

Do's and Don'ts for H& I Work in Treatment Facilities

Do follow the guidance found in the WSC H & I Handbook or PR Handbook

Treatment Facility Rules

- Do** Attempt to get the treatment facility 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 set up meeting
- Do** Keep the staff informed of your whereabouts
- Do** Obey the dress code, exercise common sense

Panel Leaders and Members

- Do** Screen all panel members, speakers, and chairpersons
- Do** Adhere to the clean time requirements of the treatment facility and the H & I committee
- Do** Ensure that a clear NA message of recovery is carried by all panel members

Literature

- Do** Make directories of outside meetings available to the residents
- Do** Use the literature recommended for H & I work
- Do** Stamp all literature with the local phonenumber
- Do** Provide facilities with literature order forms and encourage the facility to supply its own NA literature

Treatment Facility Meetings

- Do** Start and end on time

- Do** Explain briefly, during the meeting, what H & I is
- Do** Clearly state that Narcotics Anonymous is separate from the treatment 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 Sixth Tradition of NA)

Residents Meeting Participation

- Do** Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)

- Do** Emphasize the importance of getting to an NA meeting the first day out of the treatment facility

- Do** Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

Facility Leaders and Members

- Don't** Bring any contraband items or weapons into the treatment facility

- Don't** Take messages and carry letters in or out of the facility

- Don't** Show favoritism to any resident(s)

- Don't** Bring an NA member who has friends and/or family in the treatment 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 issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff

Don't Discuss conditions within the treatment facility Don't Discuss treatment staff members with resident(s)

Don't Discuss resident(s) with the treatment facility staff

Don't Sponsor resident(s) in the treatment facility that you are attending as an H & I member

Don't Accept money or gifts from, or give money or gifts to, any resident

Meeting Guidelines

Don't Give anyone within the 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 (sponsee(s), friends, guests)

Don't Break another person's anonymity

Don't Emphasize 'using days' while sharing an NA message of recovery

Do's and Don'ts for H & I Work in Correctional Facilities

Do follow the guidance found in the WSC H & I Handbook or PI Handbook

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

Facility/Jail Leaders and Members

- Do** Screen all Facility/Jail 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

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 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

Facility/Jail 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** Discuss an inmate's Legal Case with them
- 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)
- 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, or Discuss inmate's Court Cases
- 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 or personal information about self or others EVER.
- 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

Do's and Don'ts for H & I Work in

Psychiatric Hospitals and Forensic Units

Do follow the guidance found in the WSC H & I Handbook or PI Handbook

Psychiatric & Forensic Unit Rules

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

Facility/Jail Leaders and Members

- Do** Screen all members, speakers, and chairperson(s)
- Do** Always clear a member who is on parole/probation with the unit and parole/probation officer
- Do** Adhere to clean time requirements of the psychiatric/forensic unit and of the H & I committee
- Do** Ensure that a clear NA message of recovery is carried by all Facility/Jail members
- Do** Choose Facility/Jail members and speakers according to guidelines

Literature

- Do** Provide NA literature for psychiatric/forensic unit meetings
- Do** Make directories of outside meetings available to the residents

- Do** Use NA literature recommended for work and stamp all literature with the local phone line numbers
- Do** Provide facilities with literature order forms and encourage them to supply their own NA literature

Psychiatric/Forensic Unit Meetings

- Do** Start and end on time
- Do** Clearly state that Narcotics Anonymous is separate from the psychiatric/forensic unit and from other fellowships
- Do** Emphasize that NA recovery is available to all addicts regardless of drug(s) used

Resident Meeting Participation

- Do** Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the unit

Facility Leaders and Members

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

Unit Guidelines

- Don't** Debate which drugs are acceptable; remember we have no opinion on outside issues
- Don't** Debate any issues involving the psychiatric/forensic unit's rules, regulations, methods, or other fellowships with residents and staff
- Don't** Discuss conditions within the psychiatric/forensic unit
- Don't** Discuss psychiatric/forensic unit staff members with residents
- Don't** Discuss resident(s) with psychiatric/forensic unit staff members
- Don't** Sponsor resident(s) in the psychiatric/forensic unit that you are attending as a H & I member
- Don't** Accept money or gifts from, or give money, or gifts to any inmate

Meeting Guidelines

- Don't** Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention
- Don't** Give anyone within the psychiatric/forensic unit 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 (sponsee(s), friends, guests)
- Don't** Ask what type of crime a resident 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