2013 GUIDELINES AND PROCEDURES
ORANGE COUNTY AREA NARCOTICS ANONYMOUS
HOSPITALS AND INSTITUTIONS (H&I) SUBCOMMITTEE

STATEMENT OF PURPOSE

These suggested Guidelines and Procedures, combined with the WSC H&I Handbook, are submitted for the guidance of the H&I membership so that a smooth and consistent program can be maintained for the benefit of addicts confined to hospitals and institutions. The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have independent access to regular NA meetings. H&I meetings or presentations, except those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program. It is our desire to involve as many members of Narcotics Anonymous as possible and to uphold the 12 Traditions and to incorporate the 12 Concepts into our H&I service structure.

DEFINITION

The Orange County Area Hospitals and Institutions Subcommittee of Narcotics Anonymous is a standing subcommittee of the Orange County Area Service Committee of Narcotics Anonymous and is directly responsible to that committee.

SUBCOMMITTEE MEETINGS

Regular subcommittee meetings are held on the second Sunday of every month at a time and location designated by the H&I Subcommittee. Meetings are scheduled for ninety minutes. Parliamentary Rules shall be the format used to conduct the meetings. Anyone may address the subcommittee when recognized by the Chairperson.

- Motions may be made by any voting member who meets the membership requirements of the subcommittee. Unless otherwise stated, motions require a majority vote (51%) of voting members, represented by a Quorum of at least 15 voting members, to pass.

MEMBERSHIP

Voting members shall meet the following qualifications:

1. Voting members are panel leaders, panel coordinators, committee trusted servants and members of the executive body.
2. Chairperson votes only in the case of a tie.

ATTENDANCE

1. Panel leaders, coordinators and members of the executive body who miss two consecutive panels and/or miss two consecutive subcommittee meetings or are unable to carry out their responsibilities, may forfeit their position at the discretion of the H&I Subcommittee
2. Any exceptions to these requirements shall be dealt with on a case-by-case basis.

EXECUTIVE BODY QUALIFICATIONS AND DUTIES

The Chair, Vice Chair, and the Secretary may succeed themselves for one term, not to exceed two consecutive years. Elections are to be held annually at the March meeting with nominations typically conducted at the February meeting. The responsibilities, required clean time, and H&I experience requirements of each Subcommittee Officer of Narcotics Anonymous Orange County Area H&I are set forth as follows:

CHAIRPERSON

The Chairperson shall be elected by the H&I Subcommittee. The Chairperson's commitment shall be for one year. The Chairperson shall have a minimum of three years of uninterrupted clean time, a minimum of one year of H&I experience and a working knowledge of the 12 steps, 12 traditions, and 12 concepts. Shall be responsible for the delegation and implementation of the duties listed below:

1. Shall preside at and attend all regular H&I Subcommittee meetings.
2. Shall make regular reports to the members of H&I on the progress of new projects started or old business completed.
3. In the interest of cooperation, will work with PI when necessary.
4. Shall represent Narcotics Anonymous Orange County Area H&I at the regular meeting of the Southern California Regional H&I

Subcommittee and shall give a regular report to the H&I Subcommittee.

5. Shall be responsible for a monthly report of H&I activities to the Area
6. In case of resignation of a member of the executive body, shall call for a special election to fill the position until the next scheduled election.
7. Will maintain and update as required procedures for the position of Chairperson.

VICE–CHAIRPERSON

The Vice-Chairperson shall be voted in by this Subcommittee for a commitment of one year. The Vice-Chairperson shall have a minimum of two years of uninterrupted clean time, a minimum of one year of H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Duties of the Vice-Chairperson are as follows:

1. Shall, in the absence of the Chairperson, assume all of those requirements normally carried out by the Chairperson.
2. Shall be responsible for coordinating all NA H&I activities and ad hoc committees.
3. In case of resignation of the Chairperson, the Vice-Chairperson shall call for a vote of confidence to assume the position of Chairperson. They shall then call for a special election to elect a Vice-Chairperson. Upon a vote of confidence, they will assume all responsibilities of the Chairperson until the existing term is completed. If a vote of confidence is not granted to the Vice-Chairperson, a special election will be called to elect a Chairperson.
4. Shall attend all regular H&I Subcommittee meetings.
5. Vice-Chairperson is presumed to transition into the Chairperson position upon election by the H&I Subcommittee.
6. Shall conduct orientation for new panel leaders with appropriate Panel Coordinator. Vice Chair will utilize a check list during orientation as approved by the Subcommittee. Will provide general guidance for the Do's and Don'ts of the WSC H&I with new panel leader.
7. Will maintain and update as required procedures for the position of Vice- Chairperson.

SECRETARY

The Secretary shall be voted in by this Subcommittee for a period of one year. The Secretary shall have a minimum of one year of uninterrupted clean time, a minimum of six months of H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Duties of the Secretary are as follows:

1. Shall keep typewritten minutes of every regular meeting of the H&I Subcommittee and provide copies for all H&I subcommittee meetings and transmit electronically to all subcommittee members.
2. Shall keep an updated list of all current panels including their locations, days and hours scheduled, panel leaders and panel coordinators.
3. Shall keep a continuing roster of monthly attendance at H&I Subcommittee meetings.
4. Shall work with the Chairperson in preparing all necessary correspondence.
5. Is responsible for submitting Subcommittee archives to the Area Service Office, annually as the Secretary commitment renews in March.
6. Shall attend all regular H&I Subcommittee meetings.
7. Shall be responsible for completing current guideline update.
8. Shall maintain "Closed Panel List". (See section H&I Panels (1. a-c).
9. Shall maintain "Request Panel List" for any facility requesting a panel we are unable to fill on the date requested.
10. Secretary is presumed to transition into the Vice-Chairperson's position upon election by the H&I Subcommittee.
11. Will maintain and update as required procedures for the position of Secretary.

PANEL COORDINATORS

Panel coordinators shall be voted in by this Subcommittee. The Panel coordinators' commitment shall be for a minimum of one year. The position requires a minimum of two years of uninterrupted clean time, a minimum of one year of H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Duties are as follows:

1. Instruct panel leaders of facility requirements, regulations, and general rules covering H&I meetings and attend new panel leader

orientation when applicable.

2. Shall meet with administration of institutions to establish new panels.
3. Maintain regular contact with the panel leaders.
4. Keep an open line of communication with facility, and inform the executive body of any changes of facility contact person.
5. Call upon the officers and general subcommittee members for any necessary assistance.
6. Shall be responsible for insuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.
7. Shall attend all regular H&I Subcommittee meetings.
8. Shall be the first line of communication between the facility and the panel leader. Shall promptly notify the panel leader of any changes in the panel.
9. Panel coordinators may be responsible for pick-up and delivery of literature for a panel, which is being covered, or for a panel leader in the event a panel leader cannot attend the H&I Sub-committee meeting. This applies to all panel coordinators.

JUVENILE HALL COORDINATOR

Juvenile Hall panel coordinator shall be voted in by this Subcommittee. The Juvenile Hall panel coordinators' commitment shall be for a minimum of one year. The position requires a minimum of two years of uninterrupted clean time, a minimum of one year of H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Juvenile Hall panel coordinators must be VIP cleared. Duties are as follows:

1. Instruct panel leaders of facility requirements, regulations, and general rules covering H&I meetings and attend new panel leader orientation when applicable.
2. Maintain regular contact with the panel leaders.
3. Keep an open line of communication with facility, and inform the executive body of any changes of facility contact person.
4. Call upon the officers and general subcommittee members for any necessary assistance.
5. Shall be responsible for ensuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.
6. Shall provide the committee with a current list of eligible volunteers.
7. Review volunteer list monthly for renewals and make reasonable

attempts to contact persons due for renewal or training.

8. Prepare and distribute an annual calendar of Juvenile Hall Orientation dates for anyone interested in becoming cleared for Juvenile Hall.
9. Shall attend all regular H&I Subcommittee meetings.
10. Shall be the first line of communication between the facility and the panel leader. Shall promptly notify the panel leader of any changes in the panel.
11. Coordinate distribution of Basic Texts to the facility.

JAIL COORDINATOR

Jail panel coordinator shall be voted in by this Subcommittee. The Jail panel coordinators' commitment shall be for a minimum of one year. The position requires a minimum of two years of uninterrupted clean time, a minimum of one year of H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Jail Panel coordinator is strongly encouraged to have jail clearance. Duties are as follows:

General Duties

1. Keep an open line of communication with all facility personnel including, but not limited to:
   - Clearance Interface staff
   - Head of Programs
   - Program Coordinators
   - Supervisor Program Coordinator
   - Facility Captain
   - Contact person for "dark panels"
   - Program facilitator for each facility
2. Instruct panel leaders of facility requirements, regulations, and general rules governing H&I meetings and attend new panel leader orientation when applicable.
3. Shall be the first line of communication between the facility and the panel leader. Shall promptly notify the panel leader of any changes in the panel.
4. Maintain regular contact with the panel leaders to minimize problems.
5. Shall be responsible for ensuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.
6. Work in tandem with South Coast Area Jail coordinator on panel

problems (such as panels not being filled).

7. Attend quarterly meetings with OC Sheriff Department and prepare a report back to the H&I Subcommittee of any relevant announcements or changes. Any new directive discussed between the OCSD and the Jail Coordinator, or Assistant Jail Coordinator will be brought back to the subcommittee for motion and approval, prior to an agreement or commitment to such changes.
8. Maintain a file of any communication between the Facility and the Jail Coordinator.
9. Review the facility site schedule quarterly to ensure the site schedule is in synch with the H&I Panel List. Report any discrepancies to the H&I Subcommittee for resolution.
10. Represents the subcommittee regarding literature distribution to jail facilities and encourages those facilities to purchase literature whenever possible.
11. Transport our allotment of Basic Texts to the James A. Musick Facility for inspection and distribution to the Orange County Men's and Women's Jail and Theo Lacy.
12. Call upon the officers and general subcommittee members for any necessary assistance.
13. Shall attend all regular H&I Subcommittee meetings.
14. In the event that the Assistant Jail Coordinator position is open, the Jail Coordinator will perform any duties listed under Assistant Jail Coordinator position.

Clearance Functions

1. Provide clearance forms to persons requesting jail clearance.
2. Review any completed clearance forms for errors or omissions prior to submission. Verify the form is signed and completed fully including middle names, offenses and dates (if any), and obtain copies of the applicant's driver's license and social security card or passport. Remember this information is to be held in the strictest confidence.
3. Maintain list of clearance forms submitted and date of submission.
4. Communicate with appropriate personnel if the response to clearance is not returned timely.
    a. If the request is denied: Notify the person immediately, advise them of next steps, and encourage them to submit another clearance form next year.
    b. If the request is approved: Inform the person immediately and

define the next steps to have picture taken and finalize the clearance process. Provide the sheriff department's phone #'s so the person may contact them for an appointment and directions. Remind the person of the importance of following through in a timely manner with the remainder of the clearance process. It is important the person schedule their appointment as soon as possible.

Maintain and Distribute Inventory

1. Keep an adequate supply of clearance forms on hand and available, in the event you are asked for a clearance form.
2. Keep an adequate supply of Panel Participation sheets and envelopes with facility name pre-stamped. Check with Panel Leaders frequently to ensure they have the participation sheets and are completing and turning them in every time.

ASSISTANT JAIL COORDINATOR

Assistant Jail Coordinator shal be voted in by this Subcommittee. The Assistant Jail coordinator's commitment shall be for a minimum of one year. The position requires a minimum of two years of uninterrupted clean time, a minimum of one year of H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Assistant Jail coordinators are strongly encouraged to have jail clearance. Assistant Jail coordinator is presumed to transition into the Jail Coordinator position upon election by the H&I Subcommittee. Duties are as follows:

General Duties

1. Keep an open line of communication with all facility personnel including, but not limited to:
   - Clearance Interface staff
   - Head of Programs
   - Program Coordinators
   - Supervisor Program Coordinator
   - Facility Captain
   - Contact person for "dark panels"
   - Program facilitator for each facility
2. Maintain a list of all facility personnel contact information, including names, title, phone number, fax number and email if applicable.

3. Attend quarterly meetings with OC Sheriff Department and prepare a report back to the H&I Subcommittee of any relevant announcements or changes. Any new directive discussed between the OCSD and the Jail Coordinator, or Assistant Jail Coordinator will be brought back to the subcommittee for motion and approval, prior to an agreement or commitment to such changes.
4. Keep an adequate supply of clearance forms on hand and available, in the event you are asked for a clearance card.
5. Maintain list of all persons cleared for Jail and distribute a clearance list monthly to the H&I Subcommittee. Highlight persons cleared during the prior month in bold, so panel leaders may call on them as speakers. List should include all contact information for the person, their clean date, email address and their renewal date. Provide the list to South Coast Area as well.
6. Review volunteer list monthly for renewals and make reasonable attempts to contact persons due for renewal or training three months prior to clearance expiration.
7. Coordinate with H&I Literature staff regarding the ordering of our Basic Text. Contact personnel at the James A. Musick Facility for a report on the distribution of all Basic Texts and report back annually to the H&I Subcommittee.
8. Assistant Jail Coordinator shall act as a back up to the Jail Coordinator, in the event the Jail Coordinator is unable to meet their responsibilities.

VOLUNTEER SPEAKER COORDINATOR

The Volunteer Speaker Coordinator shall be voted in by this Subcommittee for a commitment of one year. The position requires a minimum of one year of uninterrupted clean time, a minimum of six months of H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Duties shall be as follows:

1. Compiles and updates the volunteer speakers list monthly and distributes as needed.
2. Makes list available at H&I monthly meeting.
3. Shall attend all regular H&I Subcommittee meetings.

LITERATURE PERSON

The Literature Person shall be voted in by this Subcommittee for a commitment of one year. The Literature Person shall have a minimum of one year of uninterrupted

clean time, a minimum of six months of H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Duties shall be as follows:

1. Shall keep a record of all financial obligations of literature supplies and present a written report in advance of each monthly H&I Subcommittee meeting to the secretary for inclusion in the minutes.
2. Shall maintain a minimum of one month supply of stamped literature and disburse this literature to panel leaders in attendance at the regular H&I Subcommittee meeting.
3. Shall attend all regular H&I Subcommittee meetings.
4. Shall cross train literature assistant on all duties and responsibilities of the position of literature person.
5. Shall copy the Orange County Area Service Committee of NA Treasurer on all literature orders.

LITERATURE ASSISTANT

The Literature Assistant shall be voted in by this Subcommittee for a commitment of one year. The Literature Assistant shall have a minimum of one year of uninterrupted clean time, H&I experience and a working knowledge of the 12 steps, 12 traditions and 12 concepts. The Literature Assistant shall assist the Literature Person in all their duties. Literature Assistant is presumed to transition into the Literature person's position upon election by the H&I Subcommittee.

LITERATURE DISTRIBUTION

1. Basic Text purchases are limited to 72 per year. Basic Texts are to be allocated to the Jail and Juvenile Hall coordinators by the executive body. The Literature Person will request our allocation of Basic Texts in the months of February, June, and October from the Orange County Area Service Office in writing to the Orange County Area Service Committee of NA Treasurer.
2. Introductory Guide allocations are limited to 176 booklets 3 times per year in April, August, and December. Introductory Guides are to be distributed to lock-down facilities only. The Literature Person shall request our allocation of Introductory Guides from the Orange County Area Service Office in writing to the Orange County Area Service Committee Treasurer of NA, as needed.
3. Literature budget is of $600.00 per month or as determined by the Orange County Area Service Committee of NA.
4. Jail and Juvenile Hall Coordinators distribute Basic Texts.

5. Literature distribution is to be based on panel attendance level and literature availability.

H&I PANELS

Panels are comprised of panel leaders and panel members. New panels shall not be opened unless current panels are filled. **(Special clearance panels are excluded).**

1. Any panel, or portion thereof, Special Clearance Panels included, that remains void of a panel leader for a period of three consecutive months shall be placed on the closed panel list maintained by the secretary. The panel will then be removed from the "**open panel list**" during the roll call of the following (4th) month.
   a. A panel on the " **closed panel list**" may be reinstated at any time on the "**open panel list**" in the event that a qualified panel leader expresses interest in **committing to** the panel leader position for that panel.

PANEL LEADERS

Panel leaders shall be elected by the H&I Subcommittee for a minimum commitment of one year. Panel leaders shall have a minimum of one year of uninterrupted clean time, unless additional recovery is required by the institution, and a working knowledge of the 12 steps, 12 traditions and 12 concepts. They must attend two consecutive H&I meetings immediately prior to being voted in. Priority shall be given to any member who meets the criteria. If no qualified members are interested in the position, a vote of confidence may be given to the new panel leader at their first meeting and voted in the following month. All new panel leaders must be accompanied on their first visit by the prior panel leader, panel coordinator or a member of the executive body. Duties are as follows:

1. Shall inform all panel members of the rules of the institution and the format for conducting the panel, be familiar with the guidelines and Do's and Don'ts of the WSC H&I Handbook for conducting panels at specific types of institutions. (Available on Request)
2. Is responsible for making adequate arrangements, including informing the coordinator, to assure panel is covered appropriately and if they will be unable to attend the H&I Subcommittee meeting.
3. May forfeit panel assignment because of absence without proper notice and/or not making adequate arrangements to cover the panel.
4. Serves as a liaison between the institution and the panel coordinator

to assure that institutional needs are met and NA Traditions are also upheld.

5. The panel leader will be responsible for assuring that all panel members are familiar with the Do's and Don'ts in the WSC H&I Handbook and carry a clear NA message.
6. Shall order literature while attending all regular H&I Subcommittee meetings.
7. Panel leaders must attend an orientation given by the Vice Chair and appropriate Panel Coordinator.
8. Panel leaders are strongly encouraged to bring panel members to every panel.
9. No one panel leader shall retain more than three (3) panels concurrently; for the purpose of minimizing the number of open panels resulting from, and in the event of, the panel leader becoming unable to fulfill their commitments, i.e. relocation, etc.

PANEL MEMBERS

Panel members shall be selected by panel leaders. Panel members shall have a minimum of six months of uninterrupted clean time, unless otherwise required by the institution, and a working knowledge of the 12 steps, 12 traditions and 12 concepts. Interested members of NA with at least ninety days uninterrupted clean time may observe a panel but may not participate. Duties are as follows:

1. Shall carry a clear Narcotics Anonymous message of recovery.
2. Shall adhere to the rules of the institution.
3. Shall always keep in mind that he/she is viewed as a representative of Narcotics Anonymous, and should conduct himself/herself responsibly.

GENERAL RULES

1. It is a felony to bring any drugs or weapons onto the grounds of any institution.
2. It is a violation of the law to give money to an inmate.
3. You are not to bring in money in exchange for articles made by inmates. You are not to accept articles made by inmates to be sold on the outside.
4. It is a violation of our guidelines and possibly State Law to pass to or to take from an inmate, patient, or resident any correspondence of any type **(including your phone number)**.

5. Obscene or vulgar talk and filthy off-color jokes are deeply frowned upon. There have been instances where institutions have instructed that a speaker not return because of their language.
6. The dress code is neat and modest.
7. No Narcotics Anonymous panel regularly conducted under the auspices of the Subcommittee shall be held in any institutions, except under the direct supervision of a regularly delegated panel leader or substitute specifically delegated by the panel leader or coordinator.
8. No member will involve himself/herself with any other activity at any institution that this Subcommittee serves, to avoid possible conflict and resulting damage to: a) the inmate or patient on the inside; and b) the working ability and the privilege of this Subcommittee to carry the message inside the institution.
9. No member will interfere with or use any influence in any institutions, courts, or hospitals, nor with any judge, doctor, probation officer or parole officer. Nor will he/she make any comments or promises regarding employment, parole or medical problems. We carry only the message of Narcotics Anonymous—recovery through spiritual principles.
10. NA case histories, life stories, and/or NA principles or NA general information are to be the main topics of NA panels conducted within all institutions served by this Subcommittee. All speakers and panel members must strictly comply with this regulation, confining their talks solely to the NA message of recovery