

The logo consists of a black circle containing the text "USSC" on the top line and "H&I" on the bottom line, both in a bold, sans-serif font. The logo is positioned in the upper left corner of the slide, which is set against a vertical gradient bar transitioning from red on the left to blue on the right.

**USSC  
H&I**

# **Correctional**

**(Third section of the H&I Handbook)**

**Presented by the USSC H&I  
Subcommittee**

# Introduction

**This presentation was created by the USSC H&I Subcommittee using information found in the H&I Handbook. This Subcommittee focuses its attention on how to better carry the Narcotics Anonymous message into treatment & correctional facilities by allowing us the ability to "carry the message to the addict who still suffers," which is the foundation of Tradition Five. This Subcommittee serves as the US Fellowship's representative to federal correctional & judicial authorities, national societies of treatment professionals, national correctional & judicial associations as well as treatment industry organizations.**

# How To Start an H&I Correctional Meeting/Presentation

- Initial approach should be by an H&I Subcommittee along with PI (when applicable)
- Sometimes a facility may ask to have a meeting/presentation brought in
- Sometimes H&I will approach a facility to propose a meeting/presentation
- Be sure this is a team effort...do not act alone
- H&I should only contact a facility if able to support a meeting/presentation

# How To Start an H&I Correctional Meeting/Presentation

- Set up an appointment once contact has been made & exchange contact information
- Try to get a contact person at the facility
- Make the appointment & be on time
- Dress appropriately & be courteous
- Bring pamphlets, literature & local schedules
- Explain what an NA meeting is & is not
- Adhere to the facility rules & regulations
- Get specifics of requirements in writing if possible & keep a copy for the H&I Subcommittee files

# Correctional Meeting Formats

- **H&I meetings are closed**
- **Consider the Fifth Tradition when choosing a format**
- **Open sharing formats are not used**
- **Best examples are speaker or panel presentations, Q&A, literature or topic discussions**
- **H&I meetings/presentations should start & end at prearranged time**

# **Meeting/Presentation Formats**

## **General Format for an H&I Meeting**

- Introduce yourself & welcome everyone**
- Have a moment of silence & Serenity Prayer**
- Invite everyone to give their first name (when appropriate)**
- Briefly explain that H&I brings this special meeting because residents' access to regular NA meetings is limited**
- Have volunteers read conference-approved literature (What is the NA Program, etc.)**
- Explain there is no cross-discussion & hold any questions until the end of the meeting**

# **Meeting/Presentation Formats**

## **Speaker Presentation**

### **In addition to the General Format**

- **Introduce speaker(s) who will share their experience, strength & hope**
- **Leave time for questions & discussion at the end of the meeting**
- **Make any relevant announcements (lit & meeting lists available, speaker(s) available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**

# **Meeting/Presentation Formats**

## **Panel Presentation**

### **In addition to the General Format**

- **Explain that each speaker will share about one topic (or on separate topics)**
- **Introduce panel members one at a time to make their presentation**
- **Leave time for questions & discussion at the end of the meeting**
- **Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**



# **Meeting/Presentation Formats**

## **Topic Discussion**

### **In addition to the General Format**

- **Introduce the topic & share first to set a recovery-oriented tone**
- **Invite residents to share & then a panel member...repeat this process**
- **Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**

# Meeting/Presentation Formats

## Topic Discussion

### Some suggested topics

- Steps 1, 2 & 3
- Going to any lengths
- Spiritual, not religious program
- The basics – don't use, meetings, phone numbers, lit, sponsor
- Transition from correctional facility to the Fellowship
- Living just for today
- Giving up old playmates, playgrounds & playthings
- Fellowship tools

# **Meeting/Presentation Formats**

## **Literature Discussion**

### **In addition to the General Format**

- **Explain that we will read parts of literature then share (or read all before sharing)**
- **Involve residents in sharing but shift tone back to recovery if it gets out of hand**
- **Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**

# Meeting/Presentation Formats

## Q&A

### **In addition to the General Format**

- **Explain that residents will write down (or ask) topics or questions to be discussed**
- **Introduce panel members**
- **Panel will address topics one at a time**
- **Inappropriate topics will not be read aloud or discussed**
- **Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**

# **Meeting/Presentation Formats**

## **Step Study**

### **In addition to the General Format**

- **Explain that we will read part of a Step then share (or read all before sharing)**
- **Introduce panel members & begin reading**
- **Involve residents in sharing but shift tone back to recovery if it gets out of hand**
- **Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**

# General Hints about Conducting H&I Meetings/Presentations

- A Q&A session can be included no matter what format is used
- Always show interest even if you can't answer a question
- Step meetings have been very beneficial for long-term incarcerated residents
- Hold monthly panel discussions if unable to provide weekly meetings/presentations
- Supply literature & meeting schedules & encourage facility to purchase its own NA lit
- Try to avoid returning to old attitudes by remembering ours is a program of attraction

# Correctional Follow-Up

- **Maintain correspondence with facility contact to keep communication lines open & to be aware of developing situations**
- **Keep copies of all written correspondence**
- **If contact person or administration changes, make a repeat presentation if necessary**
- **Report & discuss progress & problems at Area H&I Subcommittee meetings regularly**
- **Once a meeting/presentation is established have NA members within the facility participate**
- **Follow up with members who are released, provide meeting lists & helpline numbers**

# Types of Correctional Facilities

- **H&I formats vary from one facility to another**
- **Exchange information with the facility on an ongoing basis**
- **Follow facility policies when planning a format or bringing panel members**
- **Don't make assumptions about one facility based on your experience with another**
- **A single H&I meeting may not be accessible to all residents**
  - **An option is to hold several meetings to reach different segments of the population (if possible)**



# Types of Correctional Facilities

## Short-term Facilities

- Where inmates are held for less than one year (some city/county jails, work/honor farms, privately owned prisons)
- Formats allowing limited participation by inmates may be suitable
  - Alternate H&I member & inmate sharing to keep focus on recovery in NA
- Give practical information about the NA program of recovery
- Be familiar with the rules of the facility
- Do not hesitate to ask for respect, attention & quiet from those in a meeting

# Types of Correctional Facilities

## Long-term Facilities

- Where addicts are sentenced for more than one year
- Will more likely be dealing with addicts who are maintaining their recovery while incarcerated
- Increased participation & sharing by inmates should be encouraged
  - H&I meetings may be the only NA recovery these addicts experience for years
- Topic discussion, literature & Step study formats may be appropriate
- Clarify with facility that NA meetings started by inmates are not within the scope of the H&I Subcommittee (page 40 of the Handbook)

# **Do's & Don'ts For H&I Work in Correctional Facilities**

**DO follow the guidance found in the H&I Handbook**

## **CORRECTIONAL FACILITY RULES**

**DO Try to get all agreements in writing**

**DO Clarify the rules with anyone brought to a facility**

**DO Adhere to security regulations at all times**

**DO Arrive early to satisfy security requirements**

**DO Keep staff informed of your whereabouts**

**DO Obey the dress code, use common sense**

# **Do's & Don'ts For H&I Work in Correctional Facilities**

**DO follow the guidance found in the H&I Handbook**

## **PANEL LEADERS & MEMBERS**

- DO Screen all panel members, speakers & chairpersons**
- DO Always clear a member who is on parole/probation with the facility & parole/probation officer**
- DO Adhere to clean time requirements of the facility & the H&I Subcommittee**
- DO Ensure all panel members carry a clear NA message**
- DO Choose panel members & speakers according to H&I guidelines**

# Do's & Don'ts For H&I Work in Correctional Facilities

## LITERATURE

- DO** Provide NA literature for meetings
- DO** Make directories of outside meetings available
- DO** Use literature recommended for H&I work & stamp with the local phonenumber number
- DO** Provide facilities with literature order forms & encourage them to supply their own NA literature

## CORRECTIONAL FACILITY MEETINGS

- DO** Start & end on time
- DO** Explain briefly in the meeting format what H&I is
- DO** Clearly state NA is separate from the facility & other fellowships
- DO** Emphasize NA recovery is available to *all* addicts
- DO** Explain the language we use & why we use it

# **Do's & Don'ts For H&I Work in Correctional Facilities**

## **INMATES MEETING PARTICIPATION**

- DO** Involve inmates in the meeting, especially those in long-term facilities
- DO** Emphasize the importance of attending an NA meeting the first day out of the facility

## **PANEL LEADERS & MEMBERS**

- DON'T** Allow members with outstanding warrants
- DON'T** Bring any contraband items or weapons
- DON'T** Take messages & carry letters in or out
- DON'T** Show favoritism to any inmate(s)
- DON'T** Bring anyone who has friends/family in facility
- DON'T** Wear flashy jewelry or carry excessive cash
- DON'T** Use excessive profanity
- DON'T** Attend H&I facilities alone

# **Do's & Don'ts For H&I Work in Correctional Facilities**

## **FACILITY GUIDELINES**

- DON'T** Debate issues about the facility's rules, regulations or programs or other fellowships with inmates & staff
- DON'T** Discuss conditions within the facility
- DON'T** Discuss staff members with inmate(s) or inmate(s) with staff members
- DON'T** Sponsor inmate(s) in the facility you attend as an H&I member
- DON'T** Accept or give any money or gifts

# **Do's & Don'ts For H&I Work in Correctional Facilities**

## **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 anyone who isn't supposed to be there (newcomer, friend, guest)**
- DON'T Break another person's anonymity**
- DON'T Emphasize 'using days' while sharing an NA message of recovery**



# Questions & Answers About H&I

- **Attend an H&I Subcommittee meeting**
- **Read the USSC H&I Handbook that includes Resources, Sample Formats & more**
- **Contact the USSC H&I Subcommittee for additional assistance**

# USSC Webpage

**Additional information about the  
USSC is available online at**

**[usscna.org](http://usscna.org)**

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H&I**

# **Thank you...**

**for taking your time to become more familiar with what is involved with H&I service work. This presentation provides only the basics, so please read the H&I Handbook for additional information.**

**The USSC & its Subcommittees are providing this service as an option for the US Fellowship. We appreciate your interest in H&I service work & wish you success in your H&I endeavors.**