



# NEW CHAPTER LIVING

## Policies & Procedures

Upon moving in, New Chapter Living will search the house members personal belongings for any hazardous or prohibited items. The house member will be informed of New Chapter Living's policy regarding keeping any illegal substances or hazardous items.

### Hazardous and Prohibited Items

House members are prohibited from possessing hazardous items in the sober home. These items include weapons, illegal substances, drug paraphernalia, alcohol or marijuana. Prohibited items pose a risk to the safety, security, and well being of the house members and employees.

### Search Policy

The General Manager and Mentor have the authority to conduct random searches of house members belongings, bedrooms or common areas to ensure compliance with the sober homes policies and procedures. If there is reasonable suspicion of a house member possessing prohibited items or engaging in illicit activities, staff may conduct a search at any time based on probable cause to address the specific concern.

### Confiscation and Disposal

If hazardous or prohibited items are found during a search, the Mentor will confiscate the items and dispose of them immediately. House members will be informed of the search results and any disciplinary actions or interventions resulting from the search.



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## Medication Use Policy

### **1. Prescription Medication Management**

House members must inform New Chapter Living of any prescribed medications that they are taking upon entering the sober home. All prescriptions will be stored securely in individual lock boxes in the office and dispensed twice a week at the designated medication time. House members will fill their individual weekly pill container and are responsible for providing accurate information, directions and dosage.

### **2. Over-the-Counter Medication**

House members may use over the counter medications for minor ailments such as headaches, colds, sinuses, heartburn, etc. They must be stored securely and used according to manufacturer's instructions.

### **3. Medication Accountability**

House members are responsible for taking their medications as prescribed and informing the General Manager and Mentor of any changes in their medication regimen. The Mentor will conduct periodic medication checks to ensure compliance and monitor for any potential medication misuse.

### **4. Medication Disposal**

Any expired or unused medication should be disposed of properly. House members should not keep expired or unused medications in their possession. There is a medication disposal box located at Walgreens on Main St. and at the Town Hall.

*Walgreens: 225 Main St. Stoneham, MA*

*Police Station: 47 Central St. Stoneham, MA*



# NEW CHAPTER LIVING



1. Any misuse, sharing, selling or unauthorized possession of medications will result in disciplinary action or dismissal of the sober home.
2. House members who may need additional support or oversight in managing their medications will be provided with resources and assistance.
3. New Chapter Living does not discriminate against MAT or MAR and no house member will ever be denied based solely on medications.
4. House members must disclose all medications to New Chapter Living.

## Bedroom and Personal Property Guidelines

As part of our community standards, we expect all house members to keep their personal space clean and orderly. If there is a consistent issue with the cleanliness and organization of bedrooms we will implement the following:

1. Cleaning Requirements: The house member will be required to clean and organize their personal space within a 48 hour period to demonstrate the room meets community standards.
2. Follow-Up Meeting: The Mentor will follow up with the house member to discuss any progress or challenges in order to provide support and guidance.



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## Disposal of Unclaimed Property

If a house member leaves the sober home without retrieving all of their belongings, New Chapter Living will store their items for a 30-day period in the locked storage. Personal items left behind after a 30-day period will be considered abandoned and disposed of accordingly, unless specific arrangements have been approved by New Chapter Living.

## Relapse Prevention

New Chapter Living has a zero tolerance policy on alcohol or drug use. In the event of a relapse, house members should notify the Mentor immediately along with the General Manager Joelle Dawson at (781) 526-8456.

If a house member is suspected of relapsing or engaging in substance use, they may be asked to undergo completing a quick cup or breathalyzer. House members who experience a relapse are provided with immediate support and encouragement to seek proper medical treatment such as detox, MAT, medication evaluation, etc. House members may be encouraged to participate in additional therapy, attend more recovery meetings, or engage in other supportive activities. They will be held accountable for their actions related to relapse and may face consequences, such as increased supervision, restrictions or treatment requirements. If treatment is refused, the house member will be asked to leave immediately after having one hour to collect their belongings. Any return to New Chapter Living after relapse will be handled on a case by case basis.



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## Drug Testing Policy

House members are required to submit to a drug and alcohol screen at any time it is requested. They must complete the test within one hour of being asked and must not leave the visible sight of the Mentor. New Chapter Living uses a 16 panel quick cup that is obtained from a lab and completes at least 10 random drug screens a month on each house member. Drug testing in sober homes serves to maintain accountability and recovery, ensuring house members adhere to their commitment to a drug-free environment and promoting a positive recovery journey.

House Member: \_\_\_\_\_

Date: \_\_\_\_\_

House Mentor: \_\_\_\_\_

Date: \_\_\_\_\_