



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: E
Section: .0900
Title: **AA/NA Correctional Facility
Representative
Program**
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POLICY & PROCEDURES

.0901 GENERAL

- (a) The purpose of this policy is to describe the AA/NA Correctional Facility Representative Program by which citizens are identified and approved to deliver the AA/NA message to the offender population. Rehabilitative Programs and Services will designate a Senior Staff member to be responsible for coordinating and managing the AA/NA Correctional Facility Representative Program for Prisons.
- (b) Prisons have determined that AA and NA are beneficial rehabilitative services offered to offenders. To assist with this accomplishment, Prisons must rely on volunteer services of external agencies to provide some rehabilitative services to offenders. All prison facilities within the Department of Public Safety must provide and make available to offenders AA and NA Programs. It is essential resources to provide and make these programs available are easily accessible and attainable. Representatives can bring the message of recovery through the respective fellowships that they represent to offenders confined in our facilities. Through conducting AA or NA group meetings, the Representatives can assist offenders to responsibly recover during their transition from incarceration to the community by providing them valuable support and needed assistance in continuing their process of recovery once released to the community.

AA and NA offerings are fundamental and essential components of the overall rehabilitative process for offenders. It is recognized; however, that AA and NA offerings are voluntary in nature and the success of an offender in such offerings depends on his/her willing participation. It is also recognized that some offenders may have religious objections to participating in AA or NA and that refusal to participate in AA or NA because of personal religious beliefs may not be grounds for punishment or denial of other rehabilitative programs or custody level promotions.

.0902 THE ROLE OF THE AA OR NA CORRECTIONAL FACILITY REPRESENTATIVE

- (a) Lead and/or conduct AA or NA group meetings in prison facilities within a designated area on a scheduled or as needed basis. Services may be delivered individually or as a member of a team.
- (b) Help to obtain and provide AA and/or NA literature for offenders as may be needed and appropriate.

- (c) Assist in attracting and recruiting other AA and/or NA members to service work in corrections.
- (d) Facilitate and/or encourage **offenders'** continued participation in AA or NA meetings while in prison and upon release through making appropriate referrals and contacts.
- (e) Provide related services as required and as appropriate.
- (f) The Representative **should have approval from the facility for scheduled facility visits for programs, services, and related activities.**

.0903 THE ROLE OF THE **FACILITY STAFF COORDINATOR**

- (a) The Prison Facility Head will designate **the community volunteer coordinator or the substance abuse coordinator to serve as facility staff coordinator and have the responsibility for managing and coordinating the involvement and supervision of Correctional Facility Representatives in the delivery of on-site AA or NA offerings for offenders.**
- (b) The Facility Coordinator who initiated approval and authorization of the Representative must maintain a current original application (DC-947) on file for the Representative.
- (c) The Facility Coordinator is responsible for recruiting AA or NA Correctional **Facility** Representatives on an ongoing basis.
- (d) Recruiting efforts may include the attendance of AA and/or NA Correctional Facilities Representative Committee Meetings in the community, enlisting the help of active **R**epresentatives, volunteers and the use of other methods as deemed appropriate.

.0904 ELIGIBILITY CRITERIA FOR REPRESENTATIVE

- (a) AA and/or NA Correctional **Facility** Representatives **are preferred to** be a member of the North Carolina Alcoholic Anonymous and/or Narcotics Anonymous Correctional Facilities Committee and **must be** a certified Volunteer who represents one or both fellowships.
- (b) Is willing to deliver services of his or her own free will and does so for no financial gain.
- (c) Any citizen at least 21 years of age who is of good character and sufficiently mature to handle the responsibilities involved is eligible for consideration to become a Representative.
- (d) **Is willing to complete the application process which will include the following:**

- AA and NA Correctional Facilities Representative Program Application (DC-947)
- Application for USERID (MIS-01)
- Non-Disclosure Agreement Form
- ID Card Request Form
- Staff/Agent/Approved Volunteer Identification Card Orientation

- (e) Is willing for a criminal background investigation to be conducted on him or her. This investigation will follow the same general procedure used for applicants for employment. The Criminal Justice Forms, physical exams and fingerprinting will not be completed for Representatives. During the investigation, the anonymity of the applicant must be maintained. Therefore, the applicant's membership or participation in the fellowship of AA or NA must not be divulged nor should it be divulged that the applicant has applied to lead or be involved in such a group in the prison facility. The investigation must be completed before the approval certification process and training is completed and before the Correctional Facility Representative identification card is issued. Criminal background checks must be conducted annually to confirm the Representative's continuing eligibility to provide services. The Representative's signed verification of the background check will be kept on file in a secure location at the facility and shall be confidential.
- (f) Individuals with a criminal record may be considered to serve as a Representative after one year of unsupervised involvement in the community with no additional arrests. Individuals who have been convicted of sexually related offenses are prohibited from serving as a Representative for Prisons. This also applies to all individuals identified as sex offenders.
- (g) An immediate family member of an offender may not provide services as a Representative for that inmate nor can they provide representative services at a facility where an immediate family member is housed. Immediate family member is defined as parent, child, step-parent, step-child, sibling, grandparent, aunt/uncle, spouse (married or common law), nephew/niece or in-law.
- (h) Persons who have or have had an intimate, romantic or unduly familiar personal relationship with an offender prior to the inmate's incarceration including, but not limited to intimate, romantic or unduly familiar physical contact, conversation or correspondence may not provide representative services for that offender nor may they provide representative services at the facility where the offender is housed. A former employee who has or had this type of relationship with an offender is not eligible to provide representative services.
- (i) A current employee is not eligible to serve as a Correctional Facility Representative, unless the program is a part of his or her routine or designated duties. A former employee is not eligible to serve as a Representative if the employee was dismissed or resigned under circumstances to include:

- (1) engaging in undue familiarity with an offender;
 - (2) writing or discussing his or her personal affairs with an offender;
 - (3) borrowing anything from or lending anything to, or accepting gifts or personal services from, or bartering or trading with any offender or include cards, letters and telephone calls;
 - (4) bringing in drugs or contraband;
 - (5) using their knowledge of the prison system to circumvent policy;
 - (6) other acts or misconduct or personal behavior that undermines security or corrective treatment.
- (j) Immediate family members of Department of Public Safety employees may be considered eligible to serve as AA or NA Facility Representatives in Prisons. Immediate family members are defined as parent, spouse, step-parent, child, step-child, sibling, in-law, aunt/uncle, niece/nephew, or grandparent. The following requirements shall apply:
- (1) The person shall clearly identify him or her self as a relative of an employee at the time the application is submitted. A relative will not serve as a Representative at the facility where his or her relative is employed.
 - (2) A relative approved as a Representative shall be restricted from any program involvement that may lead to undue familiarity with offenders.

.0905 SCREENING AND APPROVAL PROCESS

- (a) The screening and approval process should be completed within 30 working days after the Representative submits an application for participation.
- (b) The approving authority for AA or NA Correctional Facility Representatives is the Facility Head or designee.
- (c) An individual who meets the eligibility requirements must complete and submit an application (DC-947). The application is submitted to the Facility Coordinator at the facility where the prospective Representative would like to initiate his or her participation; the Facility Coordinator will conduct an interview with each prospective Representative.
- (d) The Facility Coordinator submits the application package that contains his or her recommendation to the Facility Head. The Facility Head will document the application package with his or her approval or disapproval of the prospective representative. The

Facility Head or his/her designee will be the final approving authority. The Facility Head will submit the application package to the Rehabilitative Programs and Services Substance Abuse Director for final processing on all approved and disapproved applications. The Substance Abuse Director will create a profile (staff I.D) on all approved Representatives and enter all approved and/or disapproved Representatives into a database.

- (e) If the approved Representative is not limited or restricted, they are permitted to provide services at all facilities within the region of the Controlled Facility in which they are established. The Representative has limited approval when there are reasons to not allow the Representative to provide services at certain prison facilities.
- (f) A Representative is permitted to provide services in a prison facility within the Representative's Controlled Facility Region once approval has been established between the Facility Coordinator of the Controlled Facility and the Facility Head of the facility to be visited. A copy of the Representative's application package should be forwarded to the visiting facility for verification that the Representative is in good standing for approval. The application package should be placed on file for future reference.
- (g) A Representative is permitted to provide services in a prison facility outside of the Representative's Controlled Facility Region once approval has been established between the Facility Coordinator of the Controlled Facility and the Facility Head of the facility to be visited and the Region Director of the visiting Region. A copy of the Representative's application package should be forwarded to the visiting facility for verification that the Representative is in good standing for approval. The application package should be placed on file for future reference.
- (h) A certified Community Volunteer, who is a member of the recovering community, may lead AA or NA sessions for offenders without going through the screening and approval process to become an AA or NA Correctional Facility Representative. A Community Volunteer not authorized as a Correctional Facility Representative will be limited to providing services only at the facility where he or she is certified to provide volunteer services.

.0906 AUTHORIZATION PROCESS

- (a) Once the approved application has been processed and returned from the Substance Abuse Director, the Representative's identification card must be made. The identification card must be a photo identification card that contains the Representative's name, staff ID, position number, staff type, facility location and the issued and expired dates of ID.
- (b) The Representative's identification card will be valid for a maximum period of five years. It should be renewed if the Representative is still eligible to be involved in the program.

- (c) Identification cards are the property of the Department of Public Safety, Prisons. They must be surrendered upon request of the Department or when they expire.
- (d) After the identification card is made, it should be given to the Facility Coordinator for issuance to the Representative.
- (e) The Facility Coordinator will issue the identification card to the Representative once orientation is complete. This authorizes the Representative to begin providing services as specified by this program.
- (f) Each volunteer shall sign guidelines pertaining to the following:
- The rules and regulations concerning the handling of their identification card
 - Entrance and exit policy
 - The expectations of his or her role
 - Dress codes
 - What may be taken in or out the facility
 - How to respond if the facility goes into emergency mode of operation
 - Security practices
 - Undue familiarity with inmates (including responding by phone or mail) with inmates
 - PREA
 - Non-Disclosure Agreement (Confidentiality of information)
 - Cell Phone and Tobacco Violations
 - Other information deemed pertinent to the safety and security of the facility

The AA and NA Correctional Facilities Representative Program application (DC-947), Criminal Record Check, Acknowledgement of Volunteer Training and Refresher Form, and PREA training are to be updated annually.

- (g) The Facility Head that approved and authorized the Representative must forward the application package of the approved and authorized Representative to the Substance Abuse Director immediately after final approval.
- (h) The Substance Abuse Director will maintain and manage the OPUS AA/NA Correctional Facility Report of all Active Representatives.
- (i) The Facility Coordinator shall maintain a current OPUS generated list of all approved Representatives for the facility.

.0907 TERMINATIONS/REVOCATIONS

- (a) There is no right to serve as an AA or NA Correctional Facility Representative at any time and at any prison facility. The Facility Head may terminate or revoke the

- certification of a Representative at his or her discretion when deemed appropriate and necessary.
- (b) When a Representative is terminated or revoked, a written letter from the Facility Head must be sent to the Representative documenting the reason for the action. The letter must be signed by the Facility Head. Included in the termination/revocation letter to the Representative will be his or her appeal rights. The Representative is instructed that if he or she wishes to appeal, it must be done in writing to the Director of Auxiliary Services within 30 calendar days from the date of the termination/revocation letter. The Director of Auxiliary Services' decision on an appeal is final.
- (c) The Facility Head shall send a copy of the termination/revocation letter along with the Representative Termination/Revocation Notification Form (DC-947B) to all other facilities where the Representative was providing services, to the Region Director and to the Substance Abuse Director. The Facility Head, the Region Director and the Substance Abuse Director shall retain both copies of the termination/revocation letter and the Representative Termination/Revocation Notification Form (DC-947B) on file at all levels. The Substance Abuse Director will submit a letter to the Region Director and Facility Head acknowledging that the Representative has been processed to terminated/revoked status.
- (d) A Representative that has been terminated/revoked as a violation of policies and procedures is no longer eligible to be a Representative in any prison facility. They may submit an application to have their approval reinstated after a three-year period. This application will be processed as a new application, but past violation(s) may be considered during this process.
- (e) The Substance Abuse Director will maintain and manage the OPUS AA/NA Correctional Facility Representative Report of all revoked/dismissed representatives.
- (f) The Facility Coordinator shall maintain a current generated list of all terminated/revoked representatives for the facility.

.0908 DISAPPROVAL OF AA/NA CORRECTIONAL FACILITY REPRESENTATIVE APPLICANT

- (a) When an applicant for the AA/NA Correctional Facility Representative Program is disapproved by the Facility Head, the Facility Head will forward the disapproved application (DC-947) to the Substance Abuse Director for final processing. The Facility Head or his designee is the final approving authority. The Substance Abuse Director will enter all disapproved representatives into a database upon review. The Substance Abuse Director will return the disapproved application (DC-947) to the Facility Head or designee upon completion of review.

- (b) When the applicant is disapproved for participation, the Facility Head or designee must document the reason for disapproval in a letter to the applicant. In the letter, the participant is also notified of the appeal rights. The applicant is instructed that if he or she wishes to appeal, it must be done in writing to the Director of Auxiliary Services within 30 calendar days from date of the disapproval to participate in the AA/NA Correctional Facility Representative Program. The Director of Auxiliary Services' decision on an appeal is final.
- (c) A copy of the letter of disapproval signed by the Facility Head or designee will be sent to the Region Director and to the Substance Abuse Director. The Facility Head, the Region Director and the Substance Abuse Director must retain a copy on file at all levels.

.0909 COMMUNITY PROGRAM PARTICIPATION

- (a) Only when a Representative is also certified as a Community Leave Sponsor may he or she be allowed to take eligible minimum custody inmates into the community for AA and NA meetings. The Representative must adhere to the Community Leave Sponsor Policy when engaging in this type activity.

.0910 ONE TIME VOLUNTEERS

- (a) Groups or person(s) who provide a one-time special volunteer service such as a church group do not have to complete individual applications. The group leader will sign a statement for one-time activity (DC-345A) and will provide the Facility Volunteer Coordinator with a list of individuals who will participate in the activity. Staff will record the date of activity, the name of group or organization, number of members, and approximate number of inmates in attendance during the activity. The Facility Community Volunteer Coordinator will be responsible for informing the group leader of the volunteer eligibility requirements and orientating the group on the rules and regulations, signing the Acknowledgement of Volunteer Training and Refresher form, PREA orientation, Non-Disclosure Agreement form, and the Cell Phone and Tobacco policy before starting the activity and/or service. A DCI check may be required on any one time volunteer at the discretion of the Facility Head.
- (b) The individual or group will only be allowed to participate once within a year in a one time or an occasional service or special presentation at the Facility. Further interest in participation will be cause for the individual or group to complete a volunteer application and training for on-site consideration for volunteering.

.0911 SPECIAL PROVISIONS

- (a) Representatives shall be exempt from the provision of the State Personnel Act and other provisions of law and regulations. They must, however, comply with all Department of Public Safety and Adult Facilities' Policies and Procedures.

- (b) Approved Representatives are covered under Article 31 and 31A of Chapter 143 of the General Statutes governing tort claims against State Department and Agencies and the Defense of State Employees. They are not entitled to benefits under the laws governing Worker's Compensation Act, Chapter 97 of the General Statutes.



Director of Prisons

11-1-2017

Date

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