

# STEPS HOUSE, INC.

## FACILITY RULES

1. All residents will observe a zero tolerance policy regarding alcohol, drugs and/or any mood altering substances of any kind. Any client who is found to be under the influence or in possession of any mood altering chemical or alcoholic beverage of any kind will be discharged from this facility effective immediately. Anyone found to have knowledge of the aforementioned acts and has not reported it to staff will be subject to disciplinary action not excluding discharge from this facility.
2. All new residents will be admitted into an intake or Phase I house. Residents will not be segregated into any particular race, sexual orientation, religious, legal or financial classes.
3. Resident in Phase I and/or residents who are on restrictions/probation will NOT be allowed to possess cell phones, earrings, hats, radios, video games and/or computers.
4. Residents will only be allowed visitors on Saturday and Sunday between the hours of 2 and 4 pm.
5. Residents will only be allowed to make phone calls to Parole/Probation officers, Employers and Sponsors. Staff must approve all phone calls.
6. Residents cannot leave facility property for store, meetings etc. unless accompanied by staff. All Phase I residents must have escorts.
7. All Phase I clients must attend 90 AA/NA meetings in 90 days, all house meetings, book studies, meditations, wrap-ups, and education classes.
8. Residents who are not married, are NOT permitted to date or have any relationships of any kind until they have obtained Phase III status.
9. All residents will be placed on a probationary and restricted status for a MINIMUM of 45 days and upon completion of Phase I requirements can be released only with staff decision.
10. ALL Steps House residents must attend Saturday morning meditation at 8:30 a.m.
11. All newcomer liaisons from Phase III  $\frac{3}{4}$  homes will be required to spend time with newcomers in Phase I and Phase II and document visit. ALL new residents who have been selected are required to attend with NO EXCEPTIONS.
12. All houses will be inspected daily for cleanliness, details, survey sheets and contraband. Failure to comply with documentation, details and cleanliness will result in checkmarks.

*The Steps House Checkmark Policy is as follows:*

*Checkmark is given per rule infractions except step lectures, which are 3 checkmarks.*

- 1 to 3 Checkmarks per week = Peer evaluation-1 page written problem identification and resolution per checkmark*
- 4 Checkmarks per week = Staff evaluation- 2 page written problem identification and resolution per checkmark plus client must present a 30 minute lecture on importance of daily structure and discipline for recovering individuals to their house.*
- 5 or more Checkmarks per week = Staff Evaluation-resolution of problem-discharge may be appropriate.*
- Restrictions=Client is permitted movement off facility property only with escort. who is off restrictions.*
- Full House Restrictions=Client is not permitted any off-premise movement except work and meetings.*

Residents are not eligible for passes except with Staff approval. Residents must be off restrictions and probation for a MINIMUM 30 days before requesting a pass. Administrative staff and a house vote must approve ALL passes 1-week prior to pass date.

*Steps House pass policies are as follows:*

- 24 hour pass:*

*Resident must have 30 days off probation for a MINIMUM of 60 days at Steps House before applying.*

*Resident must have all Level 1 requirements met*

*Residents must have zero rent balance*

*Residents must have staff and house approval 1 week prior to pass date*

*Resident must post 18.50 UA deposit and pay rent before leaving*

*Resident must make verifiable AA/NA meetings on each day of pass*

- 48 hour pass:*

*Resident must have 120 days at Steps House, be off probation for a MINIMUM of 60 days at Steps House before applying.*

*Resident must have all Level 1 requirements met*

*Residents must have zero rent balance*

*Residents must have staff and house approval 1 week prior to pass date*

*Resident must post 18.50 UA deposit and pay rent before leaving*

*Resident must make verifiable AA/NA meetings on each day of pass*

13. No gambling of any kind will be allowed.

14. No smoking in bedrooms will be allowed at any time, smoking will only be allowed in designated areas. There will be fifty dollar fine for anyone caught. Ashtrays are all the proof we need to fine everyone in the room.

15. Appropriate dress must be worn at all times

16. No clients are allowed into staff offices at anytime without a staff member present.

17. No food allowed in bedrooms.
18. It is agreed that all residents will practice good hygiene habits. This includes personal living quarters.
19. Residents must pay fees on time Collection days are Friday from 8 am to 8 pm.
20. It is agreed that all visitors will check in with the staff office when they arrive to visit a client. It is further agreed that visitors will follow all rules of the facility. Visiting Hours are Sat & Sunday 2-4 PM.
21. It is agreed that all clients are required to complete their assigned details as required by staff and to keep their individual living quarters in a tidy condition at all times.
22. Steps House reserves the right to administer random drug screens/breathalyzer screens at any time. Resident will pay \$10.00 to \$40.00 depending on the nature of the screen.
23. Clients have the right to request a house meeting at any time to discuss problems. All present members of that house must attend.
24. No tampering with smoke alarms, fire extinguishers, sprinkler systems or the general safety of clients and/or Staff. Anyone caught breaking this rule will be immediately discharged for first offense.
25. Any form of discrimination, physical, verbal, emotional and/or sexual abuses by client to other staff members or clients will result in immediate discharge
26. Clients with positive drug screens will be subject to discharge or transferred to homeless shelter.
27. Curfew for residents is as follows:  
Intake house -11:pm every night  
¾ houses - 11:pm- Sunday -Thursday and 12:pm Friday and Saturday night
28. Residents will keep all TV's at a low level until 11:00 pm when they will be turned off.
29. A client must NEVER steal from another client or Steps House, Inc. If caught, client will be discharged from the facility and will be banned for life from returning to Steps House.
30. A client must NEVER entice, pressure or in any shape, form or fashion take another client out on a relapse. If caught, client will be discharged from the facility and will be banned for life from returning to Steps House