

[Our Vision](#)

Women Redeemed, Restored and Recovering ALL that was lost.
1 Samuel 30:8

[Our Mission](#)

Faith-Based, Christ-Centered, Whole Person Health & Recovery:
Spiritual Health, Emotional Health, Physical Health and
Financial Health

Our Policies and Procedures

All applicants for residency at Brook House Living (BHL) will be required to complete the BHL resident application, house manager phone interview and in person interview with the Executive Director (ED). Individuals should be referred from a member of a licensed recovery or counseling organization, local church minister/pastor, corrections or court professionals and/or law enforcement professional with an demonstrated track record of behavior consistent with a sincere desire to leave behind forever the chaos and destructive behaviors of substance abuse.

The women in Brook House are expected to be 18 years or older, obtain jobs, pay rent, fines, court costs and probation/parole fees. The women will meet the requirements of their probation/parole officers or drug court. The women are expected to become involved in a local community church and become active in recovery meetings.

The Home is designed to be a 12-month program. Most programs are not offered within the home, but recommended and mandatory programs outside the home are Celebrate Recovery, Celebrate Recovery 12-step program, AA/NA meetings, Faith based programs and community service approved by Executive Director. Program times are made available to the women. These guidelines are intended to move women towards whole person health instead of enabling dependency. Failure to follow the guidelines will result in sanctions.

*** Three sanctions are an automatic dismissal from the home.**

BROOK HOUSE *Living*

Rules and Guidelines

All residents of Brook House Living (BSL) are expected to attend the weekly meetings outlined below. Attendance is required at a weekly mandatory house meeting.

- Sunday Church service @ Going Hard for Christ Church (GHFCC) @11am
- Women Discipleship @ Going Hard for Christ Church the 1st & 3rd Monday.
- Mid- week Recharge @ GHFCC the 2nd & 4th Wednesday
- Discipleship classes @ GHFCC Sunday morning 8AM (Session dates TBD)
- Weekly house meeting Every Sunday 6PM
- Daily Journaling on daily scripture and life 9-10pm
- Workout and meditation 1 of 2 sessions per week /4hours total
- Celebrating recovery 2 days a week (see List below)
- Women's yearly encounter (October \$50 estimated) start saving.
- Weekly group counseling (Medicaid)
- Weekly individual counseling (Medicaid)
- Group nightly worship and prayer 8PM
- Daily AA/NA/CR available

The infractions that result in immediate discharge from Brook House are:

- Using ANY type of mind-altering substance
- Drugs, alcohol or any related paraphernalia found in possession.
- Positive results from a random drug screening
- ANY form of threats or physical assault toward self or others
- Suicide attempts or verbal intent will be discharged.
- Failure to comply with drug court requirements probation/parole requirements will result in **immediate** dismissal of the home. Disrespecting the program regulations that are keeping you out of prison is unacceptable and will not be tolerated.
- There will be zero tolerance for drug or alcohol usage. Random UAs are to be expected and the refusal of one is an automatic considered a dirty UA. If you get a confirmed dirty UA, you are automatically dismissed from the home.

o 23-hour mandatory report: It is important for each of us to hold our sisters accountable for their own recovery and sobriety. Each sister is expected to recommend their fellow sister self-report. If a relapse happens and a person does not self-report immediately upon discovery, the resident will be dismissed from the home. And fellow sister will be sanctioned if she does not report within 24 hours.

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Celebrate Recovery attendance is mandatory.

Celebrate Recovery meetings are weekly and start with worship and end with a small group. There is a **zero tolerance** for missing CR meetings. If you choose to miss a meeting, you will receive a sanction. Women are required to become involved in a small group within the church in order to establish new relationships within the community.

Celebrate Recovery 12-step is mandatory as times are made available. There are several recovery meetings in the Tulsa area:

- Monday: Asbury United 6PM 6767 S. Mingo Rd Free pre meal 918-3921120
- Tuesday: Believers Church 6 PM 4705 S. Memorial Dr. pre meal \$4 1-808-285-5713
- Tuesday: First United Methodist at 1615 N. Hwy 88, begins with a meal at 6pm.
- Tuesday: First Baptist at 107 E. Will Rogers Blvd, begins with a meal at 5:30 pm
- Thursday: First Baptist of BA 100 w Albany St BA 918-258-4575
- Friday: Southern Hills Baptist Church 5590 S. Lewis Ave Pre Meal \$5 918-743-8897
- Saturday: Kaleo Church of Life Nazarene 525 N Oxford Ave. pre meal \$4

Sample: Mandatory Sign in and out of the home:

Name	Destination	Checkout	Estimated Time of return

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Chores

Everyone is responsible for keeping the house clean, the yard neat and free from Debris. **Trash Day Wednesdays 5AM.**

NO EATING IN ROOMS (Please use the Dining room for all food)

Sample: HOUSE MANAGER WILL ASSIGN COMMON AREA CHORES AND CHORE CHECK WILL BE TWICE A WEEK. Sunday home inspections before house meeting.

Front door outside entrance: clean dusted and free from leaves and bugs	Garage swept and free from Debris and trash. Clean fridge. Dump old food	Half Bath: toilet, mirror, sink, sweep & mop	Dust all bookshelves, cabinets and ceiling fans	Upstairs bathroom: shower, sink, toilet room, mirrors sweep and mop
Entrance swept. and down-stairs hall dusted & mopped refill all tissue and paper towel holders	Laundry room: washer/dryer whipped down, lint emptied, floor swept & mopped (sides & corners of washer and dryer)	Master Bathroom: tub, shower, mirrors, sweep and mop floor, empty trash	Room duties: Bed made every. morning, vacuum, clean window seals, clean windows and mirrors, Dust Blinds and window seal, Wash sheets once per week.	Upstairs Hall: sweep and mop, Dust bookshelf. Reminder: DO NOT REMOVE MATTRESS COVER or pillow protectors
Staircase: sweep, mop and dust.	Living area: vacuum, dust, clean tables, clean under pillows, fluff pillows, clean under couch	Fireplace: clean all old logs and ashes before starting a new fire.	House manager/assistant is the only person to start fireplace or fire Pit	Dining room and Kitchen: sweep & mop clean table w/ pledge only. Make sure fridge is clean. Dump old food

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Jobs

Jobs are mandatory. There is a 2-week grace period for time to obtain employment (Rent will still need to be paid). With a promise to pay contract. Residents will work with local agencies like Workforce Tulsa or Project hire for job searching. Prior to any change in employment, a full 2-week notice will be given. Failure to do so could result in dismissal from the home.

- Residents must be out the House by 9am each morning for job searching during the 2-week grace period.
- If a resident does not work (due to disability only) but is able to pay rent due to help of family or disability checks, the resident is required to volunteer at least 20 hours a week in the community. Idle time and idle hands give opportunity for Satan to rule. We don't want that in a Christian home. If the resident needs help locating a place to volunteer, the House manager will be glad to help. Volunteer hours will need to be confirmed. (See volunteer confirmation sheet.)

Sample:

Residents Name: _____	Community service Location	Date	Hours /Time volunteered	Signature/Phone # of site supervisor
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

- Education: is an option for the women; however, women are expected to work while attending school.

o Example: Project Hire Tulsa TECH: Ask your DHS case worker about a referral for this program.

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Moving In:

The House Manager is responsible for weekly rent collection, initial startup fee, and assessing and collecting fines and penalty fees. (In order to accomplish the purpose of Brook House, it will need to sustain itself financially.)

The cost for residing in the home is a \$175 move in fee (\$125 first week rent + \$50 mis. Fee). \$125 per week thereafter due every Sunday 6pm (House Meeting). This covers the rent, and all utilities and Wi Fi. Resident payments can also be made once a month \$500 due on the 1st or the first Sunday of each month whichever is first.

If a resident is unable to pay in full on time, they must see the House Manager before the due date for arrangements.

REMINDER: Monthly rent is due in full every Sunday or Monthly whichever is agreed upon during initial assessment. The only exception to this rule is if a resident makes an agreement with the House Manager on or before the rent due date at least 48 hours in advance. Every effort should be made to help residents exhaust all resources before agreeing to a payment arrangement.

****Late Rent: Rent received after due date will be assessed a \$10 late fee. \$5 will be added for every additional day that rent is received late. This includes those that make payment arrangement. IE... If rent is received 3 days late, the fine is \$20 (\$10 + \$5 + \$5=\$20). And must not exceed following rent due date.**

--Extending Grace--

Having grace and working with residents having financial difficulty is a value that we approve of. However, residents must act in good faith and follow through with their promises.

Refund Policy

Refunds will only happen if a resident is released by the BSL house manager and or Executive Director. Each weekly (Sunday to Sunday)/ monthly payment is a commitment to finish out the week or month. No half week refunds will be refunded.

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MEDICATIONS

Prescription Medication

- All prescribed medications must have a current doctor's orders.
- No Medications for treatment of opioid addiction such as suboxone and/or methadone
- Miss use of any prescribed medication will be addressed and dealt with accordingly
Example: Dr. prescribed 1 pill 3x a day and you take 3 pills at once... etc....
- will be allowed. Other treatments will be on a case-by-case basis. If approved, the medication will be kept by the house manager in a lock box and be distributed as directed.
- All other medications are to be kept in a secure lockable box provided by Brook House in the House manager's room. Any resident caught sharing, selling medication(s), or possessing medication(s) that is not prescribed to them, or that was not made known to the House Manager, will be evicted.
- NO MAT program residence

Expecting Mothers

Women that enter the residence pregnant situations will be evaluated on a case-by-case basis. In some circumstances residents will have to make other arrangements for living after delivery. If room is available, residents may be approved for a single room rate: \$225 per week. All approvals will be decided by the house manager and executive director.

Abandoned Property

Abandoned property can be scheduled for pickup within 30 days at a mutual location within 10 min of BHL. After 30 days and no contact has been made by the resident, abandoned property will be donated to local shelters/ organizations. BHL is not responsible for abandoned property, lost, stolen or misplaced items.

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Emergency

In the event of any Emergency call 911 first, then call Executive Director and Administrator.

CURFEW POLICY/ OVERNIGHT PASSES

For Residents in their first 60 days at Brook House, curfew is at 9pm.

If you have successfully (no late tickets/sanctions) completed your first 60 days at Brook House, your curfew will change to 10pm.

Curfews are as follows:

- 9:00 pm for all women in drug court. Note - drug court may give a night or weekend pass but permission from the house must also be obtained to prevent a sanction.
- For any resident in the home, a request for a pass for a night or weekend will be made to the House Manager.
- Curfews may be extended to allow for work schedules at the approval of drug court and/or House manager.
- NO OVERNIGHT JOBS

Curfew times can be changed if your employment requires you to work later hours. Instances such as these will be discussed on a case-by-case basis with the manager/owner.

(Documentation of work schedule is required) NO OVERNIGHT JOBS

HOLIDAY FAMILY VISITS: are encouraged. Overnight requests must be completed. Drug test will be administered upon return. House manager and executive director will be available if Resident needs accountability. House Holiday Dinners will be scheduled accordingly by residence.

Missed Curfew Policy

- If you miss curfew, you will need to pay a **\$15 fine and submit to a drug test**. These are non-negotiable and cannot be changed for any reason, so please do not argue with the House Manager. (Sanction will be given)
- If you have relapsed, please do not come home out of consideration for others that are also in recovery. If you need assistance, we can arrange to help you.

A resident may not stay at Brook House Living if they are under the influence of drugs and or alcohol. "Zero" tolerance.

- If a resident comes home and is under the influence, they will need to leave the house immediately. They will not be allowed to drive their vehicle from the house. If a resident attempts to drive, the police will be called. However, if they are unable to get a ride, Brook House will cover the cost of an uber service up to, but not exceeding, \$25. (This fee will be reimbursed by resident)
- If a resident relapse: BHL will hold their bed while resident attends an in-patient-program (rent will have to be paid up)
- Relapse is a Case-By-Case: Decision to be made by HM & ED (this is NOT a negotiation)
 - Meeting with House Manager and Executive Director
 - Have a vote.
 - Return to step one.
 - Mandatory Report to Probation & Parole/ Drug Court
 - Re-Room assignment ((room 4)
 - Back to 60-day curfew 9PM
 - Double loss of overnight 150 days
 - Inpatient rehab **may be decided** (30 day 12 & 12 Grand Lake)
 - Or 30-day drug test: \$3 per test. \$90 to be paid up-front.

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- Under such circumstances, we are obliged to inform a person's counselor and/or PO.
- For the first relapse, the resident will not be allowed to stay at the house until they can test negative for drugs and/or alcohol. Rent will still have to be paid or the bed will be considered Vacant.
- The resident must meet with the house manager following a relapse and the members of the house will review and vote on whether the said resident is allowed to re-enter the home permanently.
- Brook House reserves the right to evict anyone if they come home under the influence. Our intention is forgiveness for individuals that are sincerely working towards sobriety, and the penalties that we will enforce are intended to confirm their sincerity.

Important!

In addition, if you do miss curfew, it is mandatory that you notify the House Manager by phone or text ASAP. This lets us know that you are OK, so we won't need to notify emergency contact in the case that you do need assistance.

If you need assistance, please let us know.

Overnight Pass Approval Policy

Cost: \$5 (to cover part of drug/alcohol test) Rent will not be prorated for Overnight pass (drug test + day rent)

After you have successfully completed your first 60 days at Brook House, you are allowed overnight passes. Overnight Pass is once a month only no exceptions.

Overnight passes are a privilege, not a right. Giving overnight passes is something we take very seriously due to the increased risks of relapse and reserve the right to refuse if we feel that relapse is highly likely.

As a result, if you take an overnight pass, you will be drug and alcohol tested when you return to the house. To cover part of the costs of the test, there is a **\$5 charge for overnight passes**. Please pay the pass fee in advance.

You will need to get permission from the **House manager** for overnight passes. Please leave your contact information, emergency contact information, and the location where you will be going. These policies are in place so that we can support you in your recovery.

(Brook House overnight curfew or passes does not override probation, parole or court orders)

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Visitation guidelines are as follows:

- NO MEN
- No Sleepovers
- Children can visit their mom 4 hours a week. 7pm is curfew time. Guests need to leave the home by 6:50pm. NO excuses.
- Children are the responsibility of the parent they are visiting. No women looking after another woman's children, no excuses.
- Relationships are not allowed while living in the house. Only if a woman is legally married and the courts deem it helpful for the relationship will couples be allowed to be in contact. (NO HOUSE GUEST)
- If friendships in the house appear unhealthy, then contact will be limited between individuals. That means there will be no running around outside of the homes and limited contact while in the home. (IF SOMEONE NEEDS TO BE REMOVED, EXECUTIVE DIRECTOR WILL MAKE A DECISION)
- Bad relationships are primarily the root of what has landed most women into this program and working toward healthy relationships is paramount to your success.
- **Emergency** In the event of any Emergency call 911 first, then call Executive Director and Administrator.

Things to remember:

- Women are responsible for purchasing their own groceries.
- Sharing or not sharing groceries must be clearly communicated to the other women in the home.
- The resident will be encouraged to put at least \$25.00 per week in savings.
- No relationships inside or outside BHL
- No Drop-offs. Do Not give out our address. We want to create a safe environment for all women.
- No one knocks on BHL front door.
- For safety, always no who's outside before you ever open the front door.
- **Emergency** In the event of any Emergency call 911 first, then call Executive Director and Administrator.

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Standards of Conduct

1. **“The standard of conduct expected from each resident is to respect the home, the other residents in the home and the neighbors in the neighborhood surrounding the home.**
2. Courteous and respectful to others – example: the residents are watching television, or eating dinner together and a phone rings, please leave the area to talk on the phone so as not to disturb others.
3. Responsible for keeping your areas clean after you use them: kitchen, bathroom, bedroom, etc.
4. The television and music must be at a reasonable volume as not to disturb others (use your headphones to avoid noise complaints). Each resident must be considerate of the other residents. If a roommate is in bed, be courteous and attempt to be quiet.
5. Modesty is expected inside and outside the home. No cleavage, short shorts or short skirts are acceptable. Low rise jeans may not be worn if skin is shown when bending or kneeling. Length of shorts and skirts is fingertip. No belly showing when arms are raised, no t-shirts with inappropriate writing. When leaving the bathroom residents must be fully clothed or robed.
6. ALL SEXUAL ACTIVITY IS PROHIBITED IN BROOK HOUSE.
7. No phone communications after 10 pm unless the resident goes into a room where no one will be disturbed or goes outside, unless it is for emergency purposes only.
8. Do not bother other residents’ personal belongings.
9. No Stealing
10. Honesty is expected. Lying/withholding information will be sanctioned. Example: If you know that a resident has relapsed it is mandatory that you hold your sister accountable (give her 24 hours to self-report). If no report is made, we can’t help support her.
11. No violent threats or physical attacks on the residents in the home by another resident. There is a **zero tolerance** for violent threats or attacks.
12. No loud outbursts. (This includes talking on your phone with people) indoors or outside.
13. No facetime calls made in the resident to protect all residence privacy.
14. Immediate cell phone usage is allowed. Please no contact with old friends. No Facebook or social media for a minimum of 60 days or before talking with the house manager. Must add House manager and Director.
15. 30-minute limits on phone calls.
16. Minor problems need to be handled with the house manager within the home. Medium to more severe problems need to be first brought to the house manager and Tasheika. If you feel you cannot talk TO HOUSE MANAGER call Tasheika 918-951-0746. There are to be no secrets, secrets keep us sick. Secrets are avoidance of telling the truth, and that is called lying by omission and it will not be tolerated.

Things we are working towards: Mission expectations and standards.

Faith-Based, Christ-Centered, Whole Person Health & Recovery:

<p>1. Spiritual – a. We partner with a local church, and we require our residents to attend all worship services, women discipleship meetings and spiritual development classes. b. We require all residents to attend at least two weekly Celebrate Recovery (CR) meeting.</p>	<p>3. Physical a. We require attendance at the weekly physical training (PT) class as well as logging at least 2 additional hours of physical workout weekly. b. We will have monthly cooking and nutrition classes and meal/supplement plans to facilitate physical recovery from the damage of substance abuse. c. We will require residents to be under the care of a primary care physician with regular check-ups and lab work to monitor and treat health issues.</p>
<p>2. Emotional – a. We require all residents to attend weekly group therapy lead by a licensed practical counselor (LPC) b. We require weekly individual counseling with a licensed alcohol and drug counselor (LADC).</p>	<p>4. Financial a. We will require weekly attendance and completion of the Dave Ramsey Financial Peace Class facilitated by a certified FP instructor. b. We will require residents to submit a monthly budget in line with sound financial principles. Residents will open a savings account with a requirement to save at least \$25 out of every check.</p>

The last step in successful recovery is service to others. The women residing in Brook House will be expected to give back and fulfill the call to serve others.

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I have read the handbook and understand all house rules and regulations. I have asked any questions and gained clarity as needed. By signing, I acknowledge that I am willing to abide by all house rules and rules set in place by BHL, Drug court, Probation and parole. I understand that if I break any rules, I will be sanctioned and or reported to courts and Probation & parole. My unwillingness to abide by the rules may result in my immediate dismissal of the Home. If I am asked to leave, I will gather my belongings and leave the house quickly and quietly or the police will be called to escort me from the Premises. These guidelines have been put into place for your protection and safety for all the residents as you transition back into society. Only sign if you feel you can live within these boundaries of this contract.

Resident signature (Sign & Print)

Date: _____

House Manager Signature

Date: _____

Executive Director Signature

Date: _____

BROOK HOUSE *Living*

Brook House Employee Roles

House Manager:

<u>Job Description</u>	<u>Job qualifications</u>
<ul style="list-style-type: none">• Daily management of house• Random Drug Test for resident• Intake• Transportation as needed per policy• Oversee all policy & procedures	<ul style="list-style-type: none">• Successful in sobriety & least 3 years• Currently attending celebrate recovery/discipleship classes• Drivers license• Continuing education/job• Or Full-Time employment• No overnight

Executive Director:

<u>Job Description</u>	
<ul style="list-style-type: none">• Responsible for planning, organizing & direction of Brook House Living operations & programs.• Direct supervision of house manager• Oversees financial management of Brook House Living budget and operational expenses.• Responsible for maintaining best practices and	

Administrator & Community Liaison title description

<u>Job Description</u> <ul style="list-style-type: none">• Marketing• Program Development• Resource management• Financial Management	
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Grievance Policy and Procedure

Grievance Policy & Procedure

Brook House Living is committed to meeting the needs and expectations of our residents. We will work with you to try to resolve any conflict and try to provide a satisfactory outcome for all parties involved within seventy-two (72) hours, whenever possible. If you have a complaint and/or grievance or wish to participate or convey your feelings regarding any ethical issue during your stay at Brook House Living. Please follow the procedures outlined herein.

A GRIEVANCE SLIP is available on the board in the entry way. The form is to be completed, signed and placed in a sealed envelope. The envelope is to be placed in the grievance box prior to each Sunday House meeting.

If you are making a verbal complaint to the house manager, the house manager must assist you in completing the Grievance Slip. The form is to be signed by both you and the house manager.

The House Director will meet with you to discuss your grievance/complaint within forty-eight hours. During the initial interview, the House Director will discuss the nature of the complaint/grievance, the impact on your stay (if applicable) and possible resolutions. You will be provided with a written response to your complaint/grievance with resolutions within seventy-two hours of receipt. The House Director will sign this response.

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Any unresolved grievances may be brought to OKARR for mediation at

<https://okarr.org/contact/file-a-grievance/>

Grievance Form

Name: _____

Date: _____

Nature of Grievance:

Others involved:

Expectations upon review:

Staff Signature: _____

Resident Signature: _____

Revised 11/2023