



Resident Handbook



For More than 40 years the Open Door has provided quality sober living for men recovering from drug and alcohol addiction.

**Founded
in 1984**

Welcome Home!

If you are a happy, successful, well-adjusted person, you are definitely in the wrong place! On the other hand, if you are a man without hope or direction in your life, a “helpless, hopeless” alcoholic /drug addict, Welcome Home! You are in the right place if you have a sincere desire to change. If you are sick and tired, broke, unemployed, in the middle of a divorce, just out of jail or prison, on probation, on parole...this IS your starting point to get on to a clean and sober life with all of its amazing benefits. Every man in this house is here for the same reason you are. The staff here is all in recovery and familiar with your “unique” set of problems. Someone once said that the key to success in life is

99% showing up. Here at the Door you will be required to show up! This applies to meetings, working the program, house responsibilities (including rent) and fellowship with other residents. I think you will find the Open Door to be a positive recovering atmosphere. Excuses don't work well here but accountability does! It is our profound hope here at the Door that you will grasp this excellent opportunity to learn how to live sober and leave here successfully!

Wishing you every success in your recovery and welcoming you to your new home!

Joe Cel , Executive Director

Mission Statement

“The Open Door provides supportive sober living where men recover from substance abuse through the spirituality of the 12 Steps, and can ultimately return to productive and sober lives.”

Corporate Statement:

The Open Door Ministry, Inc., is a non-profit, sober living residence for men that are homeless as a result of alcoholism and or drug abuse. The Open Door Ministry seeks to guide, assist, encourage, support and empower homeless men to regain their self-esteem, to fulfill their God given purpose and become self-supporting and productive members of the community.



THE 12 STEPS

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

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PROGRAM OVERVIEW

A. It is the policy of the Open Door to offer placement in our program to men who are predominantly homeless and often indigent. We do this after assessing that you are motivated enough in your attempts to recover from your alcoholism/drug addiction. WE do this without regard to race, creed, color, sexual preference, religion, or national origin. Had you not been qualified for admission, you would have been referred to another program/facility.

B. A sincere and genuine opportunity for change is a requirement to be admitted to the program here at the Open Door. There is a critical shortage of facilities/programs who will offer this opportunity to the most disadvantaged in the community while offering a very real opportunity to change one's life. The Open Door and its Staff INSIST that you use this opportunity as it is contingent on your compliance.

C. Total abstinence is the goal of the Open Door. Any use of alcohol/drugs will not be tolerated.

D. Length of Stay – You will be asked to make a 6 month commitment to stay here. Many men stay much longer. You will be reviewed periodically to see if your progress here is appropriate. It is the goal of the Open Door to help you attain long term recovery. While you are here, your participation in our program will be evaluated every week. It is suggested that a two year stay is the maximum length of time a resident requires at Open Door. A staff review will occur on a monthly basis to help you develop a plan for the next step.

E. Medical care and medications – Medical care is your responsibility. Open Door may assist in referring you to agencies and facilities that treat indigent clients. Medications – ALL medications (including over the counter) must be reported to Staff. BEFORE taking or having any prescriptions filled you must have Staff approval. Medication questions may be referred to a medical consultant who assists in determining what medications Open Door will allow without compromising your recovery.

RESIDENT RIGHTS

As a resident of the Open Door, you have the following rights:

- * To be treated with consideration, respect and dignity.
- * To a safe and humane psychological and physical environment.
- * To have appropriate and adequate services provided.
- * To participate in and be informed of all the activities of the Open Door.
- * To not be discriminated against based on religion, race, creed, color, national origin or age.



RESIDENT RESPONSIBILITIES

As a resident of the Open Door, you have the following responsibilities:

- To give full compliance with program rules
- To be considerate of the rights and welfare of other residents and staff
- To accept your financial obligations associated with your stay at Open Door
- To remain current on your rent, to make written arrangements when not current and comply with them
- To follow the approved grievance protocol should you have need of it
- To participate in household chores, resident reviews, and in-house activities, as well as volunteer opportunities
- To promptly notify Staff of house and/or program violations (including by other residents). Failure to do so is enabling that person and putting the house at risk
- To assist Staff with ANY requests for assistance
- To review updates found on the House Information Board in dining room
- If you are ill, you must seek medical attention
- As a resident you must be willing to participate in our social model of recovery, which is our “community”. This is critical to your recovery. If you do not actively participate in the “community” aspect of our program, then staff reserves the right to ask you to leave to open up space for those who are willing.

**Open Door OFFICE HOURS Monday
through Friday 8:00 a.m. – 4:00 p.m.**

Staff evening hours and weekend hours are available by appointment. In the event of an emergency, obtain cell phone numbers from houseman.

Responsibility Declaration

**I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there.
And for that: I am responsible.**

MISCONDUCT AND DISMISSAL FROM PROGRAM

If your behavior and conduct are disrespectful or disruptive towards staff and/or residents, you will be asked to leave. The following are grounds for dismissal:

- Disregard for safety standards
- Defacement of or damage to facility property
- Smoking in the building (including e-cigarettes and vaping)
- Assault or aggressive behavior or threatening language
- Use of alcohol or drugs on premises
- Sexual misconduct or women visitors in rooms
- Violation of behavioral contract and/or rent
- Repeated violation of Open Door rules and guidelines despite Staff interventions. This includes rent arrearage.
- Food and beverages in rooms with the exception of water, coffee. This helps reduce pest control costs.
- Unauthorized use of cable
- Curfew violations or AWOL status
- Positive drug screen or breathalyzer
- Persistent pattern of non-compliance



**KEEP
CALM
AND
CALL YOUR
SPONSOR**

Our single goal is to help our residents to recover from alcoholism and their drug addictions and to return to full participation in community life.

“This is the place where miracles happen!”

RULES AND GUIDELINES

The following rules and guidelines are for your safety and the safety of others. Living in a therapeutic community means willingness and cooperation on the part of all living there. If for any reason you can not or will not follow these rules, you will need to find another place to live. We are here to help you get better, to grow in responsibility and recovery and assist you with any questions or problems.

We will do our part. Please do yours.

1. MEETINGS

Morning prayer and meditation group (M-F 7:45AM), Monday morning (9:30AM Discussion), Wednesday morning (9:30AM Big Book) and Friday morning (9:30AM Joe & Charlie BB Study) are mandatory meetings for your 1st two weeks in the house. After the 1st two weeks you may go to outside meetings in place of these BUT if you are ON THE PREMISES, you MUST be in the meeting. We also have H&I meetings on Wednesday night (7:00PM Big Book) and Thursday night (8:00PM Discussion). The Thursday night meeting is mandatory your entire stay. There is also a house meeting on Thursday night (7:00pm) that is mandatory for your entire stay. This meeting is to discuss announcements, events and house issues among your house and Houseman. It is very important to take an active role and participate in this meeting. Your voice matters and your ideas and opinions count in this meeting. The house must all work together while living and learning a 12 Step way of life. This meeting is the venue for airing differences and holding each other accountable. It is your business to help to create a positive living environment within your house.

It is your responsibility to know the times of all of these meetings. You may be excused from one of these meetings with approved work schedule, approved pass, or Staff approval. If you are sick or cannot attend any mandatory Open Door or AA meetings, you must notify Staff before missing the meeting.

Residents are not to leave meetings before they are finished. As agreed upon admission, you will attend 12-step meetings and be provided a sheet to be signed daily. They will be reviewed by Staff weekly. Back to Basics 12 step course meetings will be held on premises. All residents will attend the entire Back to Basics course, these are mandatory. You will be notified when to attend. Cell phones and eating are not allowed during any meetings. Do your part to support all meetings; be prompt, respectful, and courteous. Recovery meetings are an essential component to the recovery way of life. If you are to have any hope of successful, long-term recovery, you must attend meetings. All residents will attend meetings on a daily basis while living at the Open Door.

2. RESTRICTION PERIOD



When you first move into the Open Door you will be on restricted leave. This is for your best interests and ours. It allows you a period to "Take It Easy" and adjust to your new journey. This period will typically last for 14 days or 20 meeting stamps, whichever comes last. A resident who is on restriction is not allowed to leave the property alone unless authorized by a Staff member. While on restriction, the resident must also use the "Restriction Sign-Out Sheet" when leaving with another resident that is NOT on restriction. A resident on restriction may leave with a sponsor, or someone other than a resident with Staff approval ONLY. Upon admission, you are given directives to meet prior to being cleared from restrictive leave. If these directives are not met, you will not be cleared from restriction.

Take these 2 weeks to focus on your problem and the solution to your problem. Follow Good Orderly Direction!

3. DRESS CODE



Footwear is expected to be worn AT ALL TIMES. This helps stop the spread of Athlete's Foot throughout the house. Appropriate dress is required in all common areas. Shirts are required at all times in all common areas and outdoors. Prohibited items include: gang-related clothing, jewelry, or customs; clothing with drug slogans or bar and alcohol ads. Sleeping in the nude is not allowed. You are in the process of change. Let that change reflect in your attire and actions.



4. HYGIENE

Appropriate personal hygiene is required. This includes daily showers and clean clothes. Do your laundry and bedding weekly. Personal hygiene rules and housekeeping guidelines must be followed. This is a courtesy to other residents and helps to minimize the spread of infections. Wash hands frequently. Practice universal precautions at all times in regards to body fluids. If your person, clothing or bedding is found to be sub-standard, you will be confronted by Staff.

5. INFECTIOUS DISEASE/BLOOD BORNE PATHOGENS

For information regarding Hepatitis C and HIV, please see Staff. Frequent hand washing has been shown to reduce the spread of disease. Please read the ODM Infectious Disease Control Policy posted in your house on the bulletin board.

6. CLEANING / ROOM MAINTENANCE / INSPECTIONS

All residents are to cooperate and participate in the cleaning and maintenance of their house. A messy, unkempt house is often reflective of the commotion of one's internal condition. All rooms will be randomly inspected by Staff. Trash cans must be emptied daily. A note will be left indicating what needs to be removed or cleaned or a Staff member will talk to you about what needs to be done to get it up to standard. A follow-up inspection will be conducted. If necessary, the Staff will review the problem and assess motivation and progress toward recovery. Know the standards as outlined for each chore.



ALL wall hangings must be approved by staff!

All rooms will be inspected periodically by either the Houseman or Staff. A Major Cleanup will be conducted 3 times per year or more on weekends. This includes cleaning of everything in each house. Report any pest or maintenance issues to Staff IMMEDIATELY. NO passes will be allowed that weekend.

7. EMERGENCY EXITS

Please make note of all exits at the facility. They all are marked with emergency signs and lighting.

8. CONFIDENTIALITY

Confidentiality must be respected and protected by all. Every resident has agreed to waive confidentiality; however, Staff and other residents should be discreet in what information we share. The rationale for the waiver of confidentiality for Open Door residents is that no one will be able to “hide out” here. Accordingly, if there are any legal or financial issues, residents are encouraged to be accountable and make appropriate arrangements. However we do urge residents to be respectful of other residents' confidentiality. A gross breach of another resident's confidentiality could be reason for discharge. When in doubt, seek Staff advice.



9. SIGNING OUT

Anytime a resident leaves the Open Door (beyond the property) for any reason, he is to sign out on the appropriate sheet/clipboard. Fill the sheet out in detail and include a return time. Always use AM or PM when writing times or use military time. Failure to sign out will result in dismissal. It is viewed unfavorably if a resident's sign out appears that he is simply using the Open Door as his "flop" house. In order to be involved you need to be here. Signing out for extended periods of time with no real, healthy destination is frowned upon and will lead to Staff having a discussion about your responsibilities toward the Open Door's Sober Living Program. You can't be of help if you are never here. Do not sign out for multiple destinations that cover long periods of time unless absolutely necessary. If you are unsure what this means, see Staff. If you are signed out for a particular destination, you should be there. If your plans change, your sign-out sheet should change as well. Call your Houseman (not Staff) to address any changes in signing out or if you are going to be 15 minutes or more later than your indicated return time. If you are calling often (more than once or twice per month) to inform your Houseman that you will be late, Staff will be informed. The Houseman is the contact for any sign-out sheet issues. Remember, when you came here you were looking for structure, this is structure!

10. MEALS AND FOOD

Breakfast, lunches and snacks are to be prepared individually by the residents or as a group if you wish. Help yourself to the food items that have been placed in the kitchen to be eaten for these purposes. Do not eat menu planned inventory items. If unsure ask Staff or your Houseman. We encourage group meals. Get cozy with each other - don't isolate. Only eat in approved areas.

Family style meals served at the Open Door are meant to build unity and brotherhood within the houses. Men that share a meal together respect one another more and have a better opportunity to grow in recovery. Families eat meals together, so should you.

Cooperation with the daily cooking schedule is required to live at the Open Door. This includes meal planning and cooking. This also means allowing the assigned cook to exclusive access to the kitchen on M-F from 3:00PM until 6:00PM to prepare and clean up. Dinner meal Monday through Friday is to be on the table in a presentable fashion (see houseman if you are unsure) at 4:30PM. Please plan to eat with the men of the house at 4:30PM on a daily basis Monday through Friday. Follow the "Daily Cook Inventory Chore Standards" when you are scheduled to cook. Follow all instructions. Prepare full course meals and take pride in preparing good food for your house. If you need help ASK FOR IT! Learning to prepare healthy meals is part of your program here. It's that structure thing again, remember?

If you are unable to cook because of work or some other obligation that is approved by the Houseman, it is your responsibility to find a replacement. Ask your Houseman or Staff about the \$15 or \$30 fees involved if you cannot cook or fail to meet your obligation as scheduled.

Meals are designed to aid in your recovery. Men that break bread together develop a life-lasting bond. Each resident provides well-balanced, healthy meals and snacks. Please, no microwave or oven cooking after 10:00PM.

We have a sign-up sheet or board in the dining room for Late Plates. If you are working during the dinner hour, or have other business during dinner, that you have approved with the Staff, you may sign up for a Late Plate. They are prepared from the evening meal and are placed in the refrigerators.

Family

Please **DO NOT REMOVE ANY ITEMS** from the dining room or the kitchen, such as coffee cups or dishware.

While we do have assigned details for the kitchen and the dining room clean-up, everyone is encouraged to be a team player and help each other to keep the houses clean.

Cleanliness in the dining room and kitchen is always expected!

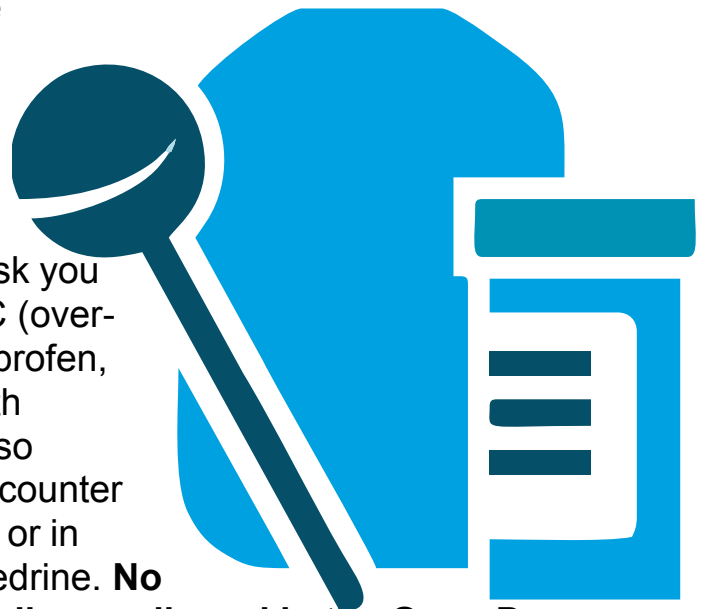
Please see your Houseman or Staff if supplies or inventory items are needed.

DO NOT ENTER the inventory storeroom, freezer or refridgerators in the storeroom unless authorized. Violators will be ASKED TO LEAVE.

No cell phone conversations, texting, mp3 players or any electronic device is permitted during meal or meeting times. Have positive conversation with each other - FACE TO FACE!

11. PRESCRIBED MEDICATIONS

All prescriptions must be approved by Staff before filling or taking! Any prescription/health/medical questions should be directed to Staff. You **MUST** have any medication coming into Open Door approved by Staff. Not all prescriptions are appropriate for the Open Door. Violation of this will result in immediate discharge. If confronted by Open Door Staff concerning a medication that you did not check in properly and you reply "I forgot" we will "forget" you live here and ask you to leave! Normally the only permitted OTC (over-the-counter) medications are Tylenol, Ibuprofen, and Aspirin. No cough syrup remedies with codeine or alcohol will be allowed. This also refers to sleep-aids or any other over-the-counter medicines that contain alcohol or codeine or in some instances pseudoephedrine or ephedrine. **No mood-altering chemicals or paraphernalia are allowed in the Open Door or vehicles.** Certain medications are required to be stored in lock boxes, see Staff. Upon admittance you will be given the "Medication Dispersement Policy" that must be strictly adhered to while living at the Open Door.



12. DRUGS OF ABUSE

If any resident knows about or suspects drug or alcohol use, he should contact the Staff or Houseman immediately. This is imperative to your recovery here and in keeping the Open Door a safe and sober environment. Sharing (diversion) or substituting medications is drug abuse and grounds for eviction. A resident who is using puts the entire House at risk and jeopardizes your recovery. Residents should be aware that OTC supplements are not regulated by the FDA and may contain substances which could affect drug screens. Please keep in mind that most supplements have been proven to have little or no useful properties. Get out of the mentality that you need a pill to fix yourself!

13. SMOKING

Open Door is a non-smoking facility. This includes cigarettes, e-cigarettes, and vapor. Smoking is allowed **ONLY** outside the building in the designated areas.

Clean Air Zone
NO SMOKING OR VAPING



14. PERSONAL APPLIANCES

Personal appliances such as fans, heaters, hotplates, desktop computers or TV's are not permitted while living at the Open Door. Regardless of whether you think your room is too hot or too cold we cannot allow you to bring in personal appliances. We go to great lengths to provide central air conditioning and heat to the houses. We are not able to cover costs associated with such devices nor are they safe in the houses - we simply cannot meet insurance regulations or liability issues if we did. Some rooms are warmer or cooler than others, choose wisely.

Your rooms are meant to be kept clean and to the standard at all times. Noise and radio volumes must be kept so that they do not disturb any other residents and can not be heard outside of the rooms. Laptops are ok but must be kept quiet. Windows are to be shut at all times unless noted by the Houseman. During transitional seasons the Houseman will inform you about open windows. This is to maintain a constant ambient temperature here at the house without straining our utility budget. **You're not allowed to open the windows without Houseman approval. Appropriate consequences will result.** Space heaters, halogen lights, lava lamps, candles and incense are not allowed. No extension cords. Approved power strips are allowed.

15. COMPUTER POLICY

Open Door has a computer with internet access for residents use. It is located in the administration house. The computer is to be used exclusively for employment searches or authorized academic work only. Social networking, listening to music, accessing pornographic or dating sites is strictly prohibited and will result in immediate eviction. The computer is a valuable resource and we expect all residents to treat it with full respect.

Open Door Staff will strictly enforce all rules and guidelines to ensure a secure, comfortable and professional experience for all users.

16. EXERCISE ROOMS

Each house has an exercise room in the basement. You can use the equipment at anytime unless it is during meeting times. You can use either room in either house regardless of where you live. Be respectful and clean while using the equipment. Water and sports drinks only will be allowed. Use a spotter when lifting. Do not drop weights. Re-stack weights when finished. Keep this area clean or it will be shut down and the privilege taken away.

17. TV ROOMS

We have two TV's in each house. One in the main living area and one in the basement. ALL TV's are to remain off from 8:00AM until 4:00PM Monday through Friday and turned off at curfew time each night. On weekends, TV's can be used at anytime but will be turned off at curfew. Program selection is determined by majority vote. Some major sporting events may have priority. Drinks, including soda are allowed, but not food. No food is allowed in the TV rooms. Failure to keep area clean will result in shut-down for at least one week. If a meeting is going on upstairs TV room is closed. No sleeping in TV areas.

Cable theft OR Cable tampering is grounds for immediate eviction.

18. RESTROOMS

Residents are to use the bathroom on their assigned floor. This prevents overcrowding at peak times. Consequences will be given to those not complying. Please do your part to keep the restrooms clean at all times!

19. MAINTENANCE

Maintenance issues or repairs needed must be reported to Staff or Houseman.

20. LEGAL ISSUES

All residents on parole or probation must register information with Staff. Any omission or failure to do so may result in eviction. Many residents come here with unresolved or ongoing legal issues. If you don't have the resources for private counsel, the Open Door has many supporters who may be able to help you. We encourage you to see Staff concerning your legal situation. Please request legal letters from Staff **ONE WEEK** in advance.



The Open Door has a good rapport with probation and legal departments so do not hesitate to see Staff who can coordinate your program here with the appropriate agencies. Arrest on a **NEW** charge will result in eviction.

21. ALCOHOL/DRUG SCREENING

Urine drug screens and breathalyzers can be requested at any time. Residents have signed an agreement on their admission here that they will be breathalyzed or asked for a urine drug screen. These are done on a random basis. Residents must comply when requested to perform an alcohol or urine drug screen. Refusal to do so will result in immediate dismissal from the program. In regard to the urine drug screen, a one-hour limit is the time frame you will have to produce a sample for the drug screen. If you cannot go within that one-hour time frame, you will be dismissed. **Residents are required, if they know about or suspect alcohol or drugs used by other residents, to contact Staff immediately.** This is to help your recovery. Residents who do not comply are enabling the addiction of others and jeopardizing their own recovery. The Open Door has zero tolerance for alcohol and drugs. Staff reserves the right to evict a resident regardless of test results!

22. CURFEW

Curfew Sunday through Thursday is 11:00PM until 6:00AM. Friday and Saturday is Midnight until 6:00AM. TV's are shut down at curfew. If you know you will be late, you must call the Houseman for approval. Work hours regarding curfew extensions are to be approved in advance by Staff only. No visitors are allowed in the houses after curfew.

23. TELEPHONE RULES

Telephone use is permitted before 11:00PM only. The house phone has a 5 minute limit. No incoming or outgoing phone calls after 11:00PM - house phone or your cell phone. Be respectful while on the phone at all times.

24. EMPLOYMENT ASSISTANCE

We have Staff available who assist residents with “Job Coaching” and interview/resume skills.

The Open Door has a working relationship with various local agencies and may be able to refer appropriate residents.

When Staff feels you are ready, we expect residents to be very proactive in seeking employment. With a very large resident, alumni and support base, Open Door provides excellent opportunities to find employment. Non-working residents are expected to be out seeking work from 9am – noon and 1pm – 3pm.

25. PASS POLICY

The pass policy for Open Door is as follows:

Weekend passes are designed to allow residents time to spend with family, re-establishing good relations according to the principles of 12 Step recovery. Passes are a privilege, not a right. Being up to date on rent, completion of the Back to Basics program, following rules and program participation are all looked at when considering a resident pass request. The pass request sheet must be filled out by the resident or Staff by 4:00PM on Wednesday and approval notice will be given after the Thursday morning Staff meeting. Passes are limited to two nights every two weeks (Friday through Sunday). Once you return to Open Door grounds for any reason, your pass has ended.

Extended Passes: At times, emergencies with families do arise, or work requirements do arise. Any extended (beyond the normal weekend) pass must be approved by the Staff.

Information for Holiday passes will be posted.

26. RESIDENT EXPECTATIONS

The Open Door Ministry Sober Living Agreement is given to each man upon acceptance and admittance to the House. We expect you to follow this document aka the Resident Agreement very seriously. They outline the requirements to become a permanent resident of the Open Door. They outline our program of action that will enable you to stop the pain and suffering that you have endured as a result of your addiction.



The most important part of this process is your engagement into a 12 Step recovery way of life. This means that you will join a home group, seek a sober, experienced alcoholic, that knows the practical program of action as outlined in the Big Book of Alcoholics Anonymous, and has experience sponsoring alcoholics and addicts to be your sponsor. We will know if you are working a program or not. All Staff are very familiar with the 12 Step program and live the principles in all of our affairs. We know when a man changes as a result of the psychic change that takes place. We can help you in your recovery if you let us. If you strive to learn, practice and live the 12 Steps while a resident here at the Open Door, you will be preparing yourself for a wonderful life after you move. And if you do adopt this new design for living, you will be taking advantage of a great opportunity to be a resident at the Open Door. This is a great program and is operated with love, tolerance and total support of your recovery. The more time you spend at the Open Door the more you will grow. Be a part of the miracles that happen here. Attend the meetings here, seek advice from staff, eat dinner with your house daily, bond and give back. We assure you that you will change for the better. Your life will be worth living and you will become happily and usefully whole.



27. THE RESIDENT HOUSEMAN

The house will be overseen by a resident to act as “Houseman”. The Houseman will be selected by the Executive Director. The selected resident must understand that they are to serve their fellow residents, rather than be in charge of them. The Houseman will meet weekly, or more, as needed with the Director/Staff in order to address concerns/information between the residents, staff, board, etc. A house meeting will be held once a week or more, if needed between the residents and the Houseman who will chair this meeting. These meetings will be open to conversation regarding ongoing grievances, personality spats, chore assignments, suggestions, etc. Plans/agreements/ideas should be made through a democratic vote, understanding that the Executive Director must approve all major changes. Every resident should be afforded the opportunity to be involved with the decision making process. Typically, when the men feel that they’re taking ownership/responsibility of the house, their self- esteem and attitude improves dramatically. Also, the peer pressure will tend to favor recovery. The Houseman will oversee the men/houses (chores, meal preparation, curfews, suspicious/questionable behavior, alcohol/drug use, conflicts, etc.). The Houseman will not threaten, discipline or discharge another resident. Staff will typically rely on the Houseman's recommendations regarding non-compliant behavior including but not limited to asking a resident to leave. In the event of a crisis/emergency, the Houseman will contact Staff, or call 9-1-1, etc.

All residents are expected to respect and be of help to the Housemen at all times.



28. MENTORS

The ODM Mentor Program here at the Open Door is based on one alcoholic helping another alcoholic. **Your Mentor will do the following:**

- 1) Review the rules and guidelines of the House with you.
- 2) Review the "Resident Agreement" with you.
- 3) Go over the fire policy with you, making certain that you know the location of the extinguishers, pull stations, and exit routes.
- 4) Instruct you as to the proper sign-in and sign-out procedures and policies.
- 5) Acquaint you with the various chores, the location of the laundry, bus stops, stores, schedules, etc.
- 6) When possible, take you to meetings and introduce you to people in recovery at those meetings.
- 7) Introduce you to all residents and Housemen.



Your Mentor will NOT do the following for you:

- 1) Loan you money
- 2) Work your program for you
- 3) Find a job for you
- 4) Be your AA/NA sponsor
- 5) Wash your clothes for you!

The Mentor is a brother, not a mother!

Many long-term friendships have developed out of this arrangement.

29. CHAIN OF COMMAND

When you have questions, initially direct them to your Mentor or Houseman. If your question or concern has not been addressed, then ask Staff. The Executive Director has final decision regarding rules/policies and changes.

30. VEHICLES

If you own a vehicle or plan to acquire a vehicle, you must notify Staff, and show your valid driver's license, proof of insurance and registration for that vehicle. This must be kept current. Residents who drive without a valid license, insurance or registration will be asked to leave. **Do not lend your car to anyone.** Our experience has shown that you could very well be giving your car away-- not a good idea! Residents in the past who have borrowed cars have returned them severely damaged, if at all, and you would be responsible for the damage to them. Only one car per resident is allowed on the lot. Parking is allowed in the lot only. No resident vehicle is allowed in either of the ODM driveways.

31. VIOLENCE AND ABUSIVE REMARKS

Violence of any sort, or any threat of violence, is prohibited. This includes acts or threats of that nature. Firearms and weapons other than work-related pocketknives are prohibited. Verbal abuse of another resident or Staff is not permitted, including sexual harassment to females at any time anywhere. Keep in mind that we may have female visitors here at Open Door occasionally. Be respectful.

32. PORNOGRAPHY/PROFANITY

Pornography of any kind is prohibited and is grounds for eviction. This includes websites, movies, tapes, posters, magazines showing nude males or females. Attending strip clubs or soliciting prostitutes are forbidden!

Profanity is not a sign a spiritual growth. Be respectful of all Staff and visitors.

33. GAMBLING

Gambling (including online) is not allowed or tolerated as residents are here to change. Gambling can be an addiction and is grounds for eviction. Casinos or other gambling establishments are forbidden! Excessive lottery ticket buying is also gambling!

34. LENDING MONEY

Our experience here at the Open Door has shown that this creates a number of problems in the House and many times the residents never receive the money they have loaned out. You could be bank-rolling someone's drug or alcohol binge. Open Door has many options for those residents who have no money. No one is denied food or privileges here at the Open Door. This policy of not loaning out money helps a resident to learn one of the most important words in recovery, which is 'No', and to understand the AA principle, "To Thine Own Self Be True".

If you lend it (money, valuables, car, cd's, phones, etc.) be prepared to lose it!

If a resident is has no money, he may perform cooking details for other residents for \$15.00. This is allowed so that disadvantaged residents can earn some honest pocket money. The rate is \$15.00. **If you are offered less than \$15.00, you are being taken advantage of. Don't take it! Get your money first!**



35. PLASMA CENTERS

Selling blood at PLASMA CENTERS is PROHIBITED!

In our experience many of the clientele are in active addiction and are there to get quick money for their addiction. This environment puts residents at risk. This “easy money” is not a path to self-sufficiency. Regular work precludes the need to sell plasma. Open Door provides meals, clothing vouchers, bikes, laundry and toiletries for those who are indigent. There is no need to sell plasma while at the Open Door. Violation of this policy may result in dismissal from program.



36. FOOD STAMPS

Food stamps are used at the Open Door to help defray the costs associated with the program fees. Men can contribute toward their stay at the Open Door by using a food card if they are eligible for such benefits. Staff will help you with the application for benefits through ODJFS. Any food card usage will be credited toward program fees.

37. PETS

Pets are not allowed.

38. MOTORCYCLES

Motorcycles are permitted but please use parking lot only for parking your motorcycle.

39. MOPEDS AND BICYCLES

Mopeds or bikes are to be kept locked up in the bike corral. Gate key is kept at a spot designated by each house. Please ALWAYS keep gate locked and ket in it's place. Do not leave key outside or in the lock. Do not leave the lock unlocked. Theft is a problem, keep corral secure at all times.

40. WAKE UP / NAPPING

Monday through Friday (except holidays) ALL residents are expected to be out of bed by 7:00AM and their beds made and areas cleaned by 7:30AM. Those that have Staff approval due to working hours have exception to this rule. Napping should be minimal. Only in the case of extreme exhaustion, illness or Staff approval should we be taking naps. Men should be spending their time productively. Put the nap times on the sign out sheet if a nap is needed. Sleeping in on the weekends is OK and napping on the weekends does not have to be put on the sign-out sheets. Men typically get one warning if caught sleeping past 7:00AM Monday-Friday, after that Staff will ask you to leave. Please take this very seriously, we do! More structure here guys.

41. QUIET TIME



Quiet time is from curfew until 7:00AM. No disturbing noise, music, or loud conversations please. The rights of fellow residents need to be respected. Please be respectful of others who live here. The volume of televisions and radios are not to be heard from outside of the rooms. **Please do not slam doors!**

42. VISITORS

Visitors, family, spouses, twelve step members are welcome to visit with our residents in any of the common areas (living room, dining room or kitchen) and if you need a more private setting you can be escorted by a resident to the basement recreation area or to the front porch area of either house. You may also visit privately with residents in our Administration House during the specified hours which are Monday through Friday from 11am until 4pm.

Non-related females are generally not allowed on Open Door premises. If you feel you have a good reason to have a female visitor, that is not related to you, get prior approval from Staff.

Please take a moment to read the visitors guide posted in the living room of either residence and point this out to any visitor that you may have.

43. GOSSIP AND RUMORS

Recovery requires first of all accountability, responsibility, and rigorous honesty. Gossip perpetuates game-playing and old behavior.

Rumors need to be self-addressed in the house meetings or directed to Staff. It is better to bring the rumor to the group and find out the real truth rather than perpetuate half-truths, misconceptions, and falsehoods.



Covering for someone or lying for them will result in severe consequences leading up to and including discharge.

44. HOUSE CHORES

Every resident will be assigned one or more daily chores that he is responsible for. Chores are to be done according to the chore standards sheet (see Houseman) on a daily basis - all chores are to be completed by 10:00AM. Once chores are completed according to the standards, you are to sign off on the chore sheet that you did the chore for that day. Signing the chore sheet without doing the chore is dishonesty. We will not tolerate dishonesty nor will the men that you live with. Please ask for assistance if you have any questions about your chore. Your mentor or Houseman will instruct you on where to find supplies and the necessary tools to complete your chore. Seniority typically dictates chore assignments.

45. VALUABLES

The Open Door will not be responsible for any lost or stolen property of individuals. Each person is responsible for his/her own belongings and valuables, including money. The Open Door residents are discouraged from having large sums of money, laptops, or expensive jewelry in their rooms or on-site. We have lockboxes that may be available for you if needed. **Please ask Staff to use these for valuables and medications if needed.** Please see Staff to obtain a lockbox.

46. MOVE-OUT PROCEDURE

When it comes time for you to move from the Open Door Sober Living Program and you're ready to get on with your new life, please make time to have an exit interview with either the Program Coordinator or the Executive Director. **Exit interviews are mandatory for a successful discharge.** This will help us evaluate your stay here and you can rate us on the things we did right and wrong. You can also give us feedback about your stay here. It is a tradition that men who are preparing to move announce this in the House Meeting on the Thursday night prior to their move and it's an opportunity to thank the Open Door and residents for their stay here. It is also a tradition for Staff to acknowledge a resident who has successfully completed the Open Door Sober Living Program, and to present them with their own Open Door Coffee Mug to be displayed on the rack in their house for future use when they come back to give it away.

Those that choose to leave without any regard for accountability, i.e., move-out with no notice to Staff, or those that are discharged as a result of substance abuse and leave without taking their belongings will have 3 days to contact Staff during office hours to make arrangements to pick up their belongings. If no contact has been made, we will hold a resident's belongings for **10 business days** and then donate to local charities.

Any resident who is unsuccessfully discharged, for whatever reason, will not be allowed on the Open Door Ministry property until they have met with the Executive Director and have been granted permission. This includes all recovery meetings held at the Open Door and special events held at the Open Door. The only exception would be if a resident is here to pick up their belongings, in which case they must be supervised by Staff or the Houseman.

47. FIRE

The safety of the Open Door Staff and residents must be given highest priority in the case of a building fire. All Staff and residents must be informed and prepared to perform various tasks in a cooperative and expedient manner with the Fire Department.



In the case of a fire or any emergency, immediately call 911. Notify Staff. Follow evacuation route procedures that are posted throughout the house. You are given a fire safety plan upon move-in. Know the plan!

48. MEDICAL EMERGENCY

Call 911 or go to the Emergency Department at St. Vincent's Hospital. This is the closest hospital to the Open Door. Notify Staff as soon as possible. The Staff cell phone numbers are available in each house posted on the bulletin boards. We do not condone the use of any narcotics, please notify Staff immediately if you think that you were given narcotics while in the hospital. All hospital discharge paperwork must be shown to Staff upon return to the Open Door.

49. WORK SCHEDULES

In general, residents are not allowed to work for their first 90 days here at the Open Door. Rare exceptions are made with Staff approval.

Remember why you came here, to learn how to live sober! We know you know how to work, most of us alcoholics are very good workers when not drinking. Our problem is not working, our problem is lack of power. We expect you to begin the 12 Step recovery program, gaining a working understanding of the steps before you add a job to your life. Structure again!

All residents must submit an accurate and specific work schedule on a weekly basis included on their weekly evaluation form. All work schedules must be approved by Staff.

2nd and 3rd shift jobs are **STRONGLY DISCOURAGED** and require prior Staff approval. If your work hours deviate from the normal schedule or you are requested by your employer to work extended hours, Staff may request you obtain and present a letter from your employer stating the hours and dates you will be working. The letter must be on official company letterhead and signed by your immediate supervisor. Accountability is telling us ahead of time, excuses are telling us after!



50. RESIDENT PROGRAM FEES

Fees are to be paid on the 1st of each month, whether a statement has been given to you or not. If you move prior to the end of the period through which you are paid, you will NOT be entitled to a refund. Credit balances will not be refunded.

If a resident falls behind on fees, a plan must be submitted to Staff asap! Failure to do so may result in being asked to leave. We do not run from our financial obligations, we face them today. If you work with us, we will work with you.

All men who were admitted here have agreed on entry to Open Door that they will be responsible for their fees and have signed an agreement stating this. Staff will always look at the effort a man is making in their recovery program when reviewing arrearages and handle them in the most considerate way.

Work a 12 Step program and it will all work out - follow Good Orderly Direction and it will all work out. Trust us, we have all been there!

**We're glad you are here!
We have been helping men in recovery for more than
30 years at the Open Door.**

**Please sign the "Handbook Review Agreement"
and turn it in to Staff.**



**2823 Cherry Street, Toledo, Ohio, 43608
www.opendoortoledo.org (800) 517-2915**



Handbook Review Agreement

Policy agreements, Resident Agreement and other documents will be distributed at Move-In. These agreements are to be signed and turned into Staff. A copy will be provided to you upon your request.

I have read, understand, and agree to abide by the rules and conditions of this handbook.

Resident Signature: _____

Date: ___/___/___

Mentor Signature: _____

Date: ___/___/___

Staff Witness: _____

Date: ___/___/___

Resident Copy

Please sign the next page for Open Door File.



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Open Door File Copy