

**THE STRAIGHT LINE GROUP, LLC**

# RESIDENTIAL RECOVERY COMMUNITIES

## POLICIES AND PROCEDURES

*TSLG-001 REVISION 2 (SEPT. 2021)*

## TABLE OF CONTENTS

I.	<u>DEFINITION OF PROHIBITED DRUG/ALCOHOL USE AND ABUSE</u> .....	3
II.	<u>ALCOHOLICS ANONYMOUS MEETINGS</u> .....	4
III.	<u>DRUG AND ALCOHOL TESTING</u> .....	4
IV.	<u>PRESCRIPTION/OTC MEDICATION</u> .....	5
V.	<u>THE STRAIGHT LINE GROUP FEES</u> .....	6
VI.	<u>NEW HOUSE MEMBERS</u> .....	7
VII.	<u>PASSES, CURFEWS, GUESTS, QUIET HOURS</u> .....	8
VIII.	<u>CLEANLINESS AND CHORES</u> .....	9
IX.	<u>WEEKLY HOUSE ALCOHOLICS ANONYMOUS MEETING</u> .....	9
X.	<u>GROUP COMMUNICATIONS</u> .....	9
XI.	<u>GENERAL/MISC</u> .....	10
XII.	<u>BEHAVIOR</u> .....	11
XIII.	<u>BEHAVIOR RESTRICTIONS AND FINES</u> .....	12
XIV.	<u>AUTOMATIC EVICTION</u> .....	12
XV.	<u>PHASES OF RESIDENCY</u> .....	13

# POLICIES AND PROCEDURES HANDBOOK

TSLG-001 Rev. 02 (Sept 2021)

The Straight Line Group, LLC Recovery Communities

*Congratulations on being accepted as a member of The Straight Line Group's Recovery Community. We are happy to be a part of your recovery journey. It is imperative that you understand the nature of our community, the requirements, and the reasons that we do what we do.*

*Most importantly, everything we require and expect centers on our desire to help you achieve long-term recovery. The policies and procedures following this statement detail the things that we, as your peers in recovery, have done to achieve long-term sobriety and to build an amazing new life. The requirements listed are things that we did in early sobriety, or, more likely, still do today.*

## I. DEFINITION OF PROHIBITED DRUG/ALCOHOL USE AND ABUSE

It is critical to the success of any recovery house that each member always remains clean and sober. ANY use of alcohol or any type of drug or intoxicant jeopardizes the sobriety of everyone in the house. Each resident is required to remain 100% clean and sober while they are a member of any of The Straight Line Group's Recovery Communities.

**THE DEFINITION OF DRUG OR ALCOHOL USE IS AS FOLLOWS: THE INTENTIONAL USE OF ANY MIND OR MOOD ALTERING SUBSTANCES, INCLUDING ILLEGAL, LEGAL, OVER THE COUNTER, PRESCRIPTION, OR ANY SUBSTANCE OR ACTIVITY USED FOR THE SINGLE PURPOSE OF OBTAINING ANY TYPE OF ALTERED MOOD OR STATE.**

Any prescription medication must have a valid and current physician's prescription, and all medication must be cleared by one of the directors before it can be brought into the house. Any relapse will result in automatic eviction.

**This is a zero tolerance policy.**

## II. ALCOHOLICS ANONYMOUS MEETINGS

Since active participation in a 12-step program has proven so valuable to those recovering from any form of addiction, each house member must attend at least five Alcoholics Anonymous meetings per week in their first 90 day probationary period. Narcotics Anonymous, Celebrate Recovery, Church, and other forms of recovery, religious, and spiritual connection are encouraged, but do not count toward the 5 required meetings. The attendance sheet you are provided must be signed by the chairperson of each meeting attended and will be reviewed weekly. It is your responsibility to remember to take your attendance sheet to each meeting that you attend, assure that it gets signed by the chairperson, and that you have it returned to you before you leave. If you forget your attendance sheet, the meeting will not be counted toward your total weekly meetings. You must be responsible for your own recovery.

Meeting requirements will be adjusted when you have met the requirements to the satisfaction of the directors for set periods of time. (See the 'Phases' section on Page 13 for more information)

## III. DRUG AND ALCOHOL TESTING

Drug and alcohol testing will be conducted frequently and randomly. This includes urine, saliva, breath, hair, and blood testing. Our partnership with CRS Drug Testing gives us access to all methods of testing for all testable intoxicants. To live in any TSLG Recovery Community, you must be able to take urine drug tests in the presence of the directors if required. When a drug test is requested, the resident must remain under observation and cannot leave the house until the test is complete. Failure to comply with drug testing will be considered a failed test. Any failed test results in immediate removal from any TSLG property. No alcohol, drugs or paraphernalia are allowed on the property at any time, and no active alcoholics or addicts are allowed on the property at any time, whether they are under the influence at the time or not. Failure to abide by any of these rules is grounds for eviction. **These are ZERO TOLERANCE rules.**

#### IV. PRESCRIPTION/OTC MEDICATION

All prescription medications must be reported to a director as soon as they are prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered a relapse. All medications should be kept in your room and out of sight in a lockbox. Diabetics should never handle syringes in front of other residents. If your doctor changes your medication, or prescribes new medication, the directors must be informed before the medication enters any TSLG property. Anyone who receives mood-altering or addictive medication and does not inform the directors immediately will be evicted.

Over the counter medication is allowed in the residences, however, we do have some guidance as to proper use of these medications:

- All OTC medication should be taken only when needed and as the manufacturer recommends. Overuse of OTC medications is prohibited.
- Mouthwash should be clearly labeled 'ALCOHOL-FREE'. *If you decide to disregard this rule and you fail a breathalyzer test, please understand that you will be evicted immediately. It is your responsibility to ensure that you are being responsible in relation to the agreements you make with the community.*
- Just because it is sold over the counter does not make it an approved OTC medication. Kratom, certain energy pills, and items labeled 'NOT FOR HUMAN CONSUMPTION' are expressly prohibited and are relapse substances.
- Any pseudo-legal or regulated substances are included in this subsection. This includes anabolic substances (steroids), research chemicals, or any other substances that are illegal, prescription only, or "gray area".

## V. THE STRAIGHT LINE GROUP FEES

- a) **MOVE-IN:** A money order for two weeks of rent is required to move in to any TSLG Recovery Community. If you do not have this rent, the general rule is that you must obtain it by the third day. Arrangements can be made with one of the directors, but if you do not have your rent, and do not have a job, it is expected that you are looking for a job outside the property (fill out internet applications on your own time) from 8:00am until 2:00pm every weekday until you physically start work. Violations of these standards will result in reconsideration of your membership.
- b) **WEEKLY FEES:** Rent for all TSLG Recovery Residences is \$150.00 per week and is due by 7:00pm every Sunday evening. You must have your rent in Money Order form. If for any reason you cannot pay rent on time, you must inform the financial director IN ADVANCE to arrange a rent extension. Failure to pay on time without informing the house manager will result in administrative action.
- c) **OUTSTANDING FEES/FINANCIAL CONTRACT:** All TSLG residences have a policy of discouraging outstanding fees. When you reach an outstanding balance of two weeks (\$300.00), you will be placed on a financial agreement. This agreement will outline how you will repay your outstanding fees and remain current on upcoming fees. If you do not meet the requirements of the agreement for any reason, you will be asked to leave the TSLG Residence location. We strongly encourage personal responsibility on all levels and cannot allow residents to continuously miss payments.
- d) **POINT OF CONTACT:** Any questions, situations, or concerns that you may have regarding any area of financial responsibility should be immediately directed to our Financial Director, Tim Sullivan. Payment arrangements, late payments, partial payments, personal emergencies, or any other situation that impedes your ability to pay your fees on time must be communicated to this director immediately. Extensions and other considerations are made on a case by case basis. Failure to notify the financial director of potential late payments before they are due may result in administrative action.

## **VI. NEW HOUSE MEMBERS**

1. It is strongly recommended that anyone new in recovery avoid any unnecessary life changes (other than seeking employment) during their first 3 months of sobriety. This means focusing on recovery and meeting your basic needs. New residents should be avoiding new romantic relationships, major career changes, enrolling in school, starting a business, etc. The focus of our new members is to obtain and maintain gainful employment and intense work on recovery and the 12 Steps.

2. Every new house member is required to have started working a full-time job (30+ hours/week) within 10 days of moving into the house. You are expected to be ACTIVELY searching for a job every day until you are employed. An individual who has legal disability status and is unable to work must do 20 hours of documented community service work per week. Failure to comply with this rule is grounds for eviction. Our residences are not just places to live. They are places to recover from Alcoholism and Drug Addiction.

3. Each new resident will be given a 30-day probationary period to get adjusted and become accustomed to the rules and procedures of the house. This is also a period for the directors to decide if you are a fit for us. Any time during, or at the end of your probationary period, the directors may decide that you are not what we are looking for in our houses. This decision will be delivered with reasons and unfollowed rules that have led us to this conclusion. If you are not a fit for the house, we will allow you 1 week to make arrangements to relocate. Readmission is possible after 2 weeks of dismissal in this case. Some reasons we may request relocation are as follows: Not meeting your requirement for employment, disregarding Alcoholics Anonymous meeting requirements, behavior.

4. House members are not permitted to work in any of the following situations:

- Bars, liquor stores or serving drinks;
- Casinos/gambling establishments;
- Sex shops, strip clubs, pornography stores;
- Any place that sells drug paraphernalia;
- When in doubt, ask a director before you apply.



## VII. PASSES, CURFEWS, GUESTS, QUIET HOURS

- a) **PASSES:** Every resident that has successfully completed their probationary period and graduated into Phase II must spend at least 6 nights per week in the house, (from curfew until 5:00 am). 48 and 72 hour passes are available upon request for members that have been in the house for 6 months and are in good standing. Members must receive authorization for a pass and must inform all other house members in advance that you are spending the night out. Residents cannot stay out more than 2 nights consecutively, except under special circumstances, and with prior permission.
- b) **CURFEWS:** Every resident must be home by curfew. Phase I curfew is 11:00 pm Sun-Thurs and midnight Fri & Sat. unless you are with a director or at an authorized event. As a resident graduates to higher Phases, curfew requirements may be adjusted. If you are unable to make it home by curfew due to work or some other legitimate reason, you must notify a director in advance. Contacting a director 10 minutes before curfew or after curfew is unacceptable. Residents who work evenings can speak to the house manager to have their curfew adjusted accordingly.
- c) **GUESTS:** You are responsible for your guests and their actions. Do not leave guests unattended in the house. No active alcoholics or addicts are allowed in the house at any time. Any individual with a history of addiction or treatment must be clean and sober 30 days to be allowed on the property. This is non-negotiable for the safety of our members.
- Guests must leave 30 minutes before curfew. No overnight guests.
  - Guests are required to stay in the common areas. **Absolutely no members of the opposite sex are allowed in any personal room.**
  - Guests are not to be left unattended for more than 15 minutes.
  - You are responsible to ensure your guests respect our neighbors.
  - The house washer & dryer are for house use only, not for guest use.
  - Guests must abide by ALL house rules. Resident will be penalized for guest infractions.
- d) **QUIET HOURS:** From 9:00pm to 9:00am, there will be no loud music, loud television, or loud talking if other members of the house are sleeping or ask for quiet time. Respect other members of your house.



## VIII. CLEANLINESS AND CHORES

It is expected that each resident of any TSLG Recovery Community is involved with keeping their residence clean. Each house must always remain clean. This includes all common areas, bathrooms, and each individual room.

Each TSLG Recovery Residence has a House Leader that is responsible for assigning and enforcing the house chores. The chores should rotate weekly but is ultimately up to the discretion of the House Manager. The directors will conduct periodic inspections of cleanliness. We expect our residents to take pride in their houses and keep them clean.

If, at any time, a Director makes a request that something be cleaned, cleaned better, deep cleaned, or any other request involving Cleanliness and Chores, it will be up to the House Manager's discretion how that will be accomplished, and house members will assist as the Manager sees fit. ***Eating of food is not allowed in personal bedrooms. You may store food in your room, but for safety reasons, do not eat or drink anything other than water in your bedrooms. This is a safety issue.***

## IX. WEEKLY HOUSE ALCOHOLICS ANONYMOUS MEETING

Each week, all residents from all Recovery Communities will be required to attend a specific Alcoholics Anonymous meeting. Residents that are working during the meeting will be exempt from this requirement, but all others MUST attend. The required meeting will be public knowledge and posted in the Facebook Messenger Group Chat.

## X. GROUP COMMUNICATIONS

When you are accepted into one of the TSLG Recovery Communities, you will be added to a TSLG Facebook Messenger Group. The purpose of this group is to maintain group communications in a fast and efficient way. It is your responsibility to check these notifications and stay updated on any events, mandatory meetings, news, and announcements. We understand that electronic communications can begin to get annoying at times, so if you decide to mute the group, please check it often. Any missed information is your responsibility. It is suggested that you learn to tolerate the messages so that you do not miss any important correspondence.

## **XI. GENERAL/MISC.**

- a) **TOBACCO USE:** Smoking, vaping, and using any form of tobacco products is not permitted inside any TSLG residence. All use of these products must be done outside, with no cigarette butts thrown on the ground.
- b) **MAINTENANCE:** All maintenance issues or damage to the house must be reported to a director as soon as possible. Once reported, do not repeatedly bring up the issue unless it is hazardous in any way.
- c) **ROOM INSPECTIONS:** Any director or person designated as a representative by a director may enter any room at any time and may conduct a search if he feels there is good reason to do so.
- d) **PROHIBITED ACTIVITIES:** All the following activities are prohibited on the premises: gambling, prostitution, buying/possessing/selling stolen property, operating a business, giving, or receiving tattoos/piercings, pets, viewing pornography in a public room or house TV. These listed activities do not exclude any others that may be prohibited. Any activity that a director expressly forbids, whether verbal or written, is prohibited and falls into this category.
- e) **THEFT:** No house member will enter someone else's bedroom without permission, unless accompanied by another house member with a good reason, such as preventing a hazard or performing a welfare check. Any proof of theft of property of any kind will result in automatic termination of privileges of membership.
- f) **CONFLICTS:** Any conflict which cannot be resolved between the parties involved should be brought to a director for mediation. Conflicts between individuals should not be allowed to fester and affect the whole house. Solving problems in a healthy, constructive way is one of the goals of recovery.
- g) **MONEY:** Lending money between house members is discouraged. Many close relationships between friends and even family members have been ruined by lending money.
- h) **HEATING AND AIR CONDITIONING:** The thermostat will be kept where set by a director. Repeated changes will cause a password to be added.

## **XII. BEHAVIOR**

This house is a community for people that strive to LIVE recovery. All house members are expected to go out of their way to help others and to be considerate and respectful of others, whether at home or in public. Everyone is expected to participate in house issues and activities. If you are attending outpatient, you are required to attend all scheduled sessions, or to notify outpatient staff in advance if you must miss a session. You are expected to cooperate 100% with outpatient staff and their requirements, and to maintain positive, constructive attitude and behaviors while there. These standards also extend to CPS classes, probation, parole, or anything else that you are required to attend. Improving your life starts with improving your behavior and attitude.

Any behavior which interferes with the normal flow of the house or creates an atmosphere which is not conducive to recovery can be considered disruptive behavior. Being classified as a disruptive house member can result in termination of membership.

### **Some examples of disruptive behavior include:**

- Repetitive conflicts or uncooperative behavior
- Lying, stealing, or anything determined to be manipulation
- Being in another person's room without permission
- Using another resident's food or personal items without permission
- Aggression, intimidation, name calling, threats of physical harm or physically striking another house member, guest, neighbor, etc.
- Excessive use of profanity while in a dispute with another person
- Interfering in the personal life of another house member
- Not doing chores, not attending meetings, or breaking house rules
- Arguing/fighting with a director or director's representative
- Not actively participating in recovery

### **All house members are expected to:**

- Be considerate and treat others with dignity and respect
- Respect all boundaries set by others
- Do not monopolize the washer/dryer, kitchen, TV, etc. Take turns and work together to coordinate these areas in a way that is fair to everyone.

### **XIII. BEHAVIOR RESTRICTIONS AND FINES**

Behavior Restrictions and Fines are intended as tools for growth and to correct problems that interrupt the normal flow of the house. This is our attempt at preventative behavior maintenance in lieu of automatic revocation of house membership.

- a) **FINES:** A house member may be fined for the any of the following (fines are completely at the discretion of any of the directors. Amounts and reasons are also at their discretion):
- Not maintaining a clean area
  - Being late or not attending required Alcoholics Anonymous Meetings
  - Leaving personal items in common area
  - Eating or drinking anything but water in bedrooms
  - Unexcused absence at any mandatory gathering
  - Dishes left in sink, common areas, or bedrooms
  - Not cleaning up after yourself
- b) **DISCIPLINARY PROBATION:** TSLG Directors will use Disciplinary Probation if behavior and rule-breaking is a problem. Resident will be required to change listed behaviors or will be evicted. This is the last measure to correct behaviors that are unacceptable in our houses.

### **XIV. AUTOMATIC EVICTION**

If a resident is found to be under the influence, or fails a drug/alcohol screen, they will be given 30 minutes to pack their belongings, call for a ride, and leave the premises. An individual who is disruptive will be asked to leave immediately and return later to pack his belongings.

- Evicted residents that are under the influence will be advised not to drive. If they choose to drive anyway, the police will be called for the protection of you and others on the road.
- Evicted residents must arrange to retrieve their belongings. After a substance related eviction, they are not allowed on any TSLG property for 7 days.
- Any personal belongings left behind will be kept for 30 days and then donated to charity.

## **XV. PHASES OF RESIDENCY**

Residency phases are used to encourage residents to follow all requirements and grow in their recovery. Decisions for advancement to the next phase are at the sole discretion of the Directors based on a review of completed requirements and overall attitude.

### **1) PROBATIONARY PERIOD: *(Duration- Approx. 30 days)***

#### **a. REQUIREMENTS FOR ADVANCEMENT**

- i. Review and acceptance of TSLG Policies and Procedures
- ii. Obtain and begin work with an approved Sponsor
- iii. Start an approved full time job
- iv. Arrange and consistently meet housing fee requirements
- v. Director behavior and willingness review approval
- vi. Consistently meet all requirements for Alcoholics Anonymous meetings (make all required meetings)
- vii. House Manager Chore and Behavior Approval
- viii. No curfew violations

### **2) PHASE ONE: *(Duration- Approx. 60 days)***

#### **a. REQUIREMENTS FOR ADVANCEMENT**

- i. Sponsor verification of continued working of the 12 Steps
- ii. Continue gainful employment
- iii. Pay all fees and financial agreements with TSLG on time
- iv. Director behavior and willingness review approval
- v. Consistently meet all requirements for Alcoholics Anonymous meetings (make all required meetings)
- vi. Perform requested service work on some days off
- vii. House Manager Chore and Behavior Approval
- viii. No curfew violations
- ix. Successfully opened bank account or equivalent
- x. Obtained (or actively involved in the process of obtaining) required identifying documentation (Birth Certificate, Social Security Card, Driver's License, Texas State Identification Card)

**3) PHASE TWO: (Duration- Approx. 3 months)****a. REWARDS FOR PROMOTION**

- i. Reduction of Alcoholics Anonymous required meetings from 5 to 4
- ii. Weekend curfew (Friday and Saturday night) to 1am
- iii. Access to resources for credit repair
- iv. 2 personal overnight passes per month permitted
- v. May begin planning for any desired college courses

**b. REQUIREMENTS FOR ADVANCEMENT**

- i. Sponsor approval of their active participation in their recovery and verification of successful completion of the 12 Steps
- ii. Continue gainful employment and show stability in their current job situation (no constant job hopping)
- iii. All financial agreements have been paid, and all required fees paid on time
- iv. Director behavior and willingness review approval
- v. Has not been put on any form of Disciplinary Probation in the past 60 days
- vi. Consistently meet all requirements for Alcoholics Anonymous meetings (make all required meetings)
- vii. Perform requested service work on some days off
- viii. House Manager Chore and Behavior Approval
- ix. No curfew violations
- x. Has maintained a positive open bank account for at least 3 months
- xi. Has obtained all required identifying documentation (Birth Certificate, Social Security Card, Driver's License, Texas State Identification Card)
- xii. Successfully saved at least \$250 in an open Savings Account
- xiii. Verifiable progress in repairing and improving financial and personal life (Amends)
- xiv. Can be seen motivating and assisting new residents in their journey to recovery

**4) PHASE THREE: *(Duration- Remainder of Residency)*****a. REWARDS OF PROMOTION**

- i. Reduction of Alcoholics Anonymous required meetings from 4 to 3
- ii. Weeknight curfew (Sunday-Thursday) to 12am
- iii. Advanced assistance in credit repair
- iv. 6 personal overnight passes per month permitted
- v. 48-hour and 72-hour weekend passes are available
- vi. Eligible to enroll in college courses at Odessa College
- vii. You will be eligible for any other rewards that become available

**b. EXPECTATIONS OF PHASE THREE:**

- i. You are expected to be a leader by example in your residence
- ii. You should be actively helping and encouraging newer residents in their recovery
- iii. It is expected that (with sponsor approval) you are actively sponsoring new people using the 12 Steps of Alcoholics Anonymous
- iv. You are expected to assist your House Manager in the operation of a healthy, safe living environment that is conducive to recovery
- v. You should maintain a working relationship with the Directors, advising of things that are needed, changes that can be made, and areas of improvement that newer residents need