



WORKING THE STEPS WITH INMATES GREATER SAN JOSE AREA

GSJA Narcotics Anonymous Hospitals & Institutions Inmate Correspondence Guidelines

In addition to observing the rules of the correctional facilities regarding mail and correspondence, the following are guidelines for us to follow when writing NA members on the inside:

1. We introduce ourselves by briefly qualifying so the addict can get to know and identify with us. We let them know that our purpose in writing is to act as a sponsor and help guide them through the steps.
2. We try to let the inmate know that writing, like all forms of sharing, helps us as much as it helps him or her.
3. We let the inmate know that they are not alone.
4. We stay focused on recovery.
5. We encourage the inmate to attend any NA meetings that might be carried by their facility. We also strongly stress the importance of getting a meeting schedule for their area before they get out. This is so they can have a game plan and know when and where there is a meeting the FIRST day they get out.
6. If there is a desire to send a gift, we suggest a Basic Text, How It Works, Step Working Guide, Just For Today or other NA literature. Before sending anything, see if the facility will allow it. Many correctional facilities will permit inmates to receive only literature sent directly from the publisher.
7. Never write anything you don't want the whole world to read. All mail is monitored by security in the jails and prisons. Ask yourself before you write, "Would I want everyone to know that I said or did this?"
8. In the spirit of our 12th tradition, we respect the anonymity of correspondents.
9. Men write to men, and women write to women.
10. We use the H & I PO Box for receiving mail rather than our home address. It is also suggested that you maintain your personal anonymity by using your first name and last initial only.
11. Please keep in mind that this program is not about hooking them up with a "pen pal", sending money, packages, stamps, or writing them a letter for their next board appearance, this program about working the twelve steps of Narcotics Anonymous.
12. In order to speed up the mail process and get you the sponsor, the correct mail, PLEASE have your sponsee address letters they write back to you as follows:

YOUR NAME (First name, last initial)
PO BOX 23700
SAN JOSE. CA 95153

Sincerely,
Greater San Jose Area
"Working The Steps With Inmates" Program