

DO's AND DON'Ts FOR H&I WORK IN CORRECTIONAL FACILITIES

Do follow the guidance found in the WSC *H&I Handbook*

The World Service Conference H&I Committee has compiled this list based upon the experiences of subcommittees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

Correctional Facility Rules

- Do Attempt to get all agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do Adhere to the security regulations at all times
- Do Arrive early to satisfy security requirements
- Do Keep staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

Panel Leaders and Members

- Do Screen all panel members, speakers, and chairperson(s)
 - Do Always clear a member who is on parole/probation with the facility and parole/probation officer
 - Do Adhere to clean time requirements of the correctional facility and of the H&I committee
 - Do Ensure that a clear NA message of recovery is carried by all panel members
 - Do Choose panel members and speakers according to H&I guidelines
- Hospitals & Institutions Handbook 41

Literature

- Do Provide NA literature for correctional facility meetings
- Do Make directories of outside meetings available to the inmates
- Do Use NA literature recommended for H&I work and stamp all literature with the local phonenumber
- Do Provide facilities with literature order forms and encourage them to supply their own NA literature

Correctional Facility Meetings

- Do Start and end on time
- Do Explain briefly in the meeting format what H&I is
- Do Clearly state that Narcotics Anonymous is separate from the correctional facility and from other fellowships
- Do Emphasize that NA recovery is available to all addicts regardless of drug(s) used
- Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA)

Inmates Meeting Participation

- Do Involve inmates with the meeting, especially those in long-term facilities (readings, etc.)
- Do Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility

Panel Leaders and Members

Don't Allow a member who has outstanding warrants to participate in a correctional facility meeting
Don't Bring any contraband items or weapons into the facility
Don't Take messages or carry letters in or out of the correctional facility
Don't Show favoritism to any inmates
Don't Bring an NA member who has friends and/or family in the correctional facility
Don't Wear flashy jewelry and don't carry excessive cash
Don't Use excessive profanity
Don't Attend H&I facilities alone

Facility Guidelines

Don't Debate any issues involving the correctional facility's rules, regulations, programs, and other fellowships with inmates and staff
Don't Discuss conditions within the correctional facility
Don't Discuss correctional facility staff members with inmate(s)
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Don't Discuss inmate(s) with correctional facility staff members
Don't Sponsor inmate(s) in the correctional facility that you are attending as an H&I member
Don't Accept money or gifts from, or give money or gifts to any inmate

Meeting Guidelines

Don't Give anyone within the correctional facility your address or telephone number
Don't Provide anyone with another NA member's address or telephone number
Don't Bring in anyone who is not supposed to be there (newcomers, friends, guests)
Don't Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence
Don't Break another person's anonymity
Don't Emphasize 'using days' while sharing an NA message of recovery