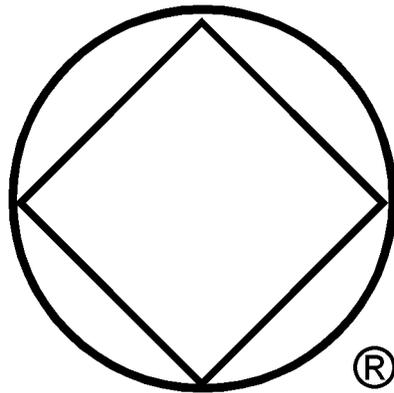


San Diego Imperial Counties Region of Narcotics Anonymous

# NA BEHIND THE WALLS



## Orientation Information Packet and Rules for Writers

Revision 7

## Orientation Information Packet for Writers

Writers will endeavor to keep communications on the topic of Recovery in the spirit of the Twelve Steps and Traditions of N.A.

1. Writers should present themselves as independent recovering addicts in their writings, and must make clear where appropriate that their opinions do not necessarily represent this subcommittee or N.A. as a whole.
2. Writers will respond to letters using their own supplies (via computer, typewriter or handwritten) and will be reimbursed by the subcommittee for actual costs incurred, including postage, cost of printing, paper, envelopes and any other actual supplies expended.
3. The Chairperson will read initial incoming communications, and distribute to writers for an initial response, with men responding to men, and women responding to women.

The first communication from an incarcerated individual will be responded to with a generalized letter, but uniquely written to relay the story of the writer, and customized to appear as though it is a personal direct response. Each writer is requested to prepare such a unique response, sharing his or her experience, strength and hope in recovery, in a general fashion. Writers should refrain from providing too much personal information that might lead to identifying the writer. This initial outgoing letter will advise the correspondent that the writer may change in the future.

All communication should be confined to coming to and from the N.A. Regional post office box address, addressed to the NA Behind the Walls subcommittee, Attn.: Writer's name, P. O. Box 16505, San Diego, CA 92176. Writers should identify themselves only by first name and first letter of last name.

All subsequent incoming communications will then be addressed to a specific writer who will remain in contact with the individual as long as both remain willing, and as long as the writer remains an active writer of this subcommittee. Such subsequent letters will not be read by anyone other than the assigned writer, unless he or she becomes inactive, in which case the chairperson will read the letter so as to assign the duty of correspondence to a new writer.

Once received by San Diego N.A., all letters addressed to or meant for NA Behind the Walls will be placed in the inbox for NA Behind the Walls at the Regional Service Office (RSO) at 4689 Felton Street, San Diego, CA 92116.

4. Writers should pick up letters from the N.A. Behind the Walls inbox, or make arrangements to have such letters forwarded to them, within one week of being notified that a letter has arrived addressed to that specific writer. Letters should then be responded to in a timely fashion (defined as within two weeks of receipt by that writer).

Any writer is considered inactive if he or she has not picked up a letter from the RSO, or made arrangements to have that letter forwarded, within two weeks of being notified that a letter is waiting for him or her, or if more than one month has passed since the writer's receipt of a letter from an assigned incarcerated individual without making any written response. If a writer should become inactive, the subcommittee chairperson may re-delegate his or her assignments.

5. Writers must adhere to the rules of the facilities where the incarcerated individuals reside. Because most institutions proscribe communication with those on probation or parole, writers may not write to incarcerated individuals while in that status
6. Writers must keep track of all correspondence via a log form that will be provided to them by the subcommittee, and keep copies of incoming and outgoing letters, except where the incarcerated individual provides written step work – this should be returned to the individual and no copy made.
7. Writers will refrain from providing non N.A. texts, stamps, writing materials, cash or any other kind of material goods to incarcerated individuals. Writers may, however, provide non-copyrighted printouts of NA Step working guides from the internet for those individuals who do not have access to this text, as well as any requested N.A. literature and texts available within our budgetary constraints.
8. Writers will refrain from indulging incarcerated individuals with personal correspondence that strays from our primary purpose under the Fifth Tradition and our Guidelines – which is to provide a Recovery oriented response, geared towards taking individuals through the Twelve Steps of N.A.
9. Writers are advised not to have any telephone or personal contact with any incarcerated individuals at any time, especially after their release from custody.
10. Writers are forbidden from writing to any individual with whom they have ever had face to face contact.

11. Before writing any letters, writers must have read, understood and agreed to comply with all N.A. Behind the Walls Guidelines and Orientation Information Packet rules.

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Approved 7/7/2008 – NA Behind the Walls Subcommittee