

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 364

Subject: AA - Recovery Program In Correctional Facilities
Effective Date: May 23, 1986 Review and Re-Issue Date:
Supersedes: 1/27/86 APA Rule Number:

Recommended for approval by:		Authorized By:	
_____ Signature	_____ Date	_____ Signature	_____ Date

1. Authority:

1.1 INTRODUCTION AND PURPOSE

- 1.1.1 Alcoholics Anonymous (AA) within corrections provides a viable, time tested and feasible plan of self-help for the alcoholic inmate. It also gives the correctional administrator a constructive tool in regard to security and management issues.
- 1.1.2 There are several AA groups operating in every major community in the State, as well as meetings being held in many smaller communities. Therefore, AA is available as a potential treatment resource for each facility at a local level. Each correctional institution must take the Initiative in cultivating a meaningful relationship with their local AA people so that this valuable treatment resource can be utilized.
- 1.1.3 We estimate that over 80% of our inmate population is incarcerated for alcohol and/or drug related offenses. This means that it is imperative that we do everything we can to meet this very significant need area by providing the best therapy available. Of all the numerous alcohol programs, AA probably has the best track record of any treatment program found in institutions. Therefore, it is the objective of the Department that every facility have a strong AA program. This includes the existence of at least one well established AA group in each facility. In order to form stable and meaningful AA groups in our correctional institutions, considerable cooperation and mutual understanding between the correctional staff and the AA people from "outside" who want to help is needed.

2. Purpose:

2.1.

Policy 364 AA - Recovery Program In Correctional Facilities

3. Applicability/Accessibility

3.1.

4. Policy

4.1 PROCEDURE

<u>Responsibility</u>	<u>Action</u>
Superintendent or Designee	<p>Will meet regularly with the AA District Committee in his/her area or the local AA group providing the majority of AA services at the facility to speak on the following topics, as appropriate.</p> <p>A. Current status and recognition for AA involvement in the facility to the extent that it has existed.</p> <p>B. Need for AA inside the facility as the primary alcohol treatment program.</p> <p>C. Encouragement of continued AA involvement.</p> <p>D. Explanation of the discipline of facility life and the rules and regulations under which AA groups are asked to function inside the facility.</p> <p>E. Answer questions AA's may have about the institutions policy and procedures and AA groups inside the facility.</p> <p>Shall ensure, whenever possible, that an agreement, as out lined in the section on Agreements in Policy 352 – Administration of Volunteer Services be established between the Department/Facility and AA group. The purpose of this agreement is to establish operating guidelines consistent with the needs of the local correctional facility and AA group.</p> <p>Will select (appoint) the appropriate staff person to be the <u>AA Correctional Sponsor</u> (AA CS) for the facility. This person will be the Volunteer Services Field Coordinator or staff person assigned Coordinator of Volunteer Services, unless there is compelling reason to assign otherwise. This person should have (or develop) an interest, knowledge and experience in the field of alcoholism. Furthermore, the AA CS should be well informed about the AA recovery program.</p>
AA Correctional Sponsor	<p>To encourage support and coordinate AA activities in the facility and AA people from the "outside" who want to help. (For specific instructions for the accomplishment of the above, please see Policy 352 – Administration of Volunteer Services.)</p>

Policy 364 AA - Recovery Program In Correctional Facilities

A. To work closely with the AA Sponsor (Continued) sponsor from the "outside" to help insure that effective AA groups are well established and maintained.

B. To encourage and support the formation of a well-organized AA Institutions Committee which works smoothly with correctional staff and AA groups.

C. To establish and maintain a liaison between the correctional facility and local AA groups.

1. To keep AA groups informed as to the facilities on-going and vital need for the services.

2. To keep local AA groups informed as to the rules and regulations under which an AA group is permitted to function in the facility.

3. To explain security measures and conditions under which AA visitors are to enter the institution.

4. To be informed about AA and what it can and can not do to help rehabilitate alcoholics who are incarcerated.

5. To take responsibility for the recruitment of inmate AA members, keeping in mind that AA functions best when members are attracted to the program rather than being pressured or coerced to attend meetings.

6. To make sure that AA meetings are announced before hand, indicating time, place and any special conditions pertaining to the meetings.

7. To schedule all AA activities in the facility and to make sure that adequate space is available for AA meetings.

8. In cooperation with "outside" AA people ensure that AA literature is available to inmates. A number of AA pamphlets and the book "Alcoholics Anonymous" will be included in the literature list.

9. To create to the fullest extent possible an atmosphere of cooperation, mutual understanding and respect between correctional staff and AA people involved with the institution.

D. On a periodic basis, to contact an AA Public Information Committee or other appropriate source, to arrange for AA information sessions to be given to correctional staff. These sessions will be held not less than once a year and will be coordinated with the Facility Training Officer.

Policy 364 AA - Recovery Program In Correctional Facilities

E. To submit a quarterly report Sponsor (Continued) to the Superintendent and Central Office providing the following information:

1. Number of meetings held per month.
2. Average attendance per month.
3. Average number of outside AA members attending per month.
4. Degree of vitality, honesty and sharing at AA meetings.

F. Coordinate and oversee inmate requests for attendance at "outside" AA meetings. This requires working closely with inmates, Caseworkers, and others, where appropriate, to process pass requests. This further requires:

1. Recruiting and/or attracting qualified AA sponsors who will accompany inmates to AA meetings and other AA functions.
2. To maintain a list of available, qualified AA sponsors.
3. Knowledge of the rules and regulations pertaining to passes for "outside" AA meetings.
4. Knowledge of the requirements that must be met to become a qualified AA sponsor.
5. Knowledge of the training needed to meet AA sponsorship requirements.
6. Investigate and report to appropriate authorities any AA pass violations.

Director of Program Services or Designee

- A. Will receive and evaluate quarterly reports from each facility.
- B. May conduct on-site visits and arrange meetings with key personnel when deemed necessary for the proper functioning of the AA programs.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

8.1.

Policy 364 AA - Recovery Program In Correctional Facilities

9. Responsible Director and Draft Participants

POLICY