

Rise Up Recovery's Resident Guidelines & Expectations

Providence House

Rise Up Recovery (RUR) staff have adopted the following resident guidelines to promote a safe, sober, encouraging, and recovery-friendly living environment for all residents. The principles of our program guidelines include respect and honor for yourself and others, responsibility and accountability for your actions and choices, and an overall commitment to your personal recovery.

General house information, expectations, and responsibilities are as follows:

- 1. Recovery is Our Collective Focus:** We have a “Recovery First” mentality and value system. RUR and RUR Sober Housing exist to promote the hope of recovery, and residents residing in our programs will be encouraged and held accountable to a personal recovery commitment. We believe recovery is possible. We are here to support, encourage, and empower you. Residents are personally responsible for their recovery and should lean on staff and peer support as needed. RUR is a peer-based environment founded, led, and staffed by individuals with lived experience in recovery. Peer recovery support is the process of using personal lived experience in recovery to help others by offering feedback, support, and help setting personal recovery goals. Your willingness to use your strengths to work towards recovery goals is the key to a successful recovery, and we want to help you. By staying at RUR Sober Housing, you're committing to keeping recovery the focus of your journey, and understand we will offer accountability, feedback, and encouragement in this collective goal of the residents in our program. We are an at-will program, meaning that anyone residing at RUR Sober Housing is here by choice, and we do not take “court-ordered” individuals into our program. If you want to leave or find alternative programming at any time, we will assist you in that process.
- 2. Alcohol and/or Drug Possession or Usage Strictly Prohibited:** Above all else, RUR is a recovery-oriented environment. Possession of illicit drugs, alcohol, or mood-altering chemicals is strictly prohibited on the premises of RUR and RUR Sober Housing and in all vehicles owned by the organization. Possession of or use while a resident at RUR Sober Housing is grounds for immediate dismissal. If any mood-altering substances are brought on RUR or RUR Sober Housing property. You will be immediately discharged and escorted to an alternative program, including but not limited to a family member's house, emergency room, emergency shelter, detox facility, treatment program, or alternative sober housing.
- 3. Abuse:** “Zero tolerance” of physical violence or threats of violence. Verbal abuse or harassment of residents or staff is also prohibited. Any violations will result in your immediate termination, and police will be called if necessary.
- 4. Gambling:** Gambling is prohibited- this includes playing cards for money, buying lottery tickets, gambling at casinos, or making bets of any kind.
- 5. Tobacco:** RUR is a smoke-free facility, and smoking is only permitted in designated areas outdoors. Smoking or vaping indoors is considered a serious disrespect to the organization and facility, and a resident may be asked to leave the program if this occurs. Use of the proper receptacles is required for cigarettes, and no cigarette butts are to be found on the grounds of a commitment to respect the community, the culture, and personal responsibility. Upkeep and respect for the grounds and neighborhood is to be adhered to at all times. *There is no smoking between the hours of weekdays Sunday through Thursday: 10pm – 6am, weekends Friday - Saturday: 11pm – 6am.*
- 6. Random UA/Drug Tests:** RUR reserves the right to administer random UA/breathalyzer/drug screenings throughout a resident's time in programming to ensure the environment is safe and substance-free. Tests may be random, at the organization's request, and may or may not be monitored. Refusing to test is grounds for immediate discharge from the program.

- 7. Medications and Medical Care:** Residents are expected to be medically compliant and follow through with any medications prescribed by a physician in accordance with their written prescription. If you have a change in your medications or receive new medication, you are required to go to the Housing Supervisor and let them know. RUR is not a medical facility and is not responsible for medication tracking or administering prescriptions. RUR will provide locked medication storage and random medication reminders and/or support residents in connection with medical services. If there are ongoing concerns about a resident's medication compliance, RUR will assist the resident in contacting their physician, nurse, or health advocate for ongoing support. In the event a controlled medication has been prescribed, you must provide documentation (to sober housing staff) from the physician who prescribed it.
- All medications are to be kept in your room and out of view.
 - Controlled medications and sharps must be kept in a locked box.
 - New and used syringes must be kept in a locked box.
 - Approved sharps containers must be used for disposal of syringes.
 - Adverse reactions to medications must be reported to your physician immediately and or Poison Control: 800-222-1222.
- 8. Rent:** Our housing is supported through GRH funding. If you meet the eligibility criteria for GRH, it covers room and board. If you do not meet the requirements, the rent is \$800 a month, due on the first day of the month. If you are employed or receive disability/benefits, GRH assistance will be adjusted proportionally based on your income. If you are on the Housing Support Fund, you must report all of your earnings and pay whatever portion you are responsible for.
- 9. Payment:** Rent is to be paid as a personal check, cashier's check, or money order made out to RUR. A late fee of \$25 will be charged if the rent is not paid by the 5th of the month, along with an additional \$10 per day until the full amount is settled. In the event of a remaining balance upon departure, you will have the opportunity to arrange a payment plan with the accounting director. Failure to make further payments may result in the account being sent to collections and/or legal action. You may also be responsible for any additional fees incurred in the process of collecting on your account.
- 10. Recovery Meetings:** You are required to attend at least (3) recovery meetings per week, and these must be appropriate for your addiction. You are highly encouraged to obtain a sponsor and/or mentor.
- 11. Visitors:** Weekly visiting hours are listed below and are limited to approved immediate family members only. Residents must confirm their visitors by Friday at noon, and their visitors must check in upon arrival and check-out upon departure in the staff office. No visitors are allowed in resident rooms and common areas only. Residents may not visit with their visitors in cars. Eligible visitors may not be under the influence of any substances during their visit.
- 12. Curfew:** Sunday through Thursday – you are to be home and in your room by 10pm and Friday through Saturday – by 11:00pm. (Note: Exceptions must be arranged at least 24 hours in advance and must be approved by sober housing staff.) Sober housing staff will conduct random “curfew checks.”
- 13. Guests:** Visitor hours:
Saturday from 1:00 to 5:00 p.m.
Sunday from 1:00 to 5:00 p.m.
No person of the opposite sex is allowed in the home unless authorized by staff.
No visitors are allowed in your bedroom.
No dating is allowed between sober housing residents.
No dating or fraternizing is allowed with other participants.
No spending time in our other sober houses.
No one under 18 years of age is allowed in the home without sober housing staff's permission.
All of your guests must comply with established sober housing rules.
RUR sober housing staff reserves the right to disallow any visitor for any reason at any time.

- 14. Resident Rooms:** Residents are allowed only in the room they are assigned. Residents are responsible for the neatness and condition of their rooms at all times, which includes beds to be made, personal belongings neatly arranged, and the room free of clutter or garbage. Residents are not allowed to hang objects on the walls or windows. Weekly room checks will occur to ensure the cleanliness of the facility; residents will be notified if their room needs further cleaning. Staff reserves the right to enter resident rooms at any time or inspect rooms to ensure belongings, upkeep, and behavior meet the guidelines of RUR.
- 15. Telephone:** A house phone for incoming and outgoing calls is provided for resident use in the kitchen. Residents may talk in common areas. The resident phone line is (651) 318-3392. This number should be given only to those you wish to speak to during your stay. This phone will not be available to residents during morning meditation, daily groups, or meals. There are to be no incoming or outgoing calls for residents after 10:00 p.m. or before 6:00 a.m. each day unless under emergency circumstances. No information about a past, present, or future resident can be disclosed. All phone conversations have a 10-minute time limit, and appropriate dialogue must be used. Being rude, yelling, swearing, or using the phone during restricted times may lead to the loss of phone privileges.
- 16. Housekeeping and Maintenance:** The grounds and home of RUR Sober Housing are community spaces that we collectively take pride in and work together to maintain. Residents are responsible for weekly housekeeping assignments for the house, which will be posted weekly. Residents are responsible for finding coverage for their chores when they have another obligation. We place a high value on being good neighbors and good stewards of this beautiful home; please take care of it accordingly. The resident leader will check the chores weekly. Make sure you sign off on your chore when it is completed.
- 17. Cleanliness:** RUR encourages you to live comfortably in the home. However, if your living space is not kept clean and personal hygiene becomes a health and/or safety issue, RUR reserves the right to take necessary action, such as discussions, contracts, extra peer recovery support, and or eviction. To support you in maintaining a clean and healthy living environment, each room will be randomly monitored by sober housing staff on a regular basis. A warning system will be used (i.e. if your room or common area is disorderly or not clean, you will be issued a warning). You are responsible for your bedroom as well as common areas of the house. House chores will be assigned every week. You are responsible for completing your chores daily.
- 18. Mail:** Mail will be retrieved from the mailbox by staff only. All mail will be returned to the sender after a resident moves out or is discharged. It is a resident's responsibility to contact USPS and senders with a change of address after they move out of the facility or to make alternate arrangements to receive mail.
- 19. Personal Property – Residents:** All personal property must be inspected upon arrival at RUR Sober Housing to ensure the fidelity and safety of our program and residents. Personal property, including cash, jewelry, or other valuables, is each resident's responsibility. RUR is not responsible for damage, theft, or loss of personal property. Room and storage space is limited. Residents will be expected to limit personal belongings brought to the house and acquired during their stay. There is a two-bag limit! Abandoned personal property will be held for 30 days after the resident last resided at the facility and then recycled or donated. Weapons, explosives, drug paraphernalia, or pornographic materials are prohibited, and possession of any such items is grounds for discharge from the program. RUR does not assume responsibility for any loss, theft, or damage to your personal property. We suggest you investigate (and, if able, purchase) renter's insurance. Personal lockboxes are necessary for controlled medications. Television sets are not allowed in resident rooms to encourage communal living and engagement with peers. Personal tablets and laptops must be checked into the staff office overnight (level 1).
- 20. Property – RUR:** RUR works to provide a safe, healing environment for all residents. It is expected that residents will respect the facility and furnishings by refraining from any abusive or destructive actions. Intentional destruction of the property or furnishings will be grounds for discharge from the program. Residents are also required to respect their neighbors and their property.

21. Linens and Laundry: Clean sheets, pillowcases, mattress protectors, and towels will be provided for each new resident admission. For residents that stay longer than one week, linens must be cleaned weekly. Laundry is available on the main floor of the house, and residents are responsible for their laundry. There is a laundry sign-up sheet. Please sign up and stick to the allotted time frame to ensure everyone has access to the laundry facilities. Laundry detergent and dryer sheets are provided in the staff office. Residents are responsible for promptly removing their personal items from the laundry areas and the neatness of the area. All resident laundry must be removed from the machines by lights out each night to allow for staff laundry usage. If linens become damaged or ripped during your stay, please consult a staff member for a replacement.

22. Kitchen, Meals, and Snacking: Three meals a day are provided by Housing Support. Residents are expected to participate in setting the weekly menu and helping prepare meals on a regular basis. Eating, snacking, or drinking beverages is limited to the dining areas. Aside from drinking water, no eating or drinking beverages is allowed in resident rooms or shared living spaces. The resident's responsible for keeping the dining area clean and adhering to personal hygiene and food safety while handling food or in the shared kitchen area.

23. Weekly House Meeting: There is a mandatory weekly house meeting on Wednesdays at 9am. All residents are expected to attend. Residents who are unable to attend the weekly house meeting must attend the 15-minute make-up meeting. If they are unable to attend either meeting, they must meet directly with a member of the RUR Sober Housing staff.

24. Program Orientation

Pre-Treatment Level 1: The goal of the pre-treatment program is to provide a safe, sober environment for residents seeking placement in a residential treatment facility. Our goal is to provide connection and support while treatment coordination occurs. For residents in the pre-treatment program, participating in all scheduled groups, meetings, and programs at the RUR Sober Housing premises is required. Pre-treatment residents are expected to remain on the RUR Sober Housing grounds until a treatment placement has been made.

Post-Treatment Level 2: In the post-treatment program, the first two weeks after admission are considered the orientation phase, in which all residents must participate in all activities and stay on the RUR Sober Housing grounds and utilize this time to get to know peers, the RUR program, and guidelines.

Post-Treatment Level 3: Once the orientation phase is completed, residents in the post-treatment program are expected to prioritize recovery, aftercare requirements, and developing a consistent recovery plan, including meetings, outpatient treatment, mental health appointments, peer recovery support services, and other recovery supports recommended by a resident's clinician or referring treatment provider.

25. Program Participation: All residents must adhere to the daily schedule and punctually attend all program activities according to their level.

26. Employment

Level 2 & 3 Residents: Once recovery programming is established, residents may begin searching for employment, attending school, or working. If a resident in level 3 has obtained employment and is working overnight, program staff must be notified for awareness of a resident's working hours outside of normal curfew and sleeping hours. For residents working overnight, participation in RUR programming is required, including the attendance of either one morning or evening group per day, whichever the resident chooses. Employment must be conducive to recovery. Peer group attendance and one-on-one sessions with a peer recovery specialist are required; a resident's work schedule must accommodate house expectations. Once employment is secured, employment details need to be given to program staff and your Dakota County Housing worker for the financial requirements of the Housing Support program, in addition to providing RUR with a general understanding of the resident's work schedule in order to coordinate alternate ways for the resident to stay engaged in RUR programming outside of work obligations.

27. Leaving the House

Level 1 Residents: Level 1 residents are expected to reside and remain at RUR Sober Housing until a treatment placement is made. Level 1 residents must be with a senior level 3 accountability brother when leaving the house. Each resident is required to sign in and out on the log located in the entryway. Accurate information is to be entered on the log, including the estimated return time. Residents are responsible for notifying staff of any change in plans while away for safety and accountability. Staff must be made aware of and approve of the activity.

Level 2 & 3 Residents: When leaving the house, each resident is required to sign in and out on the log located in the entryway. Accurate information is to be entered on the log, including the estimated return time. Residents are responsible for notifying staff of any change in plans while away for safety and accountability. Curfew is 10:00 p.m. Sunday through Thursday. Curfew is 11:00 p.m. Friday and Saturday.

- 28. Overnights:** Residents in level 3 may request an overnight pass after 30 days from intake, where they are allowed to be away from the house during sleeping hours. Approval from staff is required, and if the overnight occurs on the weekend, approval must be obtained by Friday at noon. For overnight requests relevant to a medical or family emergency, please contact staff for approval and support. If an unapproved overnight is taken, it may be considered self-discharge with staff discretion.
- 29. Behavioral Contracts:** The RUR Sober Housing Supervisor will intervene in any behavior that is detrimental to your (or another's) recovery. Behavioral contracts may be added to your Sober Housing commitment to better support your needs. Interventions may also be recommended by the Peer Community to support community needs.
- 30. Resident Illness:** Residents must notify staff if they have any symptoms of illness or feel sick and must refrain from touching common surfaces and equipment in the kitchen. They are to stay in their room, use the bathroom nearest their room, and coordinate other arrangements for meals with staff to reduce the spread of germs or illness to peers.
- 31. Dress Code:** Appropriate attire is required at all times. Sexually explicit/revealing clothing or clothing with drug/alcohol/paraphernalia/sex/gang-related inscription or styles is prohibited. You will be asked to change immediately if any of the above clothing is worn. Staff will confiscate said attire until your time of discharge, when any confiscated clothing items will be returned.
- 32. Television:** No televisions are allowed in resident rooms while in the RUR Sober Housing to encourage community with peers. Community televisions are available to residents but must be turned off during programming hours. Access to television should occur only after personal recovery commitments and program-related requirements have been met, including groups, chores, etc. Televisions will be turned off at lights out to observe quiet sleeping hours overnight. Pirated movies and inappropriate content (violent, explicit, promoting the use of drugs and alcohol) are not allowed in order to keep the environment inclusive, safe, and recovery-oriented.
- 33. Automobiles:** Residents are not allowed vehicles in level 1 programming. The ability to have your car on site is based on seniority; if you have a car on-site, you must have a valid driver's license, title card, proof of insurance, and proof of current license plates. We have a maximum of 6 vehicles to be on the property per the City of Hastings Special Use Permit. The ability to have a car on-site for level 2 and 3 residents is based on seniority. A resident's vehicle cannot be loaned to another resident. Residents must respect the traffic regulations and speed limits of the City of Hastings and be respectful of our neighbors. No loud music from vehicles is allowed. If noise becomes an issue, restrictions will be enforced, including but not limited to the loss of vehicle privileges.
- 34. Bicycles:** Bikes must be stored at the bike rack closest to the facility. RUR recommends securing bikes to the bike rack with a lock; we are not responsible for stolen or lost bicycles.

- 35. Contact Among Residents:** Respectful conduct with peer residents at RUR is required at all times. RUR residents who leave against staff advice or at staff request are restricted from contacting current house residents to ensure the safety of the program and environment.
- 36. Neighbors:** Respectful conduct with other members of the Hastings community and our neighborhood is required at all times, including those living next door to and in the surrounding neighborhood of RUR Sober Housing. RUR residents are encouraged to have healthy, supportive relationships with peers and neighbors but are asked to do so in communal spaces only and refrain from going indoors or on the front steps of any house or residence outside of the RUR Sober Housing buildings. Neighbors must refrain from coming onto the RUR Sober Housing living premises, including the outdoor area by the houses and entryways. Any issues identified by residents should be routed to RUR staff directly.
- 37. Violent or Threatening Behavior:** Violent, threatening, or discriminatory behavior towards other residents or staff will not be tolerated and may be grounds for removal from the program to ensure the safety of all residents, staff, neighbors, and guests. This includes blatant or abusive language concerning race, class, sexual preference, age, religion, and any other profane language. Any conduct that is detrimental to the safe and peaceful environment of RUR Sober Housing, i.e. loud, vulgar, obnoxious language and behavior, glorifying and talking about alcohol and drug use days, is not allowed and, in extreme circumstances, may be grounds for discharge.
- 38. Resident Confidentiality:** Residents and staff are expected to honor the confidentiality of all residents and peers. This may include any verbal, written, photographing, or other identity outside the house unless specifically authorized to do so. There may be instances when a member of our staff is taking photos or videos for marketing, documentation, or fundraising-related purposes. Residents reserve the right to be included or not and to offer consent to utilize these assets for these purposes.
- 38. Respectful Move-Out:** If a resident is asked to leave, decides to leave, or successfully completes the program, they are expected to leave the program peacefully. We understand our culture may not be a fit for everyone; we are open to feedback and are available to help you find another living arrangement if you feel there is a better fit. Recovery is our ultimate goal. We welcome the ability to help you find the arrangement that is the best fit for your recovery goals. Transportation arrangements must be made for residents discharged from the program.
- 39. Transportation:** Participants are responsible for their own rides and transportation. Medcabs are the preferred method of transportation for medical and treatment appointments.

40. Media Release Form

I, _____, grant permission to RUR, hereinafter known as the "Media," to use my image (photographs and/or video) for use in Media publications, including:

(Circle All That Apply)

Videos Newsletters General Publications Website.

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

I am 18 years of age or older and am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature: _____ Date: _____

41. Audio/Video Surveillance: For the safety and accountability of all residents and staff, outdoor and common areas have continuous audio and video recording. The use of these are only to ensure the safety of all residents, staff, neighbors, and RUR property. Recordings will not be listened to or used to settle minor disputes. Signs are posted where audio/video surveillance is occurring. Posted signs constitute consent by residents and visitors. Surveillance is ONLY in the common areas, and bedrooms/bathrooms are not recorded for privacy purposes. Audio/video recordings are kept confidential and viewed only by RUR Sober Housing staff and Program Director as needed. By signing below, you acknowledge that you have been informed of Audio/Video Surveillance and consent to its policy and procedure.

Resident Initials _____ Staff Initials _____ Date: _____

42. Cellphones: Cell phones are allowed at RUR. Following is a copy of the cellphone agreement outlining the rules and limitations of having a cell phone. This contract needs to be signed with program staff upon admission, acknowledging understanding and agreement with cell phone rules/expectations.

Cellphone Contract:

I will register my phone number with RUR.

During group times, I need to turn my cell phone off for respect and privacy.

I am responsible for charging my own cell phone.

I will respect the confidentiality of my peers and staff at RUR. I cannot take pictures or recordings while I am in the house without approval.

Lack of following these rules is a display of disrespect to the policies and culture of the program and may prohibit continued residency at RUR.

Resident Initials _____ Staff Initials _____ Date: _____

43. Personal number: This is my personal phone number _____. RUR can call, leave a detailed message, and/or text me at this number.

{Circle All That Apply}

Call Leave a detailed message Text

Signature: _____ Date: _____

44. Evictions: If you are not compliant with the above rules or are not engaged in a responsible recovery program, you may be directed to leave. Decisions are made on an individual basis with consideration for the safety of the entire community, as well as the needs of each individual. If you are evicted, your deposit will be surrendered, and any outstanding balance will be billed to you.

45. Consequences: The staff of RUR reserves the right to enforce consequences for infractions of any or all of the above house policies. The consequences may include extra chores, behavioral contracts, restriction to the house, no passes, or discharge from the program.

46. Additional Guidelines: RUR Sober Housing staff will clarify the items included or omitted from the above expectations, responsibilities, and privileges and will notify residents if and when changes have been made. The RUR Sober Housing staff will function as a team. Any changes in the guidelines, along with addressing discrepancies, will be addressed by staff and leadership.

I have read RUR Sober Housing guidelines and understand the program of RUR Sober Housing. My questions about these guidelines have been answered to my satisfaction, and I will follow them to the best of my ability. I understand that not doing so may result in my being asked to exit the program.

Resident Signature

Date

Staff Signature

Date