

# Harbor House Group, Inc. Rules and Regulations

## Immediate Dismissal Rules

### Violation of following 19 rules is grounds for immediate discharge.

- 1) Use of any mind-altering and/or mood-changing drugs (**This includes alcohol and over-the-counter drugs.**)
- 2) Residents must submit to a urine drug screen upon request. **Refusal to submit to drug screen will be considered an admission of using.**
- 3) Use or possession of drug paraphernalia in the home.
- 4) Failure to report all prescription medication to the House Manager at the time of entry and anytime thereafter.
- 5) If a resident receives, fills or uses a prescription for narcotics, tranquilizers, muscle relaxers, or sleeping pills not approved by the House Manager.
- 6) If resident uses over-the-counter medication, including mouthwash, not approved by the House Manager.
- 7) Possession of or distributing drugs, on or off Harbor House property.
- 8) Any visit to any medical facility, **including the dentist**, and not reported to the House Manager, and/or failure to have the **Medical Disclosure Form**, listing all treatments and medication prescribed to the resident, and submitted to the House Manager immediately upon return from the medical facility.
- 9) Any and all fighting, threats of physical violence, and/or “screaming matches”. Threatening behavior will not be tolerated.
- 10) Any resident found to possess a firearm or any other weapon will be removed from the property by the appropriate authorities.
- 11) Sexual contact or attempted sexual encounters with any individual in the house or on any Harbor House property.
- 12) **Residents who go to a bar, nightclub, pub, or any other alcohol serving establishment.**
- 13) If a resident participates or is involved in any type of illegal activity *including driving on a suspended or revoked license.*
- 14) If a resident steals (or borrows without permission), money or any other resident’s personal property
- 15) Residents will be truthful with staff members at all times. **Lying to staff is grounds for immediate dismissal.**
- 16) If a resident violates the stated curfew times without the express permission of the House Manager.
- 17) If a resident fails to return from furlough at the stated time, without express permission of the House Manager.
- 18) If a resident smokes inside any Harbor House Home.
- 19) No resident shall have any part of his body tattooed or pierced while at Harbor House. This includes “freshening up”.

**Any resident who has knowledge of another resident violating any of the immediate discharge rules and fails to report the violation to the House Manager, IMMEDIATELY, will receive similar consequences to the resident who actually commits the rule violation, INCLUDING DISCHARGE.**

## General Rules and Regulations

### **Violation of the following rules will lead to consequences as listed or at the discretion of the House Manager**

#### 1) Personal Responsibilities

- a) Residents are responsible for the immediate repair or replacement of property damaged by their negligence or wrath.  
**Consequences:**  
**First violation** - 30 days restriction and the cost of repair or replacement will be deducted from the resident’s savings account. **Second** – Dismissal and cost of repair or replacement deducted from the resident’s savings account.
- b) Resident will keep his personal living area clean and tidy at all times (bed made, trash emptied, clothes put away, *personal effects in order*, room dusted, vacuumed; drinking glasses, dishes, bowls, silverware, etc. cleaned and returned to kitchen).  
**Consequences:**  
**First violation** - verbal warning **Second** – written warning **Third** – Dismissal
- c) *As deemed by the House Manager*, no pornographic material, using related or violence related, or racist posters, movies, music, clothing or other decorations/accessories are allowed in the home or on the person of any Harbor House resident.  
**Consequences:**  
**First violation** - Confiscation and written warning **Second** – Dismissal
- c) No foul language allowed in the homes. Your language reflects the attitude of your heart.  
**Consequences:**  
**Verbal warning** – Continuous problem could lead to dismissal by the House Manager.
- d) Residents must wear appropriate sleeping garments while sleeping. (no sleeping in the nude)  
**Consequences:**  
**First violation** - Verbal warning **Second** – Written warning **Third** – Dismissal

- e) Shirts are required in the house, anytime you are outside of your room.

**Consequences:**

**First violation** - Verbal warning **Second** – Written warning **Third** – Dismissal

- f) Residents are not allowed to sleep on couches or floors, if you need rest, retire to your room.

**Consequences:**

**First violation** – Verbal warning **Second** – Written warning **Third** – Dismissal

- g) Residents will eat only in designated areas of the home. There is no eating meal in resident rooms. Snacks ok; meals no.

**Consequences:**

**First violation** – Verbal warning **Second** – Written warning **Third** – Dismissal

- h) Resident will always keep his personal appearance neat, well kept and clean.

**Consequences:**

**First violation** – Verbal warning **Second** – Written warning **Third** – Dismissal

- i) Resident will be on time for all work details and GI cleanings. No exceptions, unless excused by House Manager.

**Consequences:**

**First violation** – Verbal warning **Second** – Written warning **Third** – Dismissal

- j) Resident will support the house by performing his assigned duties and pitch in when needed or requested.

**Consequences:**

**First violation** – Verbal Warning **Second** – Extra duty **Third** – Dismissal

- k) Resident shall participate in community service work for the organization when requested. When not working, the resident shall perform voluntary work within the ministry or as assigned by House Manager.

**Consequences:**

**First violation** – Verbal Warning **Second** – Extra duty **Third** – Dismissal

- l) All employed residents are to be out of bed and dressed no later than 8:00 am, Monday through Friday and 10:00am Saturday through Sunday.

**Consequences:**

**First violation** – Verbal **Second** – Written warning **Third** – Dismissal

2) **Financial Responsibilities**

- a) Harbor House Program Fees are paid on each Friday of the week. This payment is for the upcoming week. (Friday through Thursday). If a resident leaves without notice, or is dismissed for rules violations later than 7:00PM on Friday, the Program Fees will be deducted from his resident savings account.

- b) Resident will pay his portion of the house expenses promptly by 7:00 p.m. on Friday. (Certified funds only)

**Consequences:**

**Any fees paid after 7:00 p.m. will be assessed a \$10.00 late fee.**

- c) Starting on the first working day of the week of entry into the home, **any resident who is more than one week behind in his Program Fees may be dismissed from the house.**

- d) The House Manager will cash no personal checks.

- e) On each and every payday, all residents shall bring their paychecks to the House Manager, **un-cashed.**

- f) Payroll checks will be deposited into the resident's savings account, from which payment of Program Fee will be deducted.

- g) All direct deposit disability or pension checks will be redirected to their Harbor House Resident's Savings account. All disability or pension checks received via mail will be brought to the House Manager, **un-cashed.**

- h) All cash draws will be issued from resident's savings accounts only if there is a sufficient balance in that account.

- i) The Management will loan no money to any resident of the Harbor House.

- j) Residents are not to borrow from or loan money, vehicles or any other personal property to any other resident of the Harbor House. **(If you get burned, it's your fault.)**

### 3) Leave of Absence

- a) No leave of absence will be granted during the first 30 days in the house.
- b) Leave of absence will be for no more than 72 hours. Passes will be between Thursday 6:00pm and Sunday 6:00pm. Extensions **or changes** granted by House Management only.  
**Consequences: Extension without approval – Dismissal**
- c) Resident must submit leave request, in writing, to the House Manager *no less than 24* hours prior to leave.
- d) Location of resident and contact telephone number is to be left with the House Manager. Inability to contact resident while on pass may be grounds for dismissal. **Consequences: First - 60 days no pass Second - Dismissal**
- e) Residents are permitted to take leave once a month (with minimal 2 weeks in between passes).
- f) No resident shall take a leave of absence if he has a Written Warning or outstanding financial obligations to the Harbor House.

### 4) Curfew

- a) Residents are to abide by curfew and understand that he is to be in the house no later than 11:00p.m. Monday thru Sunday
- b) Residents who stay out after curfew without the express permission of the House Manager are subject to immediate dismissal.

### 5) Visitors

- a) Visits by friends and family are restricted to two hours per day
- b) Residents will have all guests out of the house and off of the property by 10:00 pm.
- c) No resident will be outside of the house with any guest after curfew hours.
- d) Residents will limit access to the house by female visitors to areas designated as “common areas”. **There will be no visitations conducted in vehicles.**
- e) All minor children must be directly supervised by the parents at all times and kept in the “common areas”.
- f) No overnight guests will be permitted.  
**Consequences for the any violation of above: First - Verbal warning Second – Guests restricted from house and/or the resident’s dismissal**

### 6) Relationships

- a) Resident will not date for the duration of their time at Harbor House. The word dating refers to the act of agreeing on a time and place when a pair can meet and engage in some social activity (this excludes 12 Step meetings). We all know the intensity of emotions that relationships produce so it is wise to avoid looking for opposite sex relationships until feet are on solid recovery ground.  
**Consequences: First – Verbal Warning Second – Dismissal**
- b) Married resident’s time with spouses are governed by the Rules No.3 & No 5.

### 7) Alcoholics Anonymous, Narcotics Anonymous and House Meetings

- a) New residents must attend 90 meetings in 90 days. House Bible study and Church service on Sundays count as a meeting attended for that day.  
**This is also in effect for those on leave.**
- b) New residents will have a program sponsor within their first 30 days.
- c) After completion of 90 and 90, residents will attend no less than four meetings each week. Bible study *doesn’t* count as a meeting for that week but a Church service on Sundays *will* count as a meeting.
- d) Residents will have Meeting Verification Sheet signed for the first 90 meetings and will turn each in to the House Manager when completed (or at Manager’s request). Residents are required to bring in a Church bulletin to verify service attended.
- e) In order for a meeting to count as a required meeting it must appear on a meeting schedule for the AA, NA, or CA 12-Step Fellowships. Court ordered counseling such as anger management, substance abuse, DUI School, etc., will count as a meeting.  
**Consequences:**  
**If a resident misses a meeting anytime during his first 90 days he will restart his 90 /90. Refusal to do so or continuous violation will lead to dismissal.**
- f) Residents will be present and on time for all House Meetings. No exceptions, unless excused by House Manager.  
**Consequences:**  
**First violation – Verbal warning Second - Dismissal**

### 8) Bible Study

Resident will attend Bible Study each week, unless excused by House Manager.

**Consequences:**

**First violation** – Verbal Warning **Second** – Dismissal

**9) General Resident Behavior Rules:**

- a) Resident will respect the house majority vote in all matters, including his standing as a house member.

**Consequences:** Dismissal

- b) Resident will limit his telephone calls to **20 minutes** as to allow others access to the privilege and House Manager access to communication when necessary.

**Consequences:**

**First violation** – Verbal warning **Second** – 2 weeks phone restriction **Third** - Dismissal

- c) Resident will restrict his telephone calls (including cell phones) to the hours of 4:30 am to 11:00 pm. **No phone calls, in or out, after 11:00 pm.** Phones are a privilege that can be removed or limited at any time by the House Manager. Not answering/ ignoring house phones will result in their removal.

**Consequences:**

**First violation** – Verbal warning **Second** – 2 week phone restriction **Third** – Dismissal

- d) No resident will use the House Manager’s telephone for any reason without permission of the House Manager.

**Consequences:** Dismissal

- e) Use of washer or drier according to individually established house rules

**Consequences:**

**First** – Verbal warning **Second** – Extra duty **Third** – Dismissal

- f) No use of shower or bathtub after midnight.

**Consequences:**

**First** – Verbal warning **Second** – Extra duty **Third** – Dismissal

- g) Video games, personal TVs, personal computers and stereo systems are not permitted in any Harbor House home. Any other electronics must be cleared with Program Director first. This also applies to musical instruments.

**Consequence:** *Either such devices are removed or the resident is removed.*

- h) No resident shall enter a bedroom to which he is not assigned unless daily duty necessitates it.

**Consequences:**

**First violation** – Verbal Warning **Second** – Dismissal

**10) Departure or dismissal from Harbor House**

A resident can be asked to leave the house for violations of these or other rules, by a house vote **or** at the discretion of the House Manager. All personal items belonging to a resident of Harbor House are the responsibility of the resident. All personal items are to be removed from the Harbor House on the day the resident leaves. Harbor House is not responsible for the loss or theft of the resident’s personal property or money not deposited in the resident’s savings account. **Balance of any money in the resident’s savings will be disbursed within ten (10) business days from time Main Office in Pensacola receives request.**

**11) Re-entry to Harbor House:**

Once a resident is discharged, he may apply to the House Manager for readmission in ten days **only** if he adheres to the following:

- a) Make a direct request to the House Manager who will determine if he will be allowed re-entry to the home.  
b) Provides a clean urine drug screen, *at his own expense*, upon return to the home.  
c) Provides payment (cash or money order) for the first four weeks of Program Fees.

Note: Written consequences are minimal starting points ...

**I have read and understand all of the House Rules and Regulations and agree to abide by all of the Rules and Regulations stated herein.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date