

# SEK RECOVERY HOUSING



A PILOT PROJECT of  
SEK Recovery Resources  
Thru Thrive Allen County

## PROGRAM GUIDELINES AND RESOURCE MATERIALS

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**THRIVE**  
ALLEN  
COUNTY

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### SEK Recovery Housing

16 N Buckeye

Iola, KS 66749

Thrive Office: 620-365-8128

House Office: 620-380-6008

[www.SEKrecovery.org](http://www.SEKrecovery.org)



# SEK Recovery Housing

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### ADD-ONS

- Medication Form
- Move In / Out Form

UPDATED 07.30.2023

## SEK Recovery Housing



### What is the SEK Recovery House?

SEK Recovery House model is a family-like living environment free from alcohol and drug use. It is centered on peer support and community connection for sustained abstinence and recovery-oriented support from substance use disorder.

The SEK Recovery House is a peer-led social model of recovery, for residents affected by and seeking recovery from substance use disorder (SUD) and/or opioid use disorder (OUD). This project is funded in-part by HRSA's RCORP Implementation III grant awarded to Thrive Allen County on behalf of the Southeast Kansas Substance Misuse Prevention Coalition in September 2021 and through community volunteers and donations. The coalition funding area consists of the following counties in Southeast Kansas – Allen, Bourbon, Coffey, Neosho, Wilson, and Woodson. The SEK Recovery House follows best practice standards of the National Alliance for Recovery Residences (NARR) to become a certified housing program.

The first SEK Recovery House opened in Iola, KS March 2022 and is currently zoned for up to 5 residents. The HRSA RCORP Implementation III Program Director and Data Collector, April Jackson, serves as the SEK Recovery House Program Director. Charlie Harding serves as the Peer Mentor and Recovery House Manager. Program oversight is provided by the SEK SMP Coalition's Recovery workgroup steering committee. Eligible residents are accepted by application and must have completed a 28–30-day in-patient treatment program for SUD/OUD within the preceding six-nine months. Residents may also be approved if they are currently enrolled in Outpatient (IOP/OP) therapy services for SUD/OUD or have completed IOP/OP services within three months; need safe housing; are seeking evidence-based recovery support services; are willing to become employed and transition into more permanent housing within the SEK SMP Coalition service area. SEK Recovery Housing is:

- ❖ A Peer-Run recovery residence and after-care resource
- ❖ On-site Program Director, Recovery House Manager, and Peer Mentor
- ❖ Community resource for evidence-based recovery support
- ❖ 12-step fellowship/faith-based/service-based peer support group supported

### SEK Recovery House Mission

To provide a safe, secure, and healthy living environment that promotes abstinence-based pathways of recovery - improving one's physical, mental, spiritual, and social wellbeing. To provide peer recovery support to individuals during and after SUD/OUD treatment, as they transition to living independently and productively in their chosen community.

### SEK Recovery Housing Location and Contact Information

The physical house address is 16 N Buckeye St., Iola, KS 66749.

Residents are strongly encouraged to set up a local PO Box to receive mail. After move-out, mail will only be held for 2 weeks, then will be returned to sender. **Residents may receive mail/packages at SEK Recovery Resources: 16-1/2 N Buckeye St., Iola, KS 66749.**

Program Director, April Jackson. april@thriveallencounty.org, Thrive O: 620-365-8128  
Direct Line: 620-380-6823 Recovery House Office Phone: 620-380-6008

# SEK Recovery Housing

## House & Community Guidelines

Please observe the following guidelines of conduct while on the RH property.

- No trading, supplying, or using non-prescribed mood/mind-altering substances, THC-gummy, THC, vape/dabs, alcohol, prescription drugs, and illegal/illicit drugs of any type are NOT allowed anywhere on the property.
- Guests are expected to leave by 10pm, unless by prior approval.
- House quiet hours are from 11pm to 6am – Inside AND Outside.
- Guests and visitors are NOT allowed upstairs - it is for residents only.
- Public Guest/Visitor common areas are limited to the MAIN LEVEL ONLY.
- No weapons, firearms, knives, etc. are allowed on property.
- No vaping/smoking in the house. Respect entry areas and do not smoke within 10 feet of the doors. Discard cigarette butts in designated trash containers.
- Harassment, sexual misconduct, violence towards others, stealing from or theft of house and/or resident personal property will be reported to law enforcement.
- Service Animals are limited to dogs only. See Program Director for information.
- Participation in the Recovery House community rooms and events are voluntary. Residents and guests are FREE to leave at any time.
- Community rooms are available to be RESERVED for events - see Director.
- NO overnight guests/visitors are allowed in community rooms.
- SEK Recovery House is not responsible for accidents or any lost or stolen items.
- If there is an Emergency, call 911, and then notify the Program Director as soon as possible.

Guests/Visitors violating any of the above guidelines, threatening violence, being vulgar, or exhibiting inappropriate public behavior will be asked to leave the property by RH staff or residents. Law enforcement will be notified for no trespass orders if warranted.

Please contact the Program Director with any questions or concerns.

{Program/House Director: April 620-238-9237}

\*\* By your signature below, you acknowledge awareness and understand personal liability of these Community Guidelines as a guest, volunteer or visitor on the recovery house property.

\*\* Signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

RHR Initials \_\_\_\_\_

# SEK Recovery Housing



## NARR CODE OF ETHICS for STAFF, VOLUNTEERS and RESIDENTS

Operators and staff of residences certified as meeting NARR standards shall value and respect each resident and put everyone’s recovery strengths 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 strengths and needs and determine whether the level of support available within the residence is appropriate. Aid the residents with appropriate referrals.
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. Honor individuals’ rights to choose their recovery paths within the parameters defined by the residence organization.
6. Protect the privacy, confidentiality, and personal rights of each resident.
7. Provide consistent and uniformly applied rules.
8. Provide for the health, safety and welfare of each resident.
9. Address each resident fairly in all situations.
10. Encourage residents to sustain relationships with professionals, recovery support service providers and allies.
11. Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff and visitors within the residence.
12. Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.
13. Provide consistent, fair practices for drug testing that promote the residents’ recovery and the health and safety of the recovery environment.
14. Provide an environment in which each resident’s recovery needs are the primary factors in all decision making.
15. Promote residence with marketing or advertising that is supported by accurate, open and honest claims – protecting individuals rights to decline any public advertising without anonymity.
16. Decline taking a primary role in the recovery plans of relatives, close friends, and/or business acquaintances.
17. Sustain transparency in operational and financial decisions.
18. Maintain clear personal and professional boundaries.
19. Operate within the residence’s scope of service and within professional training and credentials.
20. Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community at large.

The Code of Ethics must be read and signed by all those associated with the operation of the recovery residence: recovery residence owners, operators, staff, volunteers, AND residents. Individuals subject to this code are obligated to report unethical practices according to the reporting rules set forth by the affiliate.

By signing below, I affirm that I have read, understand, and agree to abide by this Code of Ethics and all SEK RECOVERY HOUSE guidelines as read, included, and received.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

SEK Recovery House – Iola, KS Date: \_\_\_\_\_

RHR Initials \_\_\_\_\_

# SEK Recovery Housing

## Program Guidelines

### Peer Mentor Support and Peer Navigators

Peer Mentor support workers, in the context of substance use, are people with lived experience of substance use and/or recovery who have completed specialized training to provide support. A peer mentor support/navigator is on-site and available to work with residents and community members to achieve recovery goals, help find resources and provide support to community members with substance use disorder, when needed or requested.

### Goals

Every resident is expected to work with the Peer Mentor and/or Program Director to establish recovery plans and goals within the first two weeks of residence.

### Housing Cost and Employment

Residents are encouraged to seek employment within the first week of residence. Residents are expected to contribute house fees in the form of paying rent. A deposit of \$50.00 will be charged and held until the residents' second paycheck, upon which it will be due with rent. The rent amount shall not exceed 30% of residents' weekly/monthly income. Utilities and Wi-Fi costs are included in the rent. Each resident is responsible for providing their own food.

### Transportation

Transportation within Allen County may be arranged via public transportation, 620-228-0463. Thrive provides a bike share program on-site for residents – ask about registration process. If a resident has their own vehicle, it shall be parked in the parking lot immediately south of the house. Electric bikes and scooters will be accommodated and found a reasonable place to be secured when needed.

### Discipline

Discipline actions may include loss of privileges, written warning, and eviction, at the discretion of the management. Verbal warnings will be provided to the resident for immediate corrective action. After repeated verbal warnings or the severe nature of a violation, a written warning will be given. If a resident receives a 3<sup>rd</sup> written warning, they will be asked to move out. If a resident is asked to move out, a waiting period of at least two weeks shall be considered, at the discretion of the Program Director, for re-entry. A clean/negative UA will be required for re-entry. A bedroom will NOT be held, if there is a waiting list. \*\* An ask to move-out does NOT mean the individual cannot participate in the recovery community rooms and programming. In fact, continued involvement is strongly recommended and encouraged. \_\_\_\_\_RHR Initials

### Conflict

All conflicts are expected to be brought to the attention of the Recovery House Staff, immediately. Conflicts do happen in recovery houses from time to time and learning to deal with conflict is a part of recovery. Violent and/or physical confrontations on property will result in eviction or referral to law enforcement when necessary.

### Provisions

Resident rooms have the basics: bed, dresser, and/or roller closet cart. Each resident room will be issued a set of bed linens (mattress cover, sheets, pillow, and pillowcase), 2 towels and 2 washcloths. A move-in/out checklist with a \$50.00 deposit will be held per resident for provided items. The deposit will be returned within 30 days after a move-out has occurred if all items are

## SEK Recovery Housing

accounted for upon move out. Common use items such as cookware, dining ware, cleaning products, toilet paper, trash bags, and hand soap will be provided in common use areas.

### Volunteer Exchange

Residents who are unable to secure employment, or have special circumstances, may volunteer in the community in exchange for housing fees. The hourly rate shall be calculated at the current federal rate for volunteer work \$\_\_\_\_\_/hr. **Hours worked each week do NOT roll over to the next week.** Residents that become employed are expected to pay their share of rent upon receipt of a second paycheck. The volunteer exchange program is limited to residents in the first 30days of residency, unless by prior approval.

\_\_\_\_\_RHR Initials

### Refunds

No Refunds will be issued to any resident evicted from SEK Recovery House for violation of rules. Any paid security deposits will be returned to residents in good standing who do not owe any other fees within 30 days of move out, if provided with a forwarding address.

### House Security

The recovery house doors and property are monitored 24/7 by cameras on the outside of the building. The back-office door, used by the Transportation department, is also monitored by camera from the inside. Carbon Monoxide and Fire Alarms are located on each floor. Random and periodic property searches are performed by drug detecting dogs and law enforcement. Residents will be held liable for any illegal items found and obtained during room searches, at the discretion of law enforcement and may lead to eviction from the recovery house.

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### Service Animals and Pets

Pets of any type are not allowed in the residence. Service animals are limited to Dogs only.

\*\* See **SEPARATE** Service Animals and Pets GUIDELINES.

### Furniture

Residents will not remove or move any furniture or fixtures from the house without the permission of the Program Director. Do not bring any furniture. All items in the house or hanging on the walls when a resident moves in are house property. Residents may bring family pictures or recovery items only and should be in free standing frames. No Furniture or wall hangings are allowed without permission of the Program Director. Notify the RH Manager if you are donating something for the common use of the house, with the understanding that the item stays after a move out. A resident will not be compensated for any items given to the house; however, it would be considered a donation, for which a receipt can be provided.

\_\_\_\_\_RHR Initials

### Medications

ALL resident medications are to be reported to management, securely locked-up and not shared with any other residents. A lock box is provided and is expected to contain all medications in the resident room. A list of medications should be kept current in the resident file with the RH Manager – See Medication Form. All narcotic/opioid medications are to be locked in a medication lock box located in the Program Directors office and shall be distributed by RH Staff to the resident as prescribed, when required. Medically Assisted Treatment (MAT) medications are considered prescription-based with close supervision by a case manager, medical physician, and/or psychiatrist. All medication changes need to be reported and documented with RH staff within 24 hours of prescription being on Recovery House property.

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## Room Inspections

All resident rooms are subject to inspection daily, weekly, monthly and at random by RH staff for cleanliness and/or suspected drug use. The use of drug-sniffing dogs for property inspections is random and will include all rooms of the recovery house. This service is to guarantee the safety of the recovery house, its staff, and its residents against any drug-trafficking activity due to the openness of the community rooms and the general nature of temporary residences. Searches are to enforce the expectation of the recovery house as a SAFE and drug-free property.

## Kitchen and Refrigerator Spaces

The resident refrigerator and freezer space shall be shared by all residents. If there are food items that you do not want to “share” with your roommates, mark ALL items with your initials. Non-marked items is considered community food and free to everyone to use. Respect each other’s limited space for refrigeration/freezer. Each resident is given ONE plastic bin to keep personal items/groceries in to help with shelf spacing.

It is REQUIRED to clean the refrigerator once a month and dispose of old/rotten food items and clean the bins and shelving. Again, PLEASE be respectful of your roommates when cooking and cleaning up your preparation area as well as the stove area. Do not leave your dishes for others or “soak” while you are out the entire day.

The refrigerator downstairs in the “breakroom” office area is for RH staff only – it is NOT community use. Please do not use the downstairs refrigerator/freezer to store any items or fix any meals unless specific permission is given.

## Chores

Everyone is expected to complete daily, weekly, and monthly chores on a rotation schedule set either by the RH Manager or the Level 3/House Assistant. It is your responsibility to complete your assigned chores. Failure to do so will result in disciplinary action. It is everyone’s responsibility to care for the recovery house, its presentation to others, and the cleanliness of your living space. Cleaning community rooms can be used towards community service hours.

## Holidays

It is expected that all residents respect how each person chooses to celebrate – or not celebrate – holidays or traditions during the calendar year. All city codes/ordinances shall be consulted and followed regarding holiday specific celebrations- such as lighting fireworks within the city limits. Any actions by residents in direct violation of city ordinances will not be tolerated.

## Move-Out

If a resident is asked to move out, the resident will be expected to remove their personal property within 24 hours and shall plan timing with RH Staff. After a resident is asked to leave, they are not allowed to be in any resident area unsupervised without prior approval. All former residents are encouraged to stay connected to the recovery community and are welcome to participate in all community events on the property.

## Telehealth Access

A private room is reservable with a laptop computer and internet connection for a resident requiring access for medical and/or behavior health related appointments via telehealth. The RH staff can help any resident make necessary connections with existing providers. The recovery house does not offer treatment or health appointments of any type and do not have a private pay program available.



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### Drug and Alcohol Policy, Testing and Property Searches

Drug screening will be performed if substance misuse is suspected, upon ask, after any overnight stay and weekly at random. Methods used include Urinalysis, Mouth Swab, or Breathalyzer. IF there is a resident refusal to participate in the testing process at any time, the resident will be asked to immediately move out of the residence.

Resident rooms and Community rooms are subject to daily and random searches for alcohol, substances, and illegal contraband. Rooms will be checked daily or at random for cleanliness and medications. A personal property search will be performed upon move-in. Random and periodic property searches are performed by drug detecting dogs and law enforcement. Any positive “hits” from dog searches to personal property will be handled by law enforcement and may result in legal action against the resident, separate from any disciplinary action by recovery house management.

\*\* An ask to move-out does NOT mean any “former” resident cannot participate in the recovery community rooms or programming – continuation of involvement is strongly encouraged.

Non-Alcoholic beverages packaged and/or branded to appear like alcoholic beverage brands, such as O’Doul’s, Heineken, etc., are discouraged and are NOT permitted on recovery house property. \_\_\_\_\_RHR Initials

This Drug and Alcohol Policy’s primary purpose is to meet and set guidelines for SEK Recovery Housing. **The residents will agree to abide by the drug and alcohol policy as a condition of residency at SEK Recovery Housing.**

**PRE-ENTRY:** Means before request for residency is granted.

All person’s requesting residency in the house will agree and sign a Drug and Alcohol Policy before acceptance into the Recovery House, failure to sign a drug and alcohol-free policy will be recorded as NO ENTRY and the applicant will be refused residence. A Drug/Alcohol test will be given to each person requesting residency, to meet the guidelines set forth by the Governing body of SEK Recovery Housing. A negative drug/alcohol test is required, failure to provide a sample will be recorded as positive, and the request to reside at the Recovery House will not be granted.

**RANDOM:** Means random and unannounced.

Random tests must be unannounced and will be given to residents during their stay at the house. Upon failure to provide a sample or a negative drug/alcohol test, the resident will be asked to move-out from the House and will not be allowed reentry until a negative test is documented, at the discretion of the Program Director.

**REASONABLE SUSPICION:** Means reasonable behavior to indicate drug and or alcohol use.

Reasonable suspicion shall require residents to submit to an alcohol/drug test when the Recovery House Manager or Program Director has reasonable suspicion to believe that the resident has violated the prohibitions of agreement, concerning the use of drugs and or alcohol. The determination that reasonable suspicion exists will require the suspected resident to undergo a drug/alcohol test. Determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the suspected resident. Reasonable suspicion of all who appear to be under the influence of drugs/alcohol will be immediately required to submit to testing and may be asked to leave the residence until the resident is no longer under the influence.

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## SEK Recovery Housing

### **POST-ACCIDENT TESTING:** Means after an accident.

Post-accident testing applies to all residents. Residents involved in an accident while residing in house can be required to undergo drug/alcohol testing. At a positive test, the resident will forfeit their tenancy at the recovery house and will be required to move-out from the residence immediately.

### **SELLING OR SHARING:** Means distributing to another person.

Selling or sharing of prescription medication or illegal drugs and or alcohol to another resident will be seen as distribution and each party will be required to leave. Law Enforcement authorities may be contacted for removal, investigation and/or prosecution, if warranted.

### **ADULTERATION OF SAMPLE:** Means to in some way alter the drug test.

Selling, buying, sharing of urine or other additives for the purpose of altering a urine drug screen to indicate false-negative test indicates the residents desire to immediately forfeit their tenancy and move-out of the house.

### **TESTING SUPPLIES AND PROCEDURES:** Means to ensure transparency and continuity of procedure for every resident.

Supplies of drug testing include Urinalysis Cups, Breathalyzer and Oral Swabs with specific drug panels included per supplier, individually wrapped, and stored as recommended.

For all drug testing, Urinalysis (UA) is the preferred method. Males will be supervised and tested by another male; females shall be supervised by another female. In the event a male/male or female/female supervision cannot take place, a Saliva Swab Drug Screen shall be used. A positive result in either testing method will follow the same protocol.

### **Testing Procedure**

Drug testing supplies are stored according to manufacturer guidelines. UA cups and oral swabs shall be immediately used once the outer-storage bag seal has been broken.

Upon notification of required drug testing, residents shall present themselves to the testing location and supervisor, free from holding any urine adulterants or other contraband that may alter any test results or cause harm to the person supervising testing.

A resident will be given an appropriate amount of time to make a urine specimen. If there is difficulty in producing a sample within an hour of time, the resident may opt for an oral swab, provided they have not had fluids or objects in their mouth for at least 10 minutes prior to testing. If neither sample can be obtained in a reasonable amount of time, the supervisor may record and report the test as a failure.

### **Prior to entering the testing area, the supervisor shall examine the resident as follows:**

Visual confirmation of appropriate clothing (not bulky, multi-layers, belted). Perform a basic open hand flat-palm pat-down search of resident to include verification of empty pants pockets and/or cuffs, waist bands of pants or undergarments, empty shirt pockets, pockets of shoes or cuffs of socks, and removal of any bandanas or scarfs. Residents shall not wear any head gear or hats in the testing area. Once visual verification has been performed, the supervisor shall hand the testing cup and lid to the resident for them to obtain the amount of urine to complete the sample process. The resident shall place the lid on the cup and set it on the appropriate flat surface and exit the testing area. The supervisor shall secure the testing sample, read the results per manufacturer's direction, record result and notify the resident of status as required.

## SEK Recovery Housing

- **Positive UA test result:**
  - Resident may be asked to find an alternate location to stay until a negative drug screen is obtained – the immediate safety of all residents is priority.
  - 1<sup>st</sup> positive result: Resident will return to Level One and work with a Peer Mentor to complete Relapse Prevention programming, at the Program Directors discretion, or may be asked to move-out.
  - 2<sup>nd</sup> positive result: Resident may be asked to move-out, at the Program Directors discretion.

IF the resident disagrees with any positive test, the following shall occur:

- Immediate follow up test at either the CHC or ER labs dept., at the expense of the resident if the subsequent test is a positive.
- Immediately contact their Probation Officer for a follow up test, if applicable.
- Any request for drug testing shall be done at the local ER at the cost of the resident.

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### Resident Expectations

1. Total abstinence from alcohol, illicit drugs, marijuana, narcotic medications, and all other mind/mood altering substances that may alter judgement or consciousness.
2. ALL resident medications are to be reported to the RH staff and secured in a lock box and must not be shared with any other residents.
3. Agree to proper use of all Over-The-Counter (OTC) drugs and all prescription medications as prescribed.
4. Attend a recovery-oriented program: 12-step/faith-based/service-based fellowship of their choice, to achieve a minimum of **five** recovery contact hours per week. Contact hours must include at least ONE hour of recovery self-help/12-step meeting per week.
5. Obtain a recovery mentor(sponsor) and participate in recovery-oriented house/community activities.
6. Respect the rights, views, and property of other house residents.
7. Complete daily and weekly house chores - keep personal and community space clean. Contribute to daily chores and responsibilities of the recovery house as assigned.
8. Cannot have pending legal cases for, or convictions of, sexual offenses that require them to be a Registered Sexual Offender in any state.
9. Agree to alcohol/drug screening urine tests upon entry, random pick, and any suspicion.
10. Agree to not allow or to carry any firearms, knives, weapons, etc. in or any place on recovery house property.
11. Perform community service requirements, seek and obtain employment, and contribute to monthly living costs.
12. Sexual misconduct/harassment of any type towards others will not be tolerated and is a reportable offense, reporting to the lola Police Department.
13. Appropriate dress/attire is expected in all public areas of the recovery house property.
14. Must have all vaccinations up to date or in process of being updated, as recommended by local/state public health authorities.
15. Community spaces should be kept clean of personal items and trash daily.
16. Discipline actions may include loss of privileges, written warning, or eviction.
17. Non-Alcoholic beverages packaged and/or branded to appear like alcoholic beverage brands, such as O'Doul's, Heineken, etc., are NOT permitted on recovery house property.
18. Follow all house and community guidelines as provided.

# SEK Recovery Housing

## Recovery House Resident Fees

Payments may be paid weekly or monthly by cash or personal check and will be pro-rated for days of move in/out period. \$50.00 deposit; \$100.00/Week or \$400.00/Month

- MONTHLY Rent begins on the 1<sup>st</sup> of the MONTH for the calendar month days.
- WEEKLY Rent begins on Monday and is for the following 6 days, thru Sunday.
- Late fee assessed at rate of \$10.00/week unless on a prior payment agreement.

## Program Structure

Every resident is afforded the same rights, responsibilities, and consequences of their actions from their first day to their last day staying at the SEK Recovery House. Levels are outlined below as a guideline. They are a set of goals expected for residents to identify and achieve while on the pathway of recovery. Level terminology is used as a guide for surveying and/or reporting purposes. Each level builds upon the next level.

Level I Estimated length of accomplishment – minimum of 2 weeks.

- Curfew is 10PM Seven days of the week.
- No Overnight stays off-property allowed.
- Meets with Peer Mentor to outline goals for employment and length of stay at RH.
- Seek and obtain employment.
- Complete **1 \* hour** of community service **per week**. (3.5hrs for rent exchange)
- **Complete FIVE contact hours** per week of recovery programs (out-patient therapy, counseling, probation officer, drug court, peer mentor, 12-step meetings, church, etc.)
- Attend at least **ONE** recovery meeting per week.

Level II Achieve after Level 1 goals have been met, (approximately weeks 3-6 of residence)

- Curfew: 11PM Seven days of the week, unless by prior approval.
- ONE night of Overnight stay allowed off-property with 24-hour notice/prior approval.
- Continues to meet with Peer Mentor for goal setting.
- Continues to have **FIVE contact hours** per week in a recovery program.
- Continues to attend at least **ONE** recovery meeting per week.
- Find and build a relationship with a recovery mentor (sponsor); meets with weekly.
- Must be employed and current on rent.
- Complete 1 hour of community service per month.

Level III / House Assistant Achieve after Level 2 and with Peer Mentor recommendation.

- Curfew: 12:00 AM Seven days of the week, unless by prior approval.
- TWO nights of Overnight stay allowed off-property with 24-hour notice/approval.
- Continuous abstinence demonstrated for 3-6 months or more of recovery.
- Continues to build and maintain recovery network based on previous level 2 achievements.
- Continues employment, paying rent and community service commitments.
- Demonstrates recovery principles and healthy living to peers.

You will be issued a PIN for entry into the house and your bedroom door – do not share your number with others in or out of the house. You are free to choose a program of recovery that is appealing to you. Should you choose to not abide by these program guidelines during your residency, disciplinary procedures may lead to eviction from the housing program. Likewise, you may terminate your participation in the housing program at any time. By your signature below, you agree to abide by the SEK Recovery House program guidelines and understand this is an abstinence-based, service-oriented housing program designed for community engagement to enhance your recovery journey.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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# SEK Recovery Housing

RESIDENT FILE - NOTES & LEVEL CHANGES      NAME \_\_\_\_\_


SEK Substance Misuse Prevention Coalition - Pilot Project

RHR Initials \_\_\_\_\_

# SEK Recovery Housing

## Service Animals and Pets GUIDELINES

Pets, of any type, are not allowed in the residence. **Service animals are limited to Dogs only.**  
ONE dog per resident and requires the following:

1. A plan of how to financially care for dog and provide adequate food,
2. Must be “house-broken” (trained to urinate/defecate outdoors),
3. be spayed/neutered,
4. have current vaccination records,
5. shall be treated for fleas/ticks (in season),
6. have current DR order and/or certification as a service/emotional support provider, within 10 days of establishing residence at SEK Recovery House.

The resident will be responsible for picking up and thoroughly cleaning and disposing of its own dogs’ feces/urine at the time it is made – indoors and outdoors, using approved cleaning solutions and disposal materials – and while on public property according to local ordinances.

If the dog is unattended in the residents’ room and the house manager finds it to need additional security for the safety of the dog or property, the dog shall be kenneled in a humane society approved kennel, at the cost of the tenant. The dog shall not be kenneled for more than 4 hours at a time without care-taker interaction, access to water and access to relieve itself outside. If a resident asks another resident to temporarily provide care for their dog, it remains the owner’s responsibility for any damage incurred to the property or the dog itself.

Immediate removal of the dog and/or eviction of the tenant may occur:

1. if the dog’s behavior is aggressive or is exceptionally disruptive to other residents (unprovoked),
2. if there are excessive accidents of urine or vomit indoors,
3. refusal of resident to pick up after and/or care for their dog,
4. excessive and disruptive barking,
5. repeated offenses despite house manager interventions and warnings to dog owner.

Residents agree to obey all local enforced laws pertaining to Dog ownership. When or if there is a conflict of ownership rules within the recovery home, residents agree to abide by city/state laws governing animal control. SEK Recovery House is NOT responsible for any dog-related injuries while on SEK Recovery House property. Dog owners accept ALL financial responsibility for their dog’s care, treatment, and expenses occurred for and/or by their dog.

Dog Name and Breed: \_\_\_\_\_ Dog Birthday/ Age: \_\_\_\_\_

Attach Copy: Vaccination Record Date: \_\_\_\_\_

Veterinarian on Record: \_\_\_\_\_

City of Iola Tag # and Date: \_\_\_\_\_

Picture of Dog / Additional Notes: \_\_\_\_\_

Resident Signature of Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

**Residents are REQUIRED to keep their dog leashed and in control of the leash when outside of their resident bedroom. Dogs in all common areas inside and outside shall be always leashed, while on the recovery house property.**

RHR Initials \_\_\_\_\_

# SEK Recovery Housing

## CITY OF IOLA – ANIMAL CONTROL ORDINANCES

The following ordinances have been clipped for reference purposes. The full printed version of ordinances are available in the SEK Recovery House office or at the City of Iola Code Enforcement website <http://iolaks.citycode.net>

### 2-108. Animal nuisance activities.

(a) The owner of any animal shall take all reasonable measures to keep such animal from becoming a nuisance. For the purpose of this section, the term “nuisance” is defined as any animal which:

- (1) Molests or interferes with persons in the public right-of-way;
- (2) Attacks or injures persons, or other domestic animals;
- (3) Damages public or private property by its activities or with its excrement;
- (4) Scatters refuse that is bagged or otherwise contained;
- (5) Causes any condition which threatens or endangers the health or well-being of persons or other animals.
- (6) Bite means any actual abrasion, scratch, puncture, tear, bruise, or piercing of the skin, caused by any animal.

(b) If a summons is issued charging violation of this section, a subpoena shall also be issued to the complainant to testify to the nuisance under oath.

(Ord. 3163, § 11, 12-13-94; Ord 3456, 03-28-16; Code 2016, Sec. 10-8)

### 2-110. Running at large.

It shall be unlawful for the owner of any animal to permit such animal to run at large within the city at any time. Any animal shall be deemed running at large when such animal is not inside a residence structure, secure fence or pen, on a leash held by a person capable of controlling such animal or tethered as permitted under section 2-114 of the Iola Municipal Code in such a manner as to prevent its getting onto public rights-of-way or another’s property. This section shall not apply to dogs being obedience trained, or to cats, which shall, however, be kept under reasonable restraint to prevent such nuisance activities as prohibited in section 2-108. Any animal found at large, including those that are registered with the City of Iola, may be impounded as provided in Section 2-205.

(Ord. 3163, § 10(a), 12-13-94; Ord. 3438, § 4, 9-8-14; Ord 3456, 3-28-16; Code 2016, Sec. 10-10)

### 2-111. Animals in public places.

No animal shall be allowed to enter any theatre, store or other public building in the city, whether accompanied by its owner or person in charge or otherwise, except with the approval of the building’s owner or manager. Dogs trained to assist the blind, deaf or other specially trained helper dogs are exempt from this section.

(K.S.A. 39-1101 et seq.; Ord. 3163, § 16, 12-13-94; Code 2016, Sec. 10-11)

### 2-112. Removal of animal feces required.

The owner of any animal, when such animal is off the owner’s property, shall be responsible for the removal of any feces deposited by such animal on public walks, streets, recreation areas or private property, and it shall be a violation of this section for such owner to fail to remove or provide for the removal of such feces before taking such animal from the immediate area where such defecation occurred.

### 2-205. Impoundment of animals in violation of chapter.

(a) The animal control officer and chief of police or their designees are hereby authorized to take up and impound any animal in violation of any provision of this chapter if the person owning such animal cannot be issued a summons because such person is not known or not present. Such animal shall be confined at the animal shelter in a



## SEK Recovery Housing

humane manner and shall be released upon satisfactory proof that the party claiming the animal is entitled to possession thereof, and upon payment to the city clerk of all recovery fees established.

(b) Any animal that has bitten a person may be removed from the property of its owner by the animal control officer or any police officer if such animal is in violation of examination or observation requirements prescribed by the article.

(Ord. 3163, § 4(b), (d), 12-13-94; Code 2016, Sec. 10-50)

### 2-207. Collecting, maintaining records and remittance of fees.

The city clerk's office is authorized and empowered to collect the license and impounding fees and penalties described in this article.

The Iola Animal Clinic, 3075 N State St, Iola, Kansas, is also hereby authorized and empowered to collect the license fees and penalties described in this article on behalf of the city, to maintain a record of all such fees collected and to remit all such fees and penalties, along with appropriate reports, to the city clerk on a monthly basis.

(Ord. 3163, § 25, 12-13-94; Ord 3456, 3-28-16; Code 2016, Sec. 10-52)

### 2-401. Registration.

(a) It shall be the duty of any person in the city owning any cat or dog over 120 days of age to register such cat or dog with the city clerk or the clerk's designee. In no event shall any person be permitted to have more than four domestic pets registered within the corporate limits of the city pursuant to the terms of this article. The city clerk may delegate authority to the animal control officer to enforce any section of this article requiring registration.

(b) Any other section of this article notwithstanding, the registration provision of this section shall not apply to the nonresident owner of any cat or dog while such person is visiting or temporarily remaining within the city for less than 30 days, provided such cat or dog shall remain on a leash or otherwise effectively restrained while with the city.

(c) All persons owning, keeping or harboring cats and/or dogs in the city shall pay an annual license fee for said cats and/or dogs as established in the city's fee resolution. The fiscal year for unlicensed cats and dogs in the city shall be from January 1 to December 31 of each year, and shall be delinquent and subject to the added penalty as established in the city's fee resolution on each cat or dog from and after February 1 of each year; and the further sum in an amount established in the city's fee resolution on each cat or dog from and after the first day of each month thereafter that the same is delinquent; provided, however, that the owner, keeper, or harbinger of cats or dogs that are required to be registered under the provisions of this article shall not be subject to the penalty of this section if the owner signs an affidavit that such cats or dogs were born or brought into the city after February 1. It shall be unlawful for any owner, keeper or harbinger to fail, refuse or neglect to cause such cat or dog to be registered by the city clerk and every person who is convicted of a violation this section shall be deemed guilty of a misdemeanor.

(d) Registration shall be accomplished at the office of the city clerk, either in person or by mail, at any time during the year that a cat or dog reaches the age required for registration, within 30 days after an owner acquires a cat or dog of required registration age, or within 30 days after a person owning a cat or dog of required registration age moves into the city.

(e) The city clerk shall issue a license to such owner upon presentation of:

- (1) A certificate of vaccination issued by a licensed veterinarian or the veterinarian's agent; and
- (2) Payment of the prescribed registration fees.

(f) All cats and dogs so owned in any household shall be registered in the name of the same household head.

(g) The receipt issued for the registration shall constitute a certificate of registry and evidence of authorization for the keeping of such dog or cat with the city, until registration is due again.

(h) At the time of the issuance of any certificate of registry the city clerk shall deliver therewith a registration tag bearing the registration number of such certificate. The tag shall be kept on the animal as required by this article.

## SEK Recovery Housing

A replacement tag shall be furnished by the city clerk to any registrant upon application satisfactory to the city clerk and payment of a fee in an amount established in the city's fee resolution. Upon change of animal ownership, any person acquiring any cat or dog currently registered with the city shall apply to the city clerk to transfer such registration to such persons name upon payment of a fee in an amount established in the city's fee resolution.

(i) Any veterinarian practicing with the city, upon the examination or treatment of any cat or dog that is required by this article to be registered, but whose owner cannot validate current registration, shall issue to the owner of such animal a registration application and instructions for accomplishing such registration by mail. The clerk shall provide all veterinarians with the aforementioned registration forms upon request by such veterinarian.

(j) The city clerk shall keep on file a copy of all certificates of registry issued, within the preceding 36 months. Such certificates shall include, but not be limited to, the following information:

- (1) The owner's name, address, telephone number, and an alternate phone number;
- (2) A description of the cat or dog, including name, breed, color, age, weight, sex and neutered or unneutered status; notation of proper microchip information or tattoo marking, if applicable;

(k) The city clerk shall provide duplicate registration records to the animal control officer, which shall include monthly reports of new registrations and reports of licenses issued to commercial animal establishments.

(Ord. 3163, § 18, 12-13-94; Ord. 3328, § 1, 5-17-05; Ord 3456, 3-28-16; Code 2016, Sec. 10-126)

### 2-404. Proper identification required.

It shall be unlawful for any person owning any cat or dog to permit such animal to be outside the residence structure of such owner without a current city registration tag attached to the collar or harness of such animal or proper tattoo. It shall be unlawful for any person to permit city registration or rabies vaccination tag to be worn by any animal other than the animal for which such tag is issued.

(Ord. 3163, § 9, 12-13-94; Code 2016, Sec. 10-129)

### 2-406. Rabies vaccination.

Any person owning any cat or dog over 120 days of age shall be required to have such animal currently immunized against rabies. For the purpose of this section, the expression "currently immunized or vaccinated against rabies" shall mean that such dog has been inoculated against rabies by a licensed veterinarian and that the certificate of vaccination is current.

## II. ANIMALS

### 2-401. License fees for dogs and cats.

- (a) The fees required by section 2-401 are as follows:
- (1) Unneutered male cats and dogs \$8.00
  - (2) Neutered male cats and dogs 4.00
  - (3) Unspayed female cats and dogs 8.00
  - (4) Spayed female cats and dogs 4.00
  - (5) Late fee (initial late fee) 0.50
  - (6) Late fee (per additional month late) 0.50
- (b) The fees required by section 2-401(h) are as follows:
- (1) Replacement of registration tag \$1.00
  - (2) Transfer of registration 1.00

(Ord. 3163, § 18, 12-13-94)

**SEK Recovery Housing**

**Medication Form**

# SEK Recovery Housing

## Move-In/Out Form