



Richie's Recovery
Residence

RECOVERY HOUSING RESIDENT HANDBOOK



Introduction

The founder of Richie's Recovery Residence (RRR), Kelly Riley, is Mom, a Student, and has worked for the NH Department of youth services for over 4years, Kelly is for more than 25 years a grateful person in recovery. She lost her own son Richie in 2007 due to opiate overdose. She prides herself on making sure these young men that are served by RRR have the supportive environment that her son never had the opportunity to have. She relates to parents who are struggling to find a supportive recovery environment for their adult children to thrive in.

The Richie's Recovery Residence Program provides a safe, sober, supportive, and affordable living environment for individuals recovering from substance abuse.

Residents come from all walks of life and backgrounds and we welcome all recovery pathways. Whether you are seeking a new living environment, just completed a residential treatment facility, left a correctional facility, or are homeless, the program is designed to offer a safe, substance-free living environment while you continue your journey into recovery.

You help yourself by helping your fellow Residents to abstain from illegal substances and alcohol "one day at a time." Overseen by our Housing Coordinator, the program fosters personal responsibility, fosters a family household environment, restores self-esteem and self-confidence, and eliminates isolation by creating a community atmosphere – all with the ultimate goal of eventually transitioning to independent living.

All houses are subject to frequent, random drug testing performed by Housing Coordinators and/or House Managers.

In addition to residents being active in their own recovery through attendance in recovery support programs and or Mutual Aid groups, residents attend a weekly house meeting to review the previous week.

Support and crisis assistance from the Housing Coordinator 24-7 to individuals and the house as a whole. While the housing coordinators does not live at the houses, they do make frequent visits to the houses to ensure the maintenance of the safe and sober living environment.

All houses are located in safe residential neighborhoods within walking distance of public transportation. Parking is available but may be limited in accordance with property owner, neighborhood or local parking ordinances. Residents who own vehicles are required to be licensed, registered, inspected and insured. Residents are responsible for any costs incurred due to parking.

Houses:

Richie's recovery residence I	179 Pine St Manchester NH 03103 (MALE 18+)
Richie's Recovery Residence II	293 Hall St Manchester NH 03103 (MALE 18+)

Beginning the Journey at Richie's Recovery Residence

One bed at each house is available for those who are less than 12 days Alcohol or illegal substance free.

Residents in this program must adhere to a strict contract for 30 days which includes but is not limited to:

1. No overnights
2. 5 AA/NA or other recovery meetings per week with signed slips
3. 9pm curfew unless employment contract is in place
4. Must follow all additional House Rules

If the Resident relapses within the first 30 days, you will not be accepted into the Recovery Residence Program until such time as a review and 30 days have past will you be reconsidered for residency. You will be required to wait until you are 30 days clean to re-enter the Recovery Housing Program.

Fees

Upon entrance into the house, you must pay a **one-time non-refundable** entrance fee of \$50.00. If you are on a state-funded bed, this fee is not required.

The weekly fee for a double room is \$100.00 per week.

The weekly fee for a single room is \$150.00 per week.

Weekly fees are collected on Saturdays. Weekly fees will not be refunded.

It is permissible to pay monthly. Weekly fees are paid on Saturdays. Therefore, if there are 4 Saturdays in the month you will pay \$500 for a double or \$600 for a single. If there are 5 Saturdays in the month you will pay \$600 for a double or \$750 for a single.

All fees must be paid in full weekly Deposits must be paid in full prior to move in date.

If you pay in advance for a month and you leave before the month is through you will be refunded the remainder of your fee (Full week only, refunds will not be prorated). **Refunds will take up to two weeks.** Contact the office at 603 327-9705. We will need an address to mail the refund. If your fee was paid by a family member, the family member will need to contact the office.

Air conditioning is \$20 per month per room.

Weekly fee is due on Saturdays by 6pm. Failure to pay your weekly fee on time and in full can and will result in immediate discharge from the house.

Medication Storage/Restrictions for Residents on Controlled Substances

Controlled Substances

We accept Methadone and Suboxone.

We will accept other controlled substances on a case by case basis. We will base our decision on conversations with your prescribing physician, outpatient Counselor and the best interest of the house.

A resident on controlled substances must have 30 days free of substances not prescribed by a physician.

We will not accept any controlled substance that is prescribed on an “as needed” or “PRN” basis. It must be a set dose at a scheduled time.

- **Methadone**

- Take-home Methadone is not allowed. If take-home Methadone is found in your safe you will be in violation and asked to leave.
- The only exception to this rule is in the case of **severe weather**. In that case, you must contact us to let us know and we will confirm with your Methadone Provider. In this case we will only allow one take-home dose and it must be kept in a locked box in the safe.

The following paperwork is required upon moving into the house if you are on a controlled substance:

- Signed release from the prescribing physician and Outpatient Counselor for RRR’s Housing coordinator.
- Verification of your prescriptions (a letter from the prescribing Physician or pharmacy regarding prescription directions)

Outpatient Treatment

We prefer that you attend Outpatient Counseling once a week for the first 90 days of residence. However, we will defer to your Outpatient Counselor as to the frequency of your visits.

We will ask you sign a release for any clinical provider you are currently drug testing with.

We will ask your Outpatient Counselor to contact us if you miss a scheduled appointment.

We will ask your Outpatient Counselor to fax the results of drug screens that are administered.

Prescriptions of Controlled Substances

You must count your pills in front of a Housing Coordinator (*not* the House Manager) any time you are asked. If you are found to have more or less pills than you should have it will result in immediate discharge. Refusal to count your pills will result in discharge from the house.

Medications must be taken ***as prescribed***.

If your prescription is changed by your Physician you must inform the Housing Coordinator ***immediately*** and provide documentation of that change.

Each month that you fill your prescriptions, you must provide documentation that your prescriptions have been filled.

The restrictions and requirements regarding controlled substance medications are not negotiable and must be adhered to at all times while using that prescription.

CONTRACT

Requirements & Responsibilities	Initials
<p data-bbox="188 344 773 380">Exclusion from the Landlord/Tenant Act</p> <p data-bbox="188 420 1263 485">The Richie's Recovery Residence is a recovery housing program. You may remain in residence no longer than 2 years.</p> <p data-bbox="188 522 1265 682">Residents understand that they are not tenants but are considered guests of a recovery residence. Residents understand that they must abide by the rules below. If you are found to have violated these rules, you will be asked to leave the house. If you fail to do so, you will be removed and/or barred from the house by the housing coordinator. Richie's Recovery residence maintains tenancy of the house at all times and reserves the right to access the house or inspect it on a 24-hour a day basis.</p>	<hr/>
<p data-bbox="188 726 509 762">Zero Tolerance Rules:</p> <p data-bbox="188 802 873 837">NOTE: ZERO TOLERANCE applies to all visitors at all times.</p> <p data-bbox="188 871 862 907"><u>The following violations will result in immediate discharge.</u></p> <p data-bbox="285 940 513 976">A. <u>Substance use:</u></p> <p data-bbox="331 976 1263 1205">No use of any illegal or un-prescribed drug or alcohol in any form by any resident at any time. Any resident who is suspected of using alcohol or illegal substances will be tested by a Housing Coordinator and or manager. A positive test result means automatic and immediate discharge of the offending resident. A refusal to be chemically tested will be treated as an admission of drug and/or alcohol use, and will result in automatic and immediate discharge. The Housing Coordinator may offer help to obtain detoxification and/or entrance into a outpatient or inpatient rehabilitation program.</p> <p data-bbox="331 1243 1273 1339"><u>Alcohol is not allowed in the house in any form.</u> This includes but is not limited to cooking wine, mouth wash, extract, and Nyquil. Bringing alcohol into the house in any form is cause for discharge.</p> <p data-bbox="285 1377 586 1413">B. <u>Violence/Intimidation:</u></p> <p data-bbox="331 1413 935 1449">Physical or verbal abuse of any kind will not be tolerated.</p> <p data-bbox="285 1482 565 1518">C. <u>Sexual Harassment:</u></p> <p data-bbox="331 1518 1170 1554">Sexual harassment will not be tolerated regardless of sex or sexual orientation.</p> <p data-bbox="285 1587 581 1623">D. <u>Theft (including food)</u></p> <p data-bbox="285 1656 708 1692">E. <u>Intentional damage to the house.</u></p> <p data-bbox="285 1726 829 1761">F. <u>Failure to pay weekly fee on time and in full</u></p> <p data-bbox="285 1795 1273 1852">G. Anyone found with adult guests in their bedrooms and/or having overnight guests (especially children)</p>	<hr/>

<p>H. Medications must be taken <i>as prescribed</i></p> <p>I. Controlled substance prescription medication; If the count of your medication is lower or higher than it should be, even by one pill, you can and will be discharged immediately.</p> <p>J. Refusal to count your pills will result in discharge from the house</p>	
<p>Drug Screening</p> <p>To maintain residence in the house you must agree to supervised drug testing <u>at any time</u> by a gender appropriate house manager, or housing coordinator or your own clinical team.</p> <p>We reserve the right to require a drug screen to be taken at Quest, or Burlington Labs for Situations that may require a drug screen at this location without a 24-hour notice include but are not limited to: positive dip test strip, suspicion of tampering with urine sample, etc.</p> <p>You will be given a drug test at least once a week, possibly more. The number and frequency of drug tests given is at the discretion of the Housing Coordinator.</p> <p>A positive test result means automatic and immediate dismissal.</p> <p>Tampering with a drug screen means automatic and immediate dismissal.</p> <p>A refusal to be chemically tested or failure to show up for testing will be treated as an admission of drug and/or alcohol use, and will result in automatic and immediate dismissal.</p>	
<p>Probationary Period</p> <p>The first 30 days of residency are considered a probationary period. In this period the staff will evaluate a resident's overall appropriateness for the Recovery Housing Program. If the resident is deemed inappropriate for our Program, he or she will be asked to leave. If circumstances allow, we will give the resident time to find a new residence and we will also give the resident a list of referrals.</p>	
<p>Curfew</p> <p>Curfew is 11:00 Pm. CURFEW STRICTLY OBSERVED! Violation of curfew will result in disciplinary proceedings.</p> <p>If you are in the first 30 days of residency, then your curfew is 9pm and a recovery Buddy is strongly suggested.</p> <p>Curfews may be determined by the Housing Coordinators on a case by case basis.</p>	
<p>Employment or Daytime Activities</p> <p>Residents who are not employed are expected to actively seek employment during the day or be</p>	

<p>involved in a healthy activity or volunteerism outside of the house for at least 20 hours per week until employment is found.</p> <p>Residents on SSI are expected to be involved in a healthy activity or volunteerism outside of the house for 8-10 hours per week.</p>	<hr/>
<p>Off-Limit Areas</p> <p>Residents are not allowed in bedrooms other than their own without an invitation from the occupant of the room. Entering a bedroom other than your own may result in discharge.</p>	<hr/>
<p>Overnights</p> <p>First 2 Weeks of Residence: No overnights</p> <p>After First 2 Weeks: 2 overnights per week. You may not stay out more than 2 nights in a row. You may not stay out Friday, Saturday, Sunday and Monday in a row.</p> <p>No overnights for the first 30 days of residence.</p> <p>Additional overnights may also be allowed at the Housing Coordinator's discretion. Failure to obtain permission from Housing coordinator can result in dismissal from the House.</p> <p>You must inform your House Manager or a Housing Coordinator when you will be staying out overnight. Failure to notify will result in loss of overnight privileges.</p>	<hr/>
<p>Meetings</p> <p>AA/NA Meetings or other recovery meetings such as Smart recovery or the 3 Principles: You must attend at least 4 Alternative Recovery or AA/NA meetings per week. Signed slips are required for the first 30 days of residency. After 30 days of residence we may, at any time and for any reason, ask you to turn in signed slips for any duration of time we deem appropriate.</p> <p>House Meeting: Each house has a weekly house meeting and attendance is mandatory.</p>	<hr/>
<p>House Chores</p> <p>Every resident is assigned a house chore which must be done properly and in a timely manner.</p> <p>Dishes, pots, pans, stoves, utensils and eating and food preparation surfaces are to be washed immediately after use.</p> <p>Must clean up after use of bathroom and all personal items must be removed after use.</p>	<hr/>
<p>Lending Money</p> <p>Borrowing, lending and/or management of money between residents is strictly prohibited and may be reason for dismissal.</p>	<hr/>
<p>Guests</p> <p>Residents are responsible for the behavior of his or her guest at all times.</p>	<hr/>

<p>Children are allowed to visit the house. The resident is required to supervise their child at all times and the resident is responsible for the child's safety at all times.</p> <p>Guests, including children, must leave the House by <u>10pm</u>.</p> <p>Guests are not allowed in the bedrooms. They are only allowed in common areas.</p> <p><u>Overnight guests are not permitted under any circumstances.</u></p> <p>No guest may shower, cook, do laundry or sleep in the house.</p> <p>No guest is allowed to be under the influence of alcohol and/or drugs. Allowing a guest who is under the influence to remain in the house will result in that guest being asked to leave and will result in your dismissal.</p> <p>If a resident has a relapse, he or she is not allowed to visit any house run by Richie's recovery Residence until such time that the Housing Coordinator decides otherwise.</p> <p>If a Resident's guests are disturbing the House Richie's Recovery residence may instate specific visiting hours or prohibit visitors altogether.</p>	<hr/>
<p>Appropriate Relationship Between Residents Sexual activity is strictly prohibited in the house between residents or between residents and guests. There should be no sexual activity between anyone at any time while in the house.</p>	<hr/>
<p>Appropriate Dress All residents are required to be dressed appropriately when in common areas. Residents should never be nude in common areas and no resident should expose him or herself to any other resident or guest at any time. Residents are required to be fully clothed when they are on the front porch of the house or any area that may be seen by pedestrians and neighbors. Boxer shorts are not considered appropriate attire.</p>	<hr/>
<p>Vehicle One vehicle per resident is allowed. Vehicles must be inspected, have current, valid registration and insurance and the resident must have a valid driver's license.</p>	<hr/>
<p>Air Conditioners Any air conditioner or appliance LEFT ON unattended will be considered a threat to the safety of the House, and the resident responsible for this threat will incur loss of privileges to operate such. Residents will be charged an additional \$20 per month in a single room and \$10 per month in a double room.</p>	<hr/>
<p>Smoking Policy Smoking is not allowed inside any of the houses run by the RRR. Smoking is allowed outside of the house and in designated areas such as enclosed porches and breezeways as designated by the RRR.</p>	<hr/>

<p>Controlled Substances</p> <p>Medications must be taken <i>as prescribed</i></p> <p>Controlled substance prescription medication; If the count of your medication is lower or higher than it should be, even by one pill, you can and will be discharged immediately.</p> <p>Refusal to count your pills will result in discharge from the house</p> <p>If your medication is stolen, you must file a police report. Failure to do so can and will result in dismissal from the house.</p>	
<p>Medication Storage/Restrictions</p> <p>Sharing of medication of any kind (including over-the-counter medications) is strictly prohibited and it is grounds for dismissal from the house.</p> <p>Any new prescriptions must be reported to and approved by RRR. Call 603-327-9705</p> <p>Lock Boxes</p> <p>If you are not provided with a safe, please purchase a lock box to store all medications in and keep it in the top drawer of your bureau.</p> <p>All lock boxes/safes are subject to search at any time by RRR Staff.</p> <p>The RRR is not responsible for anything kept in the lock box or safe. If medication is missing or stolen, please file a police report.</p> <p>Safes</p> <p>If you are provided with a safe bolted to the top of your bureau the following rules apply:</p> <ul style="list-style-type: none"> ▪ The Housing Coordinator will program the safe with a 4-digit code of your choice and will record that code on your intake paperwork. ▪ You may not change the code yourself. ▪ Do not give out the code to the safe to anyone. ▪ The safe remains the property of Richie's Recovery Residence. ▪ We have the right to inspect the safe at all times. We have an override key for the safe so that we can inspect it if you are not there. ▪ You may keep other personal items in the safe. ▪ All medications MUST be kept in the safe at all times. ▪ If you damage your safe in any way you will be required to reimburse Richie's Recovery Residence \$75.00 immediately or leave the house. ▪ Do not store any medications other than your own in the safe. ▪ The Richie's Recovery residence is not responsible for any stolen items including those in your safe. If anything is stolen from you, please file a police report. Think carefully about what valuables you store in the safe or in the house. 	
<p>Maintenance</p> <p>Maintenance issues should be reported to the office directly at 603-327-9705.</p>	

<p>SNOW/ICE REMOVAL – Snow and ice removal is the sole responsibility of the residents. Richie’s Recovery Residence will supply shovels and rock salt. By signing this contract, you acknowledge that neither the owner of the property or the Richie’s Recovery Residence LLC is liable for any injury that may be sustained as a result of the residents’ failure to properly remove snow and ice.</p>	
<p>Sheets/Bedding The sheets and bedding provided for you upon entrance into the house are the property of the Richie’s Recovery Residence and must be left in the house when you leave.</p>	_____
<p>Smoke Detectors/CO2 Detectors Please do not remove any smoke detectors or CO2 Detectors from the ceilings. Do not remove batteries or tamper with them in any way. Inform the Housing Coordinators if there is a problem with a smoke detector or CO2 Detector.</p>	_____
<p>Space Heaters No space heaters allowed. If you use a space heater you may be fined or asked to leave the house.</p>	_____
<p>Claiming Possessions Residents have 30 days to collect their belongings after they leave.</p> <p>After 30 days the items become the property of the Richie’s Recovery Residence which will dispose of them in any way it sees fit.</p> <p>House entry locks are changed immediately if the Resident leaves on bad terms.</p> <p>The RRR will, at its discretion, obtain a Judicial Restraining Order against any ex-resident it considers a threat to the safety or security of the House or any of its residents.</p> <p>The RRR will prosecute any resident leaving with House property. RRR will prosecute any resident who sells, gives away, or destroys any House property.</p> <p>If the housing coordinator or the manager are not available to pack an ex-resident’s belongings the Housing Coordinator may request that the House Manager pack the belongings.</p> <p>The RRR is not responsible for any property left in the house after the Resident leaves. Leaving property at the house after the Resident has left is at the Resident’s own risk.</p>	_____
<p>Pay Per View Movies/Long Distance Phone Calls Residents may not order Pay-Per-View movies or make long distance phone calls. If this rule is broken, the Resident will be required to pay for the Pay-Per-View movie(s) or long distance phone calls he or she makes and he or she may be asked to leave the house.</p>	_____
<p>Parent Information RRR reserves the right to discuss your progress with a parent or loved one that is paying your rent</p>	_____
<p>Storage Residents may not store furniture in any part of the house or property. We do not allow small appliances such as refrigerators or microwaves in a Resident’s bedroom. Any piece of furniture coming into the house must be approved by a Housing Coordinator before being brought into the house.</p>	_____

<p>Any belongings that are brought into the house should be able to comfortably fit in your room or on your half of the room. There is no storage of clothing and belongings on the property if they do not fit in part of the room.</p> <p>Basements and garages are not to be used by residents for any reason without explicit authorization of RRR</p>	
<p>Notifying the Housing Coordinator It is the responsibility and duty of all residents to bring to the attention of the House Manager or RRR Housing Representative any behaviors, actions, or infractions by any resident, that violate the ZERO TOLERANCE rules of the house.</p>	<hr/>
<p>“Good Neighbor” Policy Residents must be “good neighbors”. We must be considerate as well as friendly and responsive to a neighbor’s needs.</p> <p>No shouting or any loud noise. No loud music. After 10pm is quiet time in the house.</p> <p>Residents must dispose of cigarettes in appropriate containers. Do not flick cigarettes on the ground or the street.</p> <p>The grounds of the house must be mown regularly in the summer and ice and snow must be removed effectively in the winter.</p> <p>In general, being a good neighbor includes being quiet, neat, and polite. You should not disturb your neighbors in any way.</p> <p>Please refrain from interacting at all with neighborhood children.</p> <p>This is important because while <i>communities</i> agree Recovery Houses provide an important and necessary service, most <i>people</i> when surveyed said they would be unnerved by having a Recovery House next door. Let’s help people reverse this old way of thinking and be better than any average neighbors.</p> <p>If you fail to adhere to this policy, you may be asked to leave.</p>	<hr/>
<p>Use of the House Address You may not use the addresses of any of our houses for any type of business. If you use any of our addresses in this manner, you will be dismissed from the house.</p>	<hr/>
<p>State/Local Laws It is your responsibility to abide by all state and local laws. Failure to do so will be grounds for dismissal from the house. It is your responsibility to inform any probation or parole officer of your change of address coming into the residence or leaving the residence.</p>	<hr/>
<p>Improper Use of Computer You may not download any illegal content onto the House computer or use our internet connection to download illegal content to your laptop. You may not alter the house computer in any way either by installing new Programs or removing Programs on the computer. You may not view pornographic materials on the computer. Any misuse of the computer is grounds for dismissal from the house.</p>	<hr/>

INTAKE DRUG/ALCOHOL SCREEN RESULTS

Who Administered the Test?	Results	Resident Initials

By my signature and initials I certify that

- I have read the Resident Handbook completely.
- I am not a tenant but a guest of a Recovery Residence.
- I will abide by all of the rules, responsibilities and requirements that are listed in the Richie's Recovery Resident Handbook.
- I understand that the Richie's Recovery Residence reserves the right to ask me to leave at any time and for any reason.
- I understand that if I violate any of the rules, responsibilities or requirements I will be required to leave.
- I understand that if I refuse to leave, I will be removed and/or barred from the house by Richie's recovery Residence and the police may be called.
- I understand that Richie's Recovery Residence maintains tenancy of the house at all times and reserves the right to access the house or search or inspect it on a 24-hour a day basis.
- I understand that I am solely responsible for snow and ice removal and that neither the Richie's Recovery Residence or the owner of the property are liable for any injury that may be sustained as a result of my failure to properly remove snow and ice.

Applicant's signature: _____ Date: _____

Print Name: _____

Date of Birth _____

Phone Number: _____

Emergency Contact: _____

Phone Number: _____

Permission to leave a message with Emergency contact: ____yes ____no (Please initial) _____

House Name: _____

Witness: _____ Date: _____

