

## **SOLUTIONS OF NORTH TEXAS CODE OF CONDUCT**

Welcome to Solutions of North Texas! Our program is geared towards sustained sobriety and independence. Following are guidelines towards progressing in our program.

### **Intake Requirements**

- NO MORE THAN 3 BAGS AT INTAKE.
- BAGS SHOULD CONTAIN CLOTHES, TOILETRIES, AND AN ALARM CLOCK
- JOB SEARCH OUTFIT (skirt/dress slacks button down shirt, shoes, etc.)
- ALL MEDICATIONS (RX, OTC, SAMPLES OR SUPPLEMENTS) ARE SUBJECT TO APPROVAL. Size and shape of medications will be verified to medication label at enrollment. Expired medications or medications without a label will not be allowed. Any medications that have a potential for abuse are not allowed.
- NEED 2 FORMS OF VALID STATE/GOVERNMENT ISSUED IDENTIFICATION
- INTAKE FEES
- NO LAPTOPS, DESKTOPS OR TABLET COMPUTERS
- NO ITEMS CONTAINING ALCOHOL ARE PERMITTED
- NO BEDDING, BLANKETS, TOWELS OR LINENS
- NO MED MINDERS OR WEEKLY/BI-WEEKLY MED BOXES
- NO BATH POOFS OR LOOFAH'S ALLOWED
- NO BARBECUE GRILLS OR HIBACHI'S ARE ALLOWED
- NO EXTENSION CORDS ALLOWED. ANY FOUND EXTENSION CORDS WILL BE THROWN AWAY.

- I UNDERSTAND THAT ANY PROHIBITED ITEMS (i.e. knives or non-approved medications) AT INTAKE MUST EITHER BE RETURNED WITH THE FAMILY OR DISPOSED OF. SONTX WILL NOT BE RESPONSIBLE FOR THESE ITEMS
- ALL HYGIENE ITEMS (RAZORS, TOOTHBRUSHES, ETC) MUST BE KEPT IN PROVIDED HYGIENE BAGS AND NOT THE SHOWER

## **Program Requirements**

- DESIRE TO BE DRUG AND ALCOHOL FREE
- DESIRE AND ABILITY TO WORK THROUGH AT LEAST 4 LEVELS OF THE LEVEL SYSTEM AND LIVE HERE FOR 90 DAYS AT MINIMUM (1 year maximum stay)
- I UNDERSTAND THAT IN ORDER TO SUCCESSFULLY COMPLETE THIS PROGRAM I MUST: COMPLETE LEVEL 4, COMPLETE 90 DAYS, BE CURRENT ON FEES, NOT BE EXITED FOR NON-COMPLIANCE AND DO AN EXIT INTERVIEW WITH MY CASE MANAGER.
- DESIRE TO BECOME INDEPENDENT (MENTALLY AND FINANCIALLY)
- AGREE TO “NO CONTACT” WITH FAMILY AND SIGNIFICANT OTHERS UNTIL LEVEL 1 PROGRAM REQUIREMENTS ARE COMPLETED
- AGREE TO WORK WITH A SPONSOR THROUGH A 12-STEP PROGRAM OF ACTION
- AGREE TO PROGRESS THROUGH A PROGRAM LEVEL SYSTEM
- AGREE TO ATTEND MANDATORY MEETINGS AND DEEP CLEANINGS
- AGREE TO DO ALL ASSIGNED CHORES AS THEY ARE EXPLAINED TO ME AND TO KEEP MY AREA “TOUR READY”

- AGREE TO RANDOM DRUG TESTING AND SEARCHES INCLUDING MY VEHICLE
- AGREE TO CHECK IN ANY VEHICLES WITH FRONT OFFICE BEFORE TAKING THE VEHICLES TO HOUSING FACILITY
- AGREE TO DRESS APPROPRIATELY (Men must wear a shirt. No cleavage, belly shirts or short shorts)
- AGREE TO NOT SMOKE INSIDE ANY SOLUTIONS OF NORTH TEXAS BUILDING
- I UNDERSTAND THAT IF FOR ANY REASON I AM MORE THAN 15 MINUTES LATE TO AN OFFICE APPOINTMENT, THAT MY APPOINTMENT MAY BE CANCELED, THE SCHEDULING OF SAME DAY APPOINTMENTS ARE AT THE DISCRETION OF THE OFFICE
- I UNDERSTAND THAT REPEATED “NO CALL, NO SHOW” TO OFFICE APPOINTMENTS MAY RESULT IN DISCIPLINARY ACTIONS

### **Medical and Medications**

- I UNDERSTAND THAT NO DIET AIDS ARE ALLOWED
- I UNDERSTAND THAT NO “PM” MEDICATIONS OR SLEEP AIDS ARE ALLOWED WITHOUT OFFICE APPROVAL
- AGREE TO NOT CONSUME ANYTHING THAT WOULD KNOWINGLY CAUSE A POSITIVE RESULT ON A DRUG TEST
- I UNDERSTAND THAT RESIDENTIAL SERVICES ARE NON-MEDICAL AND THERE ARE NO DOCTORS ON STAFF
- I UNDERSTAND THAT COMMUNITY MEDICAL SERVICES ARE AVAILABLE TO ME AT LITTLE TO NO COST
- I UNDERSTAND THAT COUNSELING SERVICES ARE AVAILABLE TO ME AT LITTLE TO NO COST
- I AGREE TO TAKE MY MEDICATIONS AS PRESCRIBED

- I AGREE TO REFILL MY MEDICATIONS TO PREVENT A LAPSE IN TREATMENT
- I AGREE TO NOT “WEAN-OFF” MEDICATIONS UNLESS DIRECTED BY MY PRESCRIBING PHYSICIAN
- I AGREE TO CHECK IN “NEW” MEDICATIONS WITH FRONT OFFICE
- I AGREE TO CHECK IN MEDICATION “REFILLS” WITH HOUSE MANAGER
- I UNDERSTAND THAT IT IS ILLEGAL FOR PERSONS LIVING IN A GROUP SETTING TO GIVE BLOOD OR PLASMA
- I UNDERSTAND THAT I AM RESPONSIBLE FOR THE STORAGE AND SELF-ADMINISTRATION OF MY MEDICATION. MEDICATIONS MAY NOT BE KEPT IN COMMUNITY AREAS (living rooms, kitchen, bathrooms). MEDICATIONS MUST BE KEPT OUT OF SIGHT AND IN APPROPRIATE CONTAINERS.

### **General House Rules**

- I AGREE TO REPORT SUBSTANCE ABUSE OR BEHAVIOR THAT IS HARMFUL TO AN INDIVIDUAL OR THE PROPERTY AS A WHOLE
- I UNDERSTAND TO BE “TOUR READY” I MUST BE UP, DRESSED, CHORES DONE AND AREA CLEAN BY 9AM, MINOR ALLOWANCES WILL BE MADE DURING THE WEEKENDS AND MAJOR HOLIDAYS
- I AGREE TO NOT SHARE MY DOOR CODE WITH ANOTHER PERSON
- I AGREE TO NOT CHANGE, ALTER OR MOVE ANY FURNISHING IN MY HOUSING FACILITY
- I UNDERSTAND THAT I CANNOT BRING IN FURNITURE OR TELEVISIONS. ELECTRONICS MUST HAVE STAFF APPROVAL.
- I AGREE TO NOT EAT OR DRINK ANYTHING IN MY ROOM
- I AGREE TO NOT ATTACH ANYTHING TO THE WALLS

- I AGREE TO MARK MY PERSONAL FOOD AND NEVER USE FOOD STAMPS
- I UNDERSTAND AND AGREE THAT THERE ARE NO PETS ALLOWED AND THAT I WILL NOT FEED STRAY ANIMALS
- I UNDERSTAND THAT NO MEN ARE ALLOWED IN THE WOMEN'S HOUSES
- I UNDERSTAND THAT NO WOMEN ARE ALLOWED IN THE MEN'S HOUSES
- I UNDERSTAND THAT MY GUESTS MUST LEAVE AT OR BEFORE 10:30 AT NIGHT
- I AGREE TO NEVER BE IN POSSESSION OF CONTRABAND (hookas, pipes, weapons, distasteful clothing, etc)
- I AGREE TO NOT SURF ANY SOCIAL MEDIA SITES OR DATING SITES WHILE ON SOLUTIONS OF NORTH TEXAS PROPERTIES
- I UNDERSTAND THAT CLIQUES ARE DANGEROUS AND I AGREE TO NOT BE CLIQUISH
- I AGREE TO NOT RELY ON INFORMATION FROM ANOTHER RESIDENT
- I UNDERSTAND THAT GOSSIP IS HARMFUL AND AGREE TO NOT GOSSIP OR LISTEN TO GOSSIP
- I UNDERSTAND THAT CHILDREN CAN NOT SPEND THE NIGHT AT MY HOUSING FACILITY
- I UNDERSTAND THAT THERE IS NO SLEEPING IN THE COMMON AREAS AT ANY TIME
- I AGREE TO WATCH MY CHILDREN PERSONALLY WHEN THEY VISIT AND UNDERSTAND THAT UNCONTROLLABLE CHILDREN WILL BE ASKED TO LEAVE
- I UNDERSTAND THAT HOUSE MANAGERS SIGN OVERNIGHT PASSES AT THEIR DISCRETION

- I UNDERSTAND THAT IF I HAVE A COMPLAINT ON A HOUSE MANAGER THAT I MAY FILL OUT A GRIEVANCE
- I AGREE THAT MY CELL PHONE CAN BE CONFISCATED IF IT BECOMES A DISTRACTION
- I AGREE TO ABIDE BY THE LAUNDRY ROOM HOURS PER HOUSE AND NOT LEAVE LAUNDRY UNATTENDED
- I AGREE TO NOT EXCESSIVELY BORROW CIGARETTES, FOOD, OR PROPERTY
- I UNDERSTAND THAT GAMBLING OF ANY TYPE IS PROHIBITED
- I UNDERSTAND THAT I MAY NOT ENTER INTO A FINANCIAL AGREEMENT (soliciting of services or lending of money) WITH ANOTHER CLIENT
- I AGREE NOT TO OPERATE ANOTHER RESIDENTS VEHICLE
- I AGREE TO REPORT ANY DAMAGES TO PROPERTY
- I UNDERSTAND THAT I CANNOT EAT OR RECEIVE GOODS FROM THE LOCAL FOOD PANTRY OR SOUP KITCHEN
- I AGREE TO BRING MY BIG BOOK TO ALL 12-STEP MEETINGS
- I UNDERSTAND THAT THERE IS NO PHONE USE, TEXTING, EATING, OR USE OF E-CIGARETTES DURING 12-STEP MEETINGS
- I UNDERSTAND THAT IF I OBTAIN A PHONE, I SHOULD PROVIDE SONTX WITH A PHONE NUMBER AND SET UP MY VOICEMAIL
- I UNDERSTAND THAT SONTX OR ITS STAFF ARE NOT RESPONSIBLE FOR MONEY, VALUABLES, OR OTHER PERSONAL PROPERTY RETAINED IN OUR FACILITIES AND HAVE NO LIABILITY FOR THEIR LOSS
- I UNDERSTAND THAT HOUSE STAFF DO NOT MANAGE "INDIVIDUALS". THEY MANAGE THE HOUSE AS "A WHOLE". UNITY IS PRIMARY.

## **Job Search/Fees**

- I UNDERSTAND THAT PROGRAM FEES ARE NON-REFUNDABLE
- I UNDERSTAND THAT I AM REQUIRED TO PAY FEES AS OUTLINED IN MY RESPONSIBLE PARTY AGREEMENT AND FEE SCHEDULE
- I UNDERSTAND THAT EMPLOYED RESIDENTS ARE REQUIRED TO PAY FEES WITH MONEY THEY HAVE EARNED
- I UNDERSTAND THAT RENT IS DUE WEEKLY BEFORE CLOSE OF BUSINESS EACH FRIDAY
- I UNDERSTAND THAT LACK OF WILLINGNESS TO PAY MY FEES WILL RESULT IN REMOVAL FROM THIS PROGRAM
- I AGREE TO NOT PAY PERSONAL BILLS AHEAD OF MY PROGRAM FEES
- I AGREE TO JOB SEARCH AS DIRECTED AND AM WILLING TO WORK FOR MINIMUM WAGE
- I AGREE TO SECURE A DAYTIME POSITION AND UNDERSTAND THAT I AM NOT ALLOWED TO WORK AT NIGHT
- I UNDERSTAND THAT COMMISSION-ONLY WORK OR UNPAID TRAINING IS NOT ALLOWED
- IF DISABLED, I AGREE TO VOLUNTEER/WORK PART TIME AT LEAST 3 DAYS PER WEEK
- I AGREE TO NOT MISS MANDATORY MEETINGS DUE TO MY WORK OR SCHOOL SCHEDULE
- I UNDERSTAND THAT I AM EXPECTED TO BE EMPLOYED WITHIN 2-4 WEEKS OF RESIDENCY
- I UNDERSTAND THAT I MAY NOT BE EMPLOYED MORE THAN 50 HOURS A WEEK

## **Program Exit**

- I UNDERSTAND THAT I WILL BE REMOVED FOR RELAPSING ON DRUGS AND/OR ALCOHOL INCLUDING NON-APPROVED MEDICATIONS
- I UNDERSTAND THAT FAILING TO FOLLOW JOB SEARCH GUIDELINES CAN RESULT IN REMOVAL
- I UNDERSTAND THAT FAILING TO PAY PROGRAM FEES CAN RESULT IN REMOVAL
- I UNDERSTAND THAT FAILING TO WORK WITH A SPONSOR IN A 12-STEP PROGRAM CAN RESULT IN REMOVAL
- I AGREE TO CALL MY HOUSE MANAGERS IN THE EVENT THAT I AM LATE FOR ANY REASON
- I UNDERSTAND THAT FAILING TO SHOW UP FOR CURFEW OR MANDATORY MEETINGS IS GROUNDS FOR REMOVAL
- I AGREE THAT ILLEGAL, DESTRUCTIVE, DISRUPTIVE, PREDATORY OR VIOLENT BEHAVIOR IS GROUNDS FOR REMOVAL.
- I UNDERSTAND THAT REFUSING TO BE DRUG/ALCOHOL TESTED IS CONSIDERED A POSITIVE RESULT AND I WILL BE REMOVED
- I UNDERSTAND THAT IF I TELL SOMEONE THAT I NO LONGER WANT TO BE HERE THAT I WILL BE GIVEN THE OPPORTUNITY TO LEAVE
- I UNDERSTAND THAT I AM NOT ALLOWED TO DATE, PRIVATELY MEET, HIT ON OR “HOOK UP” WITH ANOTHER RESIDENT, A RESIDENTS FAMILY MEMBER OR FRIEND, OR STAFF MEMBER OF SOLUTIONS OF NORTH TEXAS. VIOLATION WILL RESULT IN REMOVAL OF BOTH PARTIES
- I UNDERSTAND THAT RECEIVING MULTIPLE WRITE-UPS CAN RESULT IN REMOVAL



- I UNDERSTAND THAT I HAVE 15 MINUTES TO PACK AND LEAVE IF I AM REMOVED
- I UNDERSTAND THAT ITEMS LEFT AT OUR FACILITIES ARE CONSIDERED ABANDONED AND WILL BE DISCARDED

### **Sponsorship**

- I AGREE TO SECURE SPONSORSHIP WITHIN 48 HOURS OF MY RESIDENCY.
- I AGREE TO ACTIVELY WORK WITH MY SPONSOR AND TO FOLLOW THEIR PRECISE DIRECTIONS
- I AGREE TO TAKE ANY COMPLAINTS OR CONCERNS TO MY SPONSOR AND THEN MY HOUSE MANAGER.
- I AGREE TO NOT USE MY FAMILY OR FRIENDS AS A SPONSOR.