

# **The Briggs House**

# **Resident Handbook**

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# The Briggs Recovery House

## Resident Handbook

*A level 1 Recovery House owned and operated by The John W. Clem Recovery House organization.*

### Mission

The Briggs House provides a safe, homelike, Level 1 recovery experience for men with six months or more of abstinence from alcohol and drugs.

### Vision

A world committed to long-term recovery for people who struggle with substance use disorder.

*(Adopted 01/03/2017)*

### Code of Ethics

The following NARR Code of Ethics was adopted by the Board on 01/03/2017 for all board members, staff, and volunteers of the John W. Clem Recovery House:

All people working in NARR Affiliate organizations, (recovery residence owners, operators, staff, and volunteers) are expected to adhere to the following Code of Ethics:

It is the obligation of all recovery residence owners/operators and staff to value and respect each resident and to put each individual's recovery and needs at the forefront of all decision making. To meet this obligation, we adhere to the following principles:

- 1. Assess each potential resident's needs and determine whether the level of support available within the residence is appropriate. Provide assistance to the resident for referral in or outside of the residence.*
- 2. Value diversity and non-discrimination.*
- 3. Provide a safe, homelike environment that meets NARR Standards.*
- 4. Maintain an alcohol and illicit drug-free environment.*
- 5. Prohibit the use of, possession of, or under the influence of illicit substances, recreational cannabis, or alcohol while at work or while interacting with residents.*
- 6. Honor individuals' rights to choose their recovery paths within the parameters defined by the resident organization.*
- 7. Uphold and strictly adhere to all privacy policies and confidentiality agreements in place. This includes safeguarding the personal information and histories of residents.*
- 8. Provide consistent and uniformly applied rules.*

9. *Provide for the health, safety, and welfare of each resident.*
10. *Address each resident fairly in all situations.*
11. *Encourage residents to sustain relationships with professionals, recovery support service providers and allies.*
12. *Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff and/or visitors within the residence.*
13. *Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.*
14. *Provide consistent, fair practices for drug testing that promotes the residents' recovery and the health and safety of the recovery environment and protect the privacy of resident information to the extent allowed by law.*
15. *Provide an environment in which each resident's recovery needs are the primary factors in all decision making.*
16. *Promote the residence with marketing or advertising that is supported by accurate, open and honest claims.*
17. *Decline taking an active role in recovery plans of relatives, close friends, and/or business acquaintances who may apply to live in the recovery residence.*
18. *Sustain transparency in operational and financial decisions.*
19. *Maintain clear personal and professional boundaries*
20. *Staff members shall not engage in, initiate, or pursue sexual or romantic relationships with any residents. Such relationships are strictly prohibited to maintain a professional and ethical environment.*
21. *Report any inappropriate relationships, treatment of residents, or other issues to staff*
22. *Operate within the residence's scope of service and within professional training and credentials.*
23. *Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community at large.*

## **Policy on Non-Discrimination**

It is the policy of the John W. Clem Recovery House to provide an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and residents. Board members, staff and any individuals employed by the organization shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors and provision of services.

The John W. Clem Recovery House is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job application on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

*(Adopted 01/03/2017)*

## **Fair Housing**

### ***What is The Fair Housing Act and what are your rights under "Fair Housing"?***

The Fair Housing Act of 1974 declares a national policy of fair housing throughout the U.S. The law makes it illegal to discriminate in the sale, lease, or rental of housing, or to make housing unavailable because of race, color, religion, sex, handicap, familial status, or national origin. Together with the Civil Rights Act of 1966, the 14<sup>th</sup> Amendment, the Americans with Disabilities Act, the Equal Credit Opportunity Act and state and local laws, the Fair Housing Act offers comprehensive protection to the consumer.

### **RECOVERY HOUSING IS NOT CLEARLY DEFINED AS A FORM OF "RENTAL" HOUSING IN THE ACT, BUT YOU STILL HAVE RIGHTS.**

Though you are not "renting" in the traditional sense of that term, you still have the right to expect the following as described in the Fair Housing laws:

- Professional service
- Reasonable accommodations in rules, practices, and procedures for persons with disabilities
- Non-discriminatory terms and conditions for the sale, rental, financing, or insuring of a dwelling; and to be free from harassment or intimidation for exercising your fair housing rights.
- Under the law, the following are discriminatory. If you experience any of the following, you have the right to file a complaint:
  - Misrepresenting the availability of space
  - Discriminating in the application or eviction policies

- Advertising a reference for certain kinds of “tenants”
- Applying more burdensome application acceptance criteria to one person over another
- Under the law, if you believe you have not received fair consideration or treatment, you can file a housing discrimination claim with the U.S. Department of Housing and Urban Development (HUD)

The U.S. Department of Housing and Urban Development, or HUD, is the agency of the federal government charge with protecting citizens’ rights to fair housing, among other goals. HUD can be contacted at:

- toll-free (800) 699-9777
- (800) 543-8294 (TDD)
- <http://www.hud.gov>

To file a fair housing complaint, call the numbers listed above or visit HUD on the internet at <http://www.hud.gov/complaints/housediscrim.cfm> to fill out a discrimination claim online.

**The Briggs Recovery House is committed to being in compliance with the Ohio Department of Behavioral Health (OBDH).**

As such, The Briggs Recovery House is aligned with the Housing Mission of OBDH, which envisions that all housing settings should:

- Should be safe and affordable.
- Ensure access to natural supports and allow visitors of an individual’s choice where one is living in accordance with a legally enforceable lease or resident agreement.
- Be integrated in and have full access to the greater community.
- Be selected by the individual from a variety of housing options.
- Ensure individual rights of privacy, dignity, respect, and freedom from coercion and restraint.
- Include trauma-informed best practices and cultural competence for all staff and residents.
- Optimize autonomy and independence in making life choices.
- Provide access to available services and supports within the community in coordination with individual choice.
- Provide for special accommodations or have policies and procedures in place to provide housing for individuals that require special accommodations (such as individuals with physical or mental disabilities, hearing or speaking disabilities, or those with limited English proficiency)

## **Briggs House Essentials**

The Briggs House offers its residents an alcohol-free and drug-free environment while they are making the transition to a sober lifestyle. The Briggs House offers residents opportunities to do the following:

1. Withdraw from their substance-use disorders and from the persons, places, and things that triggered their substance use.
2. Experience living in a drug and alcohol-free environment that is largely operated by the residents themselves.
3. Experience making decisions for themselves about handling money, caring for a property, getting along with peers in a democratic living arrangement, and working with the Clem House staff to select new residents when vacancies occur.

### **Essential Criteria for Admittance**

The applicant **MUST**:

- Have a **Minimum** six-month continuous abstinence from alcohol and/or drugs.
- Submit to a urine drug screen on the day of admission.
- Have a **Minimum** three months of continuous employment and appropriate finances to cover costs of rent, utilities, food, clothing, supplies, personal items, and entertainment.
- Demonstrate a commitment to recovery.
- Demonstrate a commitment to assisting other men in recovery with support and encouragement.
- Demonstrate a commitment to sharing in all aspects of communal and cooperative living with a group of men in recovery.
- Be recommended for approval by the Executive Director of the John W. Clem Recovery House organization.
- Receive a consensus or majority vote of the residents of The Briggs House (those living at the house at the time of application)

### **Expectations of Residents:**

Failure to meet any resident expectations will be handled accordingly as the Executive Director seems appropriate.

1. The primary expectation is that each resident will take an active role in his recovery, maintain a recovery plan, and accept constructive feedback to help him achieve the goals he sets.

2. Each resident must be employed at the time of admittance and be able to demonstrate that he can afford his portion of rent and utilities. If at any time, a resident cannot afford to pay his portion of the rent and utilities, he may be removed from the recovery house either by a majority vote of the other residents or at the determination of the owner/operator.
3. All residents are expected to do daily chores and work cooperatively with other residents to always maintain a clean environment.
4. Each resident is responsible for daily cleaning of his personal space (bedroom area), including making the bed, vacuuming, dusting, and straightening and/or appropriately putting away personal belongings.
5. Residents are expected to respect the privacy of other residents and may not enter another's personal bedroom space or touch their property without permission.
6. Residents are expected to take part in a weekly house meeting to discuss house issues, determine chores, solve problems, and provide support and encouragement to one another. Failure to attend regularly and to take part may result in dismissal.
7. **ALL** residents are expected to demonstrate a commitment to recovery principles in all activities.
8. Residents are expected to spend a minimum of one (1) hour per week at The Clem House engaging with current residents and being a recovery role model.
  - a. This excludes any AA/NA meetings or house meetings held at The Clem House.
9. Residents are expected to attend and document a minimum of (2) recovery-oriented meetings per week (AA, NA, SMART, Celebrate Recovery, etc.) and turn meeting sheets in monthly to the Executive Director.
10. Residents are expected to meet regularly with their sponsor/mentor.
11. Residents must meet collectively with the Executive Director and House Manager of the John W. Clem Recovery House organization at least once per month to discuss needs, progress, concerns, issues, etc.
12. Residents are expected to keep the Executive Director apprised of their individual recovery processes and request assistance whenever needed.
13. Residents must agree to unannounced and announced drug and alcohol screenings requested by the Executive Director, Medical Advisor, and/or House Manager. Failure to comply or testing positive for drugs and/or alcohol will result in termination of the individual's right to live in the Level 1 house.

14. Residents are expected to follow and mutually enforce written rules of the owner/operator and democratically determined house rules agreed-upon by the residents collectively.

### **Our Desired Goals for Each Resident**

- Life free of substances thoughts, and behaviors that contributed to the need for the person to need a recovery house.
- Ability to make responsible decisions that enhance the life the individual chooses.
- Knowledge, skills, and attitudes that lead to a gratifying personal life, work life, family life, and social life.
- Valuing service as an enriching life pursuit.
- An ability to access a wide array of services prior to relapse if assistance is needed in the future.

*Ultimately, we want to help each resident achieve his goals.....whatever his goals may be!*

### **AA/NA Meetings**

The Briggs House residents are encouraged to attend four (4) meetings weekly, although only two (2) meetings are required. Attending meetings is valuable because they:

- Offer opportunities to network with members of the recovery community.
- Allow opportunities to find sponsors/mentors.
- Provide information and education about substance use disorders.
- Offer a place to talk about issues related to disorders.
- Offer opportunities to listen to other people who share the same or similar problems.

### **The Daily Plan**

Residents are encouraged to create a daily plan for themselves. A plan might include running errands, keeping appointments, seeking job interviews, meeting friends, calling family members, etc. It is recommended that residents reflect nightly upon their day and the plans they made for that day, identify what happened and what did not happen, and explore why things happened or didn't and what can be done better in the future.

## **Service Expectations**

All residents living at The Briggs House are encouraged to involve themselves in some type of service activity. In AA jargon, this often involves working with and for people with substance-use disorders. It might be as simple as attending meetings early to help set up or staying afterwards to help clean up. It involves being an active participant in AA/NA meetings – participating in discussions as opposed to sitting quietly. It might involve attending new meetings that are getting started or ones that are having a difficult time being sustained.

The Clem House organization encourages other types of service work too. It need not be just recovery related. Residents are encouraged to volunteer at the homeless shelter – Good Works Inc., or for Habitat for Humanity, Neighbors Helping Neighbors, The Salvation Army, or other worthy causes. Local churches in the Athens area are often in need of volunteers in support of programs that might be interesting to residents.

## **Counseling Opportunities**

The Clem House organization recognizes that individuals may have mental health issues in addition to substance-use disorders. The staff are not trained psychologists or professional counselors; however, the staff can make recommendations for local services upon request.

## **Residents Rights**

The John W. Clem Recovery House organization is committed to the following rights for each resident:

1. The right to be verbally informed of all resident rights in a manner that the resident will understand.
2. The right to request a written copy of all resident rights and the grievance procedure.
3. The right to exercise one's own rights without reprisal, except that no right extends so far as to supersede health and safety considerations
4. The right to file a grievance in accordance with The Clem House policy
5. The right to be always treated with courtesy and respect, and with consideration for personal dignity, autonomy and privacy
6. The right to confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of resident information under state and federal laws and regulations
7. The right to have access to one's own record

8. The right not to be discriminated against based on race, ethnicity, age, religion, gender, national origin, sexual orientation, physical or mental disability, developmental disability, genetic information, human immunodeficiency virus status or in any manner prohibited by local, state, or federal laws
9. The right to practice religion of his choice or to abstain from the practice of religion
10. The right to be informed in writing of the rates charge by the recovery house, as well as any additional charges
11. The right not to be locked out of the recovery house at any time
12. The right not to be locked in the recovery house at any time for any reason
13. The right to consult with an independent treatment specialist or legal counsel at one's own expense
14. The right to privately meet with staff from the Ohio Department of Mental Health and Addiction Services
15. The right not to be deprived of any legal rights, including landlord tenant rights and fair housing rights solely by reason of residence in the recovery house
16. The right to personal property and possessions, unless prohibited by house policy
17. The right to full explanation regarding the loss or restriction of housing privileges, and methods to reinstate privileges
18. The right to request and receive in a timely manner a written receipt for any payments made or statement of account that details any expenses, charges and payments made.

## **Grievances**

If a resident believes that his rights have been violated, he may, at any point, file a complaint in writing with the Executive Director. Also, if the resident needs or requests help filing a complaint, the Executive Director, a member of the staff, or if necessary, a board member who isn't named in the resident's complaint – or other person of the resident's choice – may help file the complaint. It shall be the responsibility of the Executive Director (or the Chairperson of the Board if the Executive Director is a party to the complaint) to record the complaint, to investigate and to report to the Board of Directors his/her findings. If there is a clear violation of an individual's rights, the Board shall take such action necessary to discipline responsible parties, make changes in practices and procedures to assure future compliance, and to make amends appropriate to the case with the resident. The complainant shall be contacted once a final determination has been made and informed of the results of any investigation and/or decision. All complaints will be investigated within two weeks of the date a complaint is filed.

Executive Director  
P: (740) 593-3797  
E: [director@clemhouse.org](mailto:director@clemhouse.org)

Board Chair  
E: [info@clemhouse.org](mailto:info@clemhouse.org)

If a resident has a grievance with the John W. Clem Recovery House organization, he can contact the **Ohio Recovery Housing (ORH)** through the organization's **email address:** [info@ohiorecoveryhousing.org](mailto:info@ohiorecoveryhousing.org) Residents may also **call ORH** at (614) 228-0747. If a resident decides to pursue this course of action, he should visit ORH's **questions and concerns page** at: <http://www.ohiorecoveryhousing.org/questions-and-concerns>. Residents may file a grievance with **ORH** by visiting [rhoads.orh.ai/complaint/](http://rhoads.orh.ai/complaint/)

## **Privacy Policies**

### **Privacy of Residents Information:**

1. The following persons shall have access to residents' records and may not give permission to others without the consent of the resident or the force of applicable law: The Executive Director and/or his/her designated agent (must be an employee or Board Member of the John W. Clem Recovery House organization)
2. All paper records of current residents are to be maintained in file folders in the Executive Director's office in a locked filing cabinet. The Executive Director's office is to be locked at all times when the Executive Director is not present.
3. All paper records of past residents are to be kept in a locked filing cabinet in the Medical Advisors office. The Medical Advisors office is to be locked at all times when the Medical Advisor is not present.
4. All electronic records of residents are to be maintained on the Executive Director's computer, which is to be password protected and only accessible when the Executive Director is on duty unless the Executive Director has designated an agent to serve in his/her stead.

The Board of Directors takes seriously the protection of personally identifiable information, and the privacy rights of all parties involved with the John W. Clem Recovery House organization. This policy provides board-approved requirements for protecting the privacy of residents and staff.

This policy lays out basic expectations for handling all types of personally identifiable information, provides important additional requirements for sensitive personally identifiable information, and deals with **Protected Health Information (PHI)**.

Under this policy, personally identifiable information is information that can be used directly or in combination with other information to identify a particular individual and include such things as:

- A name, identifying number, symbol, or other identifier assigned to a person.
- Any information that describes anything about a person
- Any information that indicates actions done by or to a person
- Any information that indicates that a person possesses certain personal characteristics.
- “Personal Information” as defined by Ohio Revised Code (ORC) 1347.01

## **Protected Information of Residents**

**Personal Information:** Under this policy, personally identifiable information used directly or in combination with other information to identify a particular individual resident shall be considered strictly confidential except in instances described below.

**Protected Health Information:** Though the John W. Clem Recovery House is not a treatment facility, it is by its nature the recipient of resident health information and is therefore required by applicable federal and state law to maintain the privacy of resident’s protected health information. “Protected Health Information” (PHI) is information about residents, including demographic information that may identify individuals and that relates to their past, present, or future physical or mental health condition and related health care services.

PHI may be disclosed by appropriate staff **only** under limited circumstances as explained below:

**Use and Disclosure of Certain Types of Medical Information:** It is the policy of the John W. Clem Recovery House Board of Directors that staff members strictly protect resident’s privacy related to substance-use disorders. Staff members must abide by the following rules for use or disclosure of this and other protected health information.

- a. **Alcoholism or Drug Disorder Information:** Staff members may not disclose **ANY** substance-use disorder information related to a resident’s participation in the daily living activities and 12-step program (or information about a resident’s involvement in substance-use disorder treatment program in the past or present) unless the disclosure is allowed or required by law, or the resident provides staff with written permission to disclose.
- b. **Mental Health Information Records:** Staff members may not disclose a resident’s mental health information record (which staff members may possess or any personal knowledge they may have) except to persons authorized by law to inspect and copy the resident’s information records or when the resident provides staff with written permission to disclose.

- c. **HIV Test Information:** Staff may not disclose the result of any HIV test (for which staff may have documentation or have been made aware) or disclose that a resident has been subject of an HIV test unless required by law or the resident has given staff written permission to disclose.

**Resident Authorization:** A resident may give staff written authorization to use his PHI or to disclose it to another person for purposes the resident designates. If a resident gives staff authorization, he may withdraw it in writing at any time. Such withdrawals shall not affect any use or disclosure permitted by an authorization while it was in effect. Unless a resident gives staff written authorization, staff cannot use or disclose a resident's PHI for any reason except those reasons described in this policy statement or requirements established by law.

**Disaster Relief:** Staff may use or disclose a resident's PHI to a public or private entity authorized by law to assist in disaster relief efforts.

**Public Benefit:** Staff may use or disclose a resident's PHI as authorized by law for the following purposes deemed to be in public interest or benefit:

- To report adult abuse, neglect, or domestic violence
- In response to court and administrative orders and lawful processes
- In response to law enforcement officials pursuant to subpoenas and other lawful processes concerning crime victims, suspicious deaths, crimes on our premises, reporting crimes in emergencies and for purposes of identifying or locating a suspect or other person.
- To avert a serious threat to health or safety
- To the military and to federal officials for lawful intelligence, counterintelligence, and national security activities

Staff shall make disclosures for the following public interest purposes only if a resident provides staff with a written authorization or when disclosure is required by law:

- To coroners, medical examiners, and funeral directors
- To an organ procurement organization
- In connection with legal, ethical, research activities

## **Individual Rights of Residents**

**Access:** Each resident has the right, with limited exceptions, to look at or get copies of any documentation contained in his resident file. A "file" contains documentation such as contract/agreements, recovery plans, relapse plans, exit plans, signed releases, progress reports, etc. Staff shall provide copies as either photocopies or electronic records, depending upon which is the least costly and least time-consuming at the time of request. A resident must make a request in writing to obtain access to records. If appropriately designated staff deny a resident's request, staff shall provide the resident with a written explanation for the denial.

**Disclosure Accounting:** Each resident has the right to receive a list of instances in which staff disclosed his PHI.

**Restriction:** A resident has the right to request that staff place additional restrictions on the staff's use or disclosure of the resident's PHI or other holdings in the resident's file. Staff are not required to agree to these additional restrictions; however, if the staff agrees, they shall abide by the agreement (except in emergency). Any agreement staff may make to a request for additional restrictions must be in writing signed by a person authorized to make such an agreement on behalf of The John W. Clem Recovery House.

**Amendment:** A resident has the right to request that his records be amended for accuracy or clarification. A resident's request for amendment must be in writing, and it must explain why the information should be amended. Staff may deny the request if they did not create the information that the resident wants amended, or if the documentation has been created by a staff member who believes the information is correct as written. If staff members deny a request, they shall provide the resident with a written explanation. The resident may respond with a statement of disagreement to be attached to the information he wanted amended.

If staff members accept a resident's request to amend information, they shall make reasonable efforts to inform others who may be influenced by the amendment (including people named in writing by the resident) of the change(s) and to include the change(s) in any future disclosures of that information.

**Advertising and Promotion:** Staff, volunteers, and residents are prohibited from posting any identifying information or images of residents on social media platforms or any other public forums without explicit written consent from the resident.

Residents are also asked not to post or share information that they learn about other residents on social media. Residents are also to not include any identifiable information about the recovery home on social media platforms. Should residents have questions about what information is appropriate to share on social media they may contact the Executive Director.

**Right to Receive a Copy of Policy:** A copy of this privacy policy shall be provided to each potential resident prior to signing a contract or agreement. Any resident may request a copy of this privacy policy at any time by contacting the business office.

**Questions and Complaints:** If a resident is concerned that staff may have violated his privacy rights, he can file a grievance with the Executive Director. It shall be the responsibility of the Executive Director to record the complaint, to investigate and to resolve the issue. If there is a clear violation of a resident's privacy and involves the Executive Director, the resident may file a grievance with the Board of Directors. The board shall take such action as necessary to discipline staff members and/or make changes in practices and procedures to ensure privacy for current and future residents. The complainant shall be contacted once a final determination has been made and informed of the results of any investigation and/or decision.

A resident may submit a written complaint to the U.S. Department of Health and Human Services; see information at its website: [www.hhs.gov](http://www.hhs.gov)

It is the policy of the Board of Directors to support each resident's rights to the privacy of his PHI. Neither the board nor the staff shall retaliate in any way if a resident chooses to file a complaint with the Executive Director, the board, or with the U.S. Department of Health and Human Services.

### **Changes in Privacy Policies or Practices:**

The Board of Directors reserves the right to change its privacy policies and practices at any time, provided such changes are permitted by applicable law. Before the board makes a significant change in its privacy policy or practices, a notice shall be provided – in advance of implementing the policy or practice – to the residents living in the residence at the time of board approval of such changes.

### **Policy Requesting Residents Do Paid Work for Administrators, Staff Members or Volunteers**

It is the policy of The Briggs House that any requests for residents to do paid work for operators, Clem House staff members or volunteers should be made with the following agreement:

- Paid work arrangements are completely voluntary.
- Residents shall not suffer any negative consequences for declining work.
- Residents who accept paid work shall not be treated more favorably than residents who do not; no special privileges shall be conferred upon those who choose to work when asked.
- Paid work done by residents shall not impair the residents' progress in achieving his recovery goals. Paid work situations shall be treated the same as any other employer/employee arrangement.
- Wages shall be commensurate with marketplace value and, at least, minimum wage.
- Residents shall be made aware of the hourly or rate prior to working to determine whether they deem it fair.
- Work relationships shall not negatively affect the recovery environment or morale of the home.

### **Procedures:**

1. All potential paid work offered by the operator, staff, or volunteers shall be made known to all residents in the house at the time of the job posting. The job posting shall contain the name of the person making the request, the job description, specific abilities and/or skills required to do the job, the rate of pay, and the anticipated time parameters of the job.

2. All who wish to be considered shall apply through a designated staff person **not** offering the position.
3. Persons considered most closely aligned with job requirements shall be considered first. However, when there are multiple people applying and shall are capable, the designated staff member shall encourage the “employer” to choose individuals in such a way as to provide opportunities for individuals who may not have had as many opportunities as others. However, the “employer” shall ultimately have the right to choose the person from among the viable candidates he/she determines most appropriate for the job.
4. All work assignments shall be logged and researched prior to proposing names to the employer to assure as much equality of opportunities as possible within the Clem House population. The designated person handling applications will discuss the relevant findings of the research with the potential employer to provide as much fairness as possible and to provide insights as to the impact of employment on the potential employee’s recovery process.
5. Any resident feeling that he is being treated unfairly by an employer or as the result of choosing not to work for the employer or being dismissed from work by that employer may file a grievance through the Clem House grievance process.

### **Orientation on Agreements and Policies Prior to Committing to Terms**

At The Briggs House no one is admitted without first going through an interview and a discussion about the expectations, the general rules, and an explanation of the way the residence runs. Our first order of business in the initial interview is to learn what the resident is looking for in terms of his recovery process. Once we understand the individual’s needs, we explain in detail what the person agrees to if he signs an agreement; this includes expectations of the resident, costs, and what we provide for the resident if he decides to stay. We provide a copy of our handbook, which includes policies, procedures, expectations, costs, emergency procedures, contact information and much more.

If the individual finds at any point that the program is not meeting his needs, that person may provide notice in writing at least 30 days prior to departure or by mutual agreement and will be released from the contract. Any remaining funds (calculated based on unused days – money paid in advance) will be returned to the resident within 30 business days (see our refund policy) if there are no damages or outstanding bills assigned to the individual.

**RESIDENTS WHO ARE ASKED TO LEAVE BY STAFF FOR VIOLATIONS OF THE RULES, PARTICULARLY RELATED TO USE OF DRUGS AND/OR ALCOHOL, WILL NOT RECEIVE THEIR PAID RENTAL FEES!**

## **Waiting List:**

It is the policy of The Briggs House administration to maintain a waiting list for potential residents and works in accordance with the rules adopted under section 5119.363 of the Ohio Revised Code (ORC). As per ORC, the Executive Director is required to notify the next individual, included on the waiting list when The Briggs House has a bed available.

## **Rules, Prohibitions, Causes for Dismissal**

1. Residents shall always maintain an alcohol-free and drug-free environment. Use of drugs and/or alcohol at any time or bringing drugs and /or alcohol on the property, shall be cause for immediate dismissal.
2. The Briggs House is to be run in a democratic fashion with majority rule if consensus cannot be reached. In the event of a dispute resulting in a deadlock, the Executive Director shall make necessary decisions until such time as a majority consensus among the residents can be reached.
  - a. A resident meeting is to be held once per week for discussion of issues, concerns, etc.
    - i. One of the primary purposes of this meeting should be to support and encourage one another in the recovery processes of the residents.
    - ii. Another primary purpose of this meeting is to discuss and then vote on taking a new resident into the house or removing a current resident from the house.
  - b. Residents may choose their own leader for the meeting by election or on a rotating basis. Elections may be term-limited or open-ended as the group sees fit. A consensus or majority vote of the group shall determine the leadership at any given time.
  - c. Criteria for accepting or rejecting applications for residency by fellow residents shall be the same as described throughout this document. Voting residents are to always remember that they may not violate the “non-discrimination” clauses of this document to reject an applicant.
  - d. If an individual resident is in violation of any house rules (democratically driven or organizationally driven), the group may determine appropriate corrective actions or make recommendations to the Executive Director for removal of the individual.
    - i. A discussion with the Executive Director must result in agreement with dismissal prior to the group “voting the person out of the house.”

- e. In the event of a clear violation of rules that causes harm to any member of the group or is clearly of such a serious nature that it cannot wait for a residence meeting, any member of the resident may contact the Executive Director and request immediate action against the perpetrator.
3. Residents shall not lease, sublease, or assign the premises. They may, however, make recommendations to the staff of the John W. Clem Recovery House organization.
4. Residents shall notify the Executive Director in writing or by phone of any needed repairs.
5. Residents shall not attempt to make any repairs without the express permission of the Executive Director except in extreme emergency situations. It is the responsibility of the Executive Director to make prompt repairs to the property and handle problems in a timely manner.
6. Residents must maintain the premises in good condition. It is understood that “reasonable” wear and tears will occur.
7. Residents will be held accountable for all repairs or replacement costs because of damage to the premises caused by their negative behaviors or negligence.
8. Residents shall always keep the property neat and clean. Residents are expected to develop agreements among themselves for chores to maintain the property. The lawn shall be mowed regularly in season and snow and/or ice is to be removed from sidewalks and driveway during winter season.
9. Residents shall jointly and equally cover the monthly rent and utility costs for the household. Payments shall be made on the first day of each month for both the rent and utilities. Payments shall be made directly to the Executive Director.
10. Residents shall be solely responsible for purchase and monthly payments for TV and phone services.
11. Residents shall allow the Executive Director or an appropriate agent to enter the house for purposes of inspection, maintenance, or repair. In most cases, advance notice will be provided. However, there may be occasions when advance notice is not possible, particularly for emergency situations or repairs. The Executive Director reserves the right to make unannounced inspections if deemed necessary.
12. Residents shall abide by a code of non-discrimination. Harassment of any person due to skin color, sexual orientation, belief system, or political affiliations or other consideration listed in the Non-Discrimination Policy of the John W. Clem Recovery House organization shall be cause for immediate dismissal.

- a. Discrimination may include such things as jokes, derogatory remarks, or verbal attacks upon others relating to their race, sex, skin color, sexual orientation, age, beliefs, ethnicity, body type, weight, or any other factor which is demeaning.
13. Threats and/or intimidation of other residents shall be grounds for immediate dismissal.
14. Residents shall always respect the private property and space (bedroom) of other residents.
15. Residents may have occasional visitors but must be sensitive to the privacy of other residents.
  - a. No visitor may be left unattended.
  - b. Visitors shall not be allowed to stay overnight.
  - c. Resident shall not engage in activities that are disrespectful of other residents, guests, or the neighbors.
16. There shall be **NO** use of tobacco products inside the residence.
17. **NO** pets shall be allowed on the property.
18. Any resident whose rent and utilities remain unpaid for 30 consecutive days shall forfeit the right to live at The Briggs House and must vacate the premises.
19. No gambling of any kind is permitted on the premises.
20. Firearms are not allowed on the property.
21. Residents are strongly encouraged to agree upon rules against borrowing or lending money among people living in the house.
22. Any resident absent from the premises for 2 consecutive days without acceptable reason or prior notification shall be dismissed immediately.
23. A resident vacating the property is solely responsible for removing his belongings. Any items left behind shall be disposed of at the Executive Director's discretion unless a written agreement between the departing resident and the Executive Director has been made prior to departure. Under no circumstances shall the Executive Director be responsible for the property for more than 3 days after the former resident's departure.
24. The John W. Clem Recovery House organization cannot be responsible for the loss, theft, or disappearance of resident's personal items.

25. In general, day-to-day house rules shall be determined by a consensus of the residents or majority votes and can be altered by mutual agreement.

### **Urine Drug Screen Process (UDS)**

Clem House residents will be required to participate in regular, observed, and random (could occur daily, weekly, or biweekly intervals) urine drug screening (UDS) to promote the recovery and safety of all our residents. All Urine Drug Screens are conducted by the House Manager and Executive Director. All costs associated with onsite UDS will be covered by The Clem House organization. All results and/or challenges to the UDS will be reviewed by the Medical Advisor. Due to the problems some residents experience related to "shy bladder syndrome" residents, once informed of the necessity for a UDS, will be given up to **90 minutes** to provide a specimen. The resident will be required to remain in the dining room while consuming fluids until such time as a specimen is available. If the specimen is not produced within **90 minutes**, it will be deemed inappropriate, and the resident will be instructed to plan for discharge. Failure to agree to a UDS or failure to provide a specimen unfortunately must always be considered inappropriate and cause for discharge. Should the resident wish to challenge the Point of Care (POC) UDS an opportunity for a mass spectroscopy UDS as a send away to appropriate vendors is available. However, the resident will be responsible for the full costs from the third party.

If there is suspicion or concern for possible substance use, The Executive Director and/or House Manager will request a UDS from the resident. If the UDS is deemed inappropriate, the resident will be instructed to plan for discharge. Refer to the recurrence of use policy.

### **Applicant Interview Process**

The Briggs House employs Social Model and implements the National Standard for Recovery Residence. Residents are empowered to have a say in their living environment. In accordance with the National Standard, 8.02, *Applicant screening policies and procedures provide current residents a voice in the acceptance of new members*. The Briggs House provides opportunities for current residents to engage in dialogue with potential residents prior to their entry into the community.

1. Interviews are scheduled after the pre-screen process has been completed and approved by the Executive Director (or approved agent)
2. Preferably, interviews are done on regularly scheduled residence meeting nights. The Executive Director shall accompany the candidate.
3. The Executive Director or appropriate agent's responsibility during the interview is to facilitate a healthy open discussion between the candidate and current residents. Candidates are invited to tell a brief version of their "story" and discuss

why they are seeking community with The Briggs House, what goals they have, and areas where they will need support from the community.

4. Candidates are encouraged to interview the current residents and agent as well, asking whatever questions they like. Candidates should be prepared to explain and demonstrate their commitment to recovery and their personal goals and should be able to explain what they can contribute to the communal life of the recovery house if they are approved.
5. At the end of the question period, the candidate is informed that there will be a discussion and possibly a vote. The candidate shall be informed of whatever decisions are made, either on the same day as the interview or the next business day. Residents who vote shall arrive at one of these three conclusions after the first interview:
  - a. The candidate is approved.
  - b. The candidate is not approved at this time.
  - c. The candidate is invited back for a second interview prior to a final decision.
    - i. After a second interview, the residents who vote have only two possible choices:
      1. The candidate is approved.
      2. The candidate is not approved at this time.

*ANY VOTE OF NON-APPROVAL SHALL REQUIRE AN EXPLANATION AS TO WHY THE INDIVIDUAL WAS NOT APPROVED AND MUST PROVIDE THE POLICIES AND/OR GUIDELINES IN THIS RESIDENT HANDBOOK TO JUSTIFY THE DECISION.*

6. Discussions shall take place after the candidate has left the house. Prior to adjournment, residents are polled for a vote as described above (#5). They are allowed to vote not to accept someone, ***if there is some concrete, identified reason that the candidate could be a liability to the community.***
7. The applicant is called and informed about the decision by the Executive Director or House Manager. If accepted, the applicant and the Executive Director determine move-in dates, times, etc., with input from the residents already at The Briggs House.

## **House Meetings and Dealing with Discipline Issues**

In the event of issues and/or concerns that affect the entire household but do not rise to the level of established policies and procedures for dismissal, a house meeting shall be called.

1. The primary purpose of all “house meetings” should be to seek a consensus, when possible, to improve communications and cooperation, to enhance recovery of all persons involved, and to enhance operations within the household.
2. All such meetings are to be run with a desire to be fair to all parties involved: to hear all sides of an issue before making decisions, maintain household camaraderie/community and work in the best interests of everyone to improve the likelihood of maintaining his recovery goals.
3. Any house meeting called for the purpose of resolving problems with individual residents or for making decisions or proposals to staff about residents or potential residents are to be run by individuals committed to fairness and an unprejudiced point of view toward the issues(s) at hand. The group may invite the Executive Director to serve as leader for a meeting if there is a consensus that the issue may require an outside point of view to maintain civility and commonality of purpose.
4. Residents may establish collectively their own procedures for selecting a leader. They may establish collectively a desire to have the Executive Director monitor the proceedings and serve as a resource for policy, procedures, etc.; this should be solely for non-routine concerns and issues.
5. When meeting for purpose of discipline and weighing evidence, all concerned parties shall have the opportunity to express themselves equally but shall be encouraged to speak from an “I” point of view rather than an accusatory “finger-pointing- “you” point of view.
6. Bullying and/or threats and/or acts of violence from anyone involved shall not be tolerated at any house meeting.
7. The group may express to the Executive Director and/or the resident how they would like the situation to be handled. All recommendations/decision-making should be within the context of helping individuals or a group of individuals overcome whatever caused an initial grievance and restoring a cooperative, homelike environment for all concerned.
8. In general, the Executive Director shall not intervene in the residents’ group decisions unless a direct appeal comes from a person with a grievance regarding a decision or a majority group of the residents. The Executive Director shall become involved if decisions violate – or have the potential to violate – an individual’s rights or undermine the safety and well-being of person(s) involved.

9. The Executive Director may intervene in house operations at any time if the decisions or actions of the group violate any policy, procedure, rule, written agreement, or other standard established in writing by the management of the organization.

### **Storing and Dispersing Medications**

1. All prescribed and non-prescribed medications for residents must be recorded on day of move in by Clem House staff.
2. All prescribed and non-prescribed medications for residents must be housed in the space determined appropriate by Clem House Staff and shall be in a secure, locked box provided by the house.
3. All prescribed and non-prescribed medications are to be stored according to manufacturer's recommendations.
4. Residents will provide staff with a code for their lock box in their assigned closet.
5. Residents will **NOT** share their lock box code with other residents in the house.
6. Clem House Staff shall maintain an up-to-date individual record of all medications for each resident. All new medications, prescribed and non-prescribed, must be reviewed and recorded by staff.
7. All prescribed and non-prescribed medications are to be checked periodically for expiration dates or deterioration. Should any medications be expired or appear to be deteriorating, the resident will contact his prescribing physician.
8. Any incidents involving medications such as theft, loss or suspected misuse should be reported to staff immediately for investigation and resolution.
9. Clem House Staff shall not be responsible for the effects of residents' misuse of medications stored in their lock box. If, however, staff discover the misuse of prescription medication, staff shall have the discretion to dismiss the resident from the program.
10. Any medication discovered to be missing will be appropriately recorded and investigated in accordance with The Clem House incident reporting policy.
11. When a resident is discharged from the Briggs House, he is responsible for taking his prescribed and non-prescribed medications with him. If he leaves unexpectedly the medications that have been left shall be held for no more than three days. If the client

does not return or contact staff within three days to pick up his medications, the medications shall be disposed of appropriately.

12. Residents who are taking any medications must be able to self-administer the medication without the aid of a health care professional. If a resident is unable to do so, a referral will be made to a higher level of care.
13. Clem House does not permit the use of Kratom, Delta-THC, CBD, or any forms of medical marijuana. Although legal in many states, such products are difficult to monitor and control, interfere with urine drug screens (UDS) and have the potential to make other residents uncomfortable.
14. Clem House does not permit the use of any Benzodiazepines. Clinical Guidelines and current standard of care for the use of benzodiazepines in patients with substance use disorders is that benzodiazepines are relatively contraindicated in such individuals except in the treatment of acute alcohol withdrawal and benzodiazepine withdrawal and both conditions require partial hospitalization which is a level of care not available to the Briggs House. Therefore, individuals receiving maintenance benzodiazepine prescriptions are not eligible for admission.

### **Personal Possessions Left at Briggs House at Departure**

A resident vacating the property is solely responsible for removing his belongings. Any items left behind shall be disposed of at the Executive Directors discretion unless a written agreement between the departing resident and the Executive Director has been made prior to the departure. Under no circumstances shall the Executive Director be responsible for the property for more than 3 days after the former resident's departure.

The John W. Clem Recovery House organization cannot be responsible for the loss, theft, or disappearance of a resident's personal items.

All financial obligations must be satisfied before a former resident can pick up items left behind.

## Financial Responsibilities

### RENT

The monthly rent shall be divided evenly between the residents of the house. The rent will increase at a 5% rate each year.

Year	2023	2024	2025	2026	2027	2028	2029	2030	2031
Total Rent	\$964	\$1,102	\$1,064	\$1,116	\$1,172	\$1,230	\$1,292	\$1,356	\$1,424
Rent per Resident	\$241	\$253	\$266	\$279	\$293	\$308	\$323	\$339	\$356

### UTILITIES (The utilities will be billed monthly and could vary according to use)

The following utilities are billed to the John W. Clem Recovery House and then split evenly among the residents of the Briggs House **at actual cost** per month.

- Electric
- Gas
- Water
- Trash
- Internet

### TV/CABLE

This is the responsibility of the residents and can be decided how the bill will be paid (individually or collectively)

### OTHER EXPENSES

It is highly recommended that each resident works out a budget for himself that ensures he can afford rent, utilities, food and supplies, clothing, personal items, entertainment, haircuts, laundry, etc. The Executive Director is willing to assist with budget planning, but will not handle residents' money, bank accounts or other financial resources.

## **Handling Resident Charges and Payments**

It is the policy of the John W. Clem Recovery House organization to keep accurate records of all resident charges and payments.

1. Written receipts are provided by the Executive Director or designated staff to each resident who presents a payment of any kind.
  - a. Receipts shall include the name of the payee, the date, the amount, the purpose of the payment, and shall be signed by the appropriately designated staff member.
  - b. Receipts shall be written from a designated numbered “Money/Rent Receipt Book” with a duplicate copy kept in the receipt book.
2. All transactions shall be recorded individually in the Clem House accounting system.
3. Any resident may request and expect an accurate statement of accrued charges, payments made and a verbal or written response to the concerns expressed by the resident within 24 hours on weekdays.
4. Any accrued money owed to the resident at the time of departure from the Briggs House will be sent by check via US Mail to the resident’s designated payee within 30 days of departure.
5. Receipts are to be kept on file for all expenses.
6. The Executive Director is charged with handling residents’ payments and paying day-to-day expenses.
7. Payments shall be made directly to the Executive Director Monday-Friday between the hours of 10am and 3pm.
8. Rental and utility payments shall be in the form of cash, card or money order.
9. Rental and utility payments are due by the 1<sup>st</sup> of each month.

## **Giving Refunds**

Prior to signing an agreement to commit to the Briggs House living experience, all potential residents shall be provided a written statement of the costs for participating in the program.

Residents in good standing at the time of their departure from Briggs House will receive a refund of any excess money in their accounts. A refund check will be sent via US Mail within **30 days** of their departure.

## **Staff Becoming Involved in Financial Affairs of Residents**

The following are policies of The John W. Clem Recovery House organization regarding staff becoming involved in the financial affairs of residents:

1. Under no circumstances are employees/staff (this includes boards members, all paid staff, and unpaid volunteers) to become involved in resident's personal financial affairs other than to:
  - a. Make referrals to appropriate professional financial agencies.
  - b. Help residents develop personal budgets when they ask for assistance.
  - c. Answer questions about such things as "How do I write a check?" "How do I balance a bank statement with my check register?" etc.
2. Under no circumstances are employees to "hold money" for, loan money to, or borrow money from residents.
3. Under no circumstances are employees to engage in transactions involving property or services beyond the scope of the agreement with the recovery resident contract signed at entry.

## **Room Searches**

The Executive Director and/or an appropriate agent of The John W. Clem Recovery House organization has the right to enter resident rooms to do visual inspections to:

1. Determine that residents are maintaining an appropriate level of cleanliness, meeting expectations for demonstrating responsibility, and maintaining neatness (making beds, putting away clothing, straightening items on desks, dusting, vacuuming, etc.)
2. Determine that there are no prohibited items in the space.
3. Check on residents who may be ill.
4. Search for suspected illicit drugs or alcohol (deep search) with reasonable suspicion.
  - a. A "deep search" involves looking through an individual's personal belongings, as well as in any area of the room or building where contraband is thought to be placed.

## **Procedure**

1. Residents will be notified if a deep search of their room has been authorized by the Executive Director, but they need not be present at the time of the search.
2. The resident has the right to be present during the search or to appoint a witness to observe the search.
3. If contraband is found by the Executive Director or appropriate agent, the rules for discipline and/or dismissal as explained in the resident handbook shall be invoked.
4. If the resident chooses not to allow the Executive Director or appropriate agent to perform the deep search, the Executive Director or appropriate agent may opt to call the police to come and perform the search. However, if contraband is found by the police, the legal system may declare its authority to bring charges as appropriate under the law.
5. All searches are to be documented in writing with at least the following information:
  - a. Date
  - b. Time
  - c. Reason for suspicion of contraband
  - d. The names of all people present in the room during the search.
  - e. What was found and where it was found.
  - f. Signature of the person doing the search

## **Exit Planning**

Just as entry into The Briggs House represents a transition to a new way of living, so too does exit represent another transition period. Ideally, the resident will apply the principles and practices learned in the recovery resident to live in a new place with new challenges, opportunities, and potential threats. The individual must use tools to avoid the triggers that lead to the use of substances as a coping skill. The individual must commit himself to avoiding people, places, and things that have the potential to lead him into undermining his recovery.

A **Level I Recovery House** is not expected to be a “forever” home. In most cases, the expectation is that residents will move out within a year, depending on their recovery issues, work situations, life needs, etc. There are no hard and fast rules about length of residency, but the ultimate goal is to prepare the resident for life beyond the confines of a recovery house. Therefore, it is essential that each resident has an individualized plan that moves that person toward self-sufficiency and survival in the world beyond The Briggs House. An individualized plan should be developed to focus on the needs and wishes of the resident. An individualized plan should at minimum include:

1. Plan for sustained sobriety
2. Plans for future living arrangements, return to families, housing arrangements, and other issues that will confront the resident.
3. Goals for obtaining self-sufficiency and long-term success in the world beyond The Briggs House

An individualized plan is a plan that will be reviewed with the Executive Director in monthly meetings. This plan should also be discussed with peers, mentors/sponsors, family, and friends.

### **Dismissal of Residents**

It is the goal of the administration and staff members of The John W. Clem Recovery House organization to help each individual who takes part in the recovery process during his stay at The Clem House or The Briggs House. However, there are times when it is necessary for residents to be dismissed. It is the policy to dismiss individual residents who:

1. Use drugs or alcohol during their stay at The Briggs House
2. Undermine the recovery of other residents by encouraging their return to substance use.
3. Create a hostile environment that disrupts the ability of others to actively take part in the programs and activities of The Briggs House
4. Threaten or bully others.
5. Discriminate against others due to race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
6. Do not take an active role in the recovery process.
7. Do not pay agreed upon fees.
8. Do not contribute to the operation of the house by assisting with cleaning and other chores as requested or directed.
9. Demonstrate behaviors that are significantly disruptive to the household and recovery of others.
10. Are a danger to themselves and/or others.

11. Physically assault other residents and/or staff members.
12. Demonstrate dishonesty (stealing, lying, cheating, etc.).
13. Violate other rules as outlined elsewhere in the resident handbook.

If a resident is told that he must leave the house, the Executive Director (or agent) shall attempt to persuade the individual being dismissed to contact family, friends, or social agencies (such as the local shelter) to assure the individual has a safe place to go if he doesn't have financial means for securing transportation to a hotel/motel space, a home or apartment, or other such safe place on his own.

Persons who are dismissed for any reason may request special consideration to be entered into The Clem House (if space is available). Upon successful completion of required activities, the individual may be considered for re-entering The Briggs House. This will be on a case-by-case basis.

Individuals may not re-enter The Briggs House if:

- They have not sustained a minimum of 3 months of continuous employment.
- They do not have approval from the Executive Director of The John W. Clem Recovery House organization.
- There has not been a meeting held between the current residents of The Briggs House, the Executive Director, and any other staff members at The Clem House.

If a person is to be dismissed but is incapacitated by drug or alcohol use, the Executive Director or approved agent shall contact the individual's identified emergency contact and ask that the person be picked up as soon as possible. If the emergency contact is unavailable, the Executive Director or approved agent may choose from several options, depending upon the situation, the individual, and the impact on others in the recovery house to:

- Try to ascertain where or not some family member or friend of the resident is willing to assume responsibility for picking up the person.
- Have the individual taken to the hospital/emergency room for evaluation and possible admittance.
- Ask the police to intervene.

In rare cases, the individual may be allowed to stay at The Briggs House long enough to regain control of his faculties (physical and mental abilities) and then find appropriate means for departure the following day.

## Recurrence of Use Policy

Upon admission each resident will create a plan for what they would like to happen in the event they experience a recurrence of use. If the resident were to experience a recurrence of use the Executive Director and/or House Manager will work with the resident to implement the identified plan. If the resident refuses to implement the plan as described, and is not incapacitated, he will be asked to leave immediately.

The resident may be offered the option to attend a withdrawal management facility or participate in a form of treatment. The residents bed will be held until treatment recommendations are fulfilled. During this time, the Executive Director and/or House Manager will work with the resident and the residents treatment team to evaluate the resident's needs and if the level of support available at the Briggs House is appropriate. This will be determined on a case-by-case basis.

In the event that it is determined that the resident is able to return to the recovery home, the Executive Director will inform the resident of any specific tasks or actions that need to be taken. If the resident is able to complete all the tasks, he will be able to reenter the home. The resident will also agree to an ongoing plan to ensure that appropriate supports are in place to prevent any future incidents of recurrence of use.

If it is determined that the residents needs cannot be met by The Briggs House, then the Executive Director and the resident will mutually agree to end residency and a **thirty (30)** day notice to vacate will be issued. In the event that such a mutual agreement is made, staff will assist the resident with finding alternative appropriate housing or treatment options.

## Visitor Policy

1. All visitors must be approved by other residents of the house
2. Visitors are welcome at the times/days decided on by the residents
3. Visitors are only allowed when the person they are visiting is home
4. Visitors are permitted in common areas only (living, dining, kitchen, bathroom)
5. Visitors are not permitted in sleeping areas
6. Clem House staff reserve the right to remove and bar visitors who are being disruptive and/or having a detrimental effect on residents' recovery.

7. Visitors in possession of, or under the influence of, alcohol and/or drugs are not welcomed on the premises and will be asked to leave or will be removed immediately

## **Infectious Disease Control Policy**

Employees shall have proper training in dealing with infectious disease control and shall practice universal precautions for the safety of residents and themselves.

Residents, staff, volunteers and all other personnel are expected to follow the appropriate instructions when cleaning and disposal of hazardous waste. Any questions should be directed to the House Manager.

If staff members have any questions regarding appropriate responses to potential communicable diseases, they shall contact knowledgeable professionals for appropriate responses and follow all procedures for minimizing the spread of the disease.

A First Aid Kit is available, and the location is made known to residents and employees. Appropriate measures shall be taken for the handling of potentially hazardous waste and cleaning supplies provided for cleaning up of the hazardous waste.

Residents that produce potentially hazardous waste shall be informed of appropriate waste disposal methods that minimize risk to others.

All residents are informed of expectations around the spread of infectious diseases and general expectations regarding reducing the possible spread of such diseases. Residents are recommended to wash their hands frequently, maintain a clean environment, use appropriate cleaning products, and avoid sharing utensils and personal care items with others.

Any resident who discloses that he may have an infectious disease will be connected to a health care provider or public health department, as appropriate. The resident will be expected to follow the instructions of the public health department or health care provider.

## **Good Neighbor Guidelines and Policies**

The following guidelines and policies are meant to foster good neighborhood relations for current and future residents of The Briggs House:

1. We seek to know our neighbors. Each of our immediate neighbors is given our phone number(s) and the names of contact persons.
2. We seek to help our neighbors when we see opportunities to do good work; we believe the good deeds cultivate goodwill.

3. We shall always keep The Briggs House buildings and land neat and clean.
4. We shall maintain acceptable and legal parking on The Briggs House property for all residents and staff members.
5. We shall be respectful of our neighbors and responsive to their concerns. We encourage them to call The Clem House if there are any problems that disrupt their peaceful enjoyment of their properties or cause them concerns.

If a neighbor has a concern or complaint they will be directed to the Executive Director. Any resident who is approached by a neighbor with a concern/complaint will notify the Executive Director. If the Executive Director is not available, the neighbor will be directed to call The Clem House House Manager. The Executive Director will address the concern/complaint with the neighbor within an appropriate time frame.

### **Contact Information**

**Executive Director** (740) 593-3797

**House Manager** (740) 447-2357

## **Incident Reporting Policy**

The John Clem Recovery House organization is committed to the safety and well-being of its residents, staff, volunteers, visitors and neighbors. This Incident Reporting Policy outlines the procedures for reporting and responding to various critical incidents within the recovery home. Prompt reporting and appropriate responses are essential to maintaining a safe and supportive environment.

All individuals should follow The John Clem Recovery House Emergency Response policy, which outlines specific actions that should be taken for a number of the incidents listed below. Emergency response, medical personnel, law enforcement, and victim services should be contacted as necessary based on the circumstances. Incident reporting should occur immediately after all individuals are safe and secure and it is safe to report the incident.

### **Types of incidents to report:**

- Overdose
- Sexual or physical harassment or assault
- Resident resinous injury or death
- Visitor serious injury or death
- Anytime emergency personnel are called to the house
- Serious threat of violence

## **Procedure**

As soon as it is safe to do so, the Executive Director must be notified. If the Executive Director is not physically present, staff should call the Executive Director and notify them immediately of the incident and provide details as accurately as possible including the time, date, location, individuals involved, any witnesses, and actions taken. Staff should follow the direction of the Executive Director. The Executive Director will ensure that the Emergency Contacts of any residents are informed of the incident, as appropriate.

### **1. Documentation**

- a. Within 24 hours of the incident, staff will complete the Incident Reporting form and submit the form to the Executive Director.

### **2. Response and Follow-up**

- a. The Executive Director will review the incident report within 24 hours of it being filed by the staff member. The Executive Director will note on the incident form any additional details and follow up that have taken place since the incident and attach any plans that will be taken in the future as a result of the incident.
- b. Details of the incident will also be filed in the appropriate resident's file.

### ***Policy Compliance***

Failure to comply with this Incident Reporting Policy may result in disciplinary actions, up to and including termination of employment or eviction from the recovery home, depending on the severity of the violation and the individual's history.

## **Social Events**

1. Neighbors shall be informed in advance if we are planning a large social gathering.
2. Clem House Board Members and/or staff members shall establish reasonable starting and ending times for planned events, share that information with neighbors, and work diligently to maintain the established timeframes.
3. Alcohol shall not be present at any social event on the premises.
4. During social events adequate numbers of trashcans shall be provided for disposal of litter (cups, cans, bottles, etc.).
5. The Briggs House residents shall cooperate with, and be respectful of, requests by the police and/or neighbors.
6. Guests shall not trespass on neighbors' lawns or property.

7. Guests demonstrating disrespect for neighbors' peaceful enjoyment of their properties, disrespect of The Briggs House rules or policies, or disrespect of local, state or national laws shall be removed from the premises.
8. The Briggs House residents shall clean up any litter immediately upon completion of each social event and restore the property to its pre-event status.

*Revised: February 2026*

# The John W. Clem Recovery House

## Emergency Procedures

You will be most effective in an emergency when you are prepared. Please take a few minutes to review this material and keep this handbook readily available.

This document is not meant to cover every emergency that may arise. If you are unsure of what you need to do in a particular emergency, please ask the Executive Director or the House Manager (phone numbers are in this manual)

In an emergency, the Executive Director and/or the House Manager have the responsibility to give instructions to residents, close and lock doors, and provide other required safety and first-aid measures unless otherwise directed by properly identified emergency personnel.

Take time to know where all entrance/exit doors and potential window exits are located in the building.

### **Persons with Disabilities:**

Individuals with disabilities should follow the same emergency procedures as outlined in this document in so far as they are able. If requested, more able residents should accompany and assist persons with disabilities who need assistance or obtain the support of the Executive Director or House Manager.

### ***Phone Numbers***

A listing of phone numbers for reporting incidents and non-emergency situations follows:

If the Executive Director and/or the House Manager are present, do as they tell you. However, if you are alone for some reason and must act on your own, access the following information:

#### **ESSENTIAL TO YOU:**

When you don't know what else to do and you are facing an emergency, use a cell phone or the house phone to dial: **911**.

### **Executive Director**

O: (740) 593-3797

C: (740) 818-2071

E: [director@clemhouse.org](mailto:director@clemhouse.org)

### **House Manager**

C: (740) 447-2357

## **Fire Department**

Emergency Call.....	911
Non-emergency, Richland Avenue.....	(740) 592-3304
Non-emergency, Columbus Road.....	(740) 592-3301

## **Hospital**

Emergency Call.....	911
O'bleness/Ohiohealth.....	(740) 592-1765
	(740) 589-4852
	(740) 592-2499

## **Police**

Emergency Call.....	911
Athens City Police Department.....	(740) 593-6606
Athens County Sheriff's Department.....	(740) 593-6633
Ohio State Patrol.....	1-877-772-8765
Highway Patrol (Athens).....	(740) 593-6611
Federal Bureau of Investigation (FBI).....	(513) 421-4310

## ***Armed Subject***

Armed Subject – any person in possession of a gun, knife, blunt object, or other potentially dangerous object and who intends to cause harm to others.

If an armed subject is actively or imminently causing death, or serious physical injury, the following actions are recommended:

### **If you are in a building and it is possible to exit safely, follow these steps:**

- Exit the building as quickly as possible and away from the immediate path of danger.
- Notify anyone you may encounter to exit immediately.
- While exiting, do not run in a straight line. If possible, use walls, furniture or other objects to block you from the armed subject.
- Once outside, use trees, vehicles, or other objects to block you from view.
- When you are away from the immediate are of danger, summon help in any way possible and warn others.

- If communication is possible, call 911, providing specific information on your location, the number of armed subjects, and names of person who may be involved and persons with injuries.
- Take protective cover. Stay there until assistance arrives.

**If you are in a building and exiting the building is not possible, the following actions are recommended:**

- Go to the nearest room or office. Do not stay in an open hallway.
- Do not sound the fire alarm as this may signal occupant to evacuate the building and thereby be put in harm's way.
- Close and lock the door.
- Turn off the lights.
- Barricade yourself in the room with furniture or anything else to secure the door.
- Seek protective cover. Stay low to the floor.
- Stay away from windows.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- If communication is possible, call 911 providing specific information on your location, the number of armed subjects, and names of person who may be involved and persons with injuries.
- It is recommended that you pre-program "911" into your cell phone. Silence the phone to avoid detection in the event of a call.
- Wait for the police to assist you out of the building.

**If you are located outside a building and it appears that you can get away safely, follow these steps:**

- Run away from the threat as fast as you can.
- Do not run in a straight line. Use buildings, trees, vehicles, or other objects to block you from view.
- When you are away from the immediate area of danger, summon help any way possible and warn others.
- If communication is possible, call 911 providing specific information on your location, the number of armed subjects, and names of person who may be involved and persons with injuries.
- Take protective cover. Stay there until assistance arrives.

**If you are located outside a building and running away is not a safe option, consider one of the following recommendations:**

- Quickly assess the area and find a good place to hide.
- If death or serious physical injury is being caused to others and you are unable to run or hide, you can choose to “play dead” among the victims.
- You can fight back. This is dangerous, but in some situations, it might be the only option. Look for objects you might use as a weapon to defend yourself.
- If you are caught by an armed subject and are not going to fight back, do not look your captor in the eyes. Obey all commands.
- Once the police arrive, follow their instructions.

***Bomb Threats***

Procedures for dealing with bomb threats.

Any person who receives a bomb threat via telephone call, voicemail, email message, letter or other communication should proceed as follows:

### **If you receive a bomb threat by telephone:**

1. Remain calm and listen carefully.
2. Keep the caller on the line as long as possible.
3. Identify and record the number from the display on the phone, if available
4. Record every word spoken by the person.
5. Gather as much information as possible.
6. Give the information immediately to the Executive Director and/or House Manager. If neither is available, call 911 and provide the information.

### **If you receive a message by voicemail, email, letter or other communication:**

1. Give the information immediately to the Executive Director and/or House Manager. If neither is available, call 911 and provide the information.
2. If the bomb threat is received via written communication, do not handle the communication any more than is absolutely necessary. The document should be turned over to the police when they arrive. The police will want to know the following information:
  - a. Who found it?
  - b. Who else was present?
  - c. Where was it found, or how was it delivered?
  - d. When was it found or delivered?
  - e. Who has touched it?
  - f. Have any previous threats been received?
3. Police may request people working in the area to assist in sweeping the building. This may be done because people working in the area will be most familiar with what does and does not belong. If a suspicious package or object is located, do not touch it. Immediately notify the appropriate authorities.

## ***Chemical Spills / Hazardous Odors or Leaks***

### **SPILLS**

For situations that threaten fire or explosion and spills in which hazardous vapors are present, sound the building fire alarm. Call **911**

- Identify yourself and the reason you are calling.
- Identify the exact location of the emergency.
- Identify the nature of the emergency.
- Identify any injuries or symptoms involved.
- Identify all hazardous materials involved, that you are aware of

Evacuate the building, maintaining a safe distance and leave a clear access for arriving emergency personnel. Do not return to the area until instructed to do so by emergency personnel. Be available to advise emergency personnel when they arrive. Someone responsible for the room or building should be present to provide details of the incident.

If you have bodily contact with the spilled material, get away from the spill area. Immediately remove any contaminated clothing and flush all areas affected with large amounts of water (except for chemicals that react with water). Be aware of hazardous materials in your area.

Notify emergency personnel of those injured or exposed to the effects of the spill.

### **ODORS OR LEAKS**

Contact the Executive Director and/or House Manager. If threat is imminent and the Executive Director and/or House Manager are not readily available, call **911**.

Be prepared to provide the following information:

- Your name
- Building name
- Nature of the incident
- Floor or area affected.
- Room number
- The name of the chemical or gas

Evacuate the building and report directly to the gas station parking lot located to the left of the building. Wait there for further instructions.

### **EXPLOSIVE GAS**

If it is an explosive gas (i.e., natural gas), do not use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc. can all initiate a spark with resultant explosions.

1. Confine any fire or fumes to the extent that you can by closing any doors to the affected area if you can safely do so. In case of a threat of hazardous material, or a chemical spill, do not enter these areas. This will help limit the impact of the leak or fire.
2. Notify others in the immediate vicinity if you can safely do so.
  - a. If it is necessary to evacuate the building, inform others **VERY LOUDLY AND EMPHATICALLY**.
3. Confine any fire or gasses to the extent possible by closing doors behind you as you leave. This will help limit the impact of a leak.
4. Upon exiting the building, maintain a safe distance by reporting to the gas station parking lot located to the left of the building.
5. Leave adequate room for emergency personnel at the scene.

6. Do not return to the building until given approval by emergency personnel.
7. If you have information about the source of the odor or leak, report in person to emergency personnel.

### ***Criminal Activity***

Where to report suspected criminal activity and a list of helpful, identifying questions to consider:

1. If you observe a crime or behavior that you suspect is criminal, give the information immediately to the Executive Director and/or House Manager. If neither is available, call **911** and provide the information.
2. Do not approach or attempt to apprehend the person(s) involved. Be prepared to provide as much of the following information as possible:
  - What is the person doing?
  - Has anyone been injured?
  - How many people are involved?
  - Where is it happening?
  - What are the physical descriptions of those involved?
  - What are they wearing?
  - Are weapons involved?
  - If a vehicle is involved, vehicle description and license plate number?
  - In which direction did they travel?

### ***Fire and Explosion***

How to respond to a fire, smoke, or explosion:

1. Upon discovering a fire, explosion, or smoke in the building, quickly instruct anyone in the house to exit.
2. Call 911 and be prepared to give:
  - Building name
  - Floor
  - Room number
  - Description of fire/explosion

When the fire alarm sounds, **complete evacuation is required**. Walk, do not run, to the nearest identified exit and proceed out of the building. If identified stairway contains smoke or fumes, use an alternate exit. Close doors and windows as you leave, if possible. The alarm may not

sound continuously. If the alarm stops, continue the evacuation, and warn others who may attempt to enter the building after the alarm stops.

Leave the building and move away from it, leaving entryway, roadways, and walks open for arriving emergency personnel. Do not return to the building until directed to do so by emergency personnel. All persons should immediately report to the gas station parking lot located directly beside the building to the left. If you cannot move to the gas station parking lot on your own, request assistance from staff, other residents or emergency personnel.

Building staff will be needed to allow emergency personnel access to affected areas and should make themselves available upon arrival of the emergency personnel.

Everyone must follow the orders of emergency personnel when they arrive.

Notify emergency personnel on the scene if you suspect someone may be trapped inside the building.

As a precaution, make sure you are aware of the safety equipment in your building and report potential hazards to the Executive Director and/or House Manager.

### ***Sheltering in Place***

If an incident occurs outdoors, the buildings around you become unstable or if the air outdoors becomes dangerous due to toxic or irritating substance in the air, it is usually safe to stay indoors. “Shelter-in-place” means to make a shelter in the building you are in. If you are outdoors, proceed to the closest building quickly or follow instructions from emergency personnel on the scene. To shelter in place, close all exterior doors, shut and lock all windows, turn off air conditioners and fans, close off ventilation systems if you are able, and place a rolled-up towel under the door to the room. Monitor your cell phone and email for further instructions and additional updates or wait until the Executive Director and/or House Manager informs you that it is safe to come out.

### ***Natural Disasters / Severe Weather***

Procedures on what to do in the event of thunderstorms or tornados:

- Take time to review the diagram that follows in the handbook showing you the safest areas of the building in times of severe weather.
- If you have access, listen to local radio stations.
- Remain indoors and away from windows until the severe storm passes.
- Report any injuries and damage by calling 911.
- Be prepared to give the following information:
  - Your name

- Building name
- Type of injury or damage
- The location of any injured person(s) or building damage
- Room number you are calling from.

**Severe thunderstorm watch:** Weather conditions are right for a severe thunderstorm. Continue with normal activities but monitor the situation.

**Severe thunderstorm warning:** Severe thunderstorms are occurring.

**Tornado Watch:** Weather conditions are right for a tornado. Continue with normal activities but monitor the situation.

**Tornado Warning:** Radar or weather spotters have identified a tornado.

***The cities emergency siren may sound a steady tone for three minutes or longer if there is danger in the immediate area. Move to a place of shelter.***

Take the following actions:

- Use center hallways, bathrooms, or rooms away from windows. If time and space permit, move to lower floors. Stay away from windows and doors. Cover yourself, when possible, to protect against flying debris. Take a portable radio, flashlight, and cell phone if you can.
- After the storm passes, leave badly damaged buildings, if it is safe to do so. If it is not safe or possible to leave the area, stay and wait for assistance.
- If you do leave the area, do not attempt to return to the building unless directed by emergency personnel.
- Do not turn on or off any utilities or equipment.
- Report all injuries and damage to the Executive Director and/or House Manager or call 911 if they are not readily available.
- Be prepared to give the following information:
  - Your name
  - Building name
  - Type of injury or damage
  - The location of any injured person(s) or building damage
  - Room number you are calling from.

## ***Earthquake***

During a natural disaster, the greatest danger is from falling debris, tress, and glass breakage.

### **Actions to follow if indoors:**

1. Get under a desk, bed or table immediately.
2. If a desk is not close, stand under a door frame for protection. See the “safe” areas on the illustration that follows this section.
3. Get away from windows or glass.
4. Remain calm in a protected area until threat has ceased or danger has passed.

### **Actions to follow if outdoors:**

1. Try to get to a protected and safe area away from buildings, windows, glass, telephone poles, or any place where there could be falling debris.

## ***Infestations***

Residents are strongly encouraged to immediately report the suspicion of possible infestations or the possibility of bedbugs in the housing unit or other areas of the property. Early reporting allows the pests to be identified and treated before the infestation spreads. Residents are the first line of defense against infestations and are encouraged to create living environments that deter infestations. This includes reducing unreasonable amounts of clutter that create hiding places for pests, and regular checking of beds and laundering of linens.

## ***Safety Equipment***

All safety equipment at The Briggs House will be monitored to ensure they are in good, working order. The House Manager of the John Clem Recovery House will do an inspection of all safety equipment monthly. All inspections will be recorded in the Briggs House Fire Safety Logbook with the date and staff initials. Inspections will be conducted as follows:

1. Carbon Monoxide detectors will be inspected monthly to ensure that they are attached and are in good working order.
2. Fire extinguishers will be inspected monthly and shall include a check of the following:
  - a. Is the fire extinguisher unobstructed and accessible?
  - b. Is it hung on a bracket?
  - c. Is it positioned at a height no higher than four feet?
  - d. Are the operating instructions on the nameplate legible?
  - e. Is the nozzle (hose) intact?
  - f. Is the nozzle (hose) free and clear of debris?
  - g. Is the pin intact?
  - h. Is the anti-tamper (plastic) seal intact?
  - i. Does the gauge show in the green – full charged?
  - j. Is the service company tag attached, signed and dated (annual)?

## **Mental Health & Behavioral Health Concerns**

In the event of a mental health emergency, you should not attempt to act as a counselor or other health professional for a resident experiencing a mental health emergency. **9-8-8** should be called and the instructions of the **9-8-8** operator followed. Once it is safe to do so, the Executive Director should be contacted.

Contact the Executive Director or the House Manager if threat is imminent and the Executive Director and/or House Manager are not readily available, call **911**. Some potential behavioral situations could be any of the following:

- Alcohol and other drug use emergencies
- Disruptive behavior
- Discipline issues
- Behavioral health incidents/concerns
- Physical injuries
- Sexual assault
- Suspicious activity of a concerning nature
- Threats to public welfare

## **Overdose**

There is Narcan stored in the entryway of the house on the wall. All residents are offered an opportunity to be trained on the use of Narcan when entering The Clem House program.

In the event of a suspected overdose, you should call **911** and administer Narcan. All cases of suspected overdose are to be reported to **911** and instructions of emergency personnel followed.

After all instructions of emergency response personnel are addressed, staff will check in with each resident and perform a safety check of the property to determine if there are any hazards.

**IMMEDIATELY** contact emergency medical assistance if at any time a resident appears to be in medical distress.

*Revised February 2026*