives or close intimate non-using friends for at least the first two to four weeks. There will be no overnight visits with appropriate individuals for at least the first thirty to sixty days. There may be, in certain

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

cases, some additional need for family reunification after the first two months of stay, subject to staff discretion & approval. Overnight visits must include recovery meetings during that day. The reasoning behind so many outside events needing prior staff approval is that we are dealing with the disease of addiction. Our disease wants to kill us. Anytime we give it the opportunity to act up it will, especially in early recovery. Our disease is cunning, baffling, powerful and patient. If we plan things in advance and follow through by sticking to our commitments and responsibilities, we strengthen our recovery and arrest our addiction. All weekend plans **MUST** be approved by house staff. If your plans change they **MUST** be re-approved by the same staff. Otherwise, stay around the House and go to meetings & recovery events with other House residents or your sponsor. Any resident who is not following the plans made with staff and/or is gone more than 24 hours without contact is considered (MIA) missing in action. If you are on probation the authorities will be notified immediately.

➤ *Consequence Failure to follow this guideline will result in loss of home visitation privileges and a possible unsuccessful discharge.*

- E. **NON-FAMILY VISITATION** The only persons who have full house access anytime other than current residents is your **sponsor**, provided you are talking recovery or doing step work with them. However, even sponsors are expected to limit their visits to the House out of respect to the privacy of other residents. Past residents, friends, and other recovering addicts/alcoholics must have prior approval of House staff to enter the house for a visit. Once permission is given, visitation is granted unless taken away by the House Director. Past residents include anyone who at one time was considered a resident of the House, regardless of their discharge status, as long as they are currently known to be in recovery and are past the compulsion of using. This is usually 30 days. This may include staff approval. If not sure, just ask. The above-mentioned individuals may come to the House to pick up and/or drop off residents ten minutes prior to & after the meeting. They may also, on occasion, if invited, attend the morning or evening Meditation Meeting, as long as they are on time and stay until the Meditation Meeting is over. If any resident is uncomfortable with someone who has been approved, please notify House staff. These individuals may also come to a weekly House Meeting if invited by a current resident and approved by House Staff. They must arrive on time and stay until the meeting is over. Only current residents may use the phone, eat food, or watch TV unless invited to do so by two or more residents and approved by staff.
- F. **HOUSE MEETINGS** There is a weekly “House Meeting” held within each house that is mandatory for all residents, with **very few** exceptions.

House of Freedom & Miracles  
9:30 PM on Sunday evening

Serenity House  
9:30 PM on Tuesday evening

This consists of a meeting to discuss pertinent house-related issues, an occasional informational presentation, and may include a daily meditation.

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

- G. TELEVISION/STEREO The television hours are 6:00 AM - 9:30 AM, 12:00 Noon - 2:00 PM, 5:00 PM - 7:00 PM, and 11:00 PM – 1:00 AM, Monday through Thursday. **DO NOT** begin to watch a movie after 11:30 PM Sunday through Thursday.

*Explanation:* Watching television is generally not recovery oriented, it distracts from communication, and it isolates us. Therefore there are hours where it is permissible, but they are limited.

Stereo hours are 11:00 AM - 9:30 PM. The stereo may be listened to at a reasonable volume between meditation meetings. Anytime someone asks for it to be turned down, it will be done. The only complaints that administration should hear is that the stereo is too low. Video rental or video watching is limited to the weekends, between the evening meditation on Friday and the evening house/meditation meeting on Sunday. There is no time restriction for use of the stereo or the TV if what is being viewed or listened to is recovery-oriented (i.e. speaker tape, addiction workshop video, TV story on addiction or recovery). Also, if you must get non-brain using videos (i.e. "Coyote Ugly" and the like), please find another movie with some sustenance i.e. "Finding Forester". Check with staff if you need more information on this one. Please turn off media equipment if you are the last person to leave the room even/especially if you didn't turn it on.

- *Consequence Non-compliance with this policy may affect the entire House, especially if someone leaves the TV on unattended for any length of time and does not admit to it.*
- H. USE OF HOUSE PHONE There are other self-centered individuals in this program besides yourself who would like to talk on the phone for extended periods of time. Phone calls are limited to ten minutes at a time between 8:00 AM & 12:00 AM. Only emergency calls and calls with a resident's sponsor are permitted (in or out) between 12:00 AM & 8:00 AM. No personal relationship calls between 1:00 PM & 5:00 PM.
- *Consequence Non-compliance could result in individual phone restriction, or removal of the House phones for a period of time.*
- I. ANSWERING HOUSE PHONE Please answer the house phone, "**Hello. This is (your name). How may I help you?**" Do not yell for the person who is receiving the call. Check the sign out board. If the person is not here, tell the caller when they will be back. Do not tell the caller where they are unless that resident has formally asked others to do so (as may be the case with children, PO's, etc.). If they are in the house, ask the caller to hold and **GO** get them. If you don't want to take a message, don't answer the phone. Please write the date, time and your name on the board when taking phone messages.
- *Consequence If messages are not taken properly, House phones may be removed.*

# SERENITY RECOVERY NETWORK

## RESIDENT POLICY, PROCEDURES & GUIDELINES

- J. CELL PHONE AND LAPTOP PC Residents who do not have a cell phone and/or lap top PC upon arrival into the House will need to wait until completion of *“Shelter from the Storm”* and have all house accounts paid in full, prior to asking to acquire either.
- a. Cell phones may not contain phone numbers of using friends or drug dealers, including anyone who may be considered a negative influence or trigger a using obsession. It may be necessary to acquire a different cell phone number.
  - b. Personal laptop PCs are not permitted during *“Shelter from the Storm”*. Access to the internet for necessities (i.e. job search or on line job applications) will be arranged. The residential house computer may be used to complete a resume and for job searches.
  - c. Electronic and/or video games are considered the same as laptop PCs and the same policies apply.
  - d. Time frames for the usage of laptop PCs or any other electronics are the same as the TV policy, unless approved by staff. Please ask & review TV policies in handout.
  - e. If the use of these privileges interferes with a resident’s ability to be fully involved with other residents, the House policies, or maintaining a priority on their personal recovery, staff will adjust policy to suit individual need including temporary removal of said item. This includes I-pods and headphones. No use of headphones is permitted in common areas i.e. lounge, dining room, living room etc.
- K. SMOKING, SMOKING, VAPING, OR USE OF ANY OTHER TOBACCO PRODUCT IS PERMITTED ONLY IN THE DESIGNATED SMOKING AREA (OR OUTSIDE) If you smoke in the designated smoking area or on the porch, please empty the ashtray you used before leaving that area or porch. Absolutely no flicking of cigarette butts anywhere but in the butt cans provided will be permitted.

*Explanation:* If you smoke, please start emptying ashtrays regularly. This is a very small part of building a very long recovery for yourself. Consider the belief that flicking cigarette butts out of a vehicle you are traveling in or anywhere on the ground is an act that is quite nearly as selfish & self-centered as committing suicide or using drugs again. This is not YOUR Planet.

- *Consequence* Violation of this policy could result in being assigned an additional chore, like washing dishes for the House or picking up all the discarded butts on the property, including the sidewalk by the street; and will at least result in a reprimand from the Director.

# SERENITY RECOVERY NETWORK

## RESIDENT POLICY, PROCEDURES & GUIDELINES

L. RESIDENT ROOMS Individual resident rooms are to be kept clean at all times. All residents are responsible for their own rooms, which will be inspected weekly. No sleeping in any room or bed other than the one you are assigned. Resident rooms are to be unlocked at night because there will be regular random bed checks. When leaving the program or changing rooms, it is your responsibility to leave that room in a condition better than when you moved in it.

➤ Consequence *If not cleaned satisfactorily, you will not move from a “Shelter from the Storm” room, or you may be asked to move back into a “Shelter from the Storm” room.*

M. PERSONAL ITEMS All personal items need to be kept in individual sleeping rooms. Do not leave personal belongings (shoes, coats, blankets, pillows etc.) in any other room but your own when you leave it.

➤ Consequence *Personal articles left outside your room will be confiscated and returned with a one-time warning. The second time, it will be held for 48 hours. The third time, it will be held for one week. The fourth incident will result in it being returned to you upon your departure since it is obvious you don't need it at this time.*

N. TRADING / SELLING The trading or selling of personal items to other residents, alumni, or other visitors is not permitted. The borrowing or loaning of money or personal items between residents is not encouraged. When in need of financial assistance, please ask House staff for a one week loan. As long as money is repaid weekly, you may continue to borrow weekly.

*Explanation:* Buying or selling things for a quick money fix is a part of our addictive behavior.

➤ Consequence *These items may be confiscated, to be returned upon discharge since you obviously don't need them right now.*

O. SEARCHES Serenity Recovery Network reserves the right of staff to search resident rooms and personal property whenever staff deem it necessary for the maintenance of a safe and secure living environment for all residents.

5. COST EFFICIENCY Another SRN Core Value is to make the program cost efficient. It is a strategic goal to make the resident financially responsible and good money managers.

A. FOOD STAMPS It is suggested that residents apply for food stamps on the first full day of residency, unless they are already employed.

➤ Consequence *No food stamps.*

B. WORKING AND JOB SEARCH Residents are expected to work full time during their entire stay unless there are medical reasons why that is not possible. Residents are expected to be present at both morning & evening meditation

# SERENITY RECOVERY NETWORK

## RESIDENT POLICY, PROCEDURES & GUIDELINES

meetings and attend at least one 12-step meeting daily while not working. Work, as with school, is a major life area that must be incorporated into the recovery process. It is not acceptable to quit one job until you have found another. A full time job entails deductions for required taxes (and quite possibly child support and/or insurance), or a 1099 with a paycheck. No “under the table” work will constitute full-time employment. Current residents are not permitted to be paid for work or be employed by the Serenity Recovery Network.

➤ *Consequence Continued failure to maintain regular employment and/or falling behind in rent agreement **will** eventually result in an unsuccessful discharge.*

C. **RESTRICTED SHIFTS** Residents are not able to work third shift jobs as the program is not able to fully support those on that shift. Although work is an important part of the recovery process, personal recovery must come first. Without it, there would be no job for any length of time. This is an ongoing dilemma. Third shift employment does not fit into the structured programs of the Serenity Recovery Network. Recovery is the first priority. It is suggested that residents try to acquire first shift employment. Second shift jobs are permitted with continued first shift job search. Putting in 8-10 applications per day is considered full-time work and will be counted as such. The resident will give name, phone numbers, and date of each contact on the Job Search Documentation form and/or show completed applications. A full time job needs to be acquired within 10 working days after “***Shelter from the Storm***”. If a resident is still in “***Shelter from the Storm***”, job searches and applications may still be done on line and by making phone calls. A resume or updated resume needs to be completed, approved by staff, and entered in the resident computer file within the first week of residency. Should an interview become available please notify staff and we will assist the resident in making the interview. Should a job be offered, notify staff. You will be asked to document all applications & contacts on the Employment Documentation Form to be reviewed weekly at your individual meeting with staff. Employment is not secured until after attending work the first day and being invited back the next day. Work is work. Residents on disability or unemployment may be permitted to do volunteer work. Work is not necessarily indicated by an income.

➤ *Consequence No job within 10 working days after “***Shelter from the Storm***”, without serious willingness, will probably result in a discharge. Remember, completion and documentation of at least eight applications in one day counts as a days’ work and will add time to your job search. Again, it is not OK to quit one job until you have found another. There may be consequences if appropriate documentation is not made. Continue filling out Job Search Documentation form and go out daily until employment has been secured.*

D. **RENT** Every resident needs to have rent paid one week in advance with one full week deposit, to be utilized as the last week's rent. Anyone removed from or

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

leaving the program for any reason other than through a mutually agreed plan will forfeit current rent paid and deposit. In other words, there will be no rent reimbursement. Along with paying rent, all residents will meet one-on-one with the director/house manager weekly, regardless of whether they owe rent or can pay rent. Each week all residents will acknowledge and have a mutual arrangement with staff where they stand on house rental payments and discuss weekend plans in depth. Any resident who falls behind on their rental agreement will need to make arrangements to catch up and to show their pay stub along with their payment. Anyone who falls a week behind in their rental agreement may be required to bring in their check un-cashed to make appropriate arrangements. Anyone who falls more than a week behind in their rental agreement may be removed unsuccessfully from the program.

➤ Consequence *Non-compliance may result in an unsuccessful discharge.*

E. **SAVINGS** This policy deals with responsibility. We understand it may be difficult to save a lot of money, but even a small amount will feel good in this case. This too will help with raising self-esteem and for some, help acquire funds for a personal living space. Residents are encouraged to save up to \$20 a week until rent is caught up and paid in full. Then you may save as much as you choose, but do save some each week. It is recommended that residents establish either a savings or checking account before completion of the program. Staff may request to see either a current check book or savings account statement for verification. Since many employers are now requiring direct deposit and “pay cards”, staff may determine it necessary to monitor and/or assist residents in their use of these cards. Residents shall use no other credit, debit or ATM cards during entire stay without staff approval.

➤ Consequence *Non-compliance may result in an unsuccessful discharge.*

F. **RENT REIMBURSEMENT POLICY** Residents entering the House program are not required to have the full \$315 requested for entry in advance. Arrangements are made on an individual basis prior to residency.

a. All residents no longer in the “*Shelter from the Storm*” program are requested to secure full time regular employment through established appropriate agencies or companies within the first 10 working days.

b. Each day that a resident completes, submits and documents applications to 8-10 individual possible employment opportunities will constitute an additional working day for job search.

c. Policy states that it is not permitted to quit one job without first securing other employment and giving appropriate notice to current employer. This is established as responsible behavior.

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

- d. Losing or being terminated from work twice will indicate a serious lack of willingness, especially if tardiness and/or not showing up for work are the reason for termination, and will not be tolerated without changes made.
  - e. Any resident owing the House more than \$250 total in rent, deposit and/or admission fee will need to pay an additional \$50 per week minimum or additional \$100 if paid bi-weekly until paid in full.
  - f. Any resident owing the House more than \$500 total in rent, deposit and/or admission fee will need to pay an additional \$100 per week minimum or \$200 if paid bi-weekly until paid in full.
  - g. Any resident owing the House more than \$750 total in rent, deposit and/or admission fee will need to relinquish the remainder of their pay check after established minimum weekly needs and food to outstanding balance owed. Residents responsible for child support will notify their employment upon hiring (this will be taken into consideration). It may be necessary to use rolling tobacco, relinquish cell phones and/or take the bus rather than put gas in a vehicle in order to follow this policy and to be paid in full in a reasonable time frame (two months) so that residents may begin saving money towards successful completion and safe permanent housing.
- G. **PURCHASES / SPENDING** The purchasing of personal items such as stereos, cars, expensive jewelry, tattoos, TV, cell phones etc. needs to be approved by the House Director prior to purchase. If you are not absolutely sure about what this policy entails, **ASK**.

*Explanation:* Past experience shows that buying things on time before you are caught up on rent, child support, and/or finished paying court fines, is not a good idea. We are addicts and “we want what we want, when we want it”. This has always caused problems for us in the past. We need to begin to learn from these past mistakes. We learn from history that we don’t learn from history.

➤ *Consequence Non-compliance could result in an unsuccessful discharge.*

### **6. INTAKE DECONTAMINATION PROCEDURE**

- A. **All new residents to the House of Freedom & Miracles or Serenity House are to follow the following procedure under the direction & supervision of staff, alumni, or senior resident.**
- B. New residents bringing their personal belongings into the House are to take all items directly to the laundry room in the basement. All personal belongings are to be screened and processed as follows:
  - a. All clothing items are to be washed in hot water and then placed in the dryer. Clothing items that are subject to damage in a hot water wash may be placed in the dryer for a minimum of twenty (20) minutes on high. If clothes are

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

brought in plastic bags, the bags are to be immediately disposed of in the outside trash. Suitcases, duffel bags, back packs, etc. are to be shaken out and sprayed with 91% alcohol. The clothing worn in is to be removed and treated following the same procedure before the resident is permitted into the 2<sup>nd</sup> & 3<sup>rd</sup> floor living areas.

- b. Shoes are to be shaken out, outside the building.
  - c. All other items (e.g. alarm clocks, personal radios etc.) are to be inspected and sprayed as will tolerate.
  - d. Books, photographs, notebooks, etc. are to be shaken out outside the building and/or placed in the freezer for one hour.
- C. Items not aforementioned will be treated at the discretion of the attending staff, alumni, or senior resident.

### **7. GUIDELINES FOR QUALITY SENIOR RESIDENTS TO EMULATE**

- a. Carries a positive example of recovery, not just time in program.
- b. Places principals before personalities; has no authority over others.
- c. Shares personal experience, strength, & hope at meditation meetings.
- d. Reaches out to new residents; helps by setting example.
- e. At least on Third Step with sponsor, and has relationship with HP.
- f. Meets with sponsor weekly face-to-face to discuss steps & recovery.
- g. Attends recovery & house meetings on time; leads & brings up topics.
- h. Keeps personal side of bedroom neat & clean.
- i. House chore always done well; gives incentive to others in their chores.
- j. Documents recovery meetings and/or journals daily.
- k. Good work ethics; caught up on rent, food & house loans.
- l. Does not gossip about others; offers concerns to others.

Please Remember – Money, property, & prestige **divert** us from our Primary Purpose & even more importantly our leaders are but trusted servants, **they do not govern.**

### **8. BECOMING A SENIOR RESIDENT**

- A. Moving into a single room at the House may not be an indication of a resident being considered a Senior Resident. It may be a matter of needed bed space for new residents to enter the program.

# **SERENITY RECOVERY NETWORK**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

- B. Accomplishing the above suggestions and approval from staff, the current Senior Residents will complete the selection process of new Senior Residents by unanimous endorsement.
- C. Once you have become a Senior Resident you will be asked to meet bi-weekly with staff and other Senior Residents to discuss House needs and concerns and the agenda for weekly house meetings.

### **9. SERENITY RECOVERY NETWORK ALUMNI**

The Serenity Recovery Network Alumni sponsor activities to assist in the positive promotion of the House of Freedom & Miracles and Serenity House programs, and to assist in raising funds to support particular needs of their choosing. This occurs both within the house and the community.

All residents who successfully complete the program are invited to become a part of the Serenity Recovery Network Alumni. There is a ninety-day clean time requirement to maintain eligibility. This is a part of the Continued Care Agreement signed upon residency. After the commitment to the Continued Care Agreement is completed, it becomes a voluntary program.

### **10. SERENITY RECOVERY NETWORK CORE VALUES**

These core values are the fundamental beliefs of the Serenity Recovery Network (SRN). The core values are the guiding principles that dictate our organization's behavior and actions. Core values help SRN determine if we are on the right path and fulfilling our organization's mission, vision and business goals. These core values create an unwavering and unchanging guide which forms the foundation on which we perform work and conduct ourselves. They are the practices we use every day in everything we do.

- The Principles that underlie the 12 Steps and 12 Traditions
- The Importance of a Spiritual Awakening
- Create a Caring, Compassionate and Supportive Environment
- Provide a Safe Environment for residents, staff and volunteers
- Become an Accountable, Responsible & Productive member of society
- Live our lives Happy, Joyous & Free
- Provide our services in the most Cost Effective manner
- Share Best Practices with other Recovery Organizations

**SERENITY RECOVERY NETWORK**  
**RESIDENT POLICY, PROCEDURES & GUIDELINES**

I, \_\_\_\_\_, have read and understand all of the Resident Policy, Procedures & Guidelines of the Serenity Recovery Network.

\_\_\_\_\_  
**Resident** Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Director** Signature

\_\_\_\_\_  
Date