



# Sober Living and Recovery Support for Women

*Resident Handbook*

*House Policies & Procedures*

*Rev January 2024*

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Homeowner is member of



Legacy House is a women's sober living home owned and operated by a Licensed Chemical Dependency Counselor as well as a Recovery Support Peer Specialist. We are located in the Woodlands/Spring/Conroe area of North Houston. We offer a supportive environment for women

whose goals include freedom from substance abuse and alternative, healthy coping skills to establish and maintain recovery from addiction. Our home offers a 12-step inspired, faith-based program that assists our residents follow through with a commitment to living a recovered life that includes support group meeting attendance, sponsorship, employment, volunteer opportunities, continued education, completion of IOP or PHP programs, continued clinical care with qualified therapist, and compliance with all Legacy House rules and policy.

We take the process of recovery very seriously. Your adherence to these guidelines is viewed as an indication of your desire toward long-term recovery. By adopting the structure of our comprehensive program, you will experience positive changes that will improve all aspects of your life.

Upon arrival, you will be breathalyzed and must submit to a urine analysis test. All belongings you plan to enter the home with will be searched and inspected thoroughly. The intake procedure typically takes about an hour to complete and consists of an overview of program rules, policy, completed application, all documentation signed and financial obligations explained and rectified. We do not accept partial or weekly payments. We do accept credit cards, but prefer Venmo, Zelle, cash, cashier's check, and checks.

### Requirements for Admittance:

- Female
- 18 years old
- At least seven continuous days of sobriety (medical clearance if applicable)
- Must not present with any type of detox symptoms
- Preferably, a completion of an inpatient residential treatment program
- Willingness to take part in an Out Patient program (if applicable)
- Ability to meet all Legacy House residency financial requirements (monthly rent)
- Signed agreement to follow all rules and procedures of program
- Agreement to test for illness such as Covid-19

### Provisions:

- Legacy House provides safe, structured, nurturing environment conducive to living a productive, happy life of recovery from substance abuse
- Random drug screens and breathalyzers at no cost to resident (unless screen has to be sent to lab to resolve a false positive)
- Weekly in-house meeting followed by an AA meeting
- Wi-Fi and printer access
- Assistance with Job search
- Standard exercise equipment and yoga mats provided
- Assistance with securing an appropriate sponsor
- Weekly sober coaching offered at additional discounted prices
- Case management facilitated by homeowner & LCDC
- Full & queen size beds when available and private rooms when appropriate
- Sober companionship
- Assistance with transportation during the first two weeks of residence & theron upon

- availability
- Community resources to enhance sobriety
- Sober fun group activities
- Visitation for family and friends
- All paper products, cleaning supplies & coffee provided
- Sunday evening meeting meals; house provides main course, residents provide side dishes
- Sober Coaching with a Recovery Support Peer Specialist @ an additional cost

## House Rules/Operations/Procedures:

### Curfew & Scheduling

Residents must always sign in/out upon leaving/returning to the house.

- **Sunday -Thursday – 10:00 P.M. curfew**
- **Friday and Saturday 12:00 A.M. curfew**
- **Sunday house meeting 5 P.M. – 6:30 P.M.**
- Weekday curfew adjustments are only considered if it's a job requirement by staff. You cannot intentionally schedule yourself for a late shift.
  - If you are running late, you must notify the house manager.
  - If being late becomes an issue, privileges will be taken away and consequences may be issued.
- **Weekdays (Sun-Thurs): In rooms by 10:30 P.M. All lights and electronic devices to be off at 11:00 P.M.**
- **Friday & Saturday: In rooms by 12:30 A.M. All lights and electronic devices are to be off at 1:00 A.M.**
- All residents are to be mindful of your housemate's schedule. Whether you get up early or go to bed early, be considerate and do your best not to wake or disturb others when you enter or leave the room.
- No television or sleeping Monday – Friday between the hours of 9:00 A.M. and 4:00 P.M.
  - This includes on the couch or in common areas
  - Exceptions are made for residents with a full-time job (32+ hours a week)
  - Exceptions made on a case by case basis

**\*All exceptions must be approved by Legacy House management**
- Continuous disturbances will be addressed accordingly, and consequences administered

### Wake Up

- **Monday through Friday, residents must wake-up by 7:30 AM at the latest. (Meditation at 7:45am)** If you are not up and ready you will be considered late. This will result in consequences. There are no phones, no getting up for coffee, no vaping, no disruptive behavior and no falling asleep. This will result in a behavioral write up.
- Resident-led Morning Meditation M-F at 7:45 AM. All residents are required to attend. Seated prior to 7:45 am start.
- You can sleep in until 10:00 AM Two days per week total (Sunday to Saturday); if you work

weekends your chosen weekday(s) to sleep in will be determined ahead of time.

- You should be dressed for the day by 8:30 A.M on weekdays and 10:30 A.M on weekends.
- Weekly and daily chores are to be completed by 10:00AM and prior to you leaving home in the morning. You must sign off on your chore or it will be considered incomplete.
- ALL BEDS MUST BE MADE EVERY DAY. YOU HAVE ONE HOUR AFTER WAKE UP TO HAVE YOUR BED MADE.

### **Overnight Passes & Conditions:**

For any pass to be considered, **residents must purchase a breathalyzer** before they can go on pass.

Management can and will call residents at any given time while on pass to be FaceTime breathalyzed.

- **First Month:** (30) days: There will be no overnight passes granted during your first thirty (30) days of sober living.
- **Second Month:** (after completing 30 plus days): you will be eligible for (4) overnight passes in each month as long as you are not under contract or experiencing multiple behavioral write ups. In other words, you must be in good standing with the structure and program of Legacy House.
- **Third Month:** After completing (60) plus days: you are eligible for up to (8) overnight passes during each month if in good standing with the house and not on contract.

**Overnight passes are typically granted over a weekend, and for no more than (2) consecutive nights over a (7) day period. \*Exceptions made on a case-by-case basis.** If a resident is on pass or out of the house and unresponsive to management communication, that resident will be considered insubordinate and will be subject to automatic discharge and/or referred to either higher level of care or alternative sober living environment. 5 P.M. Sunday night curfew applies to residents who utilize a full weekend pass. This will assist you with completing weekend chores, collecting medications for the following week, filling out and completing all drug screens, ETG analysis and breathalyzer.

**Passes must be turned in 48 hours before the time you leave.** Passes will be granted on case-by-case basis and are subject to approval. Passes are a privilege. There are many components taken into consideration by staff when passes are granted. Passes can and will be denied if house rules are not being followed. Passes must have the location and name of the persons you will be with along with a phone number. Emergency passes may be granted upon program directors and house manager's discretion. Residents will always submit to a drug screen/breathalyzer upon return from a night away from the house. *\*Typically passes are for weekends and are again approved on a case-by-case basis.*

### **Dating:**

**It is strongly suggested that anyone who is in their first year of recovery abstain from developing new intimate/sexual relationships.** Legacy House does not condone our residents to begin new/intimate/sexual relationships during the first (90) days of sober living. A new relationship is defined as: relationships initiated during residential treatment prior to entering Legacy House as well as any new relationships started within the first 90 days of residing at Legacy House. We will not knowingly grant passes that will enable you to date new partners during this time! However, we do

understand friendships of the opposite sex. If you have any questions or concerns regarding this policy, please discuss it with house management team and we will gladly explain to you, our reasoning. This policy is put into place to increase your chances of staying sober & allowing you the time to focus on yourself and your own recovery.

### **12 Step Meeting Attendance:**

All Residents are required to attend **FIVE** 12-step meetings/support groups per week. The Sunday night house meeting can count as one, as we will utilize this time as a process/weekly progress/check in group. You can attend various types of 12 step meetings: AA, NA, Celebrate Recovery, Smart Recovery, etc... You will be supplied with a list of local meeting times and locations. If you are currently attending IOP or PHP you will attend the specified number of meetings that your particular program requires. IOP/PHP counts as one attended meeting. **\*Residents must get their weekly meeting sheet signed at each meeting attended and turn it into management at the Mandatory Sunday night House meetings.**

### **Work**

We reside in an ideal location and have many options available for jobs near the house. If you do not find employment, you must participate in verified community service for a minimum of 12-24 hours per week. Do not quit a job without securing another job prior. Your day should consist of recovery related programs, support group meetings, time with sponsor, employment, volunteering, exercising, etc. **(If you are enrolled in an IOP and PHP, you are not expected to work simultaneously)** There is no reason for you to be at the house during the day idle for extended amounts of time unless you work a night shift. School can replace work requirements.

### **Chores**

**Each house member is assigned daily chores and a weekend chore. Chores are to be completed thoroughly and if they are not, you may be asked to complete chore again. You will be supplied with information on your designated chore. Please sign off on the chore and the house manager will approve it.**

Each house member is responsible for picking up their own belongings. Do not leave anything laying around including your water bottles, books, and shoes. Please respect your housemates. EVERYTHING HAS A PLACE. IF YOU ARE UNSURE ABOUT WHERE SOMETHING GOES, PLEASE ASK SOMEONE FOR HELP.

ASHTRAYS NEED TO BE EMPTIED AFTER USE!! DESIGNATED SMOKING AREA IS ON THE BACK PORCH!!

**Beds are to be made properly every morning at one hour after waking up.** Bedrooms are to be kept neat and clean. Take initiative in keeping things tidy and organized...this is a life skill that equates to a clearer mind and more productive day. **You should not be getting back in your bed throughout the day. No more than 3 personal items on your bedside table always.**

Eating is allowed in the commons area only (at kitchen bar, dining room table & outdoor living space) ABSOLUTELY NO EATING IN BEDROOMS. Clean up all dishes, cookware, silverware, and

anything else you eat. Do not leave dishes in the sink. Either wash, dry and put away or place in the dishwasher.

All your personal laundry must be washed, dried, and put away on your designated laundry day/time. You are not allowed to do your laundry at any given time. (This would create confusion and lost laundry items). SHEETS AND TOWELS MUST BE WASHED ON A REGULAR BASIS (AT LEAST ONCE EVERY OTHER WEEK). **If leaving for the day you must not leave laundry in the washer or dryer.**

Chores will be inspected at any given time. **If chores are neglected, you will be given a verbal warning and it will be addressed by staff. If you continue to neglect your chores (2nd strike) a write up will occur and you will lose privileges (privileges may include use of your phone, TV, passes, etc.) 3<sup>rd</sup> infraction of chore responsibility can result in you being asked to leave or behavioral contract based on severity of rule infraction, how long you have resided in house and your attitude. Chores are to be done by 10 AM weekdays and 12 pm on weekends. If you leave early for the day (Before 10AM) you must complete your chores the night before or prior to departure.**

Expectation is that all residents Check in daily on the WhatsApp.

### **Hygiene**

Taking care of yourself is a must in this house. As a resident in this house, you must shower on a regular basis, and maintain cleanliness of your hair. Must wear deodorant, wash hands and have good hygiene habits.

**Feminine Products-** Please Roll up used tampons, pads and discard them properly to show respect for other residents. **DO NOT FLUSH TAMPONS OR PADS DOWN THE TOILET!** If a plumbing issue occurs due to the carelessness of your actions, you will be financially responsible for the damage.

### **Guests/Visitation**

- Visitation day/times are Saturday 10:00A.M. to 10:00 P.M. and Sunday 10:00 A.M. to 4:00 P.M.
- ALL VISITATIONS MUST BE PRE-APPROVED BY HOUSE MANAGER OR HOUSE MANAGEMENT: THIS INCLUDES PROGRAM DIRECTOR AND/OR OWNER/OPERATOR OF LEGACY HOUSE.
- Visitors are not allowed to eat food that is purchased for house members or residents.
- Visitors are allowed in the common areas ONLY
- Common Areas include backyard kitchen and both living rooms.
- Alumni are always welcome, including house meetings.
- No children under 18 in the house without their parent.
- Notify housemates of pending visitors and make sure all are ok with it.
- Visitors should be announced on our group WhatsApp chat prior to arrival.

**NO ACTIVE ADDICTS OR ALCOHOLICS ARE ALLOWED ON THE PREMISES AT ANY TIME**

**Your recovery is our priority and despite good intentions there are some relationships which are not conducive to this goal. There will be no fraternizing, hanging out with anyone whom you**

**know is using/drinking. This is detrimental to your recovery.**

### **Medications**

It is important to take medication as prescribed and ensure timely refills, so you do not run out. Not taking meds correctly, i.e., consuming less or more than prescribed, can cause major mood swings. **We are not physicians.** Adjusting or changing our own medication is “self-medicating.” Sharing of prescribed meds **is grounds for expulsion** of all parties involved. Any changes to your meds including type, dosage, or quantity must be reported to the house manager **before** you begin the medication, and the change must be recorded on your med sheet. Certain medications are not allowed in the house except with prior approval on a case-by-case basis. See list of prohibited meds. Days of the week pill cases are to be used & pill bottles stored in safe. Pill counts can be performed at any time. Over the counter meds must be approved by the house manager. No pseudoephedrine. If it is determined during a pill count that you are mismanaging your medications by taking more than you are prescribed or less than you are prescribed, may be grounds for expulsion. ALL PILLS MUST STAY IN ORIGINAL CONTAINER FROM PHARMACY WITH A CURRENT DATE.

**NO PRODUCTS CONTAINING ALCOHOL ARE ALLOWED IN THE HOUSE, INCLUDING KOMBUCHA. NO CBD OF ANY KIND. THESE PRODUCTS CAN CAUSE A POSITIVE DRUG SCREEN.**

### **House Meetings/Process Groups**

**House Meetings/Process Groups are mandatory and are facilitated by homeowner: Kim Livesay, LCDC and Gail Brettmann, RSPS. House meetings begin promptly at 5 PM Sunday.** We will hold a house meeting to establish how the house is doing and what improvements if any need to be made as well as any issues that may need to be discussed and addressed.

Progress Sheets are in the kitchen in a folder behind the chore sign off sheet and **must be filled out thoroughly prior to starting the meeting.** The house meeting will last anywhere from an hour to an hour and 30 mins. The ONLY valid excuse for missing a house meeting is a work emergency or medical emergency, and the absence must be approved by staff. Confidentiality and anonymity are required for all attending our house meetings.

Any resident has the right to call an **emergency meeting** or if you feel something needs to be addressed immediately by reaching out to a member of our staff. Emergency meetings usually pertain to a relapse situation or a heavy confrontation between residents. A majority of the house members or the house manager must be present.

**Meeting protocol.** There will be no lying down, no eating, no cell phone use and put ringer on silent, no leaving the meeting except to use the restroom.

### **Random Searches**

Your personal items as well as your vehicle are subject to random searches.

### **Drug Screens/Breathalyzer**

Expect to be drug screened and breathalyzed often. BEING ASKED TO SUBMIT TO A DRUG SCREEN OR

BREATHALYZER DOES NOT INDICATE THAT WE THINK YOU HAVE RELAPSED; IT MEANS THAT WE ARE DOING OUR JOB.

Drug screens and breathalyzing will be random (no rhyme or reason). If you are selected for a UA, either for a random test or if you are asked for any reason, you are to remain in the common area in the direct presence of the house supervisor on duty and you will be observed when you submit your sample. **In the event of a positive test result, you may be asked to leave the house**, and the specimen will be sent to a laboratory for conclusive testing using proper chain of custody.

In the event of a positive drug screen or an inconclusive drug screen the sample will be transported to our partnering lab and further testing and levels will be conducted at your own cost. However, if the drug screen comes back negative you will be reimbursed. **REFUSAL TO TEST IS AN ADMISSION OF GUILT.**

### **Disruptive Behavior**

Disruptive behavior includes but is not limited to: verbal aggression, repeated infractions of house rules, stealing, lying, being in another resident's room without permission, not performing chores, lack of mindfulness in regards to the level of your voice, tv, music etc... Generally, disruptive behavior is "conduct inconsistent with recovery-oriented lifestyle for themselves or others", or that which disrupts the harmony of the house. Ongoing disruptive behavior is grounds for a behavior contract and/or expulsion.

### **Confrontation/Communication**

Assertive communication is vital in a healthy sober living environment. If you are experiencing issues with other residents regarding their work ethic with chores, breaking the rules, being negative or appearing to be in relapse mode, you should approach that person either individually or during the house meeting. The basis should always be to help that person get to the next level of recovery as opposed to negatively attacking them for their behavior or attitude. Never try to work someone else's program or **DO NOT SPREAD GOSSIP!!!** If another resident brings an issue to you about someone else please report it to a staff member.

### **Personal Conduct**

- Residents are not permitted to enter any public establishment or forum where illicit drugs are commonly found and/or where the consumption of alcohol is the primary business (51%). This includes night clubs, adult entertainment clubs, dance clubs, or any other kind of club unless accompanied by people in recovery. Must be approved by staff.
- Residents must get approval for any tattoo work done or any piercings during the first 90 days of residing at Legacy House.
- No taking nude pictures and posting on social media, this will result in a behavioral contract.
- Do not borrow or lend money, clothes, shoes, jewelry, accessories, cigarettes, food, other people's cars, etc. If you do borrow or lend such items, do so at your own risk. Management and homeowner will not be responsible for any belongings that are not returned or returned in poor condition.
- No theft on or off premises! You may be asked to supply us with a receipt of purchased items at



any time. Failure to do so will imply guilt and action will be taken accordingly.

- NO WEAPONS.
- Always keep your cash and valuables on you.

### **Consequences of infractions of rules are:**

1<sup>st</sup> rule infraction = verbal warning by house mgmt. or group discussion during weekly house meetings.

2<sup>nd</sup> rule infraction = write up and loss of privilege: phone use, earlier curfew, no visitation, loss of overnight pass, etc.

3<sup>rd</sup> rule infraction = dismissal/expulsion or behavioral contract depending on the severity of the rule infraction.

Do not compare yourselves, your consequences or anything else to others in the program. We utilize individualized care.

### **Infractions for verbal warning/reminder, write up, behavioral contract or dismissal include but are not limited to the following:**

- Not responding to calls or texts from any member of management. We will take into consideration your work hours. If we are reaching out to you it is important. You have one hour to return a text or call. Anything over two hours will result in consequences.
- Laying in bed throughout the day without permission
- Missing weekly house meeting (unexcused)
- Failure to sign in or out upon arrivals and departures
- Failure to maintain a clean living space
- Disrespecting others or spreading gossip
- Not abiding by curfew, wake up times or bedtimes/lights out times
- Not contributing to House Chores (including cleaning up after yourself in the kitchen, common areas, bathrooms, etc.)
- Not attending required amount of support group meetings: AA, IOP, PHP
- Sleeping or watching TV during prohibited hours
- Letting your dirty laundry pile up by not washing, drying, and putting away your laundry on designated laundry day/time.

### **Grounds For Expulsion**

Any resident who fails a breathalyzer or UA and has relapsed while a resident of the house may be expelled or referred out to the next higher level of care ie; Detox, inpatient treatment center; IOP or PHP; Other grounds for expulsion include:

- Any type of theft or criminal activity in or out of the house. This includes internet gambling.
- Abusing medications as per the house policy stated above.

- CREATING DRAMA/GOSSIP. This is a house of recovery and that is OLD BEHAVIOR
- Using over-the-counter herbs or compounds that may be mind, or mood altering. **(Examples include but are not limited to: CBD, KRATOM, DELTA 8, DELTA 9, or Psilocybin)**
- Physical aggression of any kind or destruction of house or personal property.
- Giving out the keypad door code OR copy of key to any non-resident.
- Smoking in the house.
- Unexplained absence / unknown whereabouts / no overnight check-in.
- Any member who knows about but does not report any of the above behaviors can be expelled for compromising and endangering the integrity of the house.
- Refusal to submit to UA, breathalyzer testing, or room search.

*Any resident who is expelled or leaves voluntarily should take their belongings; or they will need to schedule an appointment with staff to pick up their belongings during normal business hours. Personal items should be removed from the house within 3 days. Any remaining articles could be donated to a local charity. A resident expelled for behavioral reasons can petition for readmission after 2 weeks. In the event of a chemical relapse, resident can petition for readmission after 30 days, and upon house approval*

### **Emergency Contact**

Whom should we contact in the event of a medical issue, relapse, or other type of emergency, including unexplained absence.

### **Primary Contact**

\_\_\_\_\_ (First name) (Middle Initial) (Last Name)

\_\_\_\_\_ (Address) (City, State) (Zip)

\_\_\_\_\_ (Home Phone)  
\_\_\_\_\_ (Cell Phone) (Relationship to Resident)

\_\_\_\_\_  
(Signature of Resident) (Date)

**Secondary Contact** \_\_\_\_\_

(First Name) (Middle Initial)(Last Name)

\_\_\_\_\_ (Home Phone)  
\_\_\_\_\_ (Cell Phone) (Relationship to Resident)

**Preferred Doctor** \_\_\_\_\_ (name) (phone)

**Preferred Hospital** \_\_\_\_\_ (name)

(phone)

**Insurance Provider** \_\_\_\_\_ (name) (phone)

\_\_\_\_\_  
(Policy Holder Name) (Policy Number)

**Special Instructions/Allergies/ Medical Conditions:**

**Prohibited Medications: Kratom, Delta 8, Delta 9, Psilocybin and CBD are NOT permitted! We have tests that detect these substances.**

**The following medications are prohibited from use, unless pre-approved by house staff prior to arrival.**

- Adderall (stimulant, amphetamine)

- Alprazolam (Xanax, benzo)
- Ambien (Zolpidem, non-benzo)
- Ativan (benzo)
- Barbiturates of any kind
- Benadryl
- Carisoprodol (Soma)
- Clonazepam (benzo)
- Doceine Phosphate (opiate) • Concerta (stimulant)
- Dalmane (benzo)
- Darvocet (analgesic non-narcotic)
- Darvon 65 (analgesic, non-narcotic)
- Fiorinol (barbiturate)
- Hydrocodone/Codeine (opiate)
- Hydromorphone (Dilaudid, opiates)
- Kadian (morphine sulfa, opiates)
- Klonopin
- Librium (benzo)
- Limbitrol
- Lorcet (narcotic analgesic)
- Lunesta
- Meperidine (opiate)
- Methadone (opiate)
- Morphine Sulfate (opiate)
- Nembutal (barbiturate)
- Nyquil
- Oxycodone (opiate)
- Oxycontin (opiate)
- Percodan, Percocet (opiate)
- Phenobarbital (barbiturate)
- Restoril (benzo)
- Ritalin (stimulant)
- Serax (benzo)
- Soma Compound
- Sonata
- Subutex/ Suboxone
- Tranxene (Clonazepate, benzo)
- Ultram (Tramadol)
- Xanax
- Valium (Diazepam)
- Vicodin
- Vyvanse

I have received and understand the house operations and rules as provided and explained to me.

The Financial Agreement will be set monthly and automatically renews each month, with a 30-day notice of termination by resident that coincides with the end of a residency period. Resident hereby agrees to no notice of termination for eviction pursuant to Texas Property Code Title 8, Chapter 91, Section 91.001(e). RESIDENT UNDERSTANDS AND AGREES THAT RESIDENCE IN THIS SOBER LIVERAG RECOVERY HOME UNDER THIS AGREEMENT EXCLUDES RESIDENT FROM NORMAL DUE PROCESS AFFORDED BY LOCAL LANDLORD- TENENT LAWS. IF RESIDENT IS EVICTED, RESIDENT MUST VACATE THE PREMISES IMMEDIATELY.

I hereby agree to observe strict confidentiality regarding the residency of other individuals within the house. IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this day and year below.

Resident

Signature \_\_\_\_\_

Date \_\_\_\_\_

Legacy House

Representative \_\_\_\_\_

Date \_\_\_\_\_