

AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES®]

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

Do(s)

PLEASE OBSERVE THE HIGHLIGHTED CONTENT!!!!

1. DO **MAKE** DIRECTORIES OF OUTSIDE MEETINGS AVAILABLE TO RESIDENTS.
2. DO **CLARIFY** THE FACILITY'S RULES WITH ANYONE YOU BRING IN.
3. DO **TRY** TO GET ALL AGREEMENTS WITH THE FACILITY IN WRITING.
4. DO **FOLLOW** ALL SECURITY REGULATIONS AT ALL TIMES.
5. DO **BRIEFLY** EXPLAIN WHAT NARCOTICS ANONYMOUS H&I IS.
6. DO **START** AND END ON TIME.
7. DO **MAKE** IT CLEAR THAT NA IS A SEPARATE AND DISTINCT FROM THE FACILITY AS WELL AS FROM OTHER FELLOWSHIPS.
8. DO **TRY** TO GET RESIDENTS INVOLVED, ESPECIALLY IN LONG-TERM FACILITIES (LITERATURE PERSON, READINGS, COFFEE MAKER, ETC.).
9. DO **OBEY** ALL DRESS CODES - EXERCISE COMMON SENSE AND DRESS APPROPRIATELY.
10. DO **KEEP** STAFF AWARE OF YOUR WHEREABOUTS AT ALL TIMES.
11. DO **STAMP** ALL LITERATURE YOU BRING INTO A FACILITY WITH THE LOCAL HELPLINE NUMBER.
12. DO **EXPLAIN** THE LANGUAGE WE USE – (ADDICT, CLEAN, AND RECOVERY). **(REMOVE - EXPLAIN WHY WE USE IT. THE FIRST STEP AND SIXTH TRADITION. [SEE “DO YOU KNOW”])**
13. DO **EMPHASIZE** THE IMPORTANCE OF GETTING TO AN NA MEETING THE FIRST DAY OUT OF THE FACILITY.
14. DO **EMPHASIZE** THAT IN NA, RECOVERY IS AVAILABLE TO ANY ADDICT, REGARDLESS OF THE **“TYPE”** OF DRUG (S) USED.
15. DO **Emphasize** the importance of getting a sponsor and a home group, the ongoing nature of recovery, and the importance of attending meetings – suggest ninety meetings in ninety days.
16. DO **BE** SELECTIVE ABOUT WHO YOU CHOSE TO TAKE INTO AN H&I MEETINGS. CLEAN TIME REQUIREMENTS ARE VERY IMPORTANT. PEOPLE WHO **SHARE AT H&I** SHOULD BE ABLE TO SHARE A MESSAGE OF RECOVERY IN NARCOTICS ANONYMOUS.
17. DO **REMEMBER** THAT THIS IS A “WE” PROGRAM. NO ADDICT SHOULD FEEL THAT HE/SHE IS BEING PREACHED TO.
18. DO **REMEMBER** AN ADDICT IS AN ADDICT – REGARDLESS OF AGE, **RACE, SEXUAL IDENTITY, CREED, RELIGION, OR LACK OF RELIGION.**
19. DO **TELL** THEM THAT THERE IS FUN IN RECOVERY – SOCIAL EVENTS, FELLOWSHIPPING, ETC.
20. DO **ACKNOWLEDGE** THEIR FEELINGS AND EMOTIONS – REMEMBER THIS IS A FEELING DISEASE.
21. DO **LET** THEM KNOW RELAPSE IS NOT A PART OF RECOVERY.
22. DO **LET** THEM KNOW THE PHONE IS OUR LIFELINE, OUR MEETING BETWEEN MEETINGS.
23. DO **USE** THE LITERATURE RECOMMENDED FOR H&I WORK.
24. DO **INFORM** THE FACILITY CONTACT PERSON THAT THEY CAN PURCHASE LITERATURE FROM THE NARCOTICS ANONYMOUS WORLD SERVICE OFFICE [NAWS] – MOST JAILS AND CORRECTIONAL FACILITIES HAVE FUNDS AVAILABLE FOR THIS.
25. DO **FOLLOW** THE GUIDANCE FOUND IN THE WORLD SERVICE OFFICE [WSO] H&I HANDBOOK.

HOSPITALS and INSTITUTIONS SUBCOMMITTEE

“CONTINUED”

DON'TS

1. DON'T **BREAK** ANOTHER PERSON'S ANONYMITY OR TELL HIS OR HER STORY.
2. DON'T **TAKE** A MEMBER WHO HAS FAMILY OR FRIENDS IN THE FACILITY.
3. DON'T **GET INVOLVED** IN DISCUSSIONS ABOUT AN INMATES' GUILT OR INNOCENCE.
4. DON'T **DEBATE**, WHICH DRUGS ARE ACCEPTABLE – NA IS A PROGRAM OF COMPLETE ABSTINENCE FROM ALL DRUGS; OR DEBATE ANY ISSUES INVOLVING THE FACILITY'S RULES OR REGULATIONS. (REMEMBER! THESE ARE OUTSIDE ISSUES).
5. DON'T **GIVE** OR ACCEPT GIFTS OR MONEY.
6. DON'T **CARRY** EXCESSIVE CASH OR WEAR EXPENSIVE OR FLASHY JEWELRY.
7. DON'T **SHOW FAVORITISM** TO ANY INMATE (S)/RESIDENT (S).
8. DON'T **CARRY LETTERS** OR MESSAGES IN OR OUT OF THE FACILITY.
9. DON'T **CARRY IN CONTRABAND** ITEMS, SUCH AS CIGARETTES [IF APPLICABLE], OR WEAPONS.
10. DON'T **GIVE OUT YOURS** OR ANOTHER PERSON'S ADDRESS OR TELEPHONE NUMBER AT ANY H&I FACILITY.
11. DON'T **TAKE A PERSON** INTO A CORRECTIONAL MEETING WHO IS ON PAROLE OR PROBATION UNLESS THEY SPECIFICALLY GET PERMISSION FROM THEIR PAROLE/PROBATION OFFICER AND THE FACILITY.
12. DON'T **TAKE A PERSON** WITH OUTSTANDING WARRANTS.
13. DON'T **WHILE SHARING**, PUT TOO MUCH FOCUS ON WHAT IT WAS LIKE, GLORIFY YOUR PAST OR COMPARE YOUR BOTTOM TO THEIRS.
14. DON'T **SAY**, “I FEEL LIKE I'M TALKING TO MY KIDS” OR PATRONIZE ADOLESCENTS.
15. DON'T **USE NO** PROFANITY.
16. DON'T **RELY** ON FLOODING A TREATMENT CENTER WITH LITERATURE TO CARRY OUR MESSAGE. THE MOST POWERFUL TOOL FOR CARRYING OUR MESSAGE IS THE NA MEMBER
17. DON'T **LET** THE MEETING RUN TOO LONG. MOST RESIDENTS SPEND MUCH OF THEIR TIME IN MEETINGS OF ONE SORT OR ANOTHER, OFTEN IN THE SAME ROOM.
18. DON'T **SPONSOR** RESIDENTS IN THE FACILITY THAT YOU ARE ATTENDING AS AN H&I MEMBER.

Do(s) and Don't(s) Zoom Meetings

- Plain or Blurred Background
- No Profanity
- No Shear Clothing
- No Personal Info
- No Smoking
- No Phone #s
- No Photos
- Speaker & Chair Only

REMEMBER, UTILIZE YOUR SUGGESTED TOPIC LIST AND KEEP YOUR BASIC TEXT HANDY. IT IS THE FOUNDATION OF OUR PROGRAM OF RECOVERY.

FOR ALL TYPES OF TREATMENT FACILITIES, REFER TO THE NARCOTICS ANONYMOUS HOSPITALS AND INSTITUTIONS HANDBOOK.
(REMOVE – PAGES 27 THROUGH)