

NA - WRITING STEPS FOR RECOVERY

POLICY AND GUIDELINES

- I. Dedication and purpose** The primary purpose of this committee is to provide written Narcotics Anonymous step guidance to any incarcerated addict desiring recovery within Narcotics Anonymous.
- II. Guidelines for function**
1. All letters are sent via the NA WSR PO Box with no personal last names, addresses, or phone numbers of step guides, committee members, or anyone else given to step writers. **Step guides use pen names. Correspondence Only agreements with these signatures are filed with the WSR committee and the inmate step writer's facility when required.**
 2. Step guides from the WSR Committee have an individual addict assigned in the order that the step guides have qualified and that addicts of the same sex become available. The coordinating secretary guides agree to have no prior knowledge of their assigned inmate step writer, and to respect the confidentiality of their assigned addict. Any correspondence after inmate release should continue to be through the WSR PO BOX. and step writer is confidential.
 4. All incoming and outgoing letters are logged by date with name, facility, and DOC identification number of the inmate step writer, and name, pen name, and phone number of the step guide by the Postal Corridorator.
 5. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books*, drawings, tapes, contacting family members or friends will be made between step guide and step writer. *The step writer may request **The Introductory Guide to Narcotics Anonymous** in their first letter back to their new step guide. The book will then be sent by the PC and H&I copy of White Booklet.
 6. The 12 Traditions of Narcotics Anonymous will be strictly upheld.
 7. All rules and regulations of the institution will be strictly upheld.
 8. Only women write to women, and only men write to men.
 9. At H&I commitments, the availability of WSR can be announced, including information that the committee meets monthly, and that informational cards will be available upon request of the addicts behind the walls.
 10. Informational cards will also be available for the prison addictions and volunteer services staff so that inmates who are unable to attend the H&I presentations can have equal access to WSR.
 11. Any addict behind the walls or anyone who thinks they may have a problem may write the WSR Committee as a whole with any questions or concerns at any time.
 12. Presentations to the fellowship and to facilities will include the WSR statement of dedication and purpose, as well as these guidelines for function.

III. Voting Policy

All WSR members present at WSR Committee meetings have a vote

IV. How to Become a WSR Guide

Addicts will qualify and become an oriented PA DOC volunteer at the committee. They will discuss and be able to answer affirmatively all of the following questions. Step guides will be assigned an inmate step writer in the order that they have qualified, and that addict of the same sex become available. The PC will notify the new step guide if they are not present at the meeting when their "turn" comes up.

1. Is your recovery based in Narcotics Anonymous?
2. Have you done a 4th and 5th step?
3. Do you have at least 2 years clean time?
4. Do you have at least 2 years clean time?
5. Do you attend NA step meetings regularly?
6. Do you have a working knowledge of the 12 steps and 12 traditions?
7. Do you have experience as an NA sponsor?
8. Do you have the means to provide stationery and stamps for regular correspondence?
9. Do you have the willingness and availability to reply to any letter you receive within 2 weeks and to notify the PC each time?
10. Are you willing to sign and follow the NA WSR Correspondence Only agreement?
11. Are you willing to attend at least one WSR Committee meeting or one WSR workshop per year?

V. Cleantime Guidelines

1. WSR step guide- 2 years
2. Chair- 2 years
3. Vice Chair- 2 years
4. PC- 2 years
5. Assistant PC- 18 months
6. Secretary- 1 year
7. Committee member- one day

VI. Responsibilities of Trusted Servants

Chair

1. Minimum cleantime requirement is 2 years
2. Keeps order in the meeting
3. Keeps discussion on the topic
4. Prepares an agenda for each meeting
5. Ensures that the Traditions are upheld in all matters
6. Maintains a link of communication between the WSR and MA Regional NA Service Committee, including giving a monthly report at that meeting
7. Attend each meeting of MA Regional Service Committee
8. Keeps accurate record of funds received and spent
9. Obtains check from RSC in March for **PO Box MA** (yearly payment due _____)

10. Makes sure committee has a monthly meeting place
11. Maintains an ongoing file of all WSR minutes

Vice Chair

1. Minimum cleantime is 2 years
2. Helps chairperson keep proceedings orderly
3. Acts as chairperson in the case of chairperson's absence. Fills in for any other trusted servant position as necessary.
4. If the office of chairperson becomes vacant, serves as chair until confirmed by the MA Region Service Committee or until a new chair is elected.
5. Attends all WSR and MA Region Service Committee meetings.

Postal Coordinator

1. Minimum cleantime is 2 years
2. Attend monthly WSR meeting
3. Is responsible for the extra Post Office Box Key
4. To assure accountability, keeps a complete log of all WSR step guide/step writer communications (as described in Guidelines for Function #4) Keeps in phone contact with step guides if needed.
5. Mails Correspondence Only agreements to inmate's facility each time the step guide is assigned a new inmate step writer.

Assistant Postal Coordinator

1. Minimum cleantime is 18 months
2. Attends monthly WSR meeting
3. Goal of the position is to assist the coordinating secretary and to learn the duties of the coordinating secretary so that the assistant can function in the absence of the coordinating secretary.

Recording Secretary

1. Minimum clean time is 1 year
2. Attends monthly WSR meeting
3. Takes an accurate set of minutes at each meeting and distributes them to subcommittee chair prior to the RSC and to members prior to next meeting.

Postal Facilitator

1. Minimum cleantime 2 years
2. Attends monthly WSR Meeting & reports on the details of the distribution of all letters received.
3. Is responsible for one of the Post Office Box Keys.
4. Picks up WSR mail on a weekly basis and within 48 hours forwards all mail to the appropriate trusted servant(s).
5. Notifies/reminds WSR Chair upon receipt of PO Box renewal to assure that **PO Box is**

renewed on or before every April 1st.

Out of State Correspondent

1. Minimum clean time is 1 year
2. Attends monthly WSR meeting
3. Internet Access
4. Working knowledge of the 12 steps and 12 traditions
5. Receives requests for assistance from out of state inmates and responds by sending Out of State Response letter (*out-of-state-inmate-response letter.doc*) to the inmate and forwarding the inmate's letter along with our H&I response letter (*out-of-state-H&I letter.doc*) to the inmate's most local Regional Service H&I Committee.
6. Keeps a log (*monthly out of state writers record.doc*) of all Out of State Requests and responses and submits a report of these activities at the monthly meeting.

VII. Terms of Commitment

1. All trusted servant positions are for 1 year, with suggested a 2 year limit on consecutive terms in the same position.
2. Anytime a trusted servant misses a meeting he or she will contact the chair regarding their inability to attend the meeting and also submit a monthly activity report. If a trusted servant fails to meet these criteria two consecutive months, the commitment will be considered open until filled.