

The ROC Inc

**Victor House**

Participant  
Handbook

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Section 1 Introduction

### **1.1 The ROC overview about the rules, guidelines and expectations of residence of the Victor House.**

Participants must be at least 18 years of age and agree to remain in the program for at least 6 months to enter and complete the program, but may stay up to one year if needed. Participants are required to pay program fees, refer to **Section 7.20** for more information and must admit they are tired of their old way of life, accept the rules and regulations of this program and are committed to being a productive member of society.

The ROC reserves the right to deny entry upon their discretion for legitimate reasons such as, but not limited to, 1) prior non-compliance in our program, 2) unwilling to produce requested information, 3) does not acknowledge they are in need of recovery, 4) positive drug screen, 5) , pending to be incarcerated within the next six months or unable to afford program fees.

The ROC is not permitted to allow registered sex offenders into the program and does not permit individuals that have been convicted of arson or violent crimes.

The ROC does not discriminate against race, national origin, color, religion, sex, sexual orientation, or age.

The ROC will expect the participants to read, accept and follow the requirements listed in this handbook to participate in the home and program. The ROC is not obligated to insure a participant a place to reside and may terminate housing and services at any time at the Directors' discretion for refusal or failure to abide by the rules, guidelines and expectations that are clearly stated in this handbook.

The ROC rules, guidelines and expectations are necessary to foster a safe place from drugs and alcohol and a positive environment for success. When a participant chooses to honestly, earnestly and consistently abide by these guidelines their chances for long-term success greatly increases.

All rules, guidelines and expectations are subject to application, interpretation and modification by the Directors and may change without notice.

### **1.2 Waiver of certain rights**

**a. Eviction Proceedings:** Participants may be removed from the home at the Directors' discretion without prior notice and is denied the process of eviction proceedings.

**b. Privacy of personal property:** The ROC staff may search your properties, room or vehicle at any time at our discretion.

**c. Drug/Alcohol screens:** Participants will be required to submit to random drug or alcohol testing. Any participant that refuses will be removed from the home and program.

**d. Privacy of Medical, Counseling and 12-step Records:** Participants will be required to sign a consent form allowing ROC staff to have access to their records as well as have discussion with doctors, counselors and directors pertaining to the well-being of the participant..

### **1.3 Phase level requirements**

The ROC challenges participants to complete specific goals that will benefit their success and their ability to achieve independent living. The ROC program has four phase levels as described in **Section 2** of the Handbook. The participant must complete each task in their current phase level to move into the following phase and they must successfully complete all phase levels to graduate from the six month program. A participant that is non-compliant or does not complete the assigned tasks in their current phase may be denied or suspended from moving into the next phase level at the discretion of the Directors.

Phase 1	30 days
Phase 2	30 days
Phase 3	60 days
Phase 4	60 days
Phase 5	185 days

#### **1.4 Program Services**

The ROC believes that collaboration, empowerment and accountability with the participant are key principles for their success. We endorse the basic concept that success in leading a new life is a choice and the participant determines whether they want to succeed or slip back into their previous condition. The ROC strives to utilize our time, resources, programs and experience the best way we can to help individuals choose success.

The ROC staff, volunteers, committees and board members work strenuously to maintain, improve and increase our services.

**a. Housing:** The ROC provides a well maintained residential home for men.

**b. Interviews/Intakes:** The ROC has limited capacity and will schedule an interview with individuals interested in entering the program to determine eligibility and any required information or actions needed prior to entry. Upon approval to enter, the ROC will schedule an intake date and assist the new participant in a smooth transition into the home and program.

**c. 1 on 1 goal setting and networking:** The ROC Directors or assigned 1 on 1 coordinator will meet with each participant as scheduled to update progress with their program, provide guidance and resources, and assist in setting goals. The ROC will collaborate with the participants other service providers to establish a plan of success.

**d. Record keeping:** The ROC will keep accurate records of the participant's drug screens, meeting sheets, counseling attendance, entering and leaving the house and other pertinent information. This information will be made available to the participant and their other service providers for reasons of accountability and advocacy.

**e. Daily structure and oversight:** The ROC provides a proven and effective recovery model and provides daily oversight and accountability to offer the participant the best possible opportunity for a successful recovery.

**f. Weekly drug and alcohol testing:** The ROC provides random drug/alcohol screens throughout the week.

**g. Groups/Events:** As scheduled by the Directors, the ROC may require attendance at specific groups or events that relate to recovery, life skills classes or achieving independent living.

**h. Giving Back:** The ROC may require or request each resident to assist at the ROC for special events or when their help is needed.

#### **1.5 Community Recovery Services**

The ROC requires participants to attend local services and self-help groups as part of their program for success. The ROC believes that active involvement with various professional, self-help and religious services are essential for long term success.

**a. Professional Counseling:** The ROC requires that participants begin professional counseling within the first 30 days in the program. The Directors will provide various counseling providers in Auglaize County and the participant reserves the right to decide where to receive counseling services.

**b. Prescribed Medication:** Participants are permitted and encouraged to follow the direction of their doctor or therapist and responsibly take their medication as directed (so long as it is not a narcotic, suboxone, methadone or sleeping medication). Monitoring of all medication will be at the discretion of the Directors and/or House Manager.

**c. Local 12-Step Meetings/Sponsorship** (Alcoholics Anonymous, Narcotics Anonymous, Celebrate Recovery) The ROC requires that participants who struggle with alcohol/drug addiction attend a minimum of four 12 step meetings per week. Furthermore, participants with alcohol/drug addiction are required to find a 12 step sponsor (same sex) and begin working the steps within the first 30 days of the program.

## 1.6 Ministry Services

The ROC endorses the Christian Faith and believes faith in Jesus Christ brings true peace and purpose in the lives of all people for today and eternity. We believe faith comes through hearing the gospel and openly receiving God's plan for us in Christ. The ROC does not force or persistently push the Christian faith on the participants, but, we gently teach basic Christian principles at scheduled times and endeavor to demonstrate our faith through our actions, more than our words.

However, participants, regardless of their current beliefs or disbeliefs about the Christian faith are expected to cooperate with our ministry expectations with respect and an open mind.

The ROC is non-denominational (endorse main stream Christian churches) and we do not endorse any specific type of Christian viewpoint (liberal, conservative, charismatic, fundamental, etc.). The ROC ministry focus is on teaching and application of the basics of the Christian faith, Christian recovery principles, healthy fellowship, pastoral care and engaging in a local Christian congregation.

**a. The ROC Bible studies/groups:** As scheduled by the Directors, the ROC requires participants to attend 1-2 Bible studies per week. The Bible studies are led either by the ROC staff or a seasoned volunteer and are one hour in length and may require workbook or homework assignments.

**b. Local church attendance:** Participants are required to attend a local church (main stream Christianity) of their choosing every Sunday morning. The participant will be challenged to meet with the lead pastor of their church and utilize the churches ministries and services.

**c. Pastoral Care:** The ROC may recommend experienced pastors for advice and direction in their faith. Pastoral care is available on an as needed basis through their program.

**d. Christian Education Lessons, Events and Seminars:** As scheduled by the Directors, the ROC may require participants to attend specific Christian lessons, events or seminars. These events may be on location or on occasions off location.

## Section 2 Comprehensive Phase Level Description

## **2.1 Phase Level 1 (30 days if complying)**

- Program dues are paid and current
- Attend to job search between 9:00am to 4:00pm Monday through Friday. The participant must return home by 4:00pm. May only accept 1<sup>st</sup> or 2<sup>nd</sup> shift employment hours.
- Must fill out job verification sheet and turn in as requested
- Visit Job and Family Services for employment services and other resources
- Attain local payroll employment (unless on disability or retirement) within 35 days from entry date
- Attend 12 step program meetings as determined in participants plan of success
- ALCOHOLICS/ADDICTS must find an AA/NA sponsor of the same sex and begin working the 12 steps as directed by your sponsor (so long as this does not interfere with The ROC program)
- Must schedule an assessment with a professional counselor, attend to scheduled appointments and follow through with their direction (so long as this does not conflict with The ROC program)
- Attend all ROC gatherings, groups or events as scheduled by the Directors or House Manager
- Attend all 1 on 1 sessions as scheduled by the Directors
- Must begin attending a local church service every Sunday
- Complete assigned chores in a quality and timely manner
- Record accurately and legibly your whereabouts on the sign out board before leaving the home
- Must turn in a weekly itinerary for the following week by Thursday evening to House Manager
- Must comply with all rules, guidelines and expectations in The Participant Handbook.
- Must abide by all verbal or written instructions from the Directors and the House Manager
- Remain free of drugs and alcohol

## **2.2 Phase Level 2 (30 days if complying)**

- **Attend to weekly employment schedule**
- Program dues are paid and current
- Attend at least 4 Alcoholic Anonymous (AA) or Narcotic Anonymous (NA) meeting per week
- Continue contacting your 12 step sponsor and working the steps
- Continue attending to all appointments as scheduled by your counselor and follow their direction
- Attend all ROC gatherings, groups or events as scheduled by the Directors or House Manager
- Attend all 1 on 1 sessions as scheduled by the Directors
- Continue attending a local church each Sunday
- Complete assigned chores in a quality and timely manner
- Record accurately and legibly your whereabouts on the sign out board before leaving the home
- Must turn in a weekly itinerary for the following week by Thursday evening to the House Manager
- Must comply with all rules, guidelines and expectations in the Participant Handbook
- Must abide by all verbal and written instructions from the Directors or House Manager
- Remain clean of drugs and alcohol

## **2.3 Phase Level 3 (60 days if complying)**

- **Must complete a written budget and turn into Directors**
- Program dues are paid and current

- Attend to weekly employment schedule
- Attend at least 4 Alcoholic Anonymous (AA) or Narcotic Anonymous (NA) meeting per week if applicable
- Continue contacting your 12 step sponsor and working the steps
- Continue attending to all appointments as scheduled by your counselor and follow their direction
- Attend all ROC gatherings, groups or events as scheduled by the Directors or House Manager
- Attend all 1 on 1 sessions as scheduled by the Directors
- Continue attending a local church each Sunday
- Complete assigned chores in a quality and timely manner
- Record accurately and legibly your whereabouts on the sign out board before leaving the home
- Must turn in a weekly itinerary for the following week by Thursday evening to the House Manager
- Must comply with all rules, guidelines and expectations in the Participant Handbook
- Must abide by all verbal and written instructions from the Directors or House Manager
- Remain clean of drugs and alcohol

#### 2.4 Phase Level 4 (60 days if complying)

- **The participant will collaborate with the Directors and House Manager to develop a successful exit plan**
- Program dues are paid and current
- Attend to weekly employment schedule
- Attend at least 4 Alcoholic Anonymous (AA) or Narcotic Anonymous (NA) meeting per week if applicable
- Continue contacting your 12 step sponsor and working the steps
- Continue attending to all appointments as scheduled by your counselor and follow their direction
- Attend all ROC gatherings, groups or events as scheduled by the Directors or House Manager
- Attend all 1 on 1 sessions as scheduled by the Directors
- Continue attending a local church each Sunday
- Complete assigned chores in a quality and timely manner
- Record accurately and legibly your whereabouts on the sign out board before leaving the home
- Must turn in a weekly itinerary for the following week by Thursday evening to the House Manager
- Must comply with all rules, guidelines and expectations in the Participant Handbook
- Must abide by all verbal and written instructions from the Directors or House Manager
- Remain clean of drugs and alcohol

#### 2.5 Level 5 (6 – 12 months if complying)

- **Must continue making substantial progress toward independent living and the exit plan as agreed on with the Directors**
- Program dues are paid and current
- Attend to weekly employment schedule

- Attend at least 4 Alcoholic Anonymous (AA) or Narcotic Anonymous (NA) meeting per week if applicable
- Continue contacting your 12 step sponsor and working the steps
- Continue attending to all appointments as scheduled by your counselor and follow their direction
- Attend all ROC gatherings, groups or events as scheduled by the Directors or House Manager
- Attend all 1 on 1 sessions as scheduled by the Directors
- Continue attending a local church each Sunday
- Complete assigned chores in a quality and timely manner
- Record accurately and legibly your whereabouts on the sign out board before leaving the home
- Must turn in a weekly itinerary for the following week by Thursday evening to the House Manager
- Must comply with all rules, guidelines and expectations in the Participant Handbook
- Must abide by all verbal and written instructions from the Directors or House Manager
- Remain clean of drugs and alcohol

## Section 3      PASS TIME AND PHASE LEVELS

### 3.1      Personal Pass Time Guidelines

Personal pass time is considered to be a privilege and must be used wisely to prevent relapse and to maintain a safe place from drugs and alcohol. The following guidelines must be respected to remain in the House and program.

- Pass time must be used to spend time with healthy and supportive people and places. Spending time with people who abuse drugs and alcohol is NOT permitted and going places where drugs and/or alcohol are present or served is NOT permitted. **This includes family, friends and events**
- Spending time with people who are abusive to you currently or in the past is NOT permitted.
- Spending time with individuals who are currently on probation, parole, have a warrant for their arrest or any other issues with the law is not permitted.
- Participants must follow their approved itineraries and are NOT permitted to leave the home without a plan for their pass time. **Participants are NOT permitted to wander aimlessly in the streets.**

*The ROC Directors and House Manager reserve the right to determine if the participant is using his pass time wisely and will take measures to ensure the well-being of the participant and the home. This includes denying the participant to spend time with certain individuals or places that may threaten his success or the safety of others in the home.*

### 3.2      Pass Time and Phase Levels

**a. Phase Level 1:** Participants in Phase one (1) are NOT permitted personal pass time, including weekend. However, participants that **attain employment** within the first 30 days will be permitted personal pass time from Monday through Friday.

**b. Phase Level 2-5:** Participants in Phase 2-5 are permitted personal pass time Monday through Sunday.

### 3.3 Curfew

Participants permitted to use earned pass time must return to the home by **9:00 PM Monday through Sunday**. Failure to return back to the home by curfew may result in loss of future pass time at the discretion of the House Manager and/or Directors.

**The ROC does NOT permit overnight pass time.**

### 3.4 Reasons for denial of personal pass time

The ROC Directors and/or the House Manager reserve the right to deny or limit personal pass time at their discretion for the following reasons:

- The participant is NOT employed
- The participant is NOT required to be employed (retirement or disability). Pass time will be permitted, but modified to their daily agenda as approved by the Directors or House Manager
- The participant is on full house restrictions and/or in non-compliance with the House rules, guidelines and expectations
- The participant is off work due to illness
- The participant did NOT turn in a weekly itinerary by Thursday
- Pass time activity NOT included on weekly itinerary
- The participant is NOT making progress in their recovery goals or complying with their other service providers

**The ROC Directors or House Manager may deny, limit, or modify a participant's personal pass time for any reason at their discretion.**

### 3.5 Reporting to the House Manager or their staff volunteer

Participants are required to report directly to the House Manager or assigned staff volunteer (if present) immediately upon returning back to the home and must submit to a drug screen or breath test at the discretion of the House Manager or assigned staff volunteer. Refusal or failure to report to the House Manager or assigned staff volunteer may result in future loss of personal pass time or **removal from the home and program**.

### 3.6 Required meetings and events during personal pass time

- Participants must attend any ROC event, group or project as scheduled by the Directors or House Manager.
- Participants **MUST** attend church on Sunday (unless at work). Weekday service may be required. (See Directors or House Manager for a list of churches that have weekday services)

### 3.7 Overnight Functions

- The ROC may approve four (4) overnight functions during the six (6) month program
- The function must be church or recovery related and approved by the Directors
- The participant must attend the function with a trustworthy person approved by the Directors, and the contact person **MUST** agree to report to the Directors or House Manager if the participant did not attend the function or left the function at any time

- The participant will provide a one (1) page report of what they learned at the function and turn in any literature they received at the function
- The participant's probation/parole officer must approve the overnight function
- The participant must have approved time off work from their employer

**In the event a participant abuses this privilege, especially if they leave the function early or do not attend the function, this will be considered an unauthorized leave and the participant will be removed from the home and program – NO EXCEPTIONS.**

## **Section 4 House Visitation**

### **4.1 Visitation times at the home for participants NOT permitted personal pass time**

- One 2 hour visitation between the hours of 10:00 AM to 7:00 PM on Tuesday or Thursday
- Sundays from 12:00 PM to 4:00 PM
- Must be scheduled on the participants itinerary and the Directors, or House Manager or assigned staff volunteer must be given 48 hours' notice prior to the visit
- The House Manager or assigned staff volunteer must be present during the visit

### **4.2 Participants permitted personal pass time are NOT permitted visitation at the home**

The ROC encourages participants to use their personal pass time to visit family and friends outside of the home. The ROC is not staffed to accommodate frequent visitors and this guideline reduces commotion in the home and interrupting the participants who do not have children or visitation in the home.

The ROC encourages participants with children to use their personal pass time outside of the home to spend quality time with their children. Limited visitation at the home will be to accommodate participants in Phase 1 or have lost personal pass time for reason of non-compliance or have no other place to visit with their family.

### **4.3 Individuals permitted to visit the home**

Only immediate family, spouse, parents, siblings, children, 12-step sponsor, probation/parole, police officers or the participant's pastor is permitted to visit the home.

The participant's probation/parole officer, police officer, 12-step sponsor or pastor may visit anytime from Monday to Sunday between the hours of 10:00 AM to 7:00 PM (or other times as pre-authorized by Directors or House Manager).

### **4.4 General Guidelines**

- Unscheduled visits will NOT be tolerated and the visitors will be required to leave. This includes any unscheduled visitor anywhere on the House property
- Visitors that are under the influence or KNOWN to be actively abusing drugs or alcohol will NOT be permitted in the home at any time
- Visitors are NOT permitted upstairs anytime
- Visitors that are disrespectful will be required to leave

- Children must be monitored by the participant at all times and may NOT run through the home, make excessive noise, go upstairs or play on the stairs. Participants that do not keep their children under control will be asked to have them leave
- It will be at the discretion of the House Manager or any assigned staff volunteer to contact the police if any visitor does not adhere to the visiting policies of the House. Those who are asked to leave and do not do so in an orderly and respectful fashion will be escorted off the property.

## **Section 5      Cell Phones**

### **5.1      General Guidelines**

Cell Phones are permitted unless they become detrimental to the participant's success. It will be under the discretion of the House Manager and/or Directors if the phones need to be monitored or prohibited.

## **Section 6      Miscellaneous Program Rules and Guidelines**

The ROC cannot make a rule for every circumstance therefore the Directors and House Manager reserve the right to determine what unacceptable behavior is for a participant in our program and will impose consequences at their discretion to ensure a safe atmosphere in the home to protect the integrity of our program whether the offense is listed or not.

The rules and guidelines below must be respected to remain in good standing in the program and to avoid termination of services and housing.

**6.1 Must comply with all written and verbal instructions from the Directors and House Manager**

**6.2 Must comply with all other service providers (probation, parole, courts, counselor, etc)**

**6.3 Consistent dishonesty, manipulation or irrational behavior will not be tolerated**

**6.4 Verbal or physical abuse toward the staff, participants or volunteers will not be tolerated.**

**6.5 Disrespectful behavior toward the staff, participants or volunteers will not be tolerated.**

**6.6. Cursing or inappropriate language will not be tolerated.**

**6.7 Fighting or violent tendencies will not be tolerated.**

**6.8 NO WEAPONS OF ANY KIND ALLOWED ON PREMISES (weapon is defined by gun, knife (of any kind) and other objects that can be used to harm oneself or others – determination is made by House Manager and Directors and is final)**

**6.9 Products containing alcohol or mood altering ingredients will not be permitted in the home.**

**6.10 Sexually explicit material is not permitted in the home.**

**6.11 Participants are not permitted in an establishment that serves alcohol.**

**6.12 Phone calls on the house phone are limited to a one hour call per day after 5:00pm to 10:00pm Monday through Friday and during Saturday and Sunday participants may use the phone 2 hours per day up to 11:00pm. Please be mindful that other people may need the phone and to keep your conversations quiet and private. Through the weekdays the phone may be used for program requirements before 5:00pm and the house manager may use discretion for emergency calls or specific situations that may require significant time on the phone.**

**6.13 Smoking or dipping is not permitted in the home at any time.**

**6.14 Televisions and any type of computer are not permitted in the rooms.**

**6.15 Television use is not permitted from 10:00am to 4:00pm if not employed.**

**6.16 Broken down vehicles are not permitted at the home at any time.**

**6.17 Making plans to leave the program without informing the Directors will result in immediate termination of housing and services to allow other people the opportunity to enter the program.**

**6.18 Accepting rides from the opposite sex is not permitted (unless approved by the Directors).**

**6.19 Engaging in illegal activity whether in the home or outside of the home will result in immediate removal from the home and program and the proper authorities will be informed.**

**6.20 Participants may not have personal items or clothing that glorifies or advertises drugs, alcohol or any suggestive comments that are counterproductive to recovery or the Christian faith.**

## **Section 7 The ROC POLICIES**

### **7.1 Prescribed medication**

Participants must inform the Directors of all prescribed medication they are using prior to entering the program. Participants are not permitted to use medication that is narcotic based, such as, but not limited to, benzodiazepines, opiates or amphetamines or anything that will test positive on our drug screens. Furthermore, prescribed sleeping medication is not permitted such as, but not limited to, Ambien or similar products.

Participants permitted to use approved medications must keep their medication updated and follow their service provider's direction. The participant is responsible for using their medication as prescribed and failure to do so may result in removal from the home and program. Furthermore, any participant that abuses their medication or gives/receives prescribed medication to another participant; both parties will be removed from the home and program.

**The ROC is not responsible for the loss, theft, damage or misuse of prescribed medication.**

## **7.2 Medication for substance dependency**

The ROC does not permit suboxone or methadone treatment for substance abuse. All other medications must be approved by Directors.

## **7.3 Drug and alcohol screening**

The ROC reserves the right to drug/alcohol screen a participant at any time; whether day or night. Participants are required to submit to the requested screen to remain in the program and will have 45 minutes to provide a sufficient sample; otherwise it will be considered a refusal. The house manager or assigned staff members reserves the right to check pockets, socks, etc at their discretion and remain in front of the bathroom door with the door open to insure altering is not being performed. Participants that call others in the program who are not present during the drug screening to warn them of the random drug/alcohol screen may be immediately removed from the home and program. The participant will sign off after each drug screening to verify the test was taken and the date of the test. All drug/alcohol records will be made available to the participant's probation/parole officer and /or any other approved service providers. Participants that show positive and claim they have not used drugs/alcohol will be given an opportunity to get honest and the ROC will require another test to be given. A second positive test will warrant removal from the home and program and the sample may be sent out for confirmation or brought to their probation/parole officer for further testing. Depending on the time of day, the ROC may send participants to JTDMH for lab testing at their discretion.

**The ROC strongly suggests admitting to your drug and alcohol use prior to testing to receive our cooperation for you to return back into the program. The ROC has a zero tolerance policy and will not permit a participant to remain in the home while under the influence or showing positive for drugs or alcohol.**

## **7.4 Zero Tolerance for Drugs, Alcohol or other mood altering substances**

The ROC will not tolerate any participant to use, sell or possess drugs, alcohol or any form of mood altering substances; this includes being involved with people or places that use, sell or possess drugs or alcohol. **The ROC takes this policy seriously and will not allow the choices of a few to jeopardize the recovery of other participants or the integrity of our home and program.**

**a. Entry:** New participants must test negative on all drugs/alcohol to enter the home and program.

**b. Active in Program:** Any participant that is actively in the home or program that uses, sells, possesses or are involved with people or places where drugs or alcohol are present will be immediately removed from the home and program. **There will be no exceptions to this rule.**

**c. Disciplinary Action:** Participants that violate the zero tolerance policy will be immediately removed from the home without prior notice. **Refer to Section 8.2 for re-entry options.**

### **7.5 Zero tolerance for altering or attempting to alter drug/alcohol screens**

The ROC will not tolerate the act of altering or attempting to alter drug screens; this includes finding any altering tools in the participant's room or possession. Any participant that violates this policy will be immediately removed from the home and program. **Refer to Section 8.2 for re-entry options.**

### **7.6 Zero tolerance for weapons inside home**

No guns, knives (including pocket knives), or weapons of any kind are allowed on the premise of the house – inside or out. Any participant that violates this policy will be immediately removed from the home and program. If you are not sure if an item is a weapon – please ask the House Manager and/or Directors BEFORE bringing it into the house..

### **7.7 Intimate Relationships**

The ROC does not permit participants to be in or engage in sexual or intimate relationships while in our program, unless legally married prior to their entry. The ROC cannot assist others in early recovery unless their commitment, time and emotional energy is concentrated on recovery and hold the view that if they are healthy enough to be in an intimate relationship they do not need our services, nor will they be invested in our daily requirements. Participants are required to find sponsors, mentors and a support group of healthy people of the same sex.

### **7.8 Attending college or trade school**

The ROC encourages further education, but our two objectives for individuals in early recovery is maintaining their sobriety and/or achieving independent living. Attending college or trade school can be time consuming, expensive, intense deadlines, stressful and may limit your ability to follow our program successfully. Similar to being in an intimate relationship, our view is if the participant is healthy enough to work, follow our program, achieve independent living, commit to daily recovery and attend to college they are not in need of our services.

The ROC may permit the participant to attend on-line or local courses after they have completed the six month program or in some cases if the participant is not required to be employed, has a secure plan to move out independently and has the extra time we may permit a limited amount of classes at the discretion of the Directors.

### **7.9 The ROC groups, classes and events**

The ROC will schedule various groups, classes and events relating to, but not limited to, recovery, faith, ceremonies and life skills in which attendance is required (unless at work or approved by Directors for absence.) The ROC will try to schedule events in advance, but on occasions there may not be prior notice and attendance will still be required. Furthermore, all ROC groups, classes or events take priority over 12-step meeting times and on occasions may be scheduled during the weekends. All groups, meetings or events are mandatory.

During groups, meetings or events the participant will be expected to participate, complete any assignments and demonstrate respect and cooperation toward the facilitator or leader. Also, participants will be expected to follow all group guidelines (if provided by the facilitator), remain seated and be ready at least 5 minutes before the meeting begins.

## **7.10 Home chores, projects and bedrooms**

**a. Home Chores:** Participants will be assigned specific chores and must complete them in a thorough and timely manner. Refusal or failure to complete assigned chores will result in loss of pass time and consistent refusal or failure to complete chores may result in removal from the home and program.

- 1<sup>st</sup> Shift must have chores completed by 7:00pm each day
- 2<sup>nd</sup> Shift must have chores completed by 12:00noon each day
- Participants not employed must have chores completed by 12:00 noon each day

**Bedrooms:** Participants are required to keep their rooms clean and orderly at all times and to follow the posted bedroom guidelines in each room. Refusal or failure to keep rooms clean and orderly will result in loss of pass time and consistent refusal or failure to keep rooms clean and orderly may result in removal from the home and program.

Follow posted guidelines in each room

- Beds must be properly made before leaving the room for the day
- No eating food is permitted in bedrooms
- No open food, drinks, or dirty dishes are permitted in the rooms
- Participants may not rearrange furniture or switch rooms without permission

**Projects:** On occasions the ROC Directors or House Manager may require all participants to assist with various projects, such as, but not limited to, painting, spring cleaning, yard work, etc. The assigned projects may be completed individually or as a team at the Directors' and House Manager's discretion.

## **7.11 Vehicle Use**

The ROC does permit participants to have a vehicle if they have a valid driver's licenses and insurance. The Directors reserve the right to forbid a participant to use their vehicle or remove it from the property at any time at their discretion. Please observe the following guidelines.

- Participants in Phase 1 will only be permitted to use their vehicle form 9:00am to 4:00pm for job search. The vehicle is not permitted to be used in the evenings or the weekends, unless permitted by the Directors.

- The ROC reserves the right to search your vehicle at any time.
- Providing rides for the opposite sex is not permitted and/or anyone actively known for using drugs or alcohol.

### **7.12 Personal Property**

The ROC will provide a list of items permitted to bring into the home and reserves the right to deny certain items to be brought into the home and may confiscate unapproved items at our discretion. The participant must keep their personal property in their assigned room and are advised not to leave out or bring into the home large amounts of money or important items that you do not want stolen or lost.

**The ROC is not responsible for the loss, theft or damage of a participant's personal property.**

### **7.13 Personal property left in the home after services are terminated.**

In the event a participant leaves the home they are required to inform the Directors and must take their personal property with them at the moment they decide or are required to leave. Be aware, the ROC is not responsible to store or monitor your belongings after you leave the program.

In the event a participant leaves the program and does not retrieve their belongings at the home that same day or is legitimately unable to retrieve their property, the ROC will gather the participant's belongings, box them up and will hold the property for no longer than 7 days after the participant leaves the home. Be aware, it is the participant's responsibility to contact the Directors or House Manager and make arrangements for the property to be picked up; it is not our responsibility to contact the participant. Furthermore, an appointment must be made to come and retrieve property and either the House Manager or Directors must be present.

The ROC will not hold property after 7 days and will dispose of the property in any manner we choose.

**The ROC is not responsible for the loss, theft or damage of a participant's property before or after they have left the program.**

### **7.14 ROC Property**

The ROC property is furnished by area churches and donations from local business and individuals. The ROC will press charges against participants that intentionally destroy, damage or steal property that belongs to our agency. Furthermore, participants are not permitted to alter, repair or perform new construction on the home without permission.

### **7.15 Staff & Volunteer Privacy**

The personal lives of the ROC staff, volunteers, mentors and assignees are not to be interrupted by the participants. Participants may not call or visit their homes or workplaces without the approval of the staff, volunteer, mentor or assignee or their family members. Participants that intentionally invade the privacy of any staff, volunteer, mentor or assigned volunteer or their family members may be subject to removal from the home and program and the proper authorities may be notified.

## 7.16 Theft

The ROC will not tolerate theft in the house and we take this offense very seriously. Participants that are caught stealing may be removed from the home immediately and the proper authorities will be contacted. Participants that believe another resident has stolen from them are encouraged to contact the Directors and if there is proof of the theft, the Directors will suggest to the participant to contact the police for an investigation. Take note that participants are expected to mark their groceries and to avoid leaving your belongings downstairs; the Directors cannot resolve the problem unless the participants make every effort to mark and protect their belongings.

**Theft does not happen often, but when it does the ROC has little tolerance and will impose immediate consequences and/or removal from the home.**

## 7.17 Sickness/Medical Operations/Dental Work

**a. Sickness:** Participants unable to attend to employment or program requirements due to a sickness must abide by the following guidelines:

- Must immediately inform the House Manager and/or assigned volunteer.
- May not sit, sleep or rest downstairs.
- Must submit to a drug and/or alcohol test. Claiming you are too sick to take a test is not acceptable and will be considered a refusal and result in immediate removal from the home and program.
- Personal pass time will not be permitted.

**b. Medical and Dental operations:** Participants must inform the Directors prior to any surgery or operations and provide documentation of the medical/dental issue and the date of their treatment. Participants may not accept narcotics and/or prescriptions of narcotic medication and be permitted to remain in the home. In the event the participant is required to have medical attention that requires narcotics and/or a significant period of time in recovery that may prevent them from working the program will have to leave the home. However, the Directors will attempt to provide recovery support while they are absent and depending on the length of the recovery may hold the room up to 14 days (the participant will be responsible to pay dues while absent from the home for the director to hold their room) until they can return back with a negative drug screen and the ability to meet program expectations.

## 7.18 Money/Cash/Gifts

The ROC understands the temptation when addicts/alcoholics in early recovery have access to large amounts of money. Currently, we do not have the staffing to oversee all the participants income, however, if a participant elects to have the Directors hold their money, arrangements can be made. The guidelines below must be followed to avoid consequences and/or removal from the home and program.

- Must never have over \$50.00 cash in the home or on your person
- Participants are encouraged to open a checking/saving account to keep their money safe
- May not receive cash or expensive gifts from anyone unless first informing the Directors
- Must not borrow or give money/gifts from or to another participant, staff member, volunteer, House Manager or any other person.

Participants that are struggling financially are advised to speak to the Directors for guidance or resources. Participants that hide money from the Directors or receive unearned/illegal money without informing the Directors may be removed from the home and program.

## 7.19 Complaints

The ROC strives to provide the best services possible and we take the participants concerns and complaints very seriously and this process will assist us to resolve issues and correct problems. Participants reserve the right to express their concerns without repercussions from the ROC staff, volunteers, fellow residents or House Manager. However, concerns must be legitimate and the participant must have evidence for the Directors to effectively resolve the problem. **Furthermore, complaining to volunteers, managers, probation, parole, service providers or to the public without including the Directors may result in removal of the home and program; we cannot resolve the concern if we are not included in the discussion.** The following process must be observed when filing a complaint.

- The participant must fill out a written complaint form and turn it in directly to the Directors
- The Directors will review the complaint and take appropriate action. The Directors will need 24 – 48 hours to investigate the issue and may require the participant to address the issue with the Directors and all parties involved.
- The Directors will either meet with the participant about the complaint or return a written determination to the participant.

**The ROC does not guarantee to resolve the complaint in the manner you may desire and after the issue has been addressed it will be considered closed and all parties will be expected to accept the Directors' final decision. If the participant cannot accept the decision it will be strongly recommended that you leave the home and find a program more suitable for your recovery.**

## 7.20 Employment Search

Participants are permitted 35 days to find payroll employment to remain in the home and program. Refusal or failure to attain payroll employment within 35 days may result in removal from the home and program. The participant must demonstrate a strong effort to attain employment to remain in the home and program (unless on disability or retirement.) The below guidelines must be followed:

The participant must leave by 9:00am and return by 4:00pm Monday to Friday (not weekends or national holidays) to seek employment opportunities.

- The participant must attend to the local Job & Family Services and utilize their resources
- May not watch television between 9:00am to 4:00pm
- Must thoroughly and accurately complete the job search verification form

## 7.21 Employment Guidelines

### a. General Guidelines

- Must provide documentation of the place of employment and your start date
- Must retain employment and may not quit the new job unless new employment is secured and you have discussed this decision with the Directors prior to quitting
- Participants that lose employment due to tardiness or absences may be subject to immediate removal.
- Participants that lose employment due to legitimate reasons (lay-off, cutbacks, etc.) will have two weeks to attain new employment and must pay dues for the next 2 weeks with their last pay check. Failure to

attain new employment and/or the ability to afford the program fees may result in termination of services and housing

- During vacation time, shut-downs, holidays, etc. the participant will be expected to follow the ROC program and must meet with the Directors to discuss their itinerary while off work
- At any time the Directors determine the participants specific job is negatively affecting their recovery program, the Directors reserve the right to request they quit the job or leave the home and program

#### **b. Types of Employment Permitted**

- Participants may not work for themselves or attempt to start their own business.
- Participants must attain payroll employment. Participants may not work under the table.
- Participants may not work 3<sup>rd</sup> shift and/or any shift past 12:00am.
- Participants may not work 12 hour shifts.
- Participants may not accept employment requiring over 50 hours per week.

### **7.22 Program Fees**

The ROC program fee is \$100 per week (payable in advance) to cover services, utilities, drug screens and general program and home supplies. Program fees are required to be paid according to the participants pay cycle to avoid loss of earned pass time or possible termination of services and housing.

**a. Entry Fee** The ROC requires a \$200 entry fee on or before the day of their initial entry into the program. This payment will cover the first two weeks in the program. Participants that are unemployed and without financial resources will have 35 days to find employment and begin paying on past due and current program fees. Participants that are employed and/or have financial resources will be required to remain up to date on program fees.

**b. Due Date:** Payments are due on or before Friday of each week by 2pm

**Take Note: The ROC staff will not track down each participant to receive payment; it is the participant's responsibility to make their payment on time. Failure to make your payment on time will result in an immediate full house restriction or possible removal from the home and program.**

**c. Payment Options:** Participants may pay by cash, check or money order and payments can be made directly to the Directors from Monday – Friday 10am to 2pm or can be taken to Minster Bank and deposited in the ROC checking account. (Special arrangements can be made for participants not able to get to ROC or bank during business hours)

**d. Inability to Pay Program Fees:** The ROC will discuss payment arrangements in the event the participant cannot make the program fee payment for a legitimate reason at the discretion of the Directors. The participant must provide an accounting of all income and will be expected to pay at least 25% of their current balances and after two weeks must begin paying at least 25% on their past due balance and their full current fee.

**e. Refusal to Pay Program Fees:** Participants that intentionally refuse to pay program fees or consistently fail to make their payment on time will be immediately removed from the home and program.

### **7.23 Books/Music**

The ROC will provide access to approved literature and/or music in the home and promote resources that identify with the Christian faith or main stream recovery principles (AA, NA, etc.) Participants that bring in other books or music not consistent with Christian or recovery values will not be permitted to push the material on others in the home, must keep the material in their rooms and may not play music out loud. The Directors with the guidance of the ROC Board reserves the right to deny specific material that is deemed counterproductive to the participant's recovery.

## **Section 8      DISCIPLINARY PROCEDURES**

The ROC's disciplinary procedure below is established to provide a fair and measured approach to resolve issues of non-compliance. However, depending on the nature and severity of the offense the ROC is not obligated to follow the procedure below to maintain the safety and integrity of the home and program.

- **Step 1:** The participant will be given a verbal warning
- **Step 2:** The participant will be given a formal written warning and summary for the offense
- **Step 3:** The Directors will review the report and will impose necessary disciplinary action if warranted and/or a written warning of what will happen if further misconduct is reported
- **Step 4:** The participant may be dismissed from the home and program and may have disciplinary action imposed

**The Directors reserve the right to resolve minor or major offenses in any manner at their discretion.**

### **8.1      Minor Offenses**

Where minor misconduct is deemed to have occurred the participant will be made aware of the offense and disciplinary action may be imposed at the Directors' discretion; continual minor offenses will be deemed as a major offense.

The ROC will record all written warnings and reports and they will be made available to the participant's probation or parole officer and/or any service provider involved with their recovery program. The participant will be expected to accept any disciplinary action imposed and to sign a written statement to remain in the home and program. Minor offenses are considered issues that can be easily corrected with the participant's cooperation and are listed below, but not limited to:

- (a) Intentional breach of minor program rules, guidelines or expectations in the Participant Handbook;
- (b) Dishonest, disrespectful or irrational behavior;
- (c) Not completing assigned chores or keeping room clean;
- (d) Foul or inappropriate language;
- (e) Late or inattentive at ROC, church or 12 step meetings;
- (f) Poor attitude in the home;
- (g) Intentionally creating disorder or tension in the home.

### **8.2      Major Offenses**

Where serious misconduct is deemed to have occurred you may be dismissed from the home and program without prior notice. Those major offenses are, but not limited to, the reasons below:

- (a) Any intentional and continual breach of the program rules, guidelines or expectations in the Participant Handbook;
- (b) Any consistent dishonesty or theft;
- (c) Any situation where you act in a disrespectful, irrational, threatening, violent or abusive (verbally or physically), toward the ROC staff, volunteers or other participants.
- (d) Any situation where you behave in a manner likely to bring you, another participant or the ROC into disrepute;
- (e) Unauthorized leave, breaking curfew or leaving overnight
- (f) Willful damage of the ROC or another participant's property;
- (g) Using drugs or alcohol whether in the home or outside of the home;
- (h) Altering or attempting to alter drug or alcohol screens;
- (i) Alcohol, unauthorized drugs/medication or any drug paraphilia in your possession, vehicle or room;
- (j) Weapons of any kind on house property
- (k) Breaking the law or being involved with people who are.

Participants that are removed from the home will have 24 hours to contact the Directors to discuss re-entering the home and program. The Directors will schedule an appointment at their convenience with the former participant and will consider re-entry at their discretion and may take the following actions:

- Refuse re-entering the home indefinitely or for a certain period of time.
- Permit re-entering the home with conditions.
- Hold the room for a certain period of time and challenge the participant to accomplish specific tasks to return (attend meetings, make counseling appointment, etc.) The participant will be expected to pay program fees (in advance) if the room is held.

### 8.3 Types of Disciplinary Action

Where minor or major misconduct is deemed to have occurred the ROC may permit a final opportunity for the participant to remain in the program and continue their recovery. Disciplinary action is typically imposed after a series of minor offenses have occurred or where a major offense occurred in which the participant expressed remorse and a willingness to heed to corrective action and make significant changes in their conduct. The participant and Directors will enter into a written agreement that details the corrective action and be agreed on and followed by the participant to remain in the home and program. Thereafter, failure or refusal to comply will result in immediate removal from the home. The following types of corrective action are listed below, but not limited to:

**a. Specific restrictions or expectations:** The Directors may impose specific restrictions or expectations beyond the established program rules, guidelines and expectations to lead the participant into a successful recovery. The participant may accept or refuse the written agreement, but will not be permitted to remain in the home in the event the participant chooses to refuse the agreement.

**b. Partial House Restriction:** Participants placed on PHR will have limited personal pass time Monday through Thursday 9:00am to 9:00pm and will be restricted to the home from Friday through Sunday. Participants that are not required to work will have limited pass time Monday through Thursday from 11:00am to 4:00pm and will be restricted to the home from Friday through Sunday. The participant will be permitted to leave throughout the week to attend to program expectations (employment, meetings, counseling, etc.) and must

clearly record on the sign out and in board of their whereabouts. Additionally, the Directors may require specific restrictions or expectations during this period of PHR.

**The length of Partial House Restriction will be determined by the Directors and House Manager. Failure or refusal to follow through with PHR may result in immediate removal from the home and program.**

**c. Full House Restriction:** Participants placed on FHR will not be permitted personal pass time at any time and will turn in a weekly itinerary directly to the Directors detailing their upcoming schedule.

**The length of Full House Restriction will be determined by the Directors and House Manager. Failure or refusal to follow through with FHR will result in immediate removal from the home and program. This is the participant's last opportunity to remain in the home and program.**

**d. Termination of housing and services:** Participants will be expected to immediately leave the home and program.

**The length of termination of housing and services will be determined by the Directors.**

## **SECTION 9 ROC AGREEMENT**

**I understand and agree to the following:**

My services may be terminated and I may be immediately removed from the Victor House if I am not, in the sole judgement of the Directors complying with the program rules, guidelines and expectations.

I waive all rights to eviction proceedings prior to entering the home and program.

The ROC is not liable for any damage to, theft or loss of my personal items.

I will hold the ROC agency, assignees, volunteers, staff members and their families completely free and blameless for any and all personal matters taking place before, during or after the period of which I am a participant in the program.

I will remain in the program for at least six months and may be removed from the home and program at any time I indicate that I am planning to leave early.

I will pay program fees and fulfill all payment arrangements made with the ROC and that I may have services terminated for refusal, failure or the inability to afford the program fees.

I will be responsible for any balance owed to the ROC if I leave the home and program early.

The ROC is a faith based organization that endorses the Christian faith and I will cooperate with all the ministry expectations with respect and an open mind.

I must abstain from alcohol, illicit drugs and all mood altering substances and must submit to random drug/alcohol screens.

Participants will be required to sign a consent form allowing ROC staff to have access to their records as well as have discussion with doctors, counselors and directors pertaining to the well-being of the participant..

Name (print) \_\_\_\_\_

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

### **SECTION 10 STATEMENT OF DECLARATION**

I have received a copy of the ROC Participant's Handbook and have been provided the opportunity to read and ask any questions about the rules, guidelines and expectations. I fully understand and agree to the rules, guidelines and expectations.

Name (print) \_\_\_\_\_

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

**(Participant's Copy)**

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Participants will be required to sign a consent form allowing ROC staff to have access to their records as well as have discussion with doctors, counselors and directors pertaining to the well-being of the participant..

Name (print) \_\_\_\_\_

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

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Name (print) \_\_\_\_\_

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

**(ROC COPY)**