



## Sample Policy on Drug and Alcohol Use

*Note: This document has been adapted from a version of the Lyric Hotel’s “Substance Use Policy” (San Francisco, CA), and the Direct Access to Housing’s boilerplate lease addendum (San Francisco, CA), and represents an example of a supportive housing policy, but all such policies should be carefully tailored for each supportive housing project, and should receive appropriate review by legal counsel.*

### Sample Policy on Drug and Alcohol Use Addendum to the Lease Agreement

ABC Apartments recognizes that legal and illegal drug use is part of the world in which we live, and wishes to minimize the harmful effects of drug use on each individual and the community as a whole. ABC does not condone or condemn drug use; however, the staff is required to respond directly to any unacceptable behaviors, whether or not the behaviors are related to substance use.

ABC respects every individual’s right to health and well being, and acknowledges their ability to take responsibility for their own behavior as it affects them, their loved ones, and the community. We aim to create an environment where individuals can openly discuss substance use without fear of judgment, and navigate their own personal path of choices. This includes discussing one’s choices regarding substance use, and supporting one’s ability to make decisions regarding their own substance use goals (active use, recovery, abstinence, etc.). If applicable, the staff of ABC is responsible for engaging tenants in conversations about their use of drugs, alcohol and prescription medications, addressing the effects of substances on the tenant’s life and the community.

Because some of the behaviors associated with drug and alcohol use can create harm in a community, the following policy must be adhered to at ABC Apartments.

#### **Please read and initial each section below**

\_\_\_\_\_ Drug dealing, distribution or manufacturing is not allowed at ABC Apartments. This includes, but is not limited to, the buying and selling of any illegal drugs or prescription medication on or immediately surrounding the building by tenants and their guests/visitors.

\_\_\_\_\_ Illegal drugs, alcohol, smoking, and public intoxication are not allowed in the community areas at any time. This includes the lobby, hallways, services area, elevator, and the area in the front of the building.

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Note: This document is included within the *Housing Operations* section of CSH’s *Toolkit for Developing and Operating Supportive Housing*, which is available at [www.csh.org/toolkit2](http://www.csh.org/toolkit2). This document has been adapted from CSH’s publication *Housing Youth*, which is available at [www.csh.org/publications](http://www.csh.org/publications).

\_\_\_\_\_ All tenants must respect the rights of other tenants and of staff to the peaceful enjoyment of the premises. Violent or substantially disruptive behavior – whether or not it is related to substance use – will not be tolerated in public or private areas. This includes, but is not limited to, threatening other residents or staff and any other violent behavior towards others, destruction of property, making excessive noise, knocking on tenants’ doors to borrow or request money, and having high volume visitor traffic in your unit.

\_\_\_\_\_ Payment of rent and other financial responsibilities must be met regardless of substance use. Money management is available as a voluntary option.

\_\_\_\_\_ Tenants are responsible for ensuring that their guests/visitors comply with the above standards.

\_\_\_\_\_ If a tenant’s behavior becomes problematic to the community, or if it appears that substance use is endangering a tenant’s housing status, substance use counseling may be arranged through Support Services staff in an effort to prevent the termination of the tenant’s subsidy and/or eviction.

I, the undersigned, understand that Federal law prohibits the use, sale, distribution, manufacturing, and possession of illegal drugs and the sale of prescription medication. I understand that violation of any of the rules in this addendum will result in an incident report and/or other action that will endanger my housing status at ABC Apartments.

My signature below indicates that I have read the above rules, understand them, and agree to adhere to them.

\_\_\_\_\_  
**Tenant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**ABC Apartments Representative**

\_\_\_\_\_  
**Date**