



RIO GRANDE VALLEY AREA
SERVICE COMMITTEE OF NA

HOSPITALS & INSTITUTIONS
(H&I)

POLICY

INTRODUCTION:

The ultimate goal of H&I work is to get our message of recovery to any addict whose attendance at regular NA meetings is restricted. A strong and stable H&I subcommittee, with support and willingness from the local NA community, is crucial if we are to do this.

H&I committees are subcommittees of the area or regional service committee and as such are directly accountable to that committee in all matters. Subcommittees are not autonomous; they are established by areas and regions to serve a specific need. Budgets, new guidelines, and reports of the subcommittee's work should be submitted for approval to the appropriate subcommittee.

The panel system has a "panel coordinator" who oversees several different H&I commitments to assure that communications between the facility and the H&I subcommittee are going well. Each H&I meeting has a panel leader, who makes all necessary arrangements to put on the meeting itself. "Panel members" are those who attend the meeting to share their recovery. A variety of formats can be used within such a panel system.

PURPOSE:

We shall maintain an active liaison and keep the spirit of cooperation with RGVASCNA. We abide by all the rules of the facility that we enter, so far as it allows us to freely carry the message of recovery in Narcotics Anonymous. Created in harmony with Tradition Nine, to instill unity in our own Twelve Step work, our concept is to insure that no addict seeking recovery need die without finding a better way of life. This should always be our primary purpose.

The H&I subcommittee initiates, coordinates, and conducts all H&I meetings/presentations in the RGVASCONA area, but may use other methods such as distributing literature and meeting lists so as make recovery more accessible to the addicts in those facilities.

FUNCTION:

1. Be a resource for providing information, literature, and to share experience, strength, and hope where needed.
2. To provide a list of all active H&I meetings for this subcommittee.
3. To conduct a monthly subcommittee meeting.
4. To maintain communications with the RGVASCONA and Regional Service Committee.
5. Maintain a current list of all facilities served.
6. The RGVASCONA H&I subcommittee's function is to carry the message of recovery through meetings held in facilities whose residents are restricted in their access to regular meetings.

COOPERATION:

Since NA is a program of attraction rather than promotion, H&I serves an institution at the invitation of the institution's administration.

"We share only our personal experience, strength, and hope."

Each member must be cautioned to act responsibly, relative to the requirements of the institution and the Twelve Traditions of NA. As individual members of the H&I subcommittee of RGVASCONA we must always keep in mind our primary purpose and maintain the integrity of NA as a whole.

H&I Subcommittee Positions

In the event of a subcommittee member's relapse or when asked to step down, we respectfully ask that the position be surrendered.

All commitments are for a period of one year with a maximum of two consecutive terms. Partial terms are not counted as part of the commitment period.

All position members are expected to attend the subcommittee meetings.

Chairperson: (elected by ASC)

Requires a minimum of one Six Months continuous clean time and three (3) months involvement with the area H&I subcommittee.

1. Prepares the monthly subcommittee agenda; brings before the general meeting of the subcommittee matters they should act upon.
2. Carries out policies and orders for the subcommittee.
3. Appoints special subcommittee members when required.
4. Represents the H&I subcommittee at the area level.
5. Attends the regional H&I subcommittee meetings.

Vice Chairperson

Requires a minimum of one Six Months continuous clean time and three (3) months involvement with the area H&I subcommittee.

1. The vice chairperson assumes the responsibilities of the chairperson in the event of his/her absence.
2. Coordinates new panels until a panel coordinator is assigned.

Secretary

The requirement for this position includes at least six months of continuous clean time.

1. Takes minutes of all subcommittee meetings.
2. Copies and distributes those minutes.
3. Keeps record of all subcommittee members, including addresses and telephone numbers.
4. Keeps records of all hospital; institutional; and recovery-house guidelines, rules, and regulations.
5. Maintains updated lists of all panel members.

Panel Coordinator

Requires six months continuous clean time, plus at least six (6) months involvement in the area H&I subcommittee.

1. Instructs panel leader(s) in facilities requirements, regulations, and general rules covering H&I meetings/presentations.
2. Maintains regular contact with the panel leader(s).
3. Keeps an open line of communication with the facility.
4. Calls upon the officers and general subcommittee membership for any necessary assistance.

Panel Leader

Requires at least six (6) months continuous clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings, after being cleared by the facility when necessary.

1. Attends the regular H&I subcommittee meetings.
2. Should be familiar with the subcommittee and facility rules.
3. Reminds the panel members of both the facility's and the subcommittee's rules.
4. Makes sure the supplies are available (literature, etc.) and that the meeting/presentation goes as it is scheduled.

Panel Member:

1. Six Months Clean time requirement and a willingness to share their experience, strength, and hope.
2. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
3. An understanding of the fellowship and the ability to carry a clear NA message.
4. Has been orientated on the DO's and DON'Ts of H&I policy and willing to comply with all the subcommittees and facilities requirements.

General Information

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
4. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.
6. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
7. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
8. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility, if applicable.
9. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
10. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
11. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message of our experience, strength, and hope. H&I speakers should try to get residents involved with the H&I meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

Other Requirements

Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I, to enter a county correctional facility.

It shall be the responsibility of the panel leader to insure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES. All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:

1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
2. It is unacceptable to give money to or take money from a resident.
3. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside.
4. It is unacceptable to give to or to take from a resident any correspondence of any type while visiting the facility.
5. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either the promise of, "looking for" or the securing of.)
6. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents. Always remember we are GUESTS of the facility and, therefore, MUST comply with their wishes.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities.

Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel coordinator.

Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve. Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING/PRESENTATION.

THE DOs AND DON'Ts

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
- 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)
- 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

Some Suggested Topics

1. Any IP or selection from the Basic Text
2. H.O.W. (honesty, open-mindedness, and willingness)
3. Surrender
4. Acceptance
5. The Basics (Don't use, meetings, phone numbers, literature, sponsor, and the steps)

6. H.A.L.T.S. (don't get too: hungry, angry, lonely, tired, or serious)
7. Responsible for our own recovery
8. Freedom from active addiction
 9. Identify rather than compare
10. Spiritual, not religious, program
11. Going to any lengths
12. Transition from correctional facilities to the fellowship
13. Tools of the fellowship
14. Letting go
15. Feelings
16. Learning to trust
17. Giving up old playmates, playgrounds, and playthings
18. Living just for today
19. The first three steps
20. Denial
21. Reservations
22. Sponsorship