

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

## HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

### Do(s)

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).
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** 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.

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FOR ALL TYPES OF TREATMENT FACILITIES, REFER TO THE NARCOTICS ANONYMOUS HOSPITALS AND INSTITUTIONS HANDBOOK.