

ATTACHMENT "A"

HOPE HOUSE

A Safe, Sober, Structured and Sustainable Community

Our Mission Statement

We are a recovery focused resident-centered, alcohol- and drug-free community for previously incarcerated individuals who are identified with substance abuse behavior. Hope House will provide its Residents with connection and the tools necessary for their successful transition into community.

Our Vision

Through community partnerships we connect House Residents to the resources available to begin building a foundation free of substance abuse and criminal behavior. The purpose of Hope House is to provide a safe and healthy living environment to initiate and sustain recovery and improvement in one's physical, mental, spiritual, and social wellbeing. Individuals build resources while living in a recovery residence that will continue to support their recovery as they transition to living independently and productively in the community.

We Value

Hope House was founded to transform hearts and minds by modeling the love and life of Jesus in our actions, words and deeds, therefore we value:

HOPE: We strive for an optimistic attitude of mind that is based on the expectation of that everyone deserves to be the best version of themselves. We embrace the challenge to stay connected. We know that if we hold on, the pain will end. H.O.P.E. Hold On Pain Ends.

CONNECTION: Human beings are wired for connection and relationships give us purpose and meaning to our lives. Bad choices have brought us to disconnect. Relationships **provide security, lower stress, promote a positive self-image, and offer acceptance**. The social connection theory of addiction proposes recovery is more likely when people are surrounded by others

IMPECCABLE HONESTY: We always speak truth. We live and love with a true intent.

RESPECT: We treat others the way we want to be treated. We conduct ourselves in a manner of true care and concern. We take the broadest definition of diversity, equity, and inclusion. Hope House is committed to fostering, cultivating, and preserving a culture of **diversity, equity, and inclusion** as we carry out our mission.

ACCOUNTABILITY: We are willing to be challenged on what we say and do. We are willing to challenge others on our journey to self-betterment. We need each other. Anyone who sees a problem in themselves, or others owns the problem and is required to own it, confront it and report it.

SPIRITUALITY: We strive to stop resisting the positive, productive directions where we are being led. We are intentional about seeking a power higher than ourselves

GIVING BACK: For what we take out of this world, giving back is our duty. We are good neighbors, courteous, offer helping hands, and give back to the planet so we protect it for future generations. These are all responsibilities that we take seriously

INTEGRITY: We do the right thing in words and in actions even when no one is looking.

POLICY AND GENERAL RULES

Hope House has formulated its Rules and Procedures to ensure a safe and comfortable environment for all Residents. Group living can pose challenges under the best of circumstances. While some of the following may seem restrictive, it is our goal to provide clearly defined guidelines for all Residents. The overriding rule is the Golden Rule: Treat others as you would like to be treated, speak to others as you would like to be spoken to, and give the respect that you would like to receive.

FACILITY: Residents of Hope House will share a two-bedroom apartment including a bathroom, living space, and a kitchen. Each House Member have their own bedroom. The apartment complex has a community room with a big screen TV, computer lab, weight area, kitchen, and meeting room with 24-hour access. The residents in the front of the house use the laundry in the community room and the residents in the back of the house use the laundry in the downstairs backside of the building.

HOUSE MEETINGS: House Residents must attend one House meeting a week and must stay in the meeting for the full hour. This is the time for each House Member to discuss the affairs of the house, voice concerns, and Three (3) missed meetings result in a formal notice and the Resident will be required to meet with the Board to discuss a plan for making the meetings.

RECOVERY MEETINGS: House Residents will attend at least two AA/NA/Red Road/CR/ TC Alumni meetings a week. If the Member is enrolled in a probation mandated group that will suffice for one (1) meeting a week. Residents will always while living at Hope House have a sponsor. House Residents have 30 days from beginning their residence at Hope House to find an approved sponsor. Because Hope House strives to be a community of solidarity and support, House Residents must not discuss confidential details about the Hope House or confidential details of fellow Hope House Residents at AA/NA /Red Road/CR/ TC Alumni meetings. Hope House residents are free to discuss all matters with their sponsor.

GRIEVANCE POLICY: Hope House does not have hierarchical leadership, but instead makes decisions based on the advice and consensus of the parties affected. Disputes between House Residents, staff/board members and volunteers are typically resolved between parties on a peer-to-peer basis. If a solution cannot be collaboratively reached between the parties, then they are then asked to bring the dispute to the next house meeting. If the dispute cannot be resolved at the house meeting, then a formal grievance is filed and referred to the Grievance Council. Grievance procedure, forms and envelopes are available in the computer lab upstairs in Unit 9. Confidentiality is important and taken very seriously and there are two ways to submit a grievance. 1) submit the grievance at your next probation meeting in the envelope provided, or 2) mail the grievance in the self addressed stamped envelope provided.

APPLICATION PROCESS: All prospective House Applicants must be interviewed by the Application Committee prior to acceptance. Prospective House Residents will be subject to a background check prior to acceptance. The prospective House Resident will provide a release of information to their referral source and the interview team will set up a meeting with the referral source. The names of Hope House applicants will be presented to the current Hope House residents for feedback.

ORIENTATION: The Resident will be provided with a welcome packet that the Director will review with the Member. The Director will be responsible for all intake duties including completing all required paperwork and inspection of the apartment. This includes signing consent forms and establishing short- and long-term goals.

ACCOUNTABILITY: As a sober community offering solidarity and support, all House Residents are subject to peer-based accountability. It is each Member's duty to follow the policies and procedures of the House and encourage other House Residents to do the same. If House Residents are aware of a rule infraction, they should point it out and/or report it and take it to the meeting. Reporting to staff is not "snitching", it is the action of a responsible member committed to the general welfare and wellbeing of the House.

RECOVERY FIRST: Hope House and/or its management do not provide recovery or treatment services. Hope House will make recommendations and aid in obtaining evaluations and counseling by a licensed professional. Each House Member will develop their own goals, recovery plan, accountability plan, and related documentation to be addressed at weekly House meetings. House Residents accept responsibility for implementing their plan. House Residents will receive a caring support system, learn decision-making skills, create a vision for a new future, confront obstacles from their past, and will be held accountable by other Residents and Staff of Hope House.

ACCESS TO APARTMENTS: Upon admission and at any time the staff (the Director, Founder, and/or Resident Manager) deems necessary, the Member's apartment, room, and personal belongings may be searched for alcohol, drugs, or other contraband. No deposits will be returned based on a violation of this policy. This search and/or inspection of apartment, or personal belongings must be done by two persons consisting of a Hope House staff member and a senior House Member or any Board member or Casper Police Department. Any illegal substances found will be reported to the Casper Police Department immediately.

EXPULSION FROM HOPE HOUSE: Any member expelled for violation of rules will have one hour to leave the premises regardless of time, transportation, or weather conditions. Belongings will be bagged and identified and transferred to a secure site on the premises. The member will have three days to arrange for the removal of their belongings. Any items left after five days without approval are considered abandoned and become property of the house. Abandoned property may be donated to charity or disposed of in any manner the Director sees fit. Any food items left behind will be disposed of properly.

GOOD NEIGHBOR: Hope House prides itself in being a good neighbor. All House Residents are expected to be respectful and courteous to neighbors. Do not engage in any verbal or physical confrontation with neighbors. Do not block driveways, sidewalks, or mailboxes when parking your vehicle. Do not cut through neighborhood yards. Do not solicit neighbors for any handouts. If you have any problems with a neighbor including any potential disputes, do not engage them. Notify the Director immediately so that they can help resolve the issue.

RENT: Member fees due each month in the amount of \$400.00 double occupancy or \$600.00 single occupancy. This includes rent, gas, trash removal, water and internet. Each apartment is responsible for paying their own electricity directly to Rocky Mountain Power. Each resident within the apartment is responsible for half the electricity bill whether they are present the entire month. Fees paid after the 15th day of the month will include an additional \$25.00 charge. All fees paid to Hope House will be in the form of a direct deposit or a cashier's check payable to Hope House. You must write your name on the cashier's check in order to be properly allocated to your account. Fees will NOT be prorated upon leaving Hope House. The payment schedule for the monthly fee is set forth in a separate addendum,

DRUG/ALCOHOL SCREENING: Hope House is an alcohol and drug free community. Use of alcohol and/or drugs whether on or off the premises is forbidden. House Residents will be subject to both random and behavior-indicated alcohol and/or drug screening tests. Behavior indicated testing consist of a mouth swab or UA and will be administered by the Director. Refusing to submit to a test is grounds for immediate expulsion. Any House Member found using alcohol and/ or drugs may be discharged, and the House Member agreement will be terminated. Engaging in alcohol or illegal substance manufacturing, possession, and/or distribution will not be tolerated and House Residents in violation of this policy may be immediately expelled from house. Guests of House Residents

who are on the premises and using drugs or alcohol will be immediately reported and removed from the property. Any disorderly response will lead to the police being called. Personal property left at the house will be handled in accordance with the Hope House Expulsion policy set forth above.

NARCOTIC MEDICATIONS/MEDICATIONS: Any House Member who is on prescribed medications must immediately inform the House Manager. Member must self-administer medication as prescribed by a physician. All prescribed narcotic medications are to be secured in a locked safe box. Hope House will provide its residents with a safety box and one (1) key. The safety boxes remain the property of Hope House and are to be returned to the Resident Manager when vacating the premises. House Member will be charged \$20.00 for a lost key or unreturned security box. All medications must be kept in its original bottle. Failure to follow the prescribed method of securing medication may result in expulsion. The Director or Resident Manager reserves the right to view the contents of the security box at any time in the presence of the House Member.

VOLUNTEERING: Hope House values being a good member of the community and the House Residents will be required from time to time to volunteer their time and services as requested by the Director.

FIRE DRILLS: Your safety is very important and Fire drills conducted by the Director are taken seriously. Fire and emergency plans will be reviewed upon orientation. Please become familiar with the plans and emergency numbers posted in each apartment.

CONFRONTATIONS: Hope House has zero tolerance for physical confrontation with any staff, volunteers, mentors, or other house residents. Behaviors that threaten the safety or perceived safety of others will not be tolerated.

GENERAL HOUSEKEEPING/RULES OF CONDUCT: House Residents are encouraged to limit their personal belongings to what will fit in their bedrooms. All items of value should be safeguarded. Hope House is not responsible for damage to or loss of personal items. Removing or moving any furniture or fixtures from the house or from room to room is not allowed. Personal furniture brought into the apartment must be approved by the Director and by the other roommate. Such furniture must be labeled as your personal property. No wall hangings will be allowed without prior approval. All furniture, bedding, linens, and kitchen supplies/appliances provided by Hope House remain with Hope House.

House residents must sleep at the house each night. Curfew is 6:00am-11:00pm. (Curfew may be altered due to employment requirements on a case-by-case determination provided the house member is employed and in good standing with Hope House.)

House residents ' seeking modifications to the curfew and overnight stays due to unusual job requirements must have approval for the Director. The Member will be required to provide verification of the job requirement from their employer. Residents' parole officer will be informed of this modification as well.

Visitation of guests at the house is at the discretion of the Director and will be monitored by the Director. The Director must be notified by text of any visitation of guests at the property who are not already approved by Director. It is the House Member's responsibility to assure that all Guests will follow all rules and procedures of Hope House.

Stealing is prohibited at Hope House. All furniture, bicycles, linens towels, etc. provided by Hope House remain at Hope House.

Reasonable noise levels are to be maintained at all times. No yelling, screaming, or excessively loud music.

When playing music in bedrooms, the music must be acceptable by everyone in the room and played at a minimal sound level or using earbuds/headphones. Personal music will not be played after 9:00 pm

without the use of headphones. When playing music in common areas or the community room, the type of music should be generally acceptable by others.

No remodeling. No painting or wallpapering. No installing fixtures, plumbing, or electrical devices.

Please be conservative with water and electricity. Report any maintenance issues such as drips/leaks to the Director. Turn off all lights/fans/heat in the community room when the room is not in use.

Any household items that are broken or damaged by a member must be replaced. Damage to building structures, equipment, or appliances must be repaired by a professional and paid for by the member. Damage to other house member's property could result in damage property charges and civil litigation.

Hope House prohibits sexual activity at Hope House between house residents including staff, volunteers, mentors and guests invited to the house.

Burning of candles, incense, etc. is not allowed in the apartments.

The use or storage of gasoline, cleaning solvents, or other hazardous materials in or outside of the unit is strictly prohibited.

Smoking/vaping can only occur in designated areas on the premises. Smoking is prohibited in the apartments. All cigarette butts must be disposed of in a container.

No pets of any kind are allowed.

Residents of Hope House will not borrow or lend money with other residents of Hope House.

The locks or onsite cameras will not be changed or altered in any way and there will not be any personal surveillance equipment on site. Any alteration of locks or cameras is ground for expulsion.

House residents are advised that canine units will be on the premises randomly.

No weapons of any kind (guns, knives, bows, etc.), ammunition, or explosives of any kind are permitted anywhere on the premises including the parking lot and surrounding area.

TV's 55" and under are allowed in the common area provided both occupants mutually agree otherwise TV's are allowed in Member's bedroom only. TV's will not be allowed to hang on the wall. TV use should be at minimal sound levels.

Hope House reserves the right to make exceptions to this document and all rules and policies on a case-by-case basis. Any exception does not set a precedent or constitute a permanent change.

I hereby acknowledge that I have read the Hope House Rules and Conditions and any questions have been satisfactorily responded to. I agree to abide by the terms and conditions outlined in this document.

Dated: _____

Hope House Member

Hope House Director