

I. Guidelines for Ad Hoc Committee Function

1. All letters are sent via the NA SWG PO Box with no personal last names, addresses, or phone numbers of step guides, committee members, or any one else given to step writers. **Step guides use pen names. Correspondence Only agreements with these signatures are filed with the SWG committee and the inmate step writer's facility.**
2. Step guides from the SWG 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 notifies the new step guide if they are not present at the meeting when their "turn" comes up. The step guides agree to have no prior knowledge of their assigned inmate step writer, and to respect the confidentiality of their assigned addict. They also agree to correspond through the SWG PO Box only after release.
3. After the initial letter is read (anonymously) to the committee, all correspondence between step guide 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 coordinating secretary.
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 Corresponding Secretary upon step guide notification of the need.
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 SWG 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 SWG.
11. Any addict behind the walls or anyone who thinks they may have a problem may write the SWG Committee as a whole with any questions or concerns at any time.
12. Presentations to the fellowship and to facilities will include the SWG statement of dedication and purpose, as well as these guidelines for function.

II. How to Become A SWG Step Guide

Addicts will qualify and become an oriented DOC volunteer through the committee. (DOC policies and procedures for qualification and clearance will be adhered to). **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 become qualified, and that addicts of the same sex become available. The coordinating secretary 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 work the steps in writing with an NA sponsor?
4. Do you have at least 2 years cleantime?
5. Do you attend NA step meetings regularly?
6. Do you have a working knowledge of the 12 steps and 12 traditions of NA?
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 coordinating secretary eachtime?

10. Are you willing to sign and follow the NA SWG Correspondence Only agreement?
11. Are you willing to attend at least one SWG Committee meeting or one SWG workshop per year?

III. Cleantime Guidelines

1. SWG step guide- 2 years
2. Chair- 2 years
3. Vice Chair- 2 years
4. Secretary- 2 years
5. Alternate Secretary - 2 years

**IV. Responsibilities of Trusted Servants
Chair of SWG Committee**

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 and Concepts are upheld in all matters.
6. Maintains a link of communication between the SWG Committee and H & I Chair including giving a monthly report at that meeting.
7. Attends each meeting of SWG Service Committee.
8. Makes sure committee has a monthly meeting place.
9. Maintains an ongoing file of all SWG 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 committee/ area/region/ or until a new chair is elected.
5. Conducts Orientation for New Guides.

Secretary

1. Minimum cleantime is 2 years.
2. Attends monthly SWG meeting
3. Is responsible to collect mail from the P.O. Box
4. To insure accountability, keeps a complete log of all SWG step guide/step writer communications (as described in guidelines Function # 4). Keeps in phone contact with step guides as needed.
5. Mails **Correspondence Only** agreements to inmate's facility each time the step guide is assigned a new inmate step writer.

Alternate Secretary

1. Minimum cleantime is 18 months
2. Attends monthly SWG meeting
3. Goal of the position is to assist the secretary with correspondence and to learn the duties of the secretary so that the alternate can function in the absence of the secretary.
4. Takes an accurate set of minutes at each meeting and distributes them to H & I Subcommittee Chair prior to ASC and to members prior at next meeting.

V. Terms of Commitment

1. All trusted servant positions are for 1 year, with 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.
3. Any trusted servant may have other responsibilities depending on the needs of SWG.