



quality recovery housing

## Resident Handbook

*First Edition 2014*

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## **Section I: General Information**

### **Welcome**

Shoreline Living Solutions is a drug & alcohol free environment. SLS is committed to maintaining the safety, health, and continued recovery success of our residents.

To our new residents, congratulations, you have just made one of many positive decisions to enhance your life and continue to grow. We here at Shoreline Living Solutions are proud to join forces with you and assist you to reach your goals. Shoreline Living Solutions is a recovery house designed to encourage men afflicted with substance abuse issues to build a solid recovery foundation based on a 12-step philosophy. Our intention is to support residents to reintegrate into the world, focused on their recovery with a sincere desire to lead a healthy and sober lifestyle.

Although Shoreline Living Solutions encourages a six month length of stay or longer, residents are asked to commit to at least a 90 day stay upon admission.

### **Mission**

Shoreline Living Solution's mission is to provide a safe living environment for those who are recovering from alcohol and drug addiction and to encourage those who want to change and improve the quality of their lives.

### **Vision**

Shoreline Living Solutions vision is to be the most viable, reliable, safe recovery housing resource for its residents.

### **Equal Opportunity Housing**

Under federal and state law, Shoreline Living Solutions (SLS) is forbidden to discriminate against certain categories of persons in residency acceptance. SLS assists persons without regard to race, color, religion or national origin, to all the rights, privileges and activities generally accorded or made

available to residents at SLS. Furthermore SLS does not discriminate on the basis of race, color, religion, national origin, or sexual orientation, in administration of its resident policies.

## **Section II: Program/ Residency Guidelines**

### **General**

SLS understands that profanity when spoken contributes to the decline of civility and therefore expects that residents speak to one another with respect. Failure to address others in conversation appropriately may terminate a resident's stay.

Residents are expected to respect the house and all that is in it, including furniture, heat, etc.

### **Alcohol & Drugs**

All residents must abstain from the use of drugs and alcohol while living in the recovery housing of SLS.

Any resident who return to using drugs and/or alcohol will be evicted immediately.

All residents are required to take drug/alcohol test when asked. Residents who test positive or refuse to take drug/ alcohol test will be asked to leave residency at SLS immediately.

All residents are expected to have a written plan of recovery and follow all the prescribed steps to recovery. Failure to follow written plans may jeopardize a resident's stay at SLS recovery housing.

### **Smoking**

SLS is a smoke free environment. Smoking is strictly prohibited in the house. Residents, visitors and staff can smoke outside in designated areas.

### **Probationary Period**

New residents are considered to be on their Probationary Period for at least the first 30 days. Residents are not off the Probation Period until notified by the House Manager or owner.

## SLS Resident Handbook

New residents are encouraged to obtain an AA/NA home group and sponsor while on their Probationary Period.

New residents will not be authorized to be away on overnight passes from the house until completion of their Probationary Period (further discussed under OVERNIGHT PASSES).

### **Chores**

All residents are expected to clean up after themselves daily and maintain personal hygiene.

All residents will be assigned a weekly chore to be completed on a daily bases.

### **House Meetings**

All SLS residents are expected to attend the weekly house meeting unless their absence has been approved by staff. During this meeting the house manager and residents will address issues, concerns, and comments residents may have.

### **Personal Property**

SLS house managers, owners and volunteers will not be held responsible for the theft or loss of any resident's personal belongings.

All residents of SLS are encouraged to limit the amount of belongings that they bring in to allow room for others.

Residents are not allowed to put personal belongings (e.g. family pictures) in the house common areas living room, kitchen, and dining room.

### **Medication**

SLS Residents will not be responsible for keeping any prescribed medications in a safe manner. SLS is not responsible for residents taking medications. Residents are expected to take medication as prescribed by their physician.

### **Food Expectations**

Residents are not allowed to store any food in their bedrooms. Any food found stored in bedrooms could terminate resident's stay.

### **Overnight Passes**

An overnight stay will not be allowed within the first 30 days. Overnight stays are for Friday and Saturday nights only.

In order to qualify for any overnight stay, Residents must have the overnight sheet completed 3 days before the expected date(s) of the overnight, have rent paid up to date, be following all guidelines, and have all chores completed.

### **Visitors**

All SLS resident guests/visitors are not permitted in the house prior to 9am and after 9pm.

No visitors are allowed in resident's bedrooms. Immediate discharge is possible if visitors are found/ or expected to be in residents' bedroom.

Visitors who are under the influence of a mood altering chemical or suspected to be are not allowed on SLS Inc.'s property.

Visitors are not allowed at the house if resident they are visiting is not in. Visitors are not allowed during any house meetings.

## **Laundry**

Coin operated laundry is available. Residents should not leave laundry in the washer or dryer for any extended periods of time. Residents should not leave the house while washing or drying their clothes.

Residents are responsible for providing their own laundry detergent.

## **Curfew**

Residents' curfew is 12AM Sunday through Thursday and 1AM Friday and Saturday.

If residents are not going to be home by curfew, they should call the House Manager notify him, failure to do so can result in Probationary Period or discharge.

If a resident does not return during curfew, it is the responsibility of other residents to notify the House Manager.

## **Rent & Living Expenses**

SLS residents are responsible for Residential Fees:

Residential fees are calculated on a weekly basis and may be paid weekly or monthly. SBLS accept MasterCard, Visa, certified check or cash.

The residential fee is \$150.00 per week or \$650.00 per month.

The weekly residential fee includes room and utilities only.

If paying by the week, an initial payment of \$450.00 is required to move in, this will include the first week and 2 weeks security (returned after moving out and final move out inspection has been completed).

If paying monthly, an initial payment of \$1300.00 is required to move in, this will include the first month rent and one month security (returned after moving out and final move out inspection has been completed).

Your security deposit cannot be used to pay your last week's/month's rent or any other week's rent.

## SLS Resident Handbook

Prorated rent is \$21.50 per day for those entering any day other than Sunday.

The residential fee is due Saturday by noon each week, for the period of Sunday through the following Saturday.

Residents are responsible for their own food and telephone, and are required to pay \$20.00 a month for house supplies.

Residents will pay a \$25.00 late fee if rent is not paid by Saturday by noon each week or \$25.00 after the 3<sup>rd</sup> of each month (if paying monthly).

### **Amenities**

Double occupancy rooms

Dresser and/or closet

Flat screen television in common areas

Community living areas

Back yard with volleyball and basketball net, outdoor furniture and gas grill

Walk to beach

On-site coin operated laundry

Air conditioning

Off street parking

Wireless internet

### **Moving Out & Eviction**

There will be **no refunds due to relapse**, theft of property, or physical force against another person in the house.

Management requires two weeks' notice when leaving on good terms.

Failure to follow any house rules may result in immediate termination, and



there will be no refund of fees paid.

Residents, who leave SLS recovery house for any reason, have 72 hours in which to remove all of their personal belongings. Personal items not removed within 72 hours will be donated to charity by SLS.

## **Section III: Resident Relations**

### **OPEN DOOR POLICY**

SLS believes that our residents are most important. SLS believes that open communication within an atmosphere of mutual trust is of prime importance to its residents. Realizing that effective communication is always a two-way street, SLS values resident's constructive opinions and suggestions. Because SLS believes in team effort and an open atmosphere, it encourages residents to meet and discuss suggestions, problems or concerns with peers and staff as needed. In most cases, talking with one's peer is the most effective way to deal with a problem or suggestion. However, residents may discuss problems or suggestions with a staff member instead of, or in addition to, their peer.

### **PROBLEM REFERRAL PROCEDURE**

Those residents who wish to choose a more formal procedure may choose the Problem Referral Process.

There are formal procedures which residents can choose to take. Most household and peer issues are resolved through direct and clear communication between the two parties.

Should a resident choose the Problem Referral Procedure, they should use it within a reasonable time after the problem occurs.

**Step 1:** The resident discusses the problem with the House Manager. In most cases, a problem can be resolved satisfactorily at this point. A resident who is not satisfied may present the problem in writing to the Owner. The Owner will consider the problem and will respond within 5 business days, unless the Staff believes the circumstances warrant additional investigation.

**Step 2:** After considering the Owner's response, should the resident not feel that the problem is satisfactorily resolved, the resident may refer the problem in writing to the next appropriate level, the Advisory Board. In cases in which the Advisory Board believes further inquiry is required, the Advisory Board will reply to the House Manager within 10 business days.

**Step 3:** Residents who deem the Advisory Board's response unsatisfactory may refer the matter in writing to the Problem Review Committee. This committee includes a peer, & two members of the Recovery Housing Coalition of Connecticut.

The Review Committee typically consults with the house manager and other parties involved, and give a decision within 15 business days after concluding its review. The decision of the Review Committee is final and binds all parties. The Committee will give the resident a written record of the decision.

## **Section IV: Signature Forms**

## Acknowledgement

This handbook is intended to provide guidelines for residency requirements, rules, and expectations for Shoreline Living Solutions (SLS). Residents of SLS are expected to review the resident handbook and abide by the regulations set forth.

The handbook does not create a contract between the Resident and SLS. No policies in the handbook or any oral interpretation of the policies and procedures create an express or implied contract of residency between SLS and residents regarding length of occupancy, expectations, house rules, or any program requirements.

SLS reserves the right to change any portion of this Handbook at any time based on program or agency needs. In the event of a change to the handbook residents will receive written notice of the change. This written notice of change shall be considered residents official notice and should be maintained with their personal records for later referral.

By signing below the resident hereby acknowledges receipt of their Resident Handbook and further acknowledges that he/she is responsible for abiding by all policies herein and understands that they are primarily responsible for review of the Resident Handbook.

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Resident Name Printed

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Date

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Resident Name Signed

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SLS Signature

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Date

## Shoreline Living Solutions House Rules

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1. I agree not to consume Alcohol and/or Drugs while residing at this property. If I am taking prescription medications (non-narcotic only) that are prescribed by a doctor, I will provide that information at the time of initial intake and discuss further use with management.  
  
If prescribed prescription medications (non-narcotic only) by a doctor during my stay at this residence, I will contact the house manager immediately to discuss it.
2. I agree to take random screens for drug and alcohol use administered by management upon request.  
  
If the test has a positive reading the resident will be asked to leave the house immediately. If a resident is unable to produce a urine sample within 1 hour of the request of the house manager, the drug screen will be considered positive. If for some reason the test is inconclusive or the manager is uncertain about the results, the resident will be asked to have a drug screen performed at an independent laboratory at the discretion of the manager.
3. I agree not to steal others' property while I am a resident of the house. This includes personal property and food belonging to other residents of the house.
4. I agree not to go into any other residents' rooms. I agree not to give permission for someone to go in your room. In case of an emergency, two people must be present and the house manager must be notified.
5. I agree not to use physical force against anyone in the house while a resident of the house. This includes threatening and/or verbal harassment of other residents or management. I understand that I may be thrown out for such behavior.
6. I agree to pay the residential fee on time and in full each week. The due date of the residential fee is on Saturday by noon.
7. I agree within the first 30 days to actively seek and obtain employment. The hours of employment must fall in between the curfew for that particular day. This rule can be modified if client will be attending an IOP or volunteering a minimum of 20 hrs a week.
8. I agree to follow the curfew, which is 12AM Sunday through Thursday and 1AM Friday and Saturday.
9. I agree to attend 30 meetings in my first 30 days of residency. After my first 30 days. I agree to attend minimum of five AA and/or NA meetings per week if I have less than one year in recovery and a minimum of four meetings per week if I have over one year in recovery. The house meeting on Thursday at 7:00pm is mandatory.
10. I agree to find an AA or NA sponsor and start step work within the first 30 days. I agree to continue doing step work.
11. I understand that overnight stays away from the house are a privilege and must be cleared with the house manager beforehand. An overnight stay will not be allowed within the first 30 days. Overnight stays are for Friday and Saturday nights only. In order to qualify for any overnight stay, clients must turn in the signature sheet proving the attendance of 30 meetings in thirty days, have rent paid up to date, be following all guidelines, and have all chores completed.
12. I agree to show financial responsibility if I bring a motor vehicle on the property. I will provide a valid driver's license, registration, and proof of insurance coverage.

**Shoreline Living Solutions House Rules**

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- 13. I agree to keep my room clean and orderly at all times, as well as maintain the cleanliness of the common areas.
- 14. I agree to do the weekly chore that is outlined by the Chore Coordinator when assigned and to participate in any special projects that are requested by the manager of the house.
- 15. This residence is smoke-free. There is no smoking or electronic cigarettes allowed inside the house at any time. Smoking in the house may result in immediate dismissal. Smoking and or vaping is allowed outside only. Cigarette butts must be disposed of properly.
- 16. No overnight guests will be allowed, including family members. Any guests will be limited to the common areas of the house, and must have at least 90 days clean and sober. Clients should bring the presence of questionable guests to the house manager’s attention immediately.
- 17. I will not engage in an intimate relationship with any other client.
- 18. I agree to retrieve my belongings and personal effects no later than 72 hours after leaving the residence. I understand that if I do not, they will be donated to charity.
- 19. I agree to inform management if I know that another resident has relapsed. Failure to do so will result in my dismissal.
- 20. I understand that at any time, my room is subject to search by management, police, and the like.
- 21. Residents are expected to clean up after themselves daily this consists of making your bed and picking items off your bedroom floor and maintaining good personal hygiene
- 22. Residents are not allowed to have visitors in their bedrooms at no time.
- 23. Residents must understand that profanity when spoken tears down, and are asked to strive to make every effort to talk to one another with respect failure to do so could terminate your stay.
- 24. Residents are not allowed to have weapons on the property.
- 25. Residents who consistently do not adhere to the house rules will run the risk of being expelled from the house.

I have read and fully understand the guidelines for residency, I understand they are subject to change at any given time, as management requires.

I understand and agree to the above terms.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## Shoreline Living Solutions House Rules

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1. I agree not to consume Alcohol and/or Drugs while residing at this property. If I am taking prescription medications (non-narcotic only) that are prescribed by a doctor, I will provide that information at the time of initial intake and discuss further use with management.  
  
If prescribed prescription medications (non-narcotic only) by a doctor during my stay at this residence, I will contact the house manager immediately to discuss it.
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- 25. Residents who consistently do not adhere to the house rules will run the risk of being expelled from the house.

I have read and fully understand the guidelines for residency, I understand they are subject to change at any given time, as management requires.

I understand and agree to the above terms.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



Shoreline Living Solutions and \_\_\_\_\_ (client’s name) agree to the following terms:

1. The client fee is \$150.00 per week or \$650.00 per month.
2. The weekly client fee includes room and utilities only.
3. If paying by the week, an initial payment of \$450.00 is required to move in, this will include the first week and 2 weeks security (returned after moving out and final move out inspection has been completed).
4. If paying monthly, an initial payment of \$1300.00 is required to move in, this will include the first month rent and one month security (returned after moving out and final move out inspection has been completed).
5. Your security deposit cannot be used to pay your last week’s/month’s rent or any other week’s rent.
6. Prorated rent is \$21.50 per day for those entering any day other than Sunday.
7. The residential fee is due Saturday by noon each week, for the period of Sunday through the following Saturday.
8. Residents are responsible for their own food and telephone, and are required to pay \$20.00 a month for house supplies.
9. Residents will pay a \$25.00 late fee if rent is not paid by Saturday by noon each week or \$25.00 after the 3<sup>rd</sup> of each month (if paying monthly).
10. There is a nonrefundable fee of \$50.00 for linens and towels (wash cloth, bath & hand towel).
11. Management requires two weeks’ notice when leaving on good terms.
12. There will be **no refunds due to relapse**, theft of property, or physical force against another person in the house.
13. Failure to follow any house rules may result in immediate termination, and there will be no refund of fees paid.
14. The client fee is due by Saturday each week, for the period of Sunday through the following Saturday.
15. There will be a \$25.00 charge for any checks returned for insufficient funds and the individual will no longer be allowed to submit personal checks.
16. Clients are responsible for their own food and telephone, and are required to pay \$20.00 a month for house supplies.

I understand and agree to the above terms.

\_\_\_\_\_  
Applicant’s Name

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Name

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date

Shoreline Living Solutions and \_\_\_\_\_ (client’s name) agree to the following terms:

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16. Clients are responsible for their own food and telephone, and are required to pay \$20.00 a month for house supplies.

I understand and agree to the above terms.

\_\_\_\_\_  
Applicant’s Name

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Name

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date