

TRUE REFLECTIONS COMMUNITY DEVELOPMENT

Doing life with people is the pathway to purpose.

House Rules & Procedures Manual

Transitional & Sober Living Residences

709 N. 6th St., Suite 208, Kansas City, KS 66101
(913) 213-3698 • intakes@truereflectionscom.org

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1. Purpose & Our Commitment

True Reflections provides safe, structured, alcohol- and drug-free housing for adults rebuilding their lives. These rules exist to protect every resident's recovery, safety, and dignity. They apply equally to everyone, every day. Staff will enforce them fairly and consistently, and residents are expected to hold themselves and each other accountable.

Our commitment to you: respect, confidentiality, a clean and safe home, a written care plan built with you, and access to recovery, health, workforce, and life-skills support.

2. Sober Living Environment

THIS IS A SOBER LIVING ENVIRONMENT. Alcohol, illegal drugs, non-prescribed medications, and drug paraphernalia are prohibited on the property at all times — for residents and guests alike.

- **Prohibited items** include alcohol (including non-alcoholic beer/wine, mouthwash and extracts containing alcohol), marijuana and THC/CBD products of any kind (even with a medical card), synthetic drugs (K2, spice, kratom, delta-8), and any drug paraphernalia.
- **Coming home under the influence** is treated the same as using on the property.
- **Sharing, selling, or bringing substances** onto the property is grounds for immediate discharge.
- **Associating with actively using people** or bringing them to the property undermines everyone's recovery and is not permitted.

3. Drug & Alcohol Testing (UA) Policy

EVERY RESIDENT MUST PROVIDE A NEGATIVE UA BEFORE MOVE-IN. EVERY RESIDENT IS SUBJECT TO RANDOM TESTING AT ANY TIME, FOR THE LENGTH OF THEIR STAY.

Pre-admission test (required)

- A urinalysis (UA) and breathalyzer are completed before the resident is given a key or bed assignment.
- A positive or refused pre-admission test means move-in is postponed. Staff will offer a referral to detox or treatment and a date to re-test.
- Residents coming directly from a treatment facility may provide a discharge UA from that facility dated within 72 hours, at staff discretion.

Random testing

- Every resident is subject to random UA and breath testing — day or night, weekday or weekend, with no advance notice.
- Testing may also be done after overnight passes, after returning late, when staff observe signs of use, or at a resident's own request.
- Tests are staff-observed or temperature-verified. Residents must provide a sample within 2 hours of the request.

Results

Result	What happens
Negative	Recorded in the resident file. No further action.
Positive for prescribed medication	Resident must show the current prescription in their name. Verified by staff / psych nurse.

Dilute or invalid	Re-test within 24 hours. Two dilutes in 30 days are treated as a positive.
Refusal, failure to produce in 2 hours, or tampering	Treated as a positive result.
Positive	Follow the Relapse Response procedure (Section 18).

4. Move-In & Orientation Procedures

Step	Requirement
1. Application	Completed intake application and signed consents.
2. Pre-admission UA	Negative UA and breathalyzer (Section 3).
3. Intake interview	Meeting with case manager; psych nurse wellness screening.
4. Documents	Photo ID (or plan to obtain), Social Security card, insurance card, current prescriptions, court/probation paperwork.
5. Property check	All belongings are inspected with the resident present before entering the house.
6. Agreements	Resident signs this manual's acknowledgment, the house agreement, and fee agreement.
7. Orientation	House tour, emergency exits, chore chart, meeting schedule, and introduction to the house lead.
8. Care plan	Individualized 90-day care plan completed within 7 days of move-in.

5. Program Phases

Residents earn privileges by showing consistency. Phase advancement is reviewed by the case manager and requires clean UAs, chore and meeting compliance, and progress on the care plan.

Phase	Length	Curfew	Privileges & expectations
Phase 1 — Orientation	First 30 days	9:00 PM daily	No overnight passes. Visitors in common areas only, weekends. Job search / workforce enrollment. 5 recovery meetings per week.
Phase 2 — Stabilization	Days 31-90	10:00 PM Sun-Thu 11:00 PM Fri-Sat	1 overnight pass per month with approval. 4 meetings per week. Employed or in school/training.
Phase 3 — Growth	Day 91+	11:00 PM Sun-Thu 12:00 AM Fri-Sat	Up to 2 overnight passes per month. 3 meetings per week. Savings plan in place. May mentor newer residents.
Phase 4 — Transition	Final 30-60 days	Per case manager	Permanent housing plan active; move-out date set.

6. Curfew & Sign-In / Sign-Out

- Curfew is based on your phase (Section 5). You must be inside the house by curfew.
- Sign out** every time you leave: time, destination, and expected return. Sign in| when you return.
- Work exceptions** — if your job requires hours past curfew, provide a written schedule or letter from the employer to your case manager in advance.
- Late arrival** — call or text the house lead or on-call staff BEFORE curfew if you will be late for an emergency. Unreported lateness is a violation and may result in a UA on return.
- Quiet hours** are 10:00 PM – 7:00 AM daily.

7. Overnight Passes

- Not available during Phase 1.
- Requests must be submitted in writing at least 48 hours in advance with the address and a phone number where you will be.

- Approval requires current compliance: no violations in the past 14 days and all fees current.
- A UA is required on return from every overnight pass.
- Failing to return at the approved time without contact is treated as an unauthorized absence.

8. Chores & House Upkeep

Everyone contributes to a clean, safe home. Chores are assigned on a weekly rotating chart posted in the common area.

Frequency	Expectations
Daily	Make your bed; keep your space clean; wash, dry and put away your own dishes immediately after use; wipe counters and stove after cooking; take out full trash.
Assigned (rotating)	Kitchen, bathrooms, living room, floors/vacuuming, trash & recycling, laundry area, porch / yard.
Weekly deep clean	All residents, every Saturday by 12:00 PM. Includes bathrooms, kitchen appliances, floors, and bedrooms.
Inspections	Staff complete room and house inspections weekly and may do them unannounced.

- **Missing an assigned chore** results in an extra chore; repeated misses are a violation.
- **Laundry** must be removed from machines promptly. No food or drinks in bedrooms unless approved.

9. Visitation

- **Visiting hours** — Saturday and Sunday, 12:00 PM – 6:00 PM (Phase 2+ may request weekday visits, 5:00 – 8:00 PM, with approval).
- **All visitors must be approved in advance** by staff and must sign in and show ID.
- **Visits take place in common areas only.** Visitors are never allowed in bedrooms or upstairs/private areas.
- **No overnight guests** under any circumstances.
- **Visitors must be sober** and may be asked to leave at staff discretion. Visitors are subject to the same no-alcohol / no-drug rules.
- **Minor children** may visit only with approval, must be supervised by their parent at all times, and must leave by 6:00 PM.
- **Residents are responsible** for the conduct of their guests. Former residents discharged for use may not visit for at least 90 days.

10. House Meetings & Required Participation

- **Weekly house meeting** — mandatory for all residents (day and time posted). Missed meetings must be excused in advance.
- **Recovery meetings** — minimum per phase (Section 5), verified with a signed attendance sheet.
- **Case management** — at least one meeting every two weeks; care plan reviewed at 30, 60 and 90 days.
- **Life-skills and workforce classes** as assigned in your care plan. Hours are tracked in your file.

11. Program Fees & Rent

- Program fee: \$_____ per ☐ week ☐ month, due on _____.
- Payments are made through _____. Receipts are provided for every payment.
- If you cannot pay on time, meet with your case manager BEFORE the due date to set up a written payment plan.
- Fees more than _____ days past due without a payment plan may result in discharge.

12. Medications

- Report every medication, including over-the-counter, to staff at move-in and whenever it changes.
- Medications must be in the original labeled bottle in your name. Controlled medications are kept in a locked storage box.
- Staff may count controlled medications at any time. Sharing or selling medication is grounds for immediate discharge.
- Narcotic pain medication, sleep aids, and other medications with misuse potential must be reviewed with the psych nurse.

13. Employment, School & Daily Structure

- Unless medically excused, residents must be working, in school/training, volunteering, or actively job-searching (minimum _____ hours per week, documented).
- Residents are expected to be up, dressed, and out of bed by 9:00 AM on weekdays unless working nights.
- Job-search logs and pay stubs are reviewed by the case manager.

14. Personal Conduct & Community Standards

- Treat every resident, staff member, neighbor and guest with respect. No threats, fighting, bullying, or intimidation.
- No weapons of any kind on the property.
- No romantic or sexual relationships between residents on the property.
- No gambling, stealing, borrowing without permission, or lending money between residents.
- No hate speech, harassment, or discrimination.
- Keep other residents' personal information confidential. What is shared in the house stays in the house.

15. Room, Property & Searches

- Staff may inspect rooms and belongings at any time, with the resident present whenever possible, to keep the house safe and sober.
- Items brought into the house may be searched. Prohibited items will be removed and may be destroyed or turned over to law enforcement.
- True Reflections is not responsible for lost or stolen property. Belongings left after discharge are held 7 days, then donated.
- No room changes, rearranging furniture, or adding locks without staff approval. Damage beyond normal wear is the resident's responsibility.

16. Safety, Smoking & Emergencies

- No smoking, vaping or open flames (candles, incense) inside the house. Smoking only in the designated outdoor area.
- Do not tamper with smoke or carbon-monoxide detectors or fire extinguishers.
- Space heaters and cooking appliances in bedrooms are not allowed.
- Emergencies: call 911 first, then notify staff. Naloxone (Narcan) is kept at _____ — every resident is trained in its use at orientation.
- On-call staff line: _____

17. Violations & Consequences

Consequences are progressive and are documented in the resident file. Staff may skip steps when safety is at risk.

Level	Examples	Typical response
Minor	Missed chore, late sign-in under 30 min, messy room, missed one meeting	Verbal warning; extra chore
Moderate	Repeated minor violations, missed curfew, unapproved visitor, missed UA window	Written warning; loss of privileges or phase step-back; behavior contract
Serious	Positive UA, refusing a UA, unauthorized overnight absence, verbal threats	Relapse Response / behavior contract; possible temporary removal
Immediate discharge	Using or bringing substances onto the property, selling or sharing drugs, violence or weapons, theft, sexual misconduct, tampering with a UA	Same-day discharge with referral to safe alternatives

18. Relapse Response

Relapse can be part of recovery. Our first priority is safety — our second is getting you support. A positive test is not always an automatic discharge, but it always has consequences, because it affects everyone in the house.

- Immediate safety check; medical referral if needed. Narcan available.
- Resident may be asked to leave the house temporarily (typically 24–72 hours) to detox safely, with a referral to detox, treatment or a safe placement.
- Meeting with the case manager and psych nurse within 72 hours; relapse-risk score and care plan updated.
- Return requires a negative UA and a signed recovery contract (increased meetings, testing and check-ins; return to Phase 1).
- Using on the property, sharing substances, or a second positive within 90 days generally results in discharge.

19. Grievances

- Any resident may raise a concern without fear of retaliation.
- Step 1: talk to the house lead or your case manager. Step 2: submit a written grievance to the Program Director, who will respond within 7 days.
- If the grievance involves the Program Director, contact: _____.

20. Discharge & Moving Out

Successful completion

- Stable housing secured, care plan goals met, fees current. Residents receive a completion certificate and are invited to alumni support.

Planned voluntary move-out

- Give at least 7 days' notice; complete an exit meeting; room inspected; keys returned.

Program discharge

- For serious or immediate-discharge violations. Staff will provide referrals to shelter, detox, or treatment. The resident must leave with belongings as directed, and keys are collected. Former residents may reapply after _____ days.

21. Resident Acknowledgment

I have read, or had read to me, the True Reflections House Rules & Procedures Manual. I understand that this is a sober living environment, that I must provide a negative drug and alcohol test before moving in, and that I am subject to random testing at any time during my stay. I agree to follow the rules on curfew, chores, visitation, meetings, and conduct, and I understand the consequences for violations, including discharge.

Resident name (print)

Resident signature / Date

Staff witness name / Signature / Date

Initial each item:

- _____ Pre-admission UA required before move-in
- _____ Random UA at any time; refusal = positive
- _____ Curfew & sign-in / sign-out
- _____ Chore rotation & weekly deep clean
- _____ Visitation rules — common areas only, no overnight guests
- _____ Room and property searches
- _____ Relapse response & discharge policy