



# Administrative Policy

Veteran-Inspired Transitional Living Program

2025-2026

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# Purpose of the Administrative Policy

The purpose of this Administrative Policy is to establish clear, consistent, and accountable operational standards for The Barracks, a veteran-inspired sober living program serving men in early recovery. These policies ensure that all staff, peer leaders, and residents operate within a safe, structured, and recovery-focused environment grounded in integrity, discipline, and respect.

This policy outlines the core expectations for program operation, including resident intake, documentation, staffing responsibilities, drug testing procedures, confidentiality, emergency protocols, and compliance with recognized recovery-residence standards. It serves as the foundational framework that guides decision-making, establishes accountability, and protects the wellbeing of every individual in the home.

By defining these standards, The Barracks ensures alignment with GARR, THORR, and local accountability-court expectations. The policy is designed to promote transparency, uphold ethical practices, and maintain a consistent environment where residents can safely build stability, develop life skills, strengthen their recovery, and transition into independent living with dignity and purpose.

# Mission Statement

The mission of The Barracks is to provide a structured, safe, and purpose-driven living environment for men committed to rebuilding their lives through recovery. Inspired by the discipline, integrity, and brotherhood found in military culture, The Barracks creates a foundation where accountability is not just encouraged – it is lived out daily. Our goal is to offer every resident the opportunity to develop stability, strengthen personal responsibility, and become the best version of themselves through consistent structure and peer support.

At The Barracks, we believe recovery is built on connection, routine, and personal growth. Our program is designed to support men as they transition from addiction into a life of independence and long-term sobriety. Through a combination of structured housing, community engagement, peer mentorship, and accountability-driven living, residents learn to rebuild trust, establish healthy habits, and move toward meaningful goals such as employment, family restoration, spiritual development, and mental/emotional wellness.

We recognize that addiction affects every area of life, and our mission is to support the whole person – mind, body, and spirit. The Barracks provides an environment where residents can safely heal, grow, and gain the tools necessary to thrive beyond early recovery. By maintaining high standards aligned with GARR, THORR, and local accountability courts, we ensure that every resident receives consistent guidance, a strong support network, and a safe place to build a new future.

Ultimately, our mission is simple:

To create a brotherhood of men committed to sobriety, personal responsibility, and a life of purpose – and to provide a structured pathway that helps them stay the course.

# Administrative Structure

## 3.1 Ownership & Leadership

The Barracks is jointly owned by Amir Lane and Andrew Young, who together provide strategic direction, operational oversight, and long-term vision for the program. As co-owners, they are responsible for ensuring that The Barracks operates in alignment with its mission, follows all applicable recovery-residence standards, and maintains a safe, ethical, and supportive environment for all residents.

Day-to-day program operations, policy enforcement, and resident oversight are managed by Amir Lane, who serves as both Owner and Program Director. In this role, Amir oversees the intake and discharge process, maintains compliance with GARR and THORR requirements, ensures safety protocols are followed, and manages communication with treatment providers, accountability courts, hospitals, and community partners. Amir also supervises the implementation of structure, curfews, scheduling, drug testing, and resident accountability.

Additional staff, peer leaders, or senior residents may be appointed to assist with daily operations, house supervision, weekend structure, and resident support. These individuals operate under the direction of the Program Director and help ensure that residents receive consistent guidance and 24/7 accountability.

## 3.2 Chain of Command

The Barracks maintains a clear and structured chain of command to ensure accountability, communication, and operational consistency. All residents are expected to follow this hierarchy when addressing concerns, asking questions, resolving conflicts, or submitting grievances.

Chain of Command:

1. Owners / Program Directors – Amir Lane & Andrew Young
  - Final authority on program decisions, policies, and compliance
  - Oversight of all administrative and operational matters
2. House Manager – Amir Lane
  - Direct daily supervision of residents
  - Enforcement of rules, curfews, and program structure
  - Coordination of intakes, drug testing, incidents, and documentation
3. Peer Leaders / Senior Residents
  - Provide mentorship and model responsible recovery behavior
  - Assist with structure, accountability, and house expectations
  - Support new residents during orientation and adjustment
4. Residents
  - Expected to follow policies, respect authority, and maintain a safe environment
  - Responsible for personal accountability, participation, and community living standards

All residents must follow the chain of command for communication, conflict resolution, and grievance procedures. Skipping levels of authority without cause disrupts structure and undermines accountability – two core values of The Barracks.

# Staffing & Roles

The Barracks operates under a structured staffing model designed to ensure accountability, safety, and consistent recovery-focused support for all residents. Each staff member and peer leader plays a distinct role in maintaining the integrity, structure, and mission of the program. The following outlines all staffing positions, responsibilities, and expectations within The Barracks.

## 4.1 Program Directors – Amir Lane & Andrew Young

As co-owners and Program Directors, Amir Lane and Andrew Young share full administrative and operational authority over The Barracks. Their responsibilities include:

- Developing and updating all program policies and procedures
- Ensuring compliance with GARR, THORR, Fair Housing, ADA, and local regulations
- Overseeing financial operations, budgeting, and scholarship approvals
- Coordinating with accountability courts, treatment providers, and hospitals
- Approving intakes, discharges, and resident transitions
- Managing critical incidents, safety concerns, and emergency responses
- Facilitating partnerships and community outreach
- Ensuring all staff and peer leaders follow established standards

Both Directors maintain final decision-making authority regarding program structure, resident status, and compliance matters.

## 4.2 House Manager – Amir Lane

The House Manager provides daily oversight of residents and program operations. As the primary onsite leader, Amir Lane ensures structure, safety, and consistency across the home.

Responsibilities include:

- Conducting house meetings and daily check-ins
- Enforcing curfews, schedules, and accountability measures
- Implementing drug testing protocols and documentation
- Managing new resident orientation and intake processes
- Monitoring resident engagement in employment or treatment
- Overseeing cleanliness, chores, inspections, and shared areas
- Addressing conflicts, rule violations, and behavioral concerns
- Maintaining communication with courts, probation/parole, and treatment centers
- Handling all incident reports, grievances, and safety alerts
- Supporting residents through peer mentorship and recovery guidance

The House Manager serves as the primary point of contact for residents and enforces all program policies.

# Staffing & Roles

## 4.3 Peer Leaders / Senior Residents

Peer Leaders play a crucial role in shaping culture, supporting structure, and mentoring new residents. They are selected based on maturity, leadership qualities, and consistent adherence to program rules. Responsibilities include:

- Modeling responsible recovery behavior and house expectations
- Supporting enforcement of rules and maintaining harmony among residents
- Assisting the House Manager during evenings, weekends, or staff absence
- Providing guidance during difficult moments or adjustment periods
- Helping organize house duties, chores, and meeting preparation
- Supporting newcomers with orientation, structure, and integration
- Reporting unsafe behavior, suspicions of relapse, or violations

Peer Leaders do not discipline residents but are required to document and report issues to leadership.

## 4.4 Staff / Volunteers (If Appointed)

In the future, The Barracks may utilize additional staff or volunteers to enhance structure and resident support. This may include:

- Certified Peer Specialists (CPS)
- Case management support
- Employment or vocational mentors
- Spiritual or community leaders

All staff and volunteers must be approved by the Program Directors and must follow confidentiality and conduct standards.

## 4.5 Mandatory Reporting Expectations

All staff, peer leaders, and senior residents must immediately report:

- Relapse or suspected substance use
- Violence, threats, or intimidation
- Unsafe, unlawful, or disruptive behavior
- Medical emergencies or mental health crises
- Property damage or safety hazards
- Violations of curfew or accountability structure

Failure to report may result in disciplinary action or termination of leadership roles.

## 4.6 Professional Conduct & Ethics

All staff must maintain:

- Professional boundaries
- Confidentiality
- Respectful communication
- Nonjudgmental attitudes
- Ethical conduct in all interactions
- Zero tolerance for discrimination, harassment, or favoritism

Leaders are expected to serve as examples of recovery, responsibility, integrity, and service.

# Resident Admission Criteria

The Barracks provides structured, accountable, and recovery-focused housing for men seeking to build a stable foundation in sobriety. To ensure the safety, integrity, and effectiveness of the program, all applicants must meet the following admission criteria. These standards guide the intake process and help ensure that each resident is ready, willing, and able to participate fully in the expectations of the home.

## 5.1 Eligibility Requirements

To qualify for residency at The Barracks, applicants must meet all of the following criteria:

- 18 years of age or older
- Male and able to live in a shared environment with other men in recovery
- Committed to sobriety and willing to live in a zero-tolerance environment
- Mentally and physically capable of participating in structured sober living
- Willing to follow policies, curfews, drug testing, and all accountability requirements
- Able to engage in employment, treatment, or volunteer work as defined by program expectations
- Not actively suicidal, violent, or experiencing unmanaged psychiatric symptoms
- Not convicted of a sexual offense that prohibits shared housing or proximity to public areas

Applicants coming from detox, treatment facilities, hospitals, jails, or accountability courts are welcome, provided they meet readiness requirements.

## 5.2 Pre-Intake Screening

Before acceptance, every applicant will complete a screening process that may include:

- A phone or in-person interview
- Questions about substance use history and recovery goals
- Verification of recent sobriety (detox/treatment records or testing)
- Assessment of mental health needs
- Review of expectations, rules, and program requirements
- Discussion of employment status or treatment engagement plan

This screening ensures that the applicant is a good fit for both the program and the current resident community.

## 5.3 Required Intake Documentation

Upon acceptance, residents must complete the following forms before moving in:

- Resident Application / Intake Packet
- Program Agreement & House Rules
- Financial Agreement / Rent Schedule
- Drug Testing Consent Form
- Release of Information (ROI) for courts, providers, or referral sources
- Emergency Contact Information
- Medication Disclosure Form (if applicable)
- Acknowledgment of Confidentiality Policy
- Acknowledgment of Grievance Procedure

No resident may move in without completing all required paperwork.

# Resident Admission Criteria

## 5.4 Medication Requirements

To ensure safety in shared living:

- All medications must be disclosed during intake
- No undisclosed medications are permitted
- Controlled substances must be approved before admission
- Residents must follow all medication rules, including secure storage

Any misuse or diversion of medication is grounds for immediate discharge.

## 5.5 Employment, Treatment, and Daily Engagement

Residents must agree to engage in meaningful, structured activity each week. This may include:

- Employment (full or part time)
- Intensive Outpatient Program (IOP)
- Outpatient counseling
- Recovery meetings (AA, NA, Celebrate Recovery, etc.)
- Community service while job-seeking

A weekly schedule will be reviewed with the House Manager.

## 5.6 Financial Criteria

Residents must:

- Agree to the program fee schedule
- Pay weekly or monthly as arranged
- Participate in scholarship assessments (if applicable)

Lack of payment without communication or effort is grounds for review or discharge.

## 5.7 Disqualifying Criteria

An applicant may be denied admission for any of the following:

- Active use or intoxication at time of intake
- Violent or threatening behavior
- Medical or psychiatric needs beyond the program's capabilities
- Registered sex offenses that restrict shared living
- Unwillingness to follow structure, accountability, or rules
- Repeated prior incidents at other sober livings without demonstration of change

These criteria protect the safety and integrity of the home.

## 5.8 Approval for Admission

Final approval is made by:

Program Directors:

- Amir Lane
- Andrew Young

Either Director may approve or deny an applicant based on screening outcomes, safety considerations, and resident community needs.

# Program Rules & Expectations

The Barracks maintains a structured, accountable, and recovery-focused living environment built on the core values of integrity, discipline, respect, and brotherhood. These rules and expectations exist to protect the safety of all residents, support long-term sobriety, and ensure that the home operates smoothly and consistently. All residents are required to follow the program structure without exception.

## 6.1 Sobriety Requirement

The Barracks enforces a zero-tolerance policy for:

- Alcohol
- Illegal drugs
- Misuse of prescription medication
- Possession of paraphernalia
- Intoxication of any kind

Any resident who uses, possesses, or distributes substances will be subject to immediate discharge.

## 6.2 Curfew & Daily Structure

Residents are required to follow all curfews, schedules, and accountability procedures. This includes:

- Daily check-ins
- Sign-in and sign-out logs
- Evening curfews
- Weekly schedule reviews
- Mandatory attendance at house meetings
- Compliance with weekend structure

Leaving the property without proper sign-out or violating curfew is considered a serious infraction.

## 6.3 Meetings & Recovery Engagement

All residents must actively participate in recovery activities, which may include:

- AA, NA, Celebrate Recovery, or other support groups
- Group or individual therapy
- Intensive Outpatient (IOP) or outpatient programs
- Life-skills workshops or recovery-related classes

Minimum requirements will be reviewed weekly with leadership.

## 6.4 Employment & Productivity Requirements

Residents must engage in productive weekly activity, such as:

- Full-time or part-time employment
- Job searching (documented)
- School or vocational training
- Volunteer work
- Treatment or counseling

Unemployment without active effort is not permitted.

# Program Rules & Expectations

## 6.5 House Meetings

Weekly house meetings are mandatory. These meetings include:

- Progress check-ins
- Chore assignments
- Announcements and schedule updates
- Conflict resolution
- Accountability discussions
- Community-building topics

Missing a house meeting without approval is a rule violation.

## 6.6 Chores & Cleanliness

All residents are responsible for maintaining a clean, safe, and respectful living environment.

Expectations include:

- Daily room cleanliness
- Rotating weekly chores
- Kitchen and bathroom hygiene
- Trash and recycling responsibilities
- Clean-up after meals
- Participation in deep-clean days

Failure to complete chores affects the entire community and will be addressed immediately.

## 6.7 Behavior & Conduct

All residents must demonstrate:

- Respect for others
- Non-violent communication
- No threats, intimidation, or aggressive behavior
- No stealing, lying, or manipulating
- No harassment or discrimination
- No destruction of property

Hostile or unsafe behavior results in immediate administrative review or discharge.

## 6.8 Visitors & Boundaries

To maintain safety and accountability:

- Visitors must be approved by the House Manager
- No overnight guests
- No visitors in bedrooms
- No romantic partners inside the home
- All visitors must comply with house expectations

Residents are responsible for the behavior of their guests.

# Program Rules & Expectations

## 6.9 Technology & Privacy

Rules include:

- No recording other residents or staff
- No sharing confidential information
- No posting house business on social media
- Phones may not be used during meetings or curfew hours unless approved

Respect for privacy and confidentiality is mandatory.

## 6.10 Property & Personal Belongings

Residents must:

- Respect shared property and furniture
- Maintain order in shared spaces
- Report any damage immediately
- Keep personal items secure and organized

Residents are financially responsible for intentional damage.

## 6.11 Compliance with Staff Instructions

All residents must follow the directions of:

- Program Directors (Amir Lane & Andrew Young)
- House Manager (Amir Lane)
- Peer Leaders

Failure to follow direction may result in disciplinary action or discharge.

## 6.12 Accountability Courts & Probation Requirements

Residents involved with:

- Drug Court
- Mental Health Court
- Veterans Court
- DUI Court
- Probation or Parole

...must comply with all court-mandated conditions and maintain open communication with staff.

## Agreement

By residing at The Barracks, every resident agrees to uphold these expectations and maintain a safe, structured, and recovery-focused living environment for themselves and others.

# Drug Testing Policy

**The Barracks maintains a strict and comprehensive Drug Testing Policy to ensure the safety, sobriety, and accountability of every resident. Sobriety is the foundation of recovery, and consistent testing is essential for maintaining the integrity of the home, protecting all residents, and supporting long-term recovery outcomes. This policy outlines the procedures, expectations, and consequences related to drug and alcohol testing within the program.**

## 7.1 Purpose of Drug Testing

The purpose of drug and alcohol testing is to:

- Ensure a safe, sober, and recovery-focused living environment
- Hold residents accountable to their commitment to sobriety
- Detect relapse early and intervene appropriately
- Support accountability court requirements and probation/parole compliance
- Maintain the integrity and reputation of The Barracks
- Provide documented proof of sobriety for court, treatment providers, and case managers

Testing is not punitive – it is a core component of the structure that helps save lives.

## 7.2 Types of Drug and Alcohol Testing

The Barracks conducts the following types of tests:

### 1. Random Drug Testing

Residents may be tested at any time, without warning. Random tests ensure ongoing sobriety.

### 2. Scheduled / Routine Testing

Testing may occur on a weekly or biweekly basis as part of standard structure.

### 3. Suspicion-Based Testing

A resident may be tested immediately if staff observe:

- Behavioral changes
- Physical symptoms of use
- Smell of alcohol or substances
- Reports from other residents
- Missing curfew or unusual activity

### 4. Breathalyzer Testing

Breathalyzer tests may be conducted at any time, especially during curfew hours or after time away from the home.

### 5. Court-Ordered or Provider-Requested Testing

The Barracks cooperates fully with Drug Court, Veterans Court, MH Court, DUI Court, probation officers, parole officers, and treatment programs.

# Drug Testing Policy

## 7.3 Substances Tested For

Testing may detect:

- Alcohol
- Marijuana (THC)
- Cocaine
- Amphetamines & Methamphetamine
- Opiates
- Fentanyl
- Benzodiazepines
- MDMA
- Synthetic substances (as feasible)
- Any other substance deemed necessary

Expanded panels may be used when appropriate.

## 7.4 Refusal to Test

Refusal to test is considered the same as a positive result.

Refusal includes:

- Declining to provide a sample
- Attempting to delay the test
- Trying to substitute or alter the sample
- Leaving the property before testing
- Not being available for testing during required times

Any of these actions may lead to discharge.

## 7.5 Positive Test Results

A positive test result will result in immediate review and may include:

- Immediate discharge
- Mandatory removal from the property
- Notification to referral sources (courts, probation, treatment providers)
- Safety planning if needed
- Referral to detox or treatment

Decisions are made at the discretion of Program Directors Amir Lane and Andrew Young, prioritizing safety and community wellbeing.

## 7.6 Documentation & Confidentiality

All drug and alcohol tests are:

- Documented in the resident's confidential file
- Logged with date, time, and testing method
- Stored securely and only accessible to authorized staff
- Shareable with courts or providers only with consent or legal requirement

Residents may request copies of results for court or treatment purposes.

# Drug Testing Policy

## 7.7 Tampering Policy

Tampering with testing materials or procedures includes:

- Using additives
- Providing someone else's urine
- Attempting to flush the system
- Concealing paraphernalia
- Manipulating samples

Tampering results in immediate discharge.

## 7.8 Chain of Custody

Whenever possible, urine samples are:

- Collected under supervision
- Labeled immediately
- Signed by staff
- Documented in the testing log

This maintains accuracy and protects both residents and staff from false claims.

## 7.9 Resident Cooperation

All residents are expected to:

- Cooperate fully and respectfully
- Provide samples when asked
- Follow staff instructions
- Remain honest and transparent
- Maintain their commitment to sobriety

Testing is part of the culture of accountability that defines The Barracks.

## Agreement

By choosing to reside at The Barracks, every resident agrees to comply fully with this Drug Testing Policy as a condition of ongoing participation in the program.

# Medication Policy

The Barracks maintains a clear and structured Medication Policy to ensure the safety, accountability, and wellbeing of all residents. Because medication misuse is a common factor in relapse and poses serious risks in shared recovery housing, strict procedures are required for the possession, storage, and use of all medications. This policy outlines resident responsibilities, staff roles, and program expectations for any medication kept on-site.

## 8.1 Purpose of the Medication Policy

The purpose of this policy is to:

- Ensure the safe and responsible handling of all medications
- Prevent misuse, abuse, or diversion of prescription drugs
- Protect residents who rely on legitimate medications
- Maintain a sober, recovery-focused living environment
- Support compliance with court orders, treatment programs, and medical recommendations
- Establish clear documentation and accountability procedures
- Reduce risk and liability for the home and its residents

## 8.2 Medication Disclosure Requirements

All residents must disclose every medication they take, including:

- Prescription medications
- Over-the-counter medications
- Vitamins or supplements
- PRN/“as needed” medications
- Medications for mental health or physical health
- Suboxone, Vivitrol, or other MAT (requires approval)

Residents must provide:

- Medication names
- Dosages
- Prescribing doctor or treatment provider
- Reason for prescription
- Instructions for use

No undisclosed medication is allowed on the property.

# Medication Policy

## 8.3 Prohibited Medications

The following medications are not permitted unless specifically approved by Program Directors:

- Benzodiazepines (Xanax, Klonopin, Ativan)
- Stimulants (Adderall, Vyvanse)
- Narcotic pain medications (Oxycodone, Percocet, Vicodin)
- Sleep medications with abuse potential (Ambien, Lunesta)
- Any controlled substance with a high risk of addiction

If a resident requires a prohibited medication, a case-by-case review will determine whether the home can safely accommodate them.

## 8.4 Medication Storage

To protect residents and prevent diversion:

- All medications must be stored in a secure, locked location
- Access may be restricted to staff, Program Directors, or approved storage systems
- Residents may not keep medications in bedrooms unless explicitly authorized
- Residents may not share or hold medications for others
- Medications must remain in original pharmacy containers

Failure to store medication properly is considered a serious violation.

## 8.5 Self-Administration Policy

The Barracks is a self-administering program, meaning:

- Residents are responsible for taking their own medications
- Staff may supervise but will not dispense medication
- Residents must take medications as prescribed
- Misuse, hoarding, or altering dosages is prohibited

Self-administration requires honesty, responsibility, and compliance.

## 8.6 Medication Count & Monitoring

The House Manager or Program Directors may:

- Conduct medication counts at any time
- Review prescriptions or refill history
- Request updated documentation from providers
- Require re-evaluation if misuse is suspected

Residents must cooperate fully with all monitoring procedures.

# Medication Policy

## 8.7 Lost, Stolen, or Missing Medication

Residents must immediately report:

- Lost medication
- Missing pills
- Suspicion of theft
- Any discrepancies in medication count

Failure to report these issues is considered a violation and may lead to discharge.

## 8.8 Medication Misuse

The following behaviors qualify as misuse and may result in immediate discharge:

- Taking more or less than the prescribed dosage
- Sharing or borrowing medication
- Crushing, snorting, or altering medication
- Stockpiling or hoarding pills
- Using medication to get high
- Possessing medication not stored properly
- Holding medications for other residents

Medication misuse is treated the same as substance use.

## 8.9 MAT (Medication-Assisted Treatment)

The Barracks supports legitimate MAT (Suboxone, Sublocade, Methadone, Vivitrol) when:

- It is medically necessary
- It is prescribed by a licensed provider
- The resident follows all program and court requirements
- Medication is documented, disclosed, and managed responsibly

Improper use of MAT will result in administrative review.

## 8.10 Documentation & Recordkeeping

The Barracks maintains confidential documentation for:

- Medication disclosure forms
- Physician notes and updates
- Medication counts
- Any incidents involving medication
- Storage logs (if applicable)

Records are kept secure and only accessible to authorized staff.

# Medication Policy

## 8.11 Resident Responsibilities

Every resident must:

Take medication exactly as prescribed

Store medication properly

Report concerns immediately

Communicate changes in prescriptions

Attend all medical appointments as needed

Uphold honesty and integrity regarding medication use

Failure to follow these responsibilities may result in discharge.

## 8.12 Program Director Authority

Final decisions regarding medication are made by:

Program Directors:

- Amir Lane
- Andrew Young

They may approve or deny the possession of certain medications based on safety, program structure, and the wellbeing of all residents.

# Documentation & Recordkeeping

**The Barracks maintains strict documentation and recordkeeping standards to ensure safety, compliance, transparency, and accountability. Accurate documentation protects residents, supports the program's integrity, satisfies legal and court requirements, and ensures alignment with GARR and THORR operational expectations. All records are kept confidential, organized, and securely stored.**

## 9.1 Purpose of Documentation

The purpose of documentation and recordkeeping is to:

- Provide accurate records of each resident's participation and progress
- Ensure legal and ethical compliance
- Maintain transparency with courts, probation, parole, and treatment providers
- Track attendance, behavior, and adherence to program expectations
- Document incidents, emergencies, and safety concerns
- Provide proof of sobriety and structure when required
- Support continuity of care and collaboration with partner agencies

Documentation is a core component of the accountability framework at The Barracks.

## 9.2 Types of Records Maintained

The Barracks maintains the following documents for each resident:

### 1. Intake & Admission Records

- Resident application
- Program agreement
- House rules and acknowledgment
- Financial agreement
- Emergency contact information
- Medication disclosure form
- Release of information (ROI)

### 2. Daily & Weekly Accountability Records

- Sign-in / sign-out logs
- Curfew compliance logs
- Weekly schedule submissions
- Employment verification and work hours
- Group meeting attendance

### 3. Drug & Alcohol Testing Records

- Random, scheduled, and suspicion-based test results
- Breathalyzer logs
- Chain of custody forms
- Testing date, time, outcome, and staff signature

# Documentation & Recordkeeping

## 4. Incident Reports

- Behavioral issues
- Curfew violations
- Property damage
- Conflicts or altercations
- Safety concerns
- Relapse documentation

## 5. Progress & Case Notes

- Check-ins with staff
- Court updates
- Goal-setting documentation
- Treatment engagement notes

## 6. Medical & Medication Records

- Medication disclosure
- Updates to prescriptions
- Medication count logs
- Documentation of misuse or concerns

## 7. Discharge Documentation

- Exit summary
- Reason for discharge
- Aftercare recommendations
- Referrals to treatment or housing

## 9.3 Confidentiality & Access

The Barracks is committed to protecting resident privacy.

- Records are stored in locked file cabinets and/or secured digital systems.
- Only authorized staff (Program Directors and House Manager) may access resident files.
- Information is shared only with written consent, except when required by:
  - Accountability courts
  - Probation or parole
  - Law enforcement
  - Medical emergencies

Residents may request copies of their own records for court or treatment purposes.

# Documentation & Recordkeeping

## 9.4 Record Storage & Retention

To maintain compliance:

- Resident files are kept for a minimum of three (3) years after discharge.
- Digital documents are stored on secure, encrypted platforms.
- Old records are destroyed using secure shredding or digital deletion in compliance with privacy standards.

Retention timelines may be extended if required by courts or ongoing legal matters.

## 9.5 Accuracy & Integrity of Records

All documentation must be:

- Accurate
- Timely
- Legible
- Complete
- Signed and dated
- Submitted to the Program Director immediately

Falsifying, altering, or destroying records is grounds for discharge or staff removal.

## 9.6 Collaboration with Courts & Providers

The Barracks frequently collaborates with:

- Drug Court
- DUI Court
- Veterans Court
- Mental Health Court
- Probation & Parole
- Treatment providers
- Case managers
- Hospitals and crisis centers

Records may be shared with these entities with ROI consent to support resident progress and compliance.

## 9.7 Electronic Recordkeeping (If Used)

If digital systems are implemented:

- Password protection is mandatory
- Access logs may be reviewed
- Files must be backed up regularly
- Only Program Directors may authorize new access

Digital systems must meet confidentiality and security standards.

# Documentation & Recordkeeping

## 9.8 Responsibility for Records

The following individuals oversee documentation:

Program Directors – Amir Lane & Andrew Young

- Final authority over all recordkeeping practices
- Ensuring compliance with GARR, THORR, and court requirements

House Manager – Amir Lane

- Daily maintenance of resident files
- Ensuring logs are accurate and updated
- Reporting incomplete or missing documents
- Handling incident reports and testing logs

All staff and peer leaders must cooperate fully with documentation procedures.

# Emergency & Safety Procedures

The Barracks is committed to maintaining a safe, structured, and well-prepared living environment for all residents. Emergency and safety procedures exist to protect life, minimize harm, and ensure that residents and staff respond appropriately to any crisis situation. These procedures outline expectations, required equipment, response steps, and staff responsibilities.

**Safety is a core value of The Barracks, and every resident must understand and follow these protocols at all times.**

## 10.1 Purpose of Safety Procedures

The purpose of these procedures is to:

- Prevent accidents and injuries
- Ensure timely and appropriate responses to emergencies
- Maintain compliance with GARR, THORR, and local housing regulations
- Protect residents, staff, visitors, and the property
- Establish clear communication protocols during crisis events
- Reduce risk and liability for the program

These procedures are reviewed regularly and updated as needed.

## 10.2 Emergency Equipment Requirements

The Barracks maintains the following safety equipment:

- Smoke detectors in every bedroom and common area
- Carbon monoxide detectors near sleeping areas
- Fire extinguishers in kitchen and hallway areas
- First aid kits accessible in common areas
- Emergency evacuation map posted in central locations
- Flashlights and backup lighting
- Emergency contact list posted for all residents and staff

All equipment is inspected monthly by the House Manager.

## 10.3 Fire Safety Procedures

In the event of a fire:

1. Activate the fire alarm or shout "FIRE."
2. Evacuate immediately using the nearest safe exit.
3. Do not stop to gather belongings.
4. Meet at the designated assembly point outside the home.
5. Call 911 once safely outside.
6. Notify the House Manager or Program Director immediately.
7. Do not re-enter the building until cleared by fire officials.

Residents must participate in fire safety discussions or drills as instructed.

# Emergency & Safety Procedures

## 10.4 Medical Emergencies

In the event of a medical emergency:

1. Call 911 immediately.
2. Keep the resident safe and do not move them unless necessary.
3. Notify the House Manager or Program Director.
4. Provide relevant information (medication, history, recent behavior).
5. Document the incident once emergency responders take over.

No resident should attempt medical procedures unless trained.

## 10.5 Overdose Response

If an overdose is suspected:

1. Call 911 immediately.
2. Administer Narcan (if available and trained).
3. Ensure the resident's airway is clear.
4. Stay with the resident until help arrives.
5. Notify Program Directors.
6. Document the incident thoroughly.

Any overdose will result in immediate administrative review and possible discharge for safety reasons.

## 10.6 Mental Health Crisis

Signs may include suicidal behavior, extreme agitation, hallucinations, or severe anxiety.

Response steps:

1. Keep the individual safe and calm.
2. Call 911 or the Georgia Crisis Access Line (GCAL) at 1-800-715-4225 if needed.
3. Notify the House Manager and Program Directors.
4. Remove other residents from the area if necessary.
5. Document the incident.

All threats of self-harm or harm to others are taken seriously.

## 10.7 Severe Weather Procedures

In the event of lightning storms, tornado warnings, flooding, or power outages:

- Residents must remain indoors.
- During tornado warnings, everyone must move to the lowest interior level away from windows.
- Emergency supplies will be made available.
- Follow all staff instructions.
- Do not leave the property unless cleared by leadership.

A weather radio or alert system will be monitored by staff.

# Emergency & Safety Procedures

## 10.8 Missing Resident Procedures

If a resident cannot be accounted for:

1. Attempt contact by phone immediately.
2. Notify the House Manager.
3. Document the last known time/location.
4. If the resident is under court supervision, notify the court or probation officer.
5. If safety is a concern, call 911.

Residents who leave the property without permission may be discharged.

## 10.9 Violence or Threats

Any physical violence, threats, or aggressive behavior must be treated as an emergency.

Steps:

1. Separate individuals involved (if safe to do so).
2. Call 911 if there is imminent danger.
3. Notify program leadership.
4. Document the incident.
5. The resident may be immediately discharged for safety.

Violence is strictly prohibited.

## 10.10 Emergency Communication Protocol

During any crisis:

- The House Manager (Amir Lane) must be notified immediately.
- If unavailable, notify Program Directors (Amir Lane or Andrew Young).
- Residents should not contact outside parties until safety is established.
- Emergency responders always receive full cooperation.

## 10.11 Monthly Safety Checks

The House Manager will conduct:

- Fire extinguisher inspections
- Smoke and carbon monoxide detector tests
- First aid kit inventory
- Exit-clearance checks
- Equipment replacement as needed

These checks are documented and kept in program records.

## 10.12 Resident Responsibilities

Residents must:

- Report hazards immediately
- Follow all emergency instructions
- Know evacuation routes
- Maintain clean, safe living areas
- Participate in drills or safety briefings
- Avoid tampering with any safety equipment

Tampering with safety devices is grounds for discharge.

# Financial Policy

**The Financial Policy of The Barracks ensures transparency, fairness, and accountability in all financial matters related to residency. Clear expectations regarding program fees, scholarship opportunities, payment procedures, and financial responsibilities help maintain program sustainability while supporting residents in building stability and independence. All residents must adhere to this policy as a condition of continued participation in the program.**

## 11.1 Purpose of the Financial Policy

The purpose of this policy is to:

- Establish consistent guidelines regarding program fees
- Ensure residents understand financial expectations before entering the program
- Provide transparency in billing, payments, and scholarships
- Support fairness, accountability, and sustainability
- Maintain compliance with GARR, THORR, and court expectations
- Encourage responsible financial behavior and planning

## 11.2 Program Fees

All residents are required to pay a weekly or monthly program fee that covers:

- Housing
- Utilities
- Drug testing
- House supplies and cleaning products
- Program support and accountability structure
- Maintenance of the home

The current program fee schedule is provided during intake and must be signed by all residents.

Fees are not rent but contribute to the operational cost of the sober living program.

## 11.3 Payment Schedule

Residents may choose between:

- Weekly payments
- Bi-weekly payments
- Monthly payments

Payments are due on the dates agreed upon in the financial agreement.

Acceptable payment methods:

- Cash
- Cash App
- Zelle
- Other approved payment platforms

# Financial Policy

## 11.4 Late Payments & Nonpayment

Residents must communicate any financial difficulties before payments are due.

Failure to pay may result in:

- Written warning
- Loss of privileges
- Required meeting with the House Manager
- Placement on financial contract
- Discharge from the program

Nonpayment without communication or effort is considered a violation of program expectations.

## 11.5 Scholarships & Financial Assistance

The Barracks may provide scholarships, partial scholarships, or short-term assistance based on:

- Financial hardship
- Court or treatment recommendations
- Employment status
- Effort and accountability shown by the resident

Scholarship decisions are made by Program Directors (Amir Lane & Andrew Young) and may be revoked if a resident fails to follow structure or expectations.

Scholarships do not exempt residents from:

- Curfew
- Drug testing
- Employment or treatment requirements
- Program rules

Residents must demonstrate progress and responsibility to maintain assistance.

## 11.6 Refund Policy

The Barracks maintains a no-refund policy on all program fees.

Refunds are not issued for:

- Voluntary departures
- Discharges for rule violations
- Early move-outs
- Removal by courts or probation
- Failure to complete the program

This policy ensures consistency and protects the sustainability of the home.

# Financial Policy

## 11.7 Financial Agreements & Documentation

All residents must sign:

- A Financial Agreement
- Payment Schedule
- Scholarship Agreement (if applicable)

These documents include:

- Fees
- Payment method
- Due dates
- Consequences for nonpayment
- Scholarship terms

Copies are stored in the resident's file.

## 11.8 Employment & Financial Responsibility

Residents must make consistent efforts to:

- Obtain employment
- Maintain employment
- Manage income responsibly
- Pay program fees on time
- Budget weekly expenses
- Save money for independent living

Financial responsibility is part of recovery and long-term stability.

## 11.9 Court-Related Fees

Residents involved in accountability courts, probation, or parole remain responsible for:

- Court fees
- Fines
- Treatment fees
- Required program participation costs

The Barracks may verify compliance with court requirements when necessary.

## 11.10 Director Authority

Final financial decisions, including scholarships, late fees, and exceptions, are made by:

Program Directors:

- Amir Lane
- Andrew Young

Their decisions are final and based on fairness, safety, and program sustainability.

# Discharge Policy

The Barracks maintains a structured Discharge Policy to ensure the safety of the community, uphold program integrity, and provide fair and consistent procedures for all residents exiting the program. Discharge may occur for positive reasons, such as successful completion, or for safety-related or behavioral reasons. This policy outlines the types of discharge, the process, and resident responsibilities.

A resident may be discharged at any time at the discretion of the Program Directors if safety, sobriety, or program structure is compromised.

## 12.1 Purpose of the Discharge Policy

The purpose of this policy is to:

- Maintain a safe and sober living environment
- Provide clear guidelines for voluntary, administrative, and disciplinary discharges
- Ensure fair and consistent handling of all cases
- Document the reason for discharge for courts, probation, or treatment providers
- Promote accountability, responsibility, and personal growth
- Protect the wellbeing of the community as a whole

## 12.2 Types of Discharge

### 1. Successful / Planned Discharge

Occurs when a resident:

- Completes the program
- Maintains sobriety
- Gains employment or stable income
- Demonstrates accountability and life-skills development
- Secures stable housing or independent living
- Meets all program expectations

A planned discharge includes an exit interview, documentation, and referrals for ongoing support.

### 2. Administrative Discharge

May occur when:

- The resident no longer meets program requirements
- Medical or psychiatric needs exceed the home's capacity
- A court, probation officer, or treatment provider requests removal
- The resident becomes incompatible with the community structure
- The resident requires a higher level of care (detox, inpatient, residential treatment)

Administrative discharges prioritize resident safety and clinical appropriateness.

# Discharge Policy

## 3. Disciplinary Discharge

Occurs when a resident violates major program rules, such as:

- Relapse or substance use
- Possession of drugs, alcohol, or paraphernalia
- Physical violence or threats
- Theft, property damage, or criminal activity
- Repeated curfew violations
- Disrespect toward staff or residents
- Failure to comply with structure or accountability
- Medication misuse or diversion
- Dishonesty or withholding critical information
- Tampering with drug tests
- Unsafe behavior that endangers self or others

Disciplinary discharges may be immediate to ensure community safety.

### 12.3 Emergency Discharge

Immediate removal is required when:

- A resident becomes violent
- A resident overdoses or brings substances onsite
- Illegal activity occurs
- A resident poses an imminent risk to self or others

In these cases, 911 may be called and courts or probation will be notified.

### 12.4 Discharge Procedure

Unless immediate removal is necessary, the following steps occur:

1. Review of the incident or issue by Program Directors
2. Discussion with the resident when appropriate
3. Written documentation of the violation or circumstance
4. Notification of referring agencies (courts, probation, treatment providers)
5. Development of a safe exit plan, if possible
6. Return of personal property
7. Completion of discharge paperwork

All discharges are documented in the resident's file.

### 12.5 Property Retrieval

Residents must take all belongings at the time of discharge.

If left behind, belongings will be held for 72 hours unless otherwise arranged.

After 72 hours, items may be discarded or donated.

# Discharge Policy

## 12.6 Communication with Courts & Providers

For court-involved residents:

- Drug Court
- Veterans Court
- MH Court
- DUI Court
- Probation or Parole

The Barracks will notify supervising authorities in the event of:

- Relapse
- Discharge
- Safety concerns
- Noncompliance
- Major rule violations

Documentation may be shared with consent or as required by law.

## 12.7 Re-Admission After Discharge

Re-admission is considered on a case-by-case basis and may require:

- Proof of detox or treatment
- Clean drug test
- Stable behavior and willingness to follow structure
- Approval by Program Directors

Not all residents will be eligible for re-entry.

## 12.8 Director Authority

Final decisions regarding discharge are made by:

Program Directors:

- Amir Lane
- Andrew Young

Their decisions are final and based on safety, structure, and the wellbeing of the community.

# Grievance Procedure

The Barracks is committed to maintaining a fair, respectful, and transparent living environment for all residents. The Grievance Procedure provides residents with a clear and safe method for expressing concerns, resolving conflicts, and seeking support when issues arise. All grievances are treated seriously and handled promptly to ensure the wellbeing of the community and the integrity of the program.

Residents have the right to voice concerns without fear of retaliation, judgment, or discrimination.

## 13.1 Purpose of the Grievance Procedure

The purpose of this procedure is to:

- Provide a fair process for residents to express concerns or complaints
- Promote transparency and open communication
- Resolve issues quickly and respectfully
- Ensure program leadership is aware of concerns
- Maintain a positive and safe living environment
- Build trust between staff and residents
- Fulfill GARR and THORR standards for conflict resolution

## 13.2 Grievance Types

Residents may file grievances regarding:

- Staff behavior or decisions
- Peer behavior or conflicts
- Perceived unfairness in rules or discipline
- Violations of confidentiality
- Safety concerns
- Harassment, bullying, or discrimination
- Living environment or maintenance issues
- Any situation that disrupts safety or wellbeing

No concern is too small – all grievances will be reviewed.

## 13.3 Informal Resolution (Step 1)

Residents are encouraged to attempt informal resolution when appropriate by:

1. Speaking directly with the person involved (if safe)
2. Asking a Peer Leader to help mediate
3. Discussing the issue privately with the House Manager

Many concerns can be resolved quickly through communication and understanding.

Informal resolution is optional and not required if a resident feels unsafe or uncomfortable.

# Grievance Procedure

## 13.4 Formal Grievance Process (Step 2)

If the issue cannot be resolved informally—or if the resident prefers a formal process—they may file a written grievance:

How to File a Grievance:

1. Write a statement including:

- Resident name
- Date of grievance
- Description of the issue
- Steps already attempted (if any)
- Desired outcome or request

2. Submit the written grievance to the House Manager (Amir Lane).

3. The House Manager will review the grievance within 24–72 hours and respond in writing or in person.

Grievances involving the House Manager may be submitted directly to the Program Directors.

## 13.5 Director Review (Step 3)

If the resident is unsatisfied with the House Manager’s response—or if the grievance involves staff misconduct—the grievance may be escalated to the Program Directors:

Program Directors:

- Amir Lane
- Andrew Young

The Directors will:

- Review documentation
- Interview involved parties
- Evaluate evidence
- Provide a written or verbal decision
- Outline next steps or corrective actions

All Director decisions are final.

## 13.6 Protection from Retaliation

The Barracks strictly prohibits retaliation against any resident who files a grievance.

Examples of retaliation include:

- Punishment or threats
- Loss of privileges
- Harassment
- Unfair treatment
- Peer bullying or intimidation

Any retaliation will result in disciplinary action or discharge.

Residents are encouraged to speak openly and honestly.

# Grievance Procedure

## 13.7 Confidentiality

All grievances will be handled with confidentiality. Information will only be shared with:

- Program Directors
- Staff involved in the resolution
- Courts or probation if required
- Other parties only with resident consent

Personal information is protected at all times.

## 13.8 Documentation

Every grievance will be documented and stored in the resident's confidential file, including:

- The complaint itself
- Notes from meetings or interviews
- Outcomes or resolutions
- Corrective actions taken

Documentation ensures accountability and professionalism.

## 13.9 Use of External Agencies

If a resident believes their rights are violated or that the grievance was not handled appropriately, they may contact:

- Accountability Court Program
- Probation or parole officer
- Treatment provider
- Disability or housing rights organizations (when applicable)

The Barracks will cooperate fully with any outside review.

# Confidentiality Policy

**The Barracks is committed to protecting the dignity, privacy, and confidentiality of every resident. Trust is foundational to recovery, and all personal information shared within the home must be kept confidential. This policy establishes the guidelines for handling resident information, communication with outside agencies, and the responsibilities of staff, peer leaders, and residents.**

**Confidentiality is required at all times and is a condition of living at The Barracks.**

## 14.1 Purpose of the Confidentiality Policy

The purpose of this policy is to:

- Protect the privacy and dignity of residents
- Ensure information is handled ethically and responsibly
- Maintain trust between staff, residents, and referral sources
- Comply with GARR, THORR, and court expectations
- Create a safe environment where residents can speak freely
- Prevent gossip, retaliation, and breaches of trust
- Establish clear guidelines for sharing information when required

## 14.2 Protected Information

The following information is considered confidential:

- Resident identity and personal information
- Substance use history
- Mental health conditions
- Legal status (probation, parole, charges)
- Medical history or medications
- Financial information
- Drug test results
- Incident reports
- Grievances or complaints
- Treatment information
- Court communications
- Anything shared in meetings or private conversations

No resident's information may be shared without proper authorization.

## 14.3 Who Has Access to Resident Information

Access is strictly limited to:

- Program Directors:
  - Amir Lane
  - Andrew Young
- House Manager:
  - Amir Lane
- Authorized providers or courts (with consent or legal requirement)

Peer leaders do not have access to private documentation.

# Confidentiality Policy

## 14.4 Release of Information (ROI)

Information may only be shared when:

1. The resident signs a Release of Information (ROI) specifying:
  - Who can receive information
  - What information can be shared
  - Duration of the release
2. The law requires it (e.g., court mandate, probation, parole).
3. There is a safety emergency (imminent harm to self or others).

ROIs are kept in each resident's confidential file.

## 14.5 Communication with Courts & Providers

With proper ROI, The Barracks may communicate with:

- Drug Court
- Mental Health Court
- Veterans Court
- DUI Court
- Probation officers
- Parole officers
- Treatment providers
- Case managers
- Hospitals or crisis centers

Only relevant information is shared—never more than necessary.

## 14.6 Confidentiality in the House

Residents must follow strict confidentiality expectations inside the home:

- No discussing another resident's personal business
- No sharing what is said in meetings or groups
- No gossip, rumor spreading, or character attacks
- No posting house matters on social media
- No recording residents or staff without permission
- No discussing legal or court issues outside proper channels

Violating confidentiality harms community trust and may result in disciplinary action or discharge.

## 14.7 Social Media & Technology Restrictions

To protect privacy:

- Residents may not post photos or videos of others without consent
- No live streaming inside the home
- No posting house activities without approval
- No sharing resident names or stories publicly
- No sharing recovery progress of others

Leadership may request content removal if confidentiality is compromised.

# Confidentiality Policy

## 14.8 Staff Confidentiality Responsibilities

All staff and peer leaders must:

- Uphold professional boundaries
- Maintain confidentiality at all times
- Avoid discussing resident issues with unauthorized individuals
- Secure documents and digital records
- Report breaches immediately

Any staff violation will result in disciplinary action or termination.

## 14.9 Documentation Security

Confidential documents must be stored:

- In locked file cabinets
- On secure, password-protected digital systems
- Accessible only by authorized staff

Records are maintained for at least three (3) years after discharge.

## 14.10 Breach of Confidentiality

Examples of confidentiality breaches include:

- Discussing another resident's information without consent
- Sharing test results or legal status
- Posting private details online
- Gossip or rumor spreading
- Unauthorized release of documents
- Recording conversations or activities in the home

Consequences may include:

- Written warning
- Loss of privileges
- Mandatory meeting with Directors
- Disciplinary discharge

The severity of consequences depends on the impact of the breach.

## 14.11 Resident Signature & Agreement

All residents must sign a Confidentiality Agreement during intake stating they:

- Understand the policy
- Agree to follow it fully
- Accept consequences for violations

Signed copies are kept in each resident's file.

# Compliance

**The Barracks is committed to maintaining the highest standards of safety, integrity, professionalism, and accountability. Compliance ensures that the home operates legally, ethically, and in alignment with recognized best practices for recovery residences. This policy outlines the standards, expectations, and regulatory guidelines that all staff, peer leaders, and residents must follow.**

**Compliance is not optional – it is essential for protecting the wellbeing of residents and the credibility of the program.**

## 15.1 Purpose of the Compliance Policy

The purpose of this policy is to:

- Ensure adherence to all state and national recovery-residence standards
- Maintain a safe, structured, and lawful operating environment
- Support accountability courts, treatment providers, and community partners
- Establish clear expectations for staff and residents
- Protect the program from liability and regulatory violations
- Promote consistency and fairness in all operations
- Uphold the values and mission of The Barracks

## 15.2 Compliance with GARR Standards

The Barracks aligns with the Georgia Association of Recovery Residences (GARR) and follows:

- Ethical operational guidelines
- Standards for structure and accountability
- Resident rights and responsibilities
- Safety and environmental requirements
- Documentation and recordkeeping standards
- Staff training and leadership expectations
- Drug testing protocols
- Confidentiality and grievance processes

Policies are reviewed and updated annually to maintain the highest level of compliance.

## 15.3 Compliance with THORR Requirements

As part of the Transitional Housing for Offender Reentry Registry (THORR), The Barracks complies with:

- Housing standards for court-involved individuals
- Communication expectations with probation/parole
- Safety and security protocols
- Reporting requirements
- Immediate notification of violations or safety concerns
- Maintenance of a sober, violence-free environment

Failure to follow THORR expectations may jeopardize resident placement and program standing – therefore strict compliance is required.

# Compliance

## 15.4 Compliance with Local, State, and Federal Laws

The Barracks follows all applicable laws, including:

- Georgia landlord and tenant laws
- Local housing and zoning regulations
- Fire and safety codes
- Health and sanitation requirements
- ADA (Americans with Disabilities Act) considerations
- Non-discrimination laws
- Mandatory reporting requirements for safety threats

All procedures are designed to meet or exceed legal requirements.

## 15.5 Court and Probation Compliance

Residents involved in:

- Drug Court
- Veterans Court
- Mental Health Court
- DUI Court
- Probation or Parole

...must comply with all conditions set by their supervising agency.

The Barracks will:

- Provide documentation when requested
- Report violations or safety issues
- Support residents in meeting court expectations
- Maintain accurate and timely communication with supervising officers

Failure to comply with court instructions may result in discharge.

## 15.6 Staff Compliance Expectations

All staff, including Program Directors and House Manager, must:

- Uphold all policies consistently
- Maintain confidentiality
- Document incidents and logs accurately
- Attend trainings as required
- Follow ethical and professional conduct guidelines
- Report safety issues immediately
- Model accountability and integrity

Staff will be reviewed periodically to ensure ongoing compliance.

# Compliance

## 15.7 Resident Compliance Expectations

Residents must comply with:

- All house rules
- Drug testing procedures
- Curfews and accountability structure
- Employment or treatment requirements
- Financial obligations
- Emergency and safety protocols
- Conflict resolution and grievance procedures
- Confidentiality standards

Non-compliance may result in consequences, up to and including discharge.

## 15.8 Consequences of Non-Compliance

Consequences may include:

- Verbal or written warning
- Loss of privileges
- Increased drug testing
- Required meetings with Program Directors
- Behavior or accountability contracts
- Administrative or disciplinary discharge

The severity depends on the nature of the violation.

## 15.9 Program Director Authority

Final decisions regarding compliance are made by:

Program Directors:

- Amir Lane
- Andrew Young

They have authority to approve exceptions, enforce consequences, and update policies as needed.

# Policy Acknowledgment & Closing Statement

The Barracks Administrative Policy represents the core values, expectations, and operational standards that guide our sober living program. These policies exist to protect the safety of our residents, promote accountability, support long-term recovery, and ensure consistent alignment with the mission and structure of our home. Together, they form the foundation on which The Barracks operates – a foundation built on discipline, integrity, respect, and brotherhood.

By choosing to reside at The Barracks, each resident commits to upholding these standards and contributing to a safe, positive, and recovery-oriented environment. Our policies are not meant to punish, but to empower – helping men rebuild their lives, strengthen their recovery, and develop the skills and habits necessary for long-term independence.

As a veteran-inspired transitional living program, The Barracks stands on principles of honor, accountability, and community. Every resident, staff member, and peer leader plays an essential role in maintaining these principles. We operate with transparency, fairness, and a deep commitment to supporting each individual on their journey.

This Administrative Policy is a living document. It may be updated as necessary to reflect changes in standards, safety protocols, or resident needs. Any updates will be communicated promptly to residents and staff.

We thank each resident for choosing The Barracks as a step toward healing, growth, and transformation. It is our honor to walk alongside you in recovery and to provide a structured environment where you can build a life rooted in purpose and stability.

## Resident Acknowledgment

I, \_\_\_\_\_, acknowledge that I have read, understand, and agree to follow all policies contained in The Barracks Administrative Policy. I understand that compliance is required for continued residency and that violation of these policies may result in disciplinary action or discharge.

Resident Signature: \_\_\_\_\_

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

Program Director Signature: \_\_\_\_\_

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

# Policy Acknowledgment & Closing Statement

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Resident Signature: \_\_\_\_\_

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

Program Director Signature: \_\_\_\_\_

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