



*State of North Carolina  
Department of Correction  
Division of Prisons*

**POLICY & PROCEDURES**

Chapter: E  
Section: .0900  
Title: **AA/NA Correctional Facility  
Representative  
Program**  
Issue Date: 06/11/10  
Supersedes: 09/10/07

**.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 inmate population. The Division of Prisons has designated a Senior Staff member to be responsible for the coordination and annual assessment of the agency's AA/NA Correctional Representative Program
- (b) Many inmates enter prison with alcohol and/or drug dependencies that may be causative factors of the crimes of which they were convicted and may be detrimental to their law-abiding lives upon release from confinement. The Division of Prisons desires to make programs available to inmates who have such problems. Because of limited internal resources, the division must rely on volunteer services of external agencies to provide some rehabilitative services to prisoners. The Division has determined that AA and NA are programs which offer rehabilitative services that many inmates may benefit from. To that end, all prisons facilities within the Division of Prisons must provide and make available to inmates AA and NA Programs. It is essential that resources to provide and make these programs available are easily accessible and attainable. It is recognized that persons who represent and/or participate in the fellowships of AA and NA can be a valuable resource for this program purpose. The Representatives can bring the message of the program of recovery through the respective fellowships that they represent to inmates confined in our facilities who have alcoholism or addiction problems. Through conducting AA or NA group meetings, the Representatives can assist inmates to responsibly recover. The Representatives can also provide inmates support during their transition from incarceration to the community by providing them valuable and needed assistance in continuing their process of recovery once released to the community.

AA and NA Program offerings are fundamental and essential components of the overall rehabilitative process for inmates. Therefore, it is important that Facility Heads are intricately involved in the overall planning, developing, implementing and maintenance of these programs at prison facilities. Additionally, it is essential that Facility Heads ensure that there is an on-going process to identify and to encourage eligible inmates to participate in the programs. Facility Heads shall work with the AA or NA Correctional Facilities Representative to make AA and NA programs available to as many inmates as can benefit by participation in those programs. Facility Heads should encourage those inmates who desire to participate in AA and NA programs to do so. It is recognized, however, that AA and NA programs are voluntary in nature and the success of an inmate in such programs depends on his/her willing participation in the programs. It is also recognized that some inmates 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 FACILITIES REPRESENTATIVE**

- (a) Lead and/or conduct AA or NA group meetings in prison facilities within a designated catchment 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 inmate 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 inmates' 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 pre-arranges, schedules and has approved by the facility all visits, programs and related activities.

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

- (a) The Prison Facility Head will designate a Coordinator the role and responsibility for managing, coordinating the involvement and supervision of Correctional Facilities Representatives in the delivery of on-site AA or NA Programs for inmates.
- (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) Each Representative must be evaluated on a regular basis and at least yearly by the Facility Coordinator who initiated their approval and authorization to confirm their continuing eligibility to provide services.
- (d) Representatives shall be afforded the opportunity to evaluate their own progress and development and contribute suggestions regarding the AA/NA Correctional Facility Representative policy and procedure.
- (e) The Facility Coordinator is responsible for recruiting AA or NA Correctional Facilities Representatives on an ongoing basis.

- (f) Recruiting efforts may include the attendance of AA and/or NA Correctional Facilities Representative Committee Meetings in the community, enlisting the help of active representatives, volunteers and the use of other methods as deemed appropriate.
- (g) The Control Facility Coordinator will submit an Annual Assessment of the AA/NA Correctional Facility Representative Program to the Division of Prisons AA/NA Correctional Facility Representative Director.

#### **.0904 ELIGIBILITY CRITERIA FOR REPRESENTATIVE**

- (a) An AA and/or NA Correctional Facilities Representative must be a member of the North Carolina Alcoholic Anonymous and/or Narcotics Anonymous Correctional Facilities Committee and/or 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 an AA and NA Correctional Facilities Representative Program Application (DC-947), Application for USERID (MIS-01), Statement of Understanding Concerning Unauthorized Use of Computer and Software by Department of Correction Employees (MIS-02), Division of Prisons Staff/Agent/Approved Volunteer Card Request Form and Staff/Agent/Approved Volunteer Identification Card Orientation.
- (e) Is willing for a 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 and authorization process is completed and an identification card is issued.
- (f) An individual 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.
- (g) An ex-inmate that does not meet the criteria, (f above), may be considered for approval as a Correctional Facilities Representative with the approval of the Director of Support Services. A letter requesting approval must be submitted through the established chain of command to the Director of Support Services.

- (h) An immediate relative of an inmate may not provide services as a Representative for the inmate nor can he or she provide Representative Services at the facility where an immediate relative is housed. An immediate relative is defined as parent, child, step-parent, step-child, siblings, grandparents, aunt/uncle, spouse (married or common law), nephew/niece or in-laws.
- (i) A person who has or had an intimate, romantic or unduly familiar personal relationship with an inmate including, but not limited to intimate, romantic or unduly familiar physical contact, conversation or correspondence may not provide Representative Services for that inmate nor may he or she provide Representative Services at the facility where the inmate is housed. A former employee who has or had this type of relationship with an inmate is not eligible to provide Representative Services.
- (j) A current employee is not eligible to serve as a Correctional Facilities 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 inmate;
  - (2) writing or discussing his or her personal affairs with an inmate;
  - (3) borrowing anything from or lending anything to, or accepting gifts or personal services from, or bartering or trading with any inmate 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.
- (k) Immediate family members of Department of Correction employees may be considered eligible to serve as AA or NA Representatives in the Division of Prisons. Immediate family members are defined as parent, spouse, step-parent, child, step-child, siblings, in-laws, aunt/uncle, niece/nephew, or grandparents. 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 inmates.

**.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 Facilities Representatives is the Region Director or his or her designee.
- (c) An individual who meets the eligibility requirements and desires to become a Representative must complete an application (DC-947). Once the application is completed, it must be 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. This provides an opportunity for the Coordinator to assess interests and confirm the desire for participation.
- (d) The prospective Representative's application, security forms as stated in .0904(d) and other information are obtained, reviewed, confirmed and evaluated by the Facility Coordinator.
- (e) The Facility Coordinator will ensure that a criminal history check is done for each prospective Representative.
- (f) The Facility Coordinator submits the security forms as stated in .0904 (d), the application that contains his or her recommendation for approval or disapproval of the prospective Representative and the results of the criminal history check through the chain of command to the Facility Head. After documenting his or her approval or disapproval of the prospective Representative, the Facility Head submits the documents as mentioned to his or her Region Director for final approval or disapproval.
- (g) Upon a Region Director or his or her designee's approval and, if the approval is not limited, the Correctional Facilities Representative is permitted to provide services at all facilities within the region of the approving Region Director. The Representative has limited approval when there are reasons, e.g., (d) 8, 9, to not allow the Representative to provide services at certain prison facilities.
- (h) A Representative is permitted to provide services in a prison facility outside of the approving Region Director's region after verification by the facility outside of the region that the Representative has been approved and is currently in good standing. The Facility Coordinator requests a copy of the Representative's approved application to maintain on file at his or her facility as a part of the verification process.
- (i) A person that is currently certified as a Community Volunteer and who is a member of the recovering community may be allowed to lead AA or NA sessions for inmates without going through the approval and authorization process for an AA or NA

Correctional Facilities Representative. A Volunteer who provides these services and who has not also been authorized as a Representative will be limited to provision of the services only at the facility where he or she is certified to provide volunteer services.

#### **.0906 AUTHORIZATION PROCESS**

- (a) After approval of participation, the Representative's identification card must be made. The identification card must be a photo identification card that contains the program title, the Representative's name, region of approval, date issued and date expires.
- (b) The Representative's identification card will be valid for a maximum period of five years at which time 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 Correction. 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 Coordinator issues the card to the Representative after the Representative completes orientation. A Representative who has completed orientation and received his or her identification card is authorized to begin providing services. A Representative must be authorized before he or she is allowed to provide services as specified by this program.
- (f) The initial orientation for the approved Representative shall cover the Division of Prisons, the facility's rules and guidelines concerning handling of their identification card, signing in and out of the prison facility, the expectations of his or her role, dress codes, what may taken in or out of the facility, undue familiarity with inmates, PREA, how to respond if the facility goes into an emergency mode of operation, security practices, confidentiality of information, and any other information deemed pertinent to the Representative's role. The completion of the orientation shall be documented in the Representative's file. The AA and NA Correctional Facilities Representative Program application (DC-947), criminal record check, and PREA training are to be updated annually.
- (g) All Facility Coordinators shall ensure that each Representative has been oriented to the specific rules governing access and conduct within their facility prior to allowing the Representative to begin providing services.
- (h) The Region Director that approved and authorized the Representative must forward the application and security forms as stated in .0904(d) of the approved and authorized Representative to the Division of Prisons AA/NA Correctional Facility Representative Program Director immediately after final approval.

- (i) The Division of Prisons AA/NA Facility Representative Director will maintain and manage the OPUS AA/NA Correctional Facility Report of all Active Representatives.
- (j) The Facility Coordinator, on a monthly basis, shall keep the OPUS generated list of all the approved and authorized Representative within the Division. The list is to be used to help verify the status of Representative and may be used as a recruitment tool for facilities in need of Representatives.

#### **.0907 APPROVAL REVOCATION OR DISMISSAL**

- (a) There is no right to serve as an AA or NA Correctional Facilities Representative at any time and at any prison facility. A Facility Head, at his or her discretion, may recommend to his or her Region Director the revocation/dismissal of a Representative's approval for participation.
- (b) When approval of participation is revoked or dismissed, the reason for the action must be documented in writing in the form of a letter to the Representative. The letter must be signed by the approving Region Director or designee. Included in the revocation/dismissal 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 Support Services within 30 calendar days from the date of the revocation/dismissal of his or her approval to provide services. The Director of Support Services' decision on an appeal is final.
- (c) A copy of the letter of revocation/dismissal will be sent to the Facility Head who recommended revocation/dismissal, all other facilities where the Representative was providing services, the Division of Prison Substance Abuse Program Director and one copy must be retained in the region file. Along with a copy of the revocation/dismissal letter sent to the Representative, the Division of Prisons Substance Abuse Program Director must also receive a copy of the completed Representative Revocation Notification Form (DC-947(B)) that is also completed by the Region Director or his or her designee.
- (d) A Representative who violates the policies and procedures and has his or her approval revoked is no longer eligible to be a Representative in any facility in the Division of Prisons. He or she may submit an application to have his or her approval reinstated after a three-year period. This application will be processed as a new application, but past violation(s) may be considered during the review process.
- (e) The Division of Prisons AA/NA Correctional Facility Representative Program Director will maintain and manage the OPUS AA/NA Correctional Facility Report of all revoked/dismissed Representatives.
- (f) The Facility Coordinator, on a monthly basis, shall keep the OPUS generated list of all revoked/dismissed Representatives.

**.0908 DISAPPROVAL OF AA/NA CORRECTIONAL FACILITY REPRESENTATIVE APPLICANT**

- (a) When an applicant for the AA/NA Correctional Facility Representative Program is recommended for disapproval by the Facility Head, the Facility Head will forward the disapproved application (DC-947) to the Region Director for the final disposition.
- (b) If the Region Director or designee agrees with the disapproval the decision is documented on the application (DC-947).
- (c) When the applicant is disapproved for participation, the Region Director 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 application is instructed that if he or she wishes to appeal, it must be done in writing to the Director of Support Services within 30 calendar days from date of the disapproval to participate in the AA/NA Correctional Facility Representative Program. The Director of Support Services' decision on an appeal is final.
- (d) A copy of the letter of disapproval will be sent to the Facility Head who recommended disapproval of the applicant and one copy must be retained in the region file.
- (e) The application (DC-947) and a copy of the disapproval letter to applicant will be sent to the Division of Prisons Substance Abuse Program Director.
- (f) The Division of Prisons Substance Abuse Program Director will send the disapproved application (DC-947) to the Facility AA/NA Correctional Facility Representative Program Coordination upon completion of review.

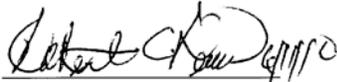
**.0909 COMMUNITY PROGRAM PARTICIPATION**

- (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 SPECIAL PROVISIONS**

- (a) Persons who provide a one-time or an occasional service for the program either individually or as a member of a group are not required to receive approval and authorization as a Representative. One time or occasional service providers or participants may be granted approval and clearance to enter the facility by completing form (DC-947 (A)) for the group or individual that will provide the service or the special presentation.

- (b) The individual or group leader for the one time or an occasional service or special presentation will sign a statement for a one-time activity (DC-947(A)).
- (c) Supervising or authorizing prison facility staff will record for the one-time or an occasional service, the date of activity, number of persons participating, and approximate number of inmates in attendance. This type of service will be reported for AA or NA Programs on the Program Services Monthly Statistical Report form along with regular on-going services.
- (d) 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 Correction and Division of Prisons' Policies and Procedures.
- (e) 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      Date

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