

Trapping Brook House



Resident Handbook

The Trapping Brook Community Residence is a certified facility by the State of New York. It is a residence for those in early recovery from substance abuse. The governing Board of Directors of Trapping Brook House has sole responsibility for the administration and operation of the facility in accordance with the guidelines as outlined in section 375 Part 8 of the New York State Mental Hygiene Law.

The Trapping Brook Community Residence Program attempts to help its residents through the transition of rehabilitation to independent living. We stress individuality, responsible living, and personal growth; through our structured program we provide the environment for this transition.

By providing a supportive environment, encouragement, and guidance around vocation, family relationships and social-recreational skills, Trapping Brook House (from here on referred to as TBH) hopes that its residents will develop life patterns which are supportive of recovery. TBH believes that substance abuse is a disease that can be treated when individuals share concerns and lend and receive support from each other. The emphasis at TBH is the development of coping skills for all life situations.

If you have any issues and or concerns, please feel free to talk with your counselor to find a resolution. If you feel that has not resolved the issue please speak with Justin Horton, Director of Residential Services. If you still feel your issue has not been resolved, you may contact William Penman, Executive Director. Also, feel free to contact the OASAS Patient Advocacy Unit at 1-800-553-5790.

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This handbook is intended as a guideline for residents of Trapping Brook House. While every effort has been made to include major rules and regulations, it is not possible to anticipate every situation and circumstance. Therefore, the absence of a given behavior or activity within these pages should not be interpreted as license to engage in such behavior. Residents failing to follow reasonable requests / directives from any staff will be subject to disciplinary action.

**YOUR RIGHTS AS A RESIDENT:  
EVERY RESIDENT HAS A RIGHT TO.....**

- An individually designed recovery plan based on individual needs.
- Considerate and respectful care
- Knowledge of the facility rules and regulations that apply to conduct as a resident.
- Receive services from staff who are competent and of sufficient number to provide services adequately.

- Protection from personal involvement with staff, including but not limited to sexual relationships.
- Be treated in a way which acknowledges and respects cultural identity.
- Examine and receive an explanation of bill, regardless of source of payment.
- Reside in a facility that is maintained in good repair and sanitary condition.
- Access to adequate nutrition and to necessary health care services
- A maximum amount of privacy consistent with the effective delivery of services. This includes, but is not restricted to, privacy of person, of personal belongings, and of communications.
- Object to conditions at the facility and the right to a reasoned prompt response from facility management
- Complain to the staff and obtain information from the facility about how such complaints may be filed.
- Be informed of his continuing health care requirements following discharge.
- Be informed of the need for transfer to another facility and the alternatives to such a transfer.
- Be treated by staff members whose competence is unimpaired by disease or condition.

A resident's right to retain his personal belongings upon admission to a residence shall be respected. The Director of Residential Services, for reasons of safety, sanitation or security may take temporary custody of a resident's money or personal property upon issuance of a receipt detailing the property held. In such cases, any money and property received and held for a resident shall be held in trust on his behalf. All drugs and any objects, the possession of which is illegal, shall be dealt with as provided in residence policy and not be held in trust. Alcoholic beverages shall be disposed of and not returned to the resident.

The Director of Residential Services may take temporary custody of a resident's personal property until turned over to family, friends, or other persons. In such a case, the Director of Residential Services shall issue a receipt to the resident and the person turning over said possessions. Additionally, items that go unclaimed for more than 30-days after discharge are discarded.

### **Resident Responsibilities:**

1. To treat other residents and staff with dignity and mutual respect regarding their personal rights.
2. To participate in the development of and follow through on the Individualized Recovery Plan.
3. To participate regularly in the Community Program.
4. To participate in the daily housekeeping responsibilities of the house.
5. To assume responsibility for the safekeeping of personal property.
6. To assume responsibility of the care and safekeeping of Trapping Brook House property and the property of other residents.
7. To discuss with staff any dissatisfaction with the Recovery Plan and/or the services, staff, facility, or policy.
8. To follow any reasonable request or directive from staff.

## **Trapping Brook House Staff Responsibilities**

1. To provide a supportive and goal-directed living situation to persons diagnosed with substance abuse disorder so they can maintain and develop a lifestyle of quality sobriety.
2. To provide a transition and ongoing care plan to residents from referral to successful completion.
3. To provide counseling staff who: assist residents in identifying and defining needs and problems, develop an Individualized Recovery Plan, make referrals to appropriate agencies, coordinate services, provide counseling, and case management, and review untoward incidents within the House.
4. To treat residents with dignity and respect for personal rights, including confidentiality and reasonable privacy.

## **RESIDENT COOPERATION AND COMMITMENT POLICY**

Being admitted to TBH is a privilege extended to those who realize that they have a substance use disorder issue and are sincere in their desire to do something about it. The program is one based upon self-discipline and the self-help peer group.

The length of your stay is affected by many variables, including progress and future plans. This is not a jail or institution; it is your home.

Being a recovery-oriented facility, it is necessary to have guidelines and requirements to help you achieve your goals during your stay here. Applications will not be considered for residency until the eligibility requirements are met in full.

Residents will be working in close cooperation with TBH staff and will be expected to follow all scheduled activities and assigned tasks unless an approval for change is received from the Director of Residential Services. Remember you are here as a result of a substance use disorder. If you make an honest effort toward recovery, you are most welcome.

## **ALCOHOL AND OTHER MOOD-ALTERING DRUGS**

Use of alcohol and other mood-altering chemicals on or off premises is strictly prohibited. Any resident who returns to using alcohol and/or other mood-altering drugs (except for a responsible use of medication under a physician's care) may face immediate discharge.

The resident authorizes and gives consent to the Director of Residential Services, House Manager, and/or appropriate staff to perform any chemical test necessary for determining alcohol and drug use at any time. This includes urine screens, mouth swabs, and breath testing. The resident will sign a release form for a medical lab to screen the sample.

Residents may be tested on both a random basis and with cause. Residents suspected of use will be required to test. All residents returning from passes will be required to test. Residents returning from such passes are to wait in the dining room area (or within view of staff if requested) until they can provide a urine screen. Refusal to submit to a requested screening may be grounds for disciplinary action.

## **PROGRAM**

Each resident entering TBH will be required to participate in each of the following:

- Establishing an individual plan for long- and short-term goals and participation in that plan (refer to the My Plan document)
- Outpatient counseling with the Allegany Council on Alcoholism and Substance Abuse (ACASA) as required
- Weekly therapy groups
- Support / self-help groups of some type
- Weekly Resident House Meeting

## **GENERAL BEHAVIOR GUIDELINES**

Residents should always be considerate of fellow residents and of staff. Excessive profanity, potentially offensive topics, racial slurs, inappropriate sexual conduct, or conversation and loud or disruptive behavior should all be avoided. Verbal and physical abuse will not be tolerated. While out in the community, residents should remember that their behavior is a reflection on the house as a whole and on every resident within it.

## **IN-HOUSE ASSIGNMENTS**

This house is your home, as with any home daily chores must be done for maintenance and upkeep of the house. Chore assignments will be made and coordinated by the Housekeeper. Keeping the premises clean and orderly is an obligation you assume upon admittance and a responsibility you will be held to. All residents are assigned various housekeeping duties, and this rotates on a biweekly basis. Staff will make every effort to accommodate medically verified physical limitations when assigning chores / meals.

Residents are also encouraged to mow the lawn, remove snow from the driveway, shovel the walk, and help in the general upkeep of the grounds for volunteer hours.

Residents may not have another resident cover their chore or meal simply for a leisure or volunteer pass. (Exception is made for weekend passes.) If a resident will miss an assigned chore or meal due to a legal, medical or outpatient appointment, he must have another resident cover the chore. Please note that a resident who signs up to cover another's chore is then responsible for satisfactory completion of the chore and is not permitted to have a third resident cover the chore to go on pass himself. Residents assigned to two-person jobs are permitted to have their partner sign for the chore.

## **PERSONAL HYGIENE, GROOMING & DRESS**

In consideration of others as well as oneself, personal cleanliness must be a priority. An important part of any rehabilitation program is personal hygiene.

- The residence provides facilities for personal upkeep and hygiene.

- It is the responsibility of each individual to know their schedule and be ready each morning.
- Residents who persist in failing to maintain an appropriate level of personal hygiene will have this called to their attention with improvement expected.
- When showering, please consider the needs of others and keep showers to a reasonable length.
- Hats, hoods, bandanas, and other head coverings should not be worn during mealtimes. In keeping with our non-discrimination policy, leeway may be given for headgear of a verifiable religious nature.
- Hair, mustaches, and beards are to be neatly trimmed and kept clean.
- Dental hygiene should be tended to and maintained daily.
- Residents are expected to maintain a neat appearance and are expected to dress appropriately within the facility, and in all other situations. Inappropriate clothing includes but is not limited to clothing with holes that reveal areas normally considered private; clothing which advertises or promotes drug, alcohol, or tobacco use; clothing that contains sayings or drawings of a sexual nature. Residents will be required to change clothing deemed inappropriate by staff.
- Overall personal upkeep is expected from each resident. Treat your body with care and respect.

#### **KITCHEN PRIVILEGES AND MEAL ASSIGNMENT GUIDELINES**

- All meals are planned and prepared daily under the direction of the Housekeeper.
- No switching meals unless approved by the Housekeeper or House Manager.
- No resident is to be in the food storage areas unless this is part of their assigned chore or duty.
- Residents will be assigned at least one meal per week unless physical limitations interfere. The meal schedule is changed on Sunday mornings for the upcoming week and hangs on the refrigerator and on the bulletin board in the dining room. Issues with the schedule should be brought to the Housekeeper.
- The residents assigned pantry duty are responsible for getting out any food necessary for meals beforehand. The menu should be followed, and any deviations need to be discussed with the Housekeeper or House Manager.
- Gloves must always be worn while preparing or serving meals, handling food, and washing dishes.
- Sleeveless shirts are not permitted in the kitchen area when preparing food.
- On meals designated "To Each His Own," residents are responsible for preparing their own food and cleaning up any mess—this includes washing all dishes, wiping down countertop, microwave, etc. "To Each His Own" meals should be prepared and eaten no earlier than an hour before and no later than an hour after the regularly scheduled time

for a given meal. (For example: if lunch is normally served at 11:45 a.m., a “to each his own” lunch should be eaten between 11:45 a.m. and 1:45 p.m.)

- Leftovers may be reheated for “To Each His Own.” The resident who uses the last of a leftover item is responsible for washing and putting away the storage container. Do not leave less than a reasonable serving in a container simply to avoid washing it.
- Leftovers are not to be used as snacks.
- Light snacks are available to residents in their individual snack boxes; no food reserved for upcoming meals is to be used. Under no circumstances is food to be taken from the freezers or storage area—**this includes leftovers.**
- No snacking / eating after 10PM
- It will be each resident’s responsibility to follow a nutritional dietary regimen.
- Residents are permitted to purchase 1 (one) single serve food or drink item for themselves.
- There are readings and a prayer before breakfast and dinner. All residents must be seated, quiet and respectful during the readings.
- Residents are expected to sit at the table for fifteen minutes during the readings and prayer whether they are eating or not (this is applicable to breakfast and dinner).
- No food is allowed upstairs. Only drinks with resealable lids are permitted upstairs.
- Eating is NOT permitted in the agency vehicles. Only drinks with resealable lids are permitted in the vans at any time.
- Residents should be cognizant of what they are eating and drinking, being as they are randomly drug tested while residing at Trapping Brook House.

## **RESIDENT ROOMS**

- Each client is responsible for having his bed properly made and room cleaned daily (see job descriptions for time deadline). Dirty clothes are to be kept in the laundry basket provided. Clean clothes are to be neatly put away. Books and papers are to be neatly stored. All drawers and closet doors are to be kept closed. Bed linens are to be washed weekly. Windows are to be cleaned weekly inside and out.
- Due to heating/cooling costs, windows in resident rooms and throughout the house should be kept closed unless prior permission is granted by staff.
- No items are to be hung on walls or doors with nails, screws, thumbtacks, command strips, or anything else that can cause damage to the wall. Recovery and / or Family oriented items may be hung on corkboard.
- Lights and electrical equipment are to be off when no one is in the room.
- Each client must be courteous about the use of radios and other audio equipment.

- No food is to be eaten or stored in resident rooms at any time.
- No resident is to be in another resident's room unless the resident of that room is present. This is without exception.

## **ROOM SEARCH**

Rooms are subject to search by the Director of Residential Services or appointed staff. Every effort will be made to notify the resident prior to search. When possible, the resident will be present at the time of search, but staff has the right to search any room at any time. Searches will be performed on both a random basis and when suspicious behavior has been observed. Items found during room searches may lead to disciplinary action and/or discharge. Any confiscated items will be placed in the Counselor's office, the Director's office, or discarded.

## **NICOTINE POLICY**

Nicotine is treated as a drug like any other. It will be addressed on your treatment plan along with all other substance use disorder concerns. Please see Nicotine Contract for further details about how TBH handles this. Please be aware of the designated tobacco area.

## **WEAPONS**

Weapons and any accessories or ammunition thereof are not permitted on the premises. This includes but is not limited to guns, bows, crossbows, swords, knives (including pocketknives). If you have any of these in your possession, they will be stored for the remainder of your stay and returned to you upon completion or discharge from the program.

## **SLEEPING HABITS**

Establishing regular sleeping habits has been proven to be an important factor in recovery. The normal period for sleep is after Community Residence obligations are completed (meals, chores, appointments, meetings, etc.). If a resident has a health issue, he should speak with staff to get permission to rest or nap. Excessive requests to lie down during the day may result in referral to ER or doctor for medical attention. Napping for a brief period is acceptable versus sleeping all day.

Residents are required to sign in each morning. At this time, residents should be **showered, dressed and ready** for their day. Sign-in times are as noted below:

- Sign in on weekdays (Mon-Fri) is at 7 a.m.
- Sign in on Saturday is generally at 9 a.m. May occasionally be earlier due to activity schedule. Notice will be given of this change.
- Sign in on Sunday and Holidays is at 10 a.m.

Lights out is at 10PM, Sunday through Thursday. On Friday and Saturday nights (as well as nights before a holiday), residents are permitted to stay up until 1AM. At 'lights out', residents are expected to be in their rooms, in bed, with lights out. Residents are required to **stay in their**



**bedrooms throughout the night.** If it is necessary to get up to use the restroom, residents should be courteous of their roommates and should return to bed as quickly and quietly as possible. If a resident needs medical attention during the night, he should seek out staff immediately.

All doors to Trapping Brook House will be locked at 10PM.

Residents who leave the facility at night for any reason may face disciplinary action, including discharge.

### **TELEVISIONS:**

Trapping Brook House has three televisions (located in the living room, dining room, and weight room) for residents to watch programming and movies.

Can be used Sunday – Thursday

- 3PM – 10PM
- Cannot be used unless chores and meals are done.

Friday

- 3PM – 1AM
- Cannot be used unless chores and meals are done.

Saturday, Sunday, and holidays

- Anytime
- Cannot be used unless chores and meals are done.

Exceptions may be granted at the discretion of Counselors, House Manager, and the Director.

- Residents may have a radio in their room. Residents should be courteous of one another when using radios and other audio equipment. Audio equipment should be turned off when residents leave their rooms.
- If use of radio or other audio equipment in a resident's room creates problems the Director of Residential Services or the staff on duty may ask that the equipment be removed from the room for a period up to and including the length of the client's stay. Storage will be provided for the equipment.

### **VIDEO GAMES:**

Permitted to use any day after 3 pm as long as chores and appointments are completed for the day.

### **VISITORS**

- Visitors are permitted at the discretion of the residents assigned Counselor. These visits should not interfere with any scheduled house activities. TBH cannot accommodate visitors / guests during mealtimes.

- Visitors must be alcohol and drug free (including tobacco), and not create a disruption with residents or staff. Any violations of this will lead to immediate expulsion from the premises.
- No two-headed purple people will be permitted on the premises without prior approval.
- A visitor is expected to *visit*; therefore, the visit should be on occasion and short-term.
- All packages and articles brought in by visitors are subject to search. Visitors will be requested to use only areas designated for visiting. Visitors are not permitted upstairs for any reason at any time.
- Visitors are required to sign in and out on the appropriate form near the bulletin board.
- Visitors may be asked to leave at any time at staff discretion.
- For additional guidelines, please see Visitation Policy.
- Residents may have family and friends briefly stop by Trapping Brook when delivering items (i.e., food, clothing, paperwork, personal belongings, etc.). A brief stop for delivering items should be 15 minutes or less and the visitors do not enter Trapping Brook. A visit is an extended time that is preapproved by clinical staff, allowing family and friends to stay with the residents for anywhere from 1-6 hours.

### **ABSENCE FROM THE FACILITY — SIGN OUT & PASS POLICIES**

All residents are required to sign in and out when leaving the premises. This is for your own benefit in case someone should need to contact you, or an emergency arises. Residents must sign out whenever they leave the premises, whether accompanied by staff or not.

When attending outpatient appointments, residents are to sign out when leaving TBH and not leave the clinic premises until their transportation arrives. Residents who do leave the premises without permission are considered AWOL and may face disciplinary action, including discharge.

Residents who are leaving the facility without staff supervision must fill out a pass. All passes should be scheduled around house duties. Residents may swap their chore or meal to go on a weekend pass. Chores may also be swapped with peers for court or medical appointments, and other circumstances as explained in the chore section of this book. Although, in both instances the swap should be preapproved by clinical staff.

Residents may go for a walk without filling out a pass. However, walks without passes are limited to the length of Trapping Brook Road from our facility to the stop sign on E. Dyke St. (the “four-lane”). Residents are permitted to walk only toward town, not “up the road” from TBH. Residents are not permitted to leave the road or to trespass on private property along the road. Residents should walk on sidewalks where available and face traffic on portions of the road where no sidewalk exists. As with any outing, residents on walks should keep in mind that their behavior is a reflection upon the house as a whole and act accordingly.

Additional pass rules and procedures are outlined below.

#### **For the first 30 days of residency**

A resident may request to go on a walk down the street of the facility (Trapping Brook Rd). A resident may also request a short-day pass if they are complying with all house rules and chore

responsibilities. These passes are limited to 2 hours and must be approved in writing to their counselor, house manager, or director.

### **After the first 30 days of residency:**

A resident may request a weekend pass. Request is to be made in writing to their Counselor. The pass the request must be made to the Counselor by 3p.m. the preceding Wednesday. Generally, residents are limited to one weekend pass per month.

#### **NOTE: A REQUEST FOR A PASS MUST INCLUDE:**

- A detailed schedule of activities with the time they will be performed.
- Address of anticipated whereabouts
- Contact information for the person you will be with.
- The time the resident will leave and return.
- For weekend passes or partnered chores: name / signature of will cover the chore and / or meal.

**Passes are a privilege, not a right.** They are earned through cooperation and merit regarding adherence to the program. The staff of TBH reserve the right to refuse or revoke any pass at any time.

If a resident is for some reason unable to return to Trapping Brook House at the time specified on his pass, it is his responsibility to contact staff on duty. He can do so by calling 585-593-1920 and choosing option 1 or calling the staff mobile phone at (585) 968-1482. Chronically returning late from passes (even with notification), may result in pass restrictions and additional disciplinary action.

### **TRANSPORTATION**

Trapping Brook House will provide transportation to all outpatient meetings, to self-help meetings regularly attended by the house, to in-town volunteer obligations, to in-town doctor's appointments, etc. Whenever possible, Trapping Brook House will provide out-of-town transport for court, medical or DSS reasons.

### **FINANCIAL**

Residents are urged to establish savings accounts and to make regular savings a habit. Such accounts will enable residents to acquire the necessities, lodging, food, and transportation when returning to the community. The per diem rate for room and board and programming will be established annually. Detailed explanations of all expenses are available upon request.

All clients have the right to an explanation of their statement of charges, if any, regardless of the source of payment. Clients having any questions about their fees or having difficulty in making payments are asked to bring this to their counselor's attention and adjustments may be considered. Charges for required testing procedures (i.e., blood, urine, or psychological), or prescription medications that are not covered by insurance will be your responsibility. Please note that failing to meet your financial responsibilities may result in discharge.

## **CONFIDENTIALITY**

Residents may be assured that TBH abides by the rules of the New York State Office of Addiction Services and Supports (OASAS). The records are secured, and the staff understand the importance of confidentiality. If a resident requests that information be released on his behalf, he must sign appropriate consent forms. Under some circumstances it may be necessary to transmit information to another agency or person as part of his rehabilitation and the resident may be requested to sign a consent form.

Within the facility, case record information may by necessity be shared among staff but will not be relayed to other residents.

## **MEDICATION**

Only medication prescribed by the resident's physician and certain over the counter (OTC) medications will be permitted for use.

- Upon entrance to the facility, residents will turn over all prescription and non-prescription medications to staff. Medications will be kept in the Med Room and may be taken only under the supervision of staff. Exceptions will generally be made for topical (external) medications such as creams, lotions, etc. and where otherwise necessary to be kept close at hand (inhalers, epi pens, etc.). Such medications still must be logged in the resident's file.
- Residents are not to purchase over the counter (OTC) medications or supplements without prior approval from their physicians. OTC medications / supplements are to be kept in resident basket and taken with guidance of staff. These should be signed for on resident's OTC med sheet.
- TBH does keep some OTC meds on hand for resident use. These are kept in the med room and may be used under staff supervision. However, residents who are deemed to be taking excessive amounts of OTC medication will be referred to the House Nursing Staff and to their primary care person for evaluation.
- Residents are not permitted to pick up their own prescriptions. If possible, residents should instruct their physicians to use Upstate Pharmacy during their stay at TBH for staff's convenience in picking up prescriptions.
- The facility will not be held responsible for residents who abuse any medication, prescription or otherwise.

## **PERSONAL ARTICLES**

An inventory of personal belongings will be done by a staff member upon resident admission. Residents are strongly encouraged to store any valuable items in the office safe. TBH will not be held responsible for residents' articles of value. Use of the safe may be requested by asking the Director of Residential Services or Counselor.

When any resident brings a bag, package, or article onto facility property they are responsible for bringing it to the staff on duty to have it inspected and placed on their inventory sheet. For safety, sanitation, and security, contents of packages must be checked. If a resident does not bring packages to staff on duty, they will be subject to disciplinary action, including discharge.

Residents who are unable (for whatever reason) to remove their belongings upon discharge are advised that TBH will make every reasonable effort to hold those items for 30 days from date of discharge, after which they will be discarded or donated as Housekeeper deems appropriate. TBH provides this service as a courtesy and does not assume any responsibility for any loss or damage to property left behind by departing residents.

## **AUTOMOBILE/VEHICLES**

Residents of TBH may not keep personal automobiles or other motor vehicles at the facility. Those residents with motor vehicles are advised to make arrangements to store vehicles while in the program.

Under no circumstances will residents be permitted to drive TBH owned or staff vehicles.

## **TELEPHONE AND CELL PHONE PRIVILEGES**

- No collect calls will be accepted on any Trapping Brook House number.
- Residents are permitted to use the Trapping Brook House landline, located in the downstairs hallway. Each resident is limited to three phone calls of fifteen minutes or less per day. These calls must be made over a reasonable time—for example, two or three calls may not be combined into one 30-45-minute call. Calls lasting less than fifteen minutes count as one full call toward the three-call limit.
- Residents will not make or receive calls on office telephones except in the case of an emergency (to be determined by staff members).
- Only emergency calls are permitted between the hours of 10PM and 7AM. The telephone is not to be used during Trapping Brook House groups, meals, or during community residence scheduled activities.

## **EXPENSES**

TBH provides room, board, and programming. The residence provides laundry facilities for sheets, towels, washcloths, pillowcases, and resident clothing. Residents are welcome to purchase their own laundry detergent, but this is provided.

For residents in financial need upon admission, some personal hygiene products may be provided. Once a resident is in receipt of Personal Needs Allowance or other funding, he is expected to cover these needs himself.

Residents are responsible for the following:

- Medical or health services
- Local services
- Dental services

- Clothing
- Personal hygiene products

## **COMMUNITY AND RECREATIONAL SERVICES**

|                     |                                                                                                                                                                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Church Services:    | Area services are posted on the bulletin board.                                                                                                                                                                                                  |
| Wellsville Library: | Hours are posted on the bulletin board.                                                                                                                                                                                                          |
| Movies:             | As advertised in the local papers.                                                                                                                                                                                                               |
| AA / NA             | All area meetings are listed on bulletin board/ Support groups                                                                                                                                                                                   |
| House Activities:   | Upcoming activities are posted, and residents are expected to participate unless otherwise excused by director or counselor. Activities vary but have included softball, bingo, movies, bowling, county fair, balloon rally, and shopping trips. |

## **NON-DISCRIMINATION POLICY**

This facility will provide service to clients without regard to their race, creed, color, ethnic heritage, national origin, sex, sexual preference, age, financial status, sex-offender status, handicap, or arrest record. Whenever possible a client's specific characteristics, such as race, ethnicity, or sexuality, will be taken into consideration in providing services to make such services more effective and appropriate to the client.

## **TERMINATION AND DISCIPLINARY ACTIONS**

### **Immediate Termination may include but is not limited to:**

1. Failure to abstain from all mood-altering drugs (except by Physician's prescription) and alcohol.
2. Failure to comply with staff request for urine sample and/or any test to determine presence of alcohol or drugs.
3. Failure to turn over all guns, weapons, and knives to the Director for safe keeping.
4. Physical abuse.
5. Sexual activity between residents on Trapping Brook House property and/or sexual activity between residents and staff.
6. The committing of or conviction of a crime committed during residency in Trapping Brook House.
7. Theft of any property (a safe is available for money and valuables of residents.)

### **Termination may also include but is not limited to:**

1. Failure to participate in counseling as required by Treatment Program (missing appointments).
2. Failure to attend all scheduled programming unless given staff permission.
3. Failure to follow through with your Recovery and Plan (i.e., participating in groups, etc.)

4. Failure to complete-on time –any in-house job assigned.
5. Failure to obey all designated curfews unless permission was previously granted. (Any prolonged absence without notification can result in termination at staff's discretion.)
6. Failure to be responsible for financial obligations to Trapping Brook House.
7. Abusing visiting privileges. Any legitimate requests will be considered. Courtesy toward other residents regarding the noise level should be observed.
10. Use of ANY tobacco products is prohibited on ACASA property—this includes TBH and the outpatient clinic.
11. Repeated rule violations and numerous written warnings or any other activity that adversely affects residents, Trapping Brook House or Allegany Council on Alcoholism and Substance Abuse staff.

**OTHER DISCIPLINARY ACTION MAY BE TAKEN BY STAFF FOR THE FOLLOWING, BUT NOT LIMITED TO:**

1. Failure to keep room clean and make bed daily.
2. Failure to bathe daily and maintain a generally neat appearance. (Shirts and shoes or slippers must be worn while in house, no bare feet or bare chest.)
3. Failure to be courteous to others when talking, using stereo, TV, radio etc. in houses (suggested action: lose stereo or TV privileges for one week).
4. Verbal Abuse, toward residents or staff.
5. Failure to follow any reasonable directive/request made by staff.

**RESIDENT MEETINGS & CONCERNS**

Each weekday, residents are to attend a morning meeting which provides an opportunity to discuss any issues or problems within the house. Additionally, there is a weekly resident meeting on Wednesday mornings at 7:30AM, immediately following morning check-ins. This time is given to residents and staff as an opportunity to review and resolve any ongoing issues. Residents are also encouraged to bring questions or concerns to their Residential Counselor or to appropriate staff at any time.

**JUSTICE CENTER**

The Justice Center is committed to supporting and protecting the health, safety, and dignity of all people with special needs. The Justice Center investigates allegations of abuse or neglect of individuals with special needs. The Justice Center provides advocacy and support for those receiving services and their families and personal representatives. Find more information at [justicecenter.ny.gov](http://justicecenter.ny.gov)

Questions contact 1-800-624-4143

**CONTACT INFORMATION**

Residence address / phone number:  
Trapping Brook House  
3084 Trapping Brook Rd.  
Wellsville, NY 14895  
585-593-2627

By signing my signature below, I acknowledge that I have read or have had read to me, the resident Handbook regarding policies and procedures at Trapping Brook House.

By signing my signature below, I understand and agree to abide by and follow all rules and requirements of the program. I understand my rights and responsibilities as a resident of Trapping Brook House.

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Resident's Signature

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Date

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Program Staff Signature

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Date