



**Maine Association of Recovery Residences**

**75 Bishop Street, Suite 18**

**Portland, ME 04103**

**1-207-835-1030**

## **POLICY CHECKLIST**

The below is an overview of necessary documents, policies, and procedures required for MARR certified Recovery Residences. These are cited as listed below, from the NARR 3.0 certification standards. MARR is an affiliate of NARR (National Alliance of Recovery Residences).

This is a general overview, and it is our pleasure to help you construct any of the below policies you may not have upon application or inspection.  
(*Principle, Standard/s*)

### **Mission/Vision:**

- A written mission (Principle A-Standard 1A)
- A vision statement that is consistent with NARR's core principles (Principle A-Standard 1B)

### **Legal/Ethical/Best Business Practices:**

- Documentation of legal business entity (if applicable) LLC documents, incorporation. (Principle A-Standard 2A)
- Copy of Liability Coverage (Principle A-Standard 2B)
- Written permission from property owner (if operator does not own) (Principle A-Standard 2C)
- Policy surrounding the conditions around employing, or entering into a paid work agreement with residents (Principle A-Standard 2G)
- A code of ethics aligned with NARR code of ethics- signed by all of those associated with the operation of the RR. (Principle A-Standard 2I)

### **Finances:**

- Use of an accounting system which documents all resident financial transactions such as fees, payments or deposits (Principle A-Standard 3B)

### **Resident Rights:**

- Documentation of a process that requires written agreement by the resident prior to committing to any terms (ie; living agreement etc) (Principle B-Standard 5A)

### **Residents engage in leadership and governance:**

- Grievance policy and procedures that include the right of the resident to take unresolved grievances to MARR (Principle C- Standard 7B)
- Written responsibilities, role descriptions or guidelines for residence leaders (peer leader, or house manager) (Principle C- Standard 8B)

### **Staffing:**

- Job descriptions for any and all staff (Principle D- Standard 12A-C)

### **Home Safety:**

- IF the residence has a fire alarm panel and system, verification of inspection will be required by MARR (Principle F-Standard 17A-C)
- Documented emergency procedures, and documentation that residents are oriented to these procedures (Principle F- Standard 19A-D)



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**Recovery Engagement:**

*\*\*Please see the entire C Domain for reference to which things should be illustrated through the requirements of your living agreement and what is expected for “recovery” related activity from the residents\*\**

- Documentation that residents are encouraged to
  - Work, go to school, volunteer
  - Participate in social, physical or creative activities
  - Participate in daily or weekly community activities (Principle G- Standard 20A)

**Community:**

- Documentation that residents engage in community relations and interactions to promote kinship with other recovery communities. (Principle I- Standard 29D-F)

**Good Neighbor:**

- Policies surrounding the handling of the below and possibly complaints from neighbors regarding:
  - Smoking
  - Loitering
  - Offensive language
  - Cleanliness of property (Principle J-Standard 31A-B)