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***Recovery Living Mission***

Our mission is to *help our community thrive beyond addiction*. We do this through our individual recovery and our drive to support others to recover from addiction. When we recover, those around us heal. This ripples through our family and into our community and beyond. We desire to see people live life to their individual potential and we believe recovery starts at home. We must learn to live differently, and this begins with new behaviors, practices, and new ideas. Though this can be a daunting and arduous process, with willingness and commitment, people recover. It is our desire to improve our community one recovered addict at a time.

***Our Recovery Living Program***

Our program is a gender specific men’s program. Our program is designed to connect people with any and all available resources to support their recovery and their personal journey to the life they want for themselves. Though this can vary by individual, there are guiding principles that are fostered throughout our program. This includes connection, respect, honesty, responsibility, and service. We utilize our connections with services in our community to support people to gain the necessary skills to thrive in life. Our program is designed to connect people with services for mental, behavioral, emotional, and physical health, spiritual guidance, life skills, employment, education, transportation and independent housing opportunities. Our Recovery Living Program is not simply a place to live, but a program designed to support people to learn to thrive without the need for substances. Our program requires participation and willingness from each program participant.

In addition to connection to all known and available resources, our program will provide for the basic operations of the home. The weekly program fee includes provision of housing, utilities, internet, laundry facilities and products, toilet paper and household cleaning supplies. Upon admission, an initial food and hygiene supply will be provided. If a participant needs food and/or hygiene, PLEASE notify RR staff immediately.

***General Overview***

These guidelines are designed to ensure that participants understand what is expected of them when living at a Recovery Resources Recovery Home, as well as to inform the public of Recovery Resources standards. These guidelines are subject to change. This is not a complete list of rules and/or violations that may occur; Recovery Resources Recovery Housing asks that participants use common sense and consult staff with any questions during their program participation.

Recovery Resources Recovery Housing is designed to accomplish several things. It can be tempting to see rules, regulations, and expectations as restrictive or punishing. But like any of the new tools you will be learning in recovery, you should know that when we make a point to work with it, not against it, we benefit in personal growth. Any group of people living together clearly requires organization and teamwork for the house to run and function smoothly. Weekly mandatory House meetings will be held. All house issues, concerns, business will be discussed at this meeting weekly. Any grievances or concerns are to be brought up at the house meetings, or to a Recovery Resources staff. Any immediate issues should be addressed directly with Recovery Resources staff as they arise.

***Zero Tolerance Policy***

* Relapse – including misuse/abuse of any prescription/ over the counter medications (Recovery Resources will assist the participant in finding appropriate treatment and participant will be allowed to reapply for housing after 30 days.)
* Failure to submit to drug or alcohol screenings.
* Failure to lock prescription medications in lockboxes.
* Violence, threats of violence, acts of aggression, or possession of weapons.
* Committing a crime on OR off property, including theft of another member’s food/belongings.
* Bigotry of any kind.
* Allowing a guest in your room.
* Knowledge of a member breaking a zero-tolerance policy and failing to inform staff.
* Willful and purposeful disregard for house rules.
* Bullying in any form.
* Blatant disrespect toward staff or other program participants.
* Disrespect/ disturbance of the neighbors and/or community.

***Admissions***

Those looking to be considered for placement in Recovery Resources Recovery Housing must first submit an application. Providers and potential participants will contact Recovery Resources directors for these forms. Completed forms are to be submitted to Recovery Resources directors. Once reviewed, a Recovery Resources staff member will contact you regarding availability and interview. Recovery Housing is not a perfect fit for everyone. It requires commitment from the participant to engage in a recovery program and ongoing willingness to thrive beyond addiction.

***Drug/Alcohol Screening***

All members are required to submit to regular drug/alcohol screens. Screening will be conducted a minimum of one time per week, and a positive screen or refusal to submit to a screen will result in immediate discharge. Screening also includes prescription/over-the-counter medications, and any abuse of these will result in immediate discharge.

Members must abstain from all mind and mood-altering substances. This includes (but not limited to) illegal narcotics, alcohol, prescription-drug abuse of any kind, abuse of over-the-counter medications, kava/kratom, inhalants, hallucinogens, K2/Spice, synthetic mind-altering compounds, CBD oil (or any form of marijuana/CBD derivative), gabapentin, etc. This is by no means a complete list of banned substances, and members should ALWAYS defer to directors in any matters relating to substance questions.

Medication lockboxes will be provided for participants. Participants are required to use medication lockboxes for ALL medications. Prescription medications are subject to pill counts and must be taken AS PRESCRIBED. Failure to lock medications in boxes or take medications as prescribed can result in discharge/termination.

***Medication Policies***

Recovery Resources Recovery Housing is not a medical facility. There are no medically trained staff on site. Upon intake, members are required to disclose ALL prescription medications. Members must promptly inform staff of ANY changes in their medications (including change in dose). Before starting new prescriptions, members must inform staff; this should be done BEFORE filling the prescription. You must be able to administer your own medications and medications are to be kept in their original containers with the label intact. Medication should ALWAYS be kept out of sight and in a lock box, and staff reserve the right to conduct random pill counts with you present.

Certain prescription medications (including scheduled prescription medicines) are NOT allowed at Recovery Resources Recovery Housing. If you have a question about a medication, please consult directors. In the case of a major medical event requiring prohibited medications, the staff and participant will work together to formulate a plan of action in the best interest of the safety of the participant, housemates, and staff. The safety of all residents of the home must be considered in all matters.

***Groups & Employment***

It is our goal to assist people to be independent and self-supporting. Employment is a priority. Our recovery living program requires that participants locate sustainable employment. Recovery Resources will provide support and connection for employment opportunities. Recovery Resources Recovery Housing requires all residents to attend recovery meetings weekly. The required amount of meetings changes based on participants Phase placement. Recovery Resources also has relationships with several outpatient sites and will assist in establishing placement in such services. Participants will be required to attend Out-Patient services and/or volunteer if they are not employed. Staying busy and establishing new routines and habits are an important part of early recovery. Recovery Resources staff are in long-term recovery and will provide peer support for participants. Members will be required to have legal employment within 30 days of moving into the house. Each phase of the housing program will require different attendance in various groups. The Recovery Resources Recovery Living Program will bring various options for recovery to the house for participants including guest speakers from local 12 step fellowships, churches, faith-based organizations, and life skill advisors.

***Personal Belongings***

Recovery Resources is not responsible or liable for participants’ personal belongings. Personal medications are individual’s responsibility. Medications are to be locked in personal individual lockboxes and kept in personal space. Valuables such as money, jewelry, and electronics are the resident’s personal responsibility and should be secured at all times. Members are not permitted to lend personal property/money, gamble, drive each other’s vehicles, or enter an unattended bedroom. We have limited storage space in the rooms, so we suggest packing light and bringing further belongings as needed. For questions regarding specific personal items allowed at Recovery Resources Recovery Living please contact directors.

***Personal Cleanliness & Chores***

Residents are responsible for keeping their rooms neat and orderly. Beds should be made, personal belongings organized, floors clean, clothing put away, etc. NO smoking or burning of candles/incense inside the house. Members are required to clean up after themselves in the kitchen, bathroom, and all common areas of the house; personal items (book bags, keys, phone changers, etc.) should not be left unattended in any common areas. Each member will be assigned daily house chores and basic personal hygiene is expected. Recovery is about learning to care for ourselves and for others. Respect begins at home.

***Respect & Consideration***

Recovery Resources operates in a “family” atmosphere and residents are expected to be considerate of each other. Excessive noise and disruptive behavior will NOT be tolerated. Members are required to respect other members personal property, the house, the neighborhood, and the community. Members are also responsible for their visitors who are expected to conduct themselves properly. Failure to meet these basic levels of respect could lead to consequences up to and including discharge/termination.

***Goals & Progress***

Each month, participant will receive a goal sheet. Participant must list three goals on the form within 48 hours of receipt of the form. Once goals are written, participant will post a picture of form with written goals in group messages. Participant will complete form by the last house meeting of the month and submit during last house meeting of the month. Participant must list all progress made during the month toward the stated goals. This is to be done monthly and submitted monthly as required. Failure to complete form and demonstrate progress toward stated goals will affect privileges.

***Phase System***

Recovery Resources uses a phase system to allow participants to gradually progress through the program. The phases are designed to mimic life outside the recovery living program. The goal of the phases is to present members with an opportunity to receive additional privileges as they abide by program guidelines and grow in their recovery. Disciplinary action can result in loss of phase. The following is a general guideline of the phases, and privileges may vary on an individual basis.

All program participants begin in Phase 1 unless otherwise specified. Before requesting phase 2, residents will need to have a “sponsor” (mentor, guide, coach) within a recovery program. Residents will need to write a one-page paper on powerlessness and unmanageability and present to directors. This can be done any time during phase 1. Participants are expected to begin working with a sponsor within the first week of the recovery living program

* **To apply for phase 2** – Eligible to apply after 30 days in the home and all other program requirements are met. Participants will need to have a “sponsor” (mentor, guide, coach) within a recovery program with whom they are working with consistently. Participants will need to write a one-page paper on powerlessness and unmanageability and present to directors. This can be done any time during phase 1. Prior to applying for phase 2, participants will have chosen a home group and demonstrate service to that home group.
* **To apply for phase 3** - Eligible to apply after 60 days in phase 2 and all other program requirements are met. Participants will have three people submit character references for them to directors (not including significant others, housemates, or sponsors). Participants will have completed a 5th step with a sponsor.   
  \**In phase 3, participants have the option to drop one in house mtg and attend an outside recovery meeting in place. Total of 5 meetings per week including in house staff led meeting.*
* **To apply for phase 4** - Eligible to apply after 90 days in phase 3 and all other program requirements are met. Participants will need to have attempted 3 amends (correcting the past mistakes) and share this experience with house during house meeting. Have a service commitment in recovery community you attend regularly and consistently. Participant will develop 3 personalized goals specific to their circumstances and present to directors.   
  *\*In phase 4, participants will attend the staff led in house meeting and 3 outside recovery meetings at minimum for a total of 4 meetings.*
* ***To be eligible for graduation and one month program fee forgiveness***- participant will complete a discharge/ exit plan presented to directors at minimum one month before transition date*.* Participant will share their recovery story during a recovery meeting. Participant will have demonstrated completion of 3 personalized goals as set in phase 3 and share with housemates and directors.

\*Special occasions including holidays and vacations will be addressed on an individual basis regarding visitation and overnights. Residents must request overnights via group messenger with housemates and staff. ***Request must be made 72 hours in advance.*** No more than 3 nights in a row outside of the house are allowed. Special circumstances and emergencies will be reviewed on a case-by-case basis.

***Visitors***

Visitors are welcome in the home. Visitors will be asked to sign in and sign out. Visitors will be under surveillance in the common areas of the home and outside the home. Visitors are subject to random drug and alcohol screenings. Visitors must abide by the rules and expectations of the home including respect of the other residents and neighbors. Recovery Resources staff have the right to ask visitors to vacate the premises at any time. Visitors are allowed between 8am and 10pm Sunday and Thursday and 8am and 12am on Friday and Saturday.

***Supervision, Administration and Oversight***

Recovery Resources employees no live-in staff. Supervision and oversight will be conducted daily by Recovery Resources staff and volunteers. The outside of the home will have 24-hour surveillance through a security/ camera system. There will also be surveillance in the common areas inside of the home. Recovery Resources staff will utilize the security and surveillance system when not on site. Administration of the operations of the home will be the responsibility of Recovery Resources staff. Staff will be available for conflict resolution. Recovery Resources staff will conduct weekly house meetings to handle financial obligations for the operation of the home.

***Partnerships and Connections***

All policies and expectations are those of Recovery Resources Recovery Living Program. Any participant involved with outside entities including but not limited to Recovery Courts, Day Reporting Center, Probation and Parole MUST adhere to those specific policies *above and beyond* resident requirements. Participants must be in compliance with governing entities in order to remain in good standing with RR Recovery Living Program. When Releases of Information are obtained and signed, RR administration will share information according to releases, as requested. We intend to work in partnership with these local entities to support participants in our programs.

***Payment***

* Participant move in fee: $200 (due at move-in, non-refundable)
* Weekly Payment for housing/ living expenses: $150
* Late Fee: $30 each week payment is late (or $5 per day)

Payments are to be made at the weekly house meeting. Payments are to be made in the form of money order addressed to Recovery Resources TN. Payment can be made via Venmo when approved by Recovery Resources directors. Payment not received at the house meeting will begin occurring a $5 late fee every day payment is late. Past due balances will be addressed at each weekly house meeting. Recovery Resources staff will address past due balances on an individual basis and intervention will be provided.

Recovery Resources will NOT refuse a participant admission into recovery living due to inability to pay program fees. Recovery Resources will work with participants to find employment and pay toward their balance. Recovery Resources has several community partners willing to hire those in recovery.

Participants will be charged for the full week during which they discharge from the program. This charge will be an administrative charge for coordination, documentation, empty bed space and time to fill the bed.

***Operation of motor vehicles while in programming***

Any participant wishing to operate a motor vehicle while in Recovery Resources programming must have a valid driver’s license and care liability insurance or greater on that vehicle. Participant must provide proof of valid driver’s license and current insurance showing the vehicle information and driver information to directors prior to operating vehicle while in programming. Failure to do so will result in revoked driving privileges while in programming and could lead to discharge/termination.

***Liability***

Recovery Resources assumes zero liability for theft, loss of property, injury and/ or death, any harm caused by negligence, irresponsible behavior, or failure to comply with program rules as reviewed and agreed upon during admission process.