Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to read the Rules & Expectations within 24 hours.

**Resident Handbook**

**Vision:** To transform lives of those suffering from addiction by providing opportunities in housing, education, and support services. **Mission:** To provide opportunities in Thurston County and the South Puget Sound for those suffering from addiction to transform their lives with the profound belief that people can change.

Truly Motivated Transitional Living is phased, structured, goal focused program that emphasizes a holistic approach to the recovery process. We use Genesis Process tools, groups and one on one counseling for relapse prevention and inner healing. We do not see recovery as an event, but a life long journey and process. Each phase of our program builds on the next, so completion of each task of the phase you are in is crucial.

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 kind household details. In addition, and even 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 of staff ; which will result in consequences and possibly termination.

Often people suffering from chemical 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.

Truly Motivated is a place for those who want recovery, not those who need it. In other words by moving to Truly Motivated you are agreeing to be ready to work hard to move forward in your life.

**PROGRAM**

1) During the first week of your **Discovery Phase while are at you** at Truly Motivated, you may not leave the property unless going to an appointment, or accompanied by a Phase 1 resident or trusted person. After that, you may start going off the property on your own but still need to check in and out with staff.

2) Follow the contract for your current phase. Refer to **Phase Contract**. Phase work is essential at Truly Motivated. You will be assigned a Staff Coach to meet with consistently to go over phase work and targets. We have designed the phases for your success in all areas of life and recovery so don’t short yourself! If at your Phase meeting with your Staff Coach, you are not continuously meeting your targets for your phase, we will need to decide if our program is the right one for you and possible termination.

3) Upon admission and at any time the staff deems necessary your room and personal **belongings may be searched** for alcohol, drugs or other contraband.

4) Leaving overnight requires completing a pass and turning it in to the office 24 hours in advance and getting approval. You may request an overnight pass after completing **Discovery Phase**. You are allowed to be off property up to two (2) nights in a seven (7) day period, not to exceed two days in a row. Meaning you may not leave for

Friday and Saturday night come home for a few hours and leave again for Sunday night. That would constitute being gone for three days in a row. **You are responsible** for finding another tenant to do your housekeeping tasks while you are away.

6) **Curfew Hours** is10:00pm weekdays and midnight on weekends, you are expected to be home on time. The door is locked at 10:00 for security reasons. If work hours conflict prior arrangements must be made. If you anticipate being late, call your House Manager, not the office and advise in advance, only emergencies are a reason for being late. We will adjust curfew on some holidays.

7) The **use of any alcohol or unauthorized use of all mood-altering chemicals** either on or off the premises is not allowed. This is including Kratom, and other synthetic substances that may be considered legal and sold in stores. Continuous sobriety is necessary for tenants at Truly Motivated. Should a tenant resume usage, tenant is **terminated** from tenancy. Please see Relapse Policy for further information.

8) 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 non-punishing way and appropriate action can be taken. Anonymity will be respected. A drug screen (UA) may be requested when there is suspected chemical use.

9) To keep TMTL a safe and healthy environment**, use of pornography is not permitted** at Truly Motivated. All residents are here to embrace recovery and pornography is highly addictive and destructive.

10) Fraternization is not allowed. You are here to work on yourself, not fall in love.

11) We HIGHLY suggest you stay away from the casino. It can also be addictive and is a non-recovery behavior.

12 ) Tenants are expected to abide by confidentiality and anonymity of peers. **What is said in** **the house stays in the house**.

13) Tenants are expected to be responsible to and considerate of themselves, others, the house, and are expected to conduct themselves in a responsible and respectful manner at all times.

14) You are **not** allowed in another tenant’s bedroom, unless tenant is home and invites

you in. Only staff and the tenants who live in that bedroom are allowed in that bedroom.

15) Your pets may not live on Truly Motivated property.

16) There are no men allowed in the women’s house and no women allowed in the men’ house.

17) If you lend or borrow something from another tenant you do so at your own risk, we encourage you not to.

18) For any after hours emergencies call 911.

**Ways to get yourself removed from our program**

* **physical violence directed at other residents or staff**
* **fraternization**
* **continued, willful use of pornography and casino trips (non-recovery behaviors)**
* **going awol**
* **continued unexcused violations of curfew**
* **Theft**
* **Illegal activities on or off Truly Motivated premises**
* **Relapse with no honesty**

**GENESIS PROGRAM**

Truly Motivated uses Genesis Process for relapse prevention, life skills, inner healing & problem solving. It is effective, practical and just plain works. You will either do the Genesis workbook 1 on 1 with a staff member or in a group setting. You will be given your Genesis book after completing the Discovery Phase. This is a mandatory part of our program along with weekly Genesis Groups on Tuesday at 5:30 for men and 5:00 pm for ladies. Your job may not conflict with Tuesday night Genesis Groups in Phase 1 and Phase 2.

**MORNING MEDITATION**

**Morning meditation is Monday – Friday at 8:00. All residents who do not have work or appointments are expected to be up and ready for meditation by 8:00 am to start the day.**

**HOUSE MEETING**

Our House Meetings are **CLOSED** meetings AND ARE MANDATORY. House meetings are on **Sunday @ 12:30 pm sharp** for men and **12:30 pm for the ladies**. All residents are expected to attend the Sunday house meeting. You must bring your meeting card for verification of meetings for the past week. You may only be excused from the

House Meeting once a month after completing Phases 1 and 2 and only for work. The last Sunday of the month is our big house meeting with all of our residents together, we give out awards, celebrate clean time and have pizza at 12:30 in the meeting hall.

**RECAP**

You will meet with your staff coach on a regular basis to create a recovery plan and navigation through software called Recap, this stands for Recovery Capital. It is about assessing your strengths and barriers for long term recovery and creating a plan for building your recovery capital. You are in the driver’s seat and your coach is here to help guide and support you through your plan. You will have a client portal to log in to when checking in at appointments, meetings etc, that is your responsibility!! Your recovery capital is the total resources and strengths you have to sustain your recovery, this is a really amazing tool for you to build your plan and is a part of our program as well.

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**DISCRIMINATION**

TMTL does not discriminate, nor will we tolerate any discrimination, against anyone, staff or other tenant; based on age, race, color, national origin, religion, sex, or sexual orientation or mental or physical disabilities. Discriminatory behavior is cause for immediate termination. Keep an open mind, not everyone is at the same level of recovery.

**FURNITURE**

You are not allowed to remove or move any furniture or fixtures from the house, or room to room. All items in the house or hanging on the walls are Truly Motivated property. You may hang family pictures or recovery items only. Notify the staff if you are donating something to your house with the understanding the item stays after you move out.

**GRIEVANCE BY TENANT**

The grievance process for a tenant is to talk to staff. If not resolved, we encourage you to take the matter to our Board Chair, you may get his contact information from the Director. You may also bring a grievance to the Washington Alliance of Quality Recovery Residences of which Truly Motivated is accredited.

**HOLIDAYS**

All regularly scheduled 12 Step meetings are observed during all holidays. Holidays can be a difficult time for some, Morning Meditation will still take place, and we encourage you to work to keep your regular routine as much as possible.

**MEDICATIONS**

Prescription medications are permitted if they are prescribed to you by a doctor and are taken as prescribed. You are responsible for the control of your medications. Truly Motivated does not administer medications and tenant is responsible for keeping and administering their medications safely and taking them as prescribed. If a potential resident is interested in our program and is on Suboxone, Truly Motivated will work with that individual on a case by case basis, to taper and get on Vivitrol. Truly Motivated does support MAR, but at the discretion of staff and the resident’s recovery goals of tapering and complete abstinence. A release of interest must be given by the resident for Truly Motivated staff to speak with the prescriber. We do not not allow Methadone.

All tenants are expected to provide an accurate accounting of the medications they bring to TMTL. All medications must be listed on **Tenant Medication Record** with other pertinent information. At any time Truly Motivated 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 your footlocker or with you**. 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 “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; date, time, who the call was for, callers name, and phone number. You would expect the same for you.

**RELAPSE**

**It is your responsibility** to not consume anything that may show positive on a Urine Analysis (UA) test, i.e. poppy seeds or over the counter medication. You may not consume anything that contains alcohol, including but not limited to; over the counter medications and *mouth wash.* Nor are they allowed on the property.

If you are **not** honest about a relapse and cannot get honest, your tenancy will be terminated. If your residency is terminated due to a relapse and you **were honest** you **may** reapply for admission. We will ask you to pack what you will need for 3 days and remain out of the house for that period. This isn’t punishment, it is to keep our homes in integrity and the other residents safe.

Truly Motivated decision to re-admit will be based upon; the commitment to intensify your recovery plan, provide a clean UA test and agree to follow all recommendations set forth by staff. Until Truly Motivated approves you for return you may not be on property unless 15 minutes before and after a 12 Step meeting. And you may not enter the house. **We view relapse as an opportunity to grow and strengthen your recovery, not as a failure. But it all starts with honesty, we cannot work with you unless you are honest.**

**UA TESTING**

You will be randomly tested for drugs and alcohol while a resident at Truly Motivated. Our tests are quality tests, test for 19 substances and refusing to give a UA is grounds for immediate termination. We have a punch card program; a punch card will be kept in your file and after 6 cleans UA tests you will be awarded a Starbucks coffee card for your accomplishment. We also use Cordant lab if there is a conflict with a UA test, false positive, or staff needs more information on the UA test.

**CLEANING**

You are responsible for cleaning your room. This includes having your part of the room picked up and clean, and working with roommates to complete joint tasks such as vacuuming and making your bed daily. If there is an open bed in your room, you are responsible for maintaining that part of the room. Rooms will be checked for cleanliness daily.

Our mandatory ‘**Double Scrub Day’** is the **last Sunday** of **every month,** 2pm to 4 pm.

Tenant House Manager is responsible for posting a chore list of who is to clean common areas; hallways, lounge area, and bathrooms. You will be assigned rotating tasks for keeping the house and yard in order. **Check the chore assignment** list; it is posted on Sunday for jobs beginning Monday AM. If there are any questions regarding the job descriptions, ask the Tenant House Manager.

If you are **unable to do your job** for any reason, you must find someone to do the job for you. If someone agrees to do your job, leave a note with the Tenant House Manager . You are still ultimately responsible for completion the job.

**Please do not leave personal belongings lying around the house, keep them in your room**.

**DISHES** All tenants are expected to pick up and clean their own dishes during the course of the day. There should never be dishes left in the sink. If the dishwasher is running, you must hand wash your dishes and put them away. House dishes and glasses **may not be taken to bedrooms or living room**. Dishes, pots and pans are to be returned to proper places. Kitchen is to be checked after clean up by staff or House Manager.

* **KITCHEN, USE OF**. Breakfast and lunch foods are available. You must be properly dressed and wearing shoes anytime you are in the kitchen and wash your hands. You must **clean up after yourself**, in the kitchen after breakfast, lunch and snacks. Do not dump grease, coffee grounds or any non-food item in the sink.. Wash and replace pots and utensils. Food, appliances, and utensils are to be left in their perspective houses.
* Eating is permitted in the dining room only, not in living room or bedrooms.
* All food must be properly covered and stored after opened or cooked.
* Tenants may store their personal food in the refrigerator. Clearly mark your food with your name. Do not eat food that has someone else name on it.
* **MEALS**

**Breakfast** is self-serve,

**Lunch** is self-serve, you may make a bag lunch for work or outside program

**Dinner is at 5:00PM to 5:30 PM**  at House #1 dining room on Wednesday & Sunday. All persons planning to attend dinner are required to be on time or call the tenant’s phone for a **“save plate”** if you are going to be late due to work or other appointments.

* **BREAKFAST, LUNCH &SNACK FOODS AVAILABLE**

pancake mix cheese jelly

crackers cold cuts cereal hot or cold butter

peanut butter syrup coffee eggs

This is not to say that all foods are available every day. Different foods are available at different times.

**HEALTH & SAFETY REGULATIONS**

1. **NO Smoking,vaping or chewing in the HOUSE!** Smoking and chewing tobacco are permitted outside **only**; there are designated areas in the back of the house. Always use the butt cans.
2. No bare feet in common living areas.
3. Food, beverages are not permitted in bedrooms or in the living room.
4. While cooking in kitchen, please wash hands. When leaving a room, **shut off all electrical equipment** (TV, VCR, lights, fans, radios, heaters, etc.) or they will be removed from your room.
5. Report all maintenance issues in writing using a Maintenance Request form, they are located by the first aid box in your house.
6. First aid kits are located in each house. **Each kit contains 2 doses of Nalaxone in case of overdose, follow instructions on package. If you believe someone has overdosed in the house immediately follow directions on the Nalaxone kit. Then call 911, then call staff.**
7. Smoke detectors are not to be tampered with in any way and belong to Truly Motivated. If one is beeping, do not take it down! Please let staff know so we can replace the battery.
8. Fire extinguishers are located in each house.
9. Exit signs are posted above each exit door.
10. Houses with upstairs bedrooms have fire escape ladders in the case of a fire and the stairs are not accessible.

**LAUNDRY** - Use appliances at your own risk. Truly Motivated provides laundry facilities as a convenience and does not assume responsibility for any damage to clothing, or loss. **Please do not overload machines**. Irons must be unplugged when not in use. Use of machines is permitted during posted times. All tenants must be attentive to their laundry and may not leave their laundry in the machines for more than 15 minutes after the cycle has been completed. You are responsible for getting your own laundry soap.

**MISCELLANEOUS**

**1) All mail must be brought in**, sorted, and distributed by House Manager or Staff and put on kitchen counter. Upon moving please put in a change of address at the post office.

2)Truly Motivated is not responsible for lost valuables or cash.

3) Guests:

* Are welcome in common living areas only.
* Are expected to be clean and sober
* NO guests after 10:00PM, unless approved by staff.
* There are no men allowed in the women’s house and no women allowed in men’s houses.

4) Vehicles- you may have 1 vehicle at Truly Motivated with the following criteria:

* you have a valid driver’s license
* your car is insured and in good working order
* Park your car in designated parking only. Do not park in front of the neighbor's property or our mail box.
* Vehicles must not leak fluids in parking lot or driveway.
* You are to obey all laws and regulations while to driving on and off Truly Motivated property, i.e. no speeding or screeching tires.
* Do not double park!

1. TV, stereo and video games are allowed in rooms providing you abide the following:

* Be courteous to all including your roommate, if the volume may be heard outside of your room it is too loud. Don’t have them on while your roommate is sleeping or after 10PM.
* If the volume is continually too loud or if the TV or radio are continually
* left on without anyone in the room they will be removed from your room.

6) It is your responsibility to receive a receipt for all rent payments. All checks are to be made payable to Truly Motivated without exceptions.

7) It is expected that tenants will wear appropriate clothing at all times;

1. Fireworks, firearms, knives, weapons, etc. are **not** allowed in your room or at any Truly Motivated property.

I have read and I understand and agree to all rules and regulations contained in this document.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_