

# Policies and Responsibilities

## Clean & Sober Transitional Living

**Synergy Sober Living House** is an unrelated adult communal sober living environment. The rules at Synergy Sober House are 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've been learning in AA, you should know that when we make a point to work it, not against it, we benefit in personal growth. It would be impossible to list every rule or situation so some common sense must be used.

Any group of people, living together, clearly requires organization and team work in order for the house to function smoothly. Many of the rules relate to these kinds of household details. In addition, and more importantly, each of these rules has a similar "rule" in the outside world of work, family, life, etc.

Breaking of these rules will result in a review and possible discharge from our home and termination of your Tenant Agreement. Often, people suffering from dependency, have patterns of irresponsible behavior resulting in lost jobs, lost relationships, loss of self respect, etc. By recognizing and using these rules as positive guidelines, each of us can strengthen our recovery by learning to live orderly and responsible lives.

### **PROGRAM**

Upon admission and at any time, if the staff deems necessary, your room and personal belongings may be searched for alcohol, drugs, or other contraband. Tenants will be subject to random drug and alcohol screenings each week. Any Tenant found using alcohol or drugs will be immediately discharged and the Tenant Agreement terminated. No refund of Rents will be given for any violation of policies.

Leaving overnight requires completing a pass and turning it in to the manager. You may request an overnight pass after being at Synergy Sober Living house for at least thirty days. You are responsible for getting another Tenant to cover any household responsibilities you may have during your overnight out.

Curfew Hour is at 11:00 p.m. and you are expected to be home on time. If work hours conflict, prior arrangements must be made. If you anticipate being late, call your House Manager and advise as soon as possible. Any infractions will result in consequences and possible termination of tenancy. All violations will be noted in your file.

All tenants are required to sign in and out, declaring their destination and approximate date and time of their return, on the Sign Out sheet provided daily. All tenants are also required to either complete or have arranged for someone to complete their chore while they are gone. The purpose of Sign Out is for telephone courtesy and in case of emergency.

Tenants are strongly encouraged to exhibit an honest, open and willing attitude.

Tenants may not bring any valuable items to Synergy Sober Living House. Synergy Sober Living House is not responsible for any items brought by Tenant to the house.

You are required to attend, on time, a minimum of FIVE 12-Step meetings weekly. This will be verified with your signature card at our mandatory meetings.

Acceptable meetings include: Outpatient classes, in-house or outside 12-Step Meetings.

The use of any alcohol or any unauthorized mood altering chemical is not allowed, either on or off the premises. Continuous sobriety is necessary for tenants at Synergy Sober Living. Should a tenant resume usage, tenant will be terminated immediately from tenancy. If you think another tenant has been drinking or using drugs, inform a staff member so that the staff can confront the tenant in a sensitive way and appropriate action can be taken. Anonymity will be respected. A drug screen (UA) may be requested when there is suspected chemical use.

Physical violence directed at you, another person or Synergy Sober Living property will be grounds for immediate termination. In addition, any language or gestures determined by staff to be consistently abusive or threatening may be grounds for termination. It is expected that tenants will not engage in enabling behavior. Illegal activities are not condoned by Synergy Sober Living and are grounds for termination.

All tenants must be employed, seeking employment, attending school, or doing something conducive to recovery.

Tenants are expected to abide by confidentiality and anonymity of peers. What is said in Synergy Sober Living house, Stays in Synergy Sober Living house.

Tenants are expected to be responsible, respectful and considerate of them, all others and the house at all times.

You are not allowed in another tenant's bedroom. Only staff and the tenant who is living in that bedroom are allowed in that bedroom.

You may not have any physical contact with another resident or guest on the property, other than a handshake or a 'greeting hug'. Relationships with other tenants may be grounds for termination.

No sex allowed in Synergy Sober Living.

Your pets may not live on Synergy Sober Living property.

## **FURNITURE**

You are not allowed to remove or move any furniture or fixtures from the house or from room to room. **Do not bring** any of your furniture or it becomes Synergy Sober Living property! All items in the house or hanging on the walls are Synergy Sober Living property. You may bring family pictures or recovery items only. These items are allowed ONLY in free standing frames. No wall hangings allowed. Notify the House Manager if you are donating something to your house with the understanding that the item stays after you move out.

## **GRIVANCE BY TENANT**

The grievance process for a tenant is to talk to your House Manager. If the situation has not been resolved then go to the Office Manager, then the Board.

## **HOLIDAYS**

All regularly scheduled 12-Step Meetings are observed during all holidays.

## **HOUSE MEETING**

Our House Meetings are CLOSED meetings. Guests are not allowed.

## **MEDICATIONS**

Prescription narcotic medications are not permitted at Synergy Sober Living. All other prescriptions are allowed only if they are prescribed to you by a doctor and are taken as prescribed. All prescribed medications are to be locked and not shared with any other Tenant. Tenants are responsible for taking care of their own prescribed medications. Synergy Sober Living does not administer medications.

Morphine and methadone are not permitted.

You may not consume anything nor bring to the property anything that contains alcohol, including but not limited to, over the counter medications and mouth wash. All tenants are expected to provide an accurate accounting of the medications they bring to Synergy Sober Living. All medications must be listed on Tenant Medication Record with other pertinent information. At any time Staff deems necessary, medications may be counted to confirm the accuracy of dosages taken. Any changes in the dosage must be confirmed in writing or by telephone to staff from the issuing doctor. Do not leave medications out where they are in the open or unprotected. Keep in a dresser drawer or with you at all times. You are responsible for the control of your medications and any deviations are considered abuse. Abuse of medications will be considered a relapse and tenancy will be terminated.

## **PHONES**

Please answer the phones by saying "Hello". Do not give out any information to the caller. After thoroughly looking for the person, if they are not home, take a message. Write the message on the board including date, time, who the call was for, the caller's name, and phone number.