

2023 GUIDELINES AND PROCEDURES ORANGE COUNTY AREA NARCOTICS ANONYMOUS HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

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STATEMENT OF PURPOSE: These suggested Guidelines and Procedures, combined with the World Service Conference Hospitals and Institutions Handbook (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 Narcotics Anonymous (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 Twelve Traditions and to incorporate the Twelve 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 (exception: the 3rd Sunday in May due to it being Mother's Day, the meeting will then be held the following Sunday). 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.

MEMBERSHIP: Voting members shall meet the following qualifications:

- ◆ Voting members are panel leaders, panel coordinators, committee trusted servants and members of the executive body.
- ◆ 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.

- a. Panel leaders and coordinators who miss two consecutive meetings or panels will be required to petition the committee for a vote of confidence to retain positions or panel.
2. Any exceptions to these requirements shall be dealt with on a case-by-case basis.
 - a. Any time a panel leader or coordinator is going to be absent for any reason he/she will be required to contact the executive body or their coordinator.

EXECUTIVE BODY QUALIFICATIONS AND DUTIES: The Chair, Vice Chair, and the Secretary may succeed themselves for one term, not to exceed two consecutive years. Guideline review is to be held annually in March on Area Sunday before the regular Subcommittee meeting. 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 three years uninterrupted clean time, a minimum of one year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve 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 maintain an Agenda /Procedure of the meeting (see attached Agenda).
3. Shall make regular reports to the members of H&I on the progress of new projects started or old business completed.
4. In the interest of cooperation, will work with PR when necessary.
5. Shall represent Narcotics Anonymous Orange County Area H&I at the regular meeting of the Orange County Area Service Committee and shall give a regular report to the ASC.
6. 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.
7. 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.
8. Will maintain and update as required procedures for the position of Chairperson and turn in such procedures at the end of term to the secretary.
9. In coordination with the secretary, the chairperson should maintain the accuracy of the "Request Panel List" monthly.

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 two years uninterrupted clean time, a minimum of one year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve 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 complete. 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 the "General Rules" of these guidelines during orientation as approved by the Subcommittee. Will provide general guidance using the Do's and Don'ts of the WSC H&I handbook. Will provide a folder containing hard copies of current H&I Guidelines, panel leader format approved in 2022, and H&I Do's and Don'ts.

SECRETARY: The Secretary shall be voted in by this Subcommittee for a period of one year. The Secretary shall have a minimum one year of uninterrupted clean time, a minimum of six months H&I experience and a working knowledge of the Twelve Steps, Twelve 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 no more than 20 hard copies for all H&I subcommittee meetings and transmit electronically to all subcommittee members and ASC Secretary one week prior to the next meeting.
2. Shall keep a list of all current panels including their contact and locations, days and hours scheduled, panel leaders and panel coordinators, to be updated monthly and added to the Google Drive prior to the next meeting.
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 obtaining a physical flashdrive and annually submitting previous 12 months of all H&I Subcommittee reports to the Area Service Office in a digital format,

in tandem with the Secretary commitment renewal 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).
9. Shall maintain "Request Panel List" for any facility requesting a panel we are unable to fill on the date requested.
10. The Secretary is presumed to transition into the Vice-chairperson position upon election by the H&I Subcommittee.
11. Will maintain and update as required procedures for the position of Secretary and turn in such procedures at the end of term to the secretary.
12. Works with the Vice-Chairperson to put together folders for new panel leaders (see Vice-Chairperson duties).

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 two years uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve 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. Maintain regular contact with the panel leaders.
3. Contact each facility on a quarterly basis (April, July, October, January) to validate the contact person, location, and panel performance and inform the secretary-of any and all changes.
4. Call upon the officers and general subcommittee members for any needed 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 attend all regular H&I Subcommittee meetings.
7. 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.
8. Panel coordinators may be responsible for the 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 Subcommittee meeting. This applies to all panel coordinators.

JUVENILE COUNTY FACILITIES COORDINATOR: Juvenile County Facilities Coordinator shall be voted in by this Subcommittee. The Juvenile County Facilities Coordinators' commitment shall be for a minimum of one year. The position requires two years uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts. Juvenile County Facilities Coordinator and panel coordinators must be cleared by their

respective facilities. 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. Contact each facility on a quarterly basis (April, July, October, January) to validate the contact person, location, and panel performance and inform the secretary of any and all changes about panel or clearance requirements.
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 attend all regular H&I Subcommittee meetings.
7. 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.
8. Coordinate distribution of Basic Texts to the facility.
9. Shall submit clearances per facility guidelines.

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 two years uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts. Jail panel coordinators are strongly encouraged to have jail clearance. Duties are as follows:

1. Keep an open line of communication with the Sheriff Department Liaison.
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 Liaison 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. Maintain a file of any communication between the Facility and the Liaison.
7. Review the facility site schedule quarterly to ensure the site schedule is in sync with the H&I Panel List. Report any discrepancies to the H&I Subcommittee for resolution.
8. Represents the subcommittee regarding literature distribution to jail facilities.
9. Call upon the officers and general subcommittee members for any necessary assistance.
10. Shall attend regular H&I Subcommittee meetings.
11. In the event the Assistant Jail Coordinator position is open, the Jail Coordinator will perform any duties listed under the Assistant Jail Coordinator position.

ASSISTANT JAIL COORDINATOR: Assistant Jail Coordinator shall be voted in by this Subcommittee. The Assistant Jail coordinator's commitment shall be for a minimum of one year. The position requires two years minimum uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve 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:

1. Any new directive discussed between the OCSD and the Jail Liaison will be brought back to the subcommittee for motion and approval, prior to an agreement or commitment to such changes.
2. Coordinate with H&I Literature staff in regards to the ordering of our Basic Text. Once the order comes in, prepare the orders, per panel, for delivery by Jail Liaison (Jail Liaison position is not found in these guidelines).
3. Assistant Jail Coordinator shall act as a backup 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 one year minimum of uninterrupted clean time, a minimum of six months H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts. Duties are as follows:

1. Compiles and updates the volunteer speakers list monthly and distributes as needed.
2. Shall attend all regular H&I Subcommittee meetings.
3. Email new list to secretary monthly
4. Twice annually will contact each person on the list to verify they are still active speakers.

LITERATURE PERSON COORDINATOR: The Literature Person shall be voted in by this Subcommittee for a commitment of one year. The Literature Person shall have one year minimum uninterrupted clean time, a minimum of six months H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts. Duties are as follows:

1. Shall keep a record of all financial obligations of literature supplies and present a verbal report in advance of each monthly H&I Subcommittee meeting to the secretary for inclusion in the minutes.
2. Current months will be fulfilled at the next monthly meeting as ordered by panel coordinators.
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 OCASC Treasurer on all literature orders.
6. Will maintain and update as required procedures for the position of Literature and turn in such procedures at the end of term to the secretary.

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 NA Twelve Steps, NA Twelve Traditions and NA Twelve 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 County Facilities 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 Treasurer.
2. Introductory Guide allocations are limited to 176 booklets three 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, as needed.
3. Literature budget is \$600.00 and operating expenses are \$50.00, per month or as determined by Orange County Area Service Committee
4. Jail and Juvenile County Facilities Coordinators² distribute Basic Texts not carried over from future months.
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).

- ◆ 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 one year minimum of

uninterrupted clean time, unless additional recovery is required by the institution, and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve 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, current facility panel leader, panel coordinator or a member of the executive body.** Duties are as follows:

1. 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.
2. Shall inform all panel members of the rules of the institution and the format for conducting the panel and be familiar with the guidelines and the Do's and Don'ts of the WSC H&I Handbook for conducting panels at specific types of institutions. (Available on Request)
3. Is responsible for making adequate arrangements, including informing the coordinator, to assure the panel is covered appropriately and if they will be unable to attend the H&I Subcommittee meeting.
4. May forfeit panel assignment because of absence without proper notice and/or not making adequate arrangements to cover the panel.
5. Serves as a liaison between the institution and the panel coordinator to assure that institutional needs are met and NA Traditions are also upheld.
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 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., due to relocation, etc.
10. Responsible for calling the facility the day of their panel to confirm the panel is expected that day.

PANEL MEMBERS: Panel members shall be selected by panel leaders. Panel members shall have a minimum of six months uninterrupted clean time, unless otherwise required by the institution, and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve 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 endorsement 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, sponsorship 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.

H&I Subcommittee Meeting Agenda

1. Serenity Prayer
2. Twelve Traditions
3. Twelve Concepts
4. Clarity Statement
5. Statement of Purpose, Who is a voting member, and Attendance Policy
6. Approval of Minutes
7. Birthdays
8. New to H&I
9. Panel Problems: Ask the panel coordinators to mention any issues with their panels
10. Roll Call
11. Open Panels
12. Panel Requests
13. Chairperson Regional Report
14. Old Business
15. New Business
16. Coordinators Reports
 - a. Literature:
 - b. Jail:
 - c. Juvenile Facilities:
 - d. Recovery Centers:
 - e. Hospital Coordinator:
 - f. Volunteer List:
17. Motion to Close

H&I Panel Leader Format

◆ **Introduction:**

- ◆ Welcome to the H&I panel of Narcotics Anonymous. My name is _____, and I am an addict. We will open this meeting with the Serenity Prayer for those who wish to join: “God, grant me the serenity...”
- ◆ H&I stands for Hospitals and Institutions and we are not affiliated with this facility in any way. This panel is being held here to provide a place for addicts who are unable to access outside meetings. Out of respect for our speaker(s) we ask that you do not converse with each other during the panel. We will provide time at the end for questions you may have concerning outside meetings, sponsorship, the Twelve Steps, or other questions related to the program of Narcotics Anonymous. We are not able to answer questions you may have about recovery programs, probation status, court appointed programs, or medications. Narcotics Anonymous has no opinion on outside issues.
- ◆ Narcotics Anonymous is all inclusive in respect to any mood-changing or mind-altering chemicals including alcohol. What we share in this meeting is our own experience, strength and hope. This is a spiritual program, not a religious one, so please don't let the word GOD offend you.

◆ **Readings:**

- ◆ I have asked someone to read:
 - ◆ Who is an addict?
 - ◆ What is the Narcotics Anonymous program?
 - ◆ Why are we here?
 - ◆ How it works
 - ◆ What can I do? (from the little white book)

◆ **Speaker(s):**

- ◆ Introduce your speaker(s)

◆ **After Speaker(s):**

- ◆ Narcotics Anonymous is here to help any addict who wants to stop using and find a new way to live. Here are some tools that work for us:
 - ◆ Come to a meeting a day for 90 days (and don't use in between!)
 - ◆ Read some NA literature everyday; our meeting schedules and literature are free and located here on the table
 - ◆ Get a sponsor (refer to Sponsorship pamphlet)
 - ◆ Keep coming back!
- ◆ Does anyone have any questions for our speakers or regarding the program of NA?
- ◆ Let's thank our speakers for sharing!
- ◆ We're going to close the meeting with the Serenity Prayer again for those who wish to join: “God, grant me the serenity...”

Do's and Don'ts for H&I Work in Treatment Facilities
Do follow the guidance found in the WSC *H&I Handbook*

◆ **Treatment Facility Rules**

- Do Attempt to get the treatment facility agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do Adhere to the security regulations at all times
- Do Arrive early to set up meeting
- Do Keep the staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

◆ **Panel Leaders and Members**

- Do Screen all panel members, speakers, and chairpersons
- Do Adhere to the clean time requirements of the treatment facility and the H&I committee
- Do Ensure that a clear NA message of recovery is carried by all panel members

◆ **Literature**

- Do Make directories of outside meetings available to the residents
- Do Use the literature recommended for H&I work
- Do Stamp all literature with the local phonenumber number
- Do Provide facilities with literature order forms and encourage the facility to supply its own NA literature

◆ **Treatment Facility Meetings**

- Do Start and end on time
- Do Explain briefly, during the meeting, what H&I is
- Do Clearly state that Narcotics Anonymous is separate from the treatment 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 Sixth Tradition of NA)

◆ **Residents Meeting Participation**

- Do Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Do Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

◆ **Panel Leaders and Members**

- Don't Bring any contraband items or weapons into the treatment facility
- Don't Take messages and carry letters in or out of the facility
- Don't Show favoritism to any resident(s)
- Don't Bring an NA member who has friends and/or family in the treatment 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 issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff
- Don't Discuss conditions within the treatment facility
- Don't Discuss treatment staff members with resident(s)
- Don't Discuss resident(s) with the treatment facility staff
- Don't Sponsor resident(s) in the treatment facility that you are attending as an H&I member
- Don't Accept money or gifts from, or give money or gifts to, any resident

◆ **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 in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Don't Break another person's anonymity
- Don't Emphasize 'using days' while sharing an NA message of recovery