

Primary Purpose Area Public Relations Guidelines

May 2024

Article I. Definition and Purpose of the *PR* Subcommittee

A. Purpose of an Area *PR* Subcommittee

The PPASC PR subcommittee will combine, follow and fulfill the guidelines and responsibilities of both prior H&I and PI subcommittees.

The purpose of the PPASC PR subcommittee is to inform the public that N.A. exists. N.A. offers recovery from addiction and information about how and where to find N.A., and activities directed to the end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Service of Narcotics Anonymous and the resources of A Guide to Public Information. “The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings and presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some basics of the NA program.” – *(From WSO H&I Handbook, Resource Section pg. 85, Sample 4)

The area PR subcommittee plays a central role in the overall PR service effort. It initiates, coordinates and conducts all local NA Public Relations meetings and activities within the area. This subcommittee is the hub of the PR planning and organization.

The area PR committee is a subcommittee of the area service committee (ASC.) It meets regularly, and its chair reports to and is accountable in all matters to the ASC. The subcommittee is composed of a PR chairperson, PR vice chairperson, PR secretary, and other elected officers, as well as any other members of the fellowship who wish to be involved. Here is what the subcommittee does:

1. Provides a monthly forum to pool experiences.
2. Prepares PR policies and guidelines for the PR subcommittee’s and the A.S.C.’s approval.
3. Serves as a communications link between local PR meetings /presentations and PR subcommittees at the regional and world levels.
4. Selects the members who are to conduct the PR meetings.
5. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
6. Makes all initial contact with facilities.
7. Conducts learning days, workshops, and orientations on relevant topics. Is responsible for all PR oriented services within the area.

B. Definition of the *PR* Subcommittee

This committee is a Public Relations (PR) subcommittee of the Primary Purpose Area and shall service panels in the Primary Purpose Area and will be directly responsible to the Primary Purpose Area and ultimately to the members we serve.

The Primary Purpose Area PR subcommittee is a volunteer group of Narcotics Anonymous, which exists for the purpose of carrying the N.A. recovery message to professionals and addicts in the community, hospitals, recovery houses, prisons and related facilities. To be helpful to the residents we are governed by the individual rules of the facility and further impose certain standards on ourselves.

The Primary Purpose Area Public Relations Subcommittee initiates, coordinates, and conducts all PR meetings /presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addict in these facilities. Regular business meetings shall be held every month to assure that our Primary purpose is being carried out and to communicate with each other how to better carry the N.A. message to the addicts in these facilities. This concept should always be our Primary purpose; so that when an addict who is housed in a Correctional Institution, Hospital or Recovery House reaches out for recovery, Narcotics Anonymous will be there.

Article II. Functions of the Primary Purpose Area PR Subcommittee

- A. To carry the message and disburse literature to all facilities, wherever possible in the Primary Purpose Area, through our PR panels.
- B. To conduct a monthly business meeting.
- C. To provide the development of any new PR meetings/presentations.
- D. To provide a PR service representative for participation in the Regional PR subcommittee.
- E. To provide regular orientation for all subcommittee members.
- F. To provide an annual budget each year to the Primary Purpose Area three months prior to the end of the fiscal year to keep the committee fully self-supporting in carrying its message.
- G. To provide panel coordinator(s) to communicate with facilities and panel leaders to conduct the PR meetings in these facilities.
- H. To open and maintain lines of communication between NA, the public and professionals.
- I. To respond to all requests for information in a timely and effective manner.
- J. To be sure those requests are handled at appropriate level of service: A.S.C., R.S.C., and W.S.C.

Article III. Membership

- A. Membership is on a voluntary basis, and shall be open to any member of N.A. willing to participate. It is suggested that panel members have 3 months clean time to attend, and six months clean time to share on the panel. (Clean time for the purpose of this subcommittee shall be defined as abstinence from all drugs.) It is suggested that all Primary Purpose Area PR members have a working knowledge of the 12 Steps and 12 Traditions of N.A.
- B. All members must be Orientated to PR work before they are eligible to vote and carry our message into facilities.
- C. A member must have 6 months clean before they are eligible to speak at any PR meeting. Anyone with six months clean and who has a clear and consistent Narcotics Anonymous message that is willing to share is well suited for PR work.
- D. Any panel leader who does not submit a written report six times in a twelve month period to the PR (excluding panel members) shall be discussed and voted on to be relieved of his/her subcommittee assignments and/or be questioned as to their commitments as a willing PR member.
- E. All subcommittee members must be orientated for PR work as set forth in these guidelines in order to participate and have voting rights.
- F. Any member of the Primary Purpose Area PR Subcommittee is automatically disqualified from further PR activity upon relapse, but may again become eligible when he/she can conform to the requirements herein set forth.

ARTICLE IV. Voting and Eligibility

- A. Eligible voters include Panel Coordinators, Panel Leaders, all elected officers and any member who has attended a Primary Purpose Area PR orientation and two consecutive PR meetings.
- B. The chairperson will vote only in case of a tie.
- C. Any member who has missed two consecutive Primary Purpose Area PR subcommittee meetings will lose their vote until such time that he/she can conform to the eligibility requirements herein set forth (they must attend two consecutive meetings again.)
- D. Any guideline changes must take a two-thirds majority vote.
- E. Those addicts who have been defined as members of this PR subcommittee are eligible to vote on matters concerning PR work within the Area Service Committee.
- F. The required quorum shall be consensus based by those members present at the time of the decision. If a consensus cannot be reached a simple majority vote will be taken.

G. PR subcommittee group consciences are open to participation by all members of this subcommittee.

ARTICLE V. Elections

A. Election of officers, other than the chairperson, shall be held once each year in January, with new terms beginning in February, or as positions become vacant and need to be fulfilled, to assure that the duties and responsibilities of all positions can be carried out in a timely manner. Refer to Article V, Section 2, Sub Section C of the Primary Purpose Area Guidelines

B. Four members of the PR subcommittee shall be elected as trusted servants for this committee, by this committee each year, to fill the following positions:

- (1) Vice-Chair
- (2) Secretary
- (3) Literature Coordinator
- (4) Panel Coordinator

ARTICLE VI. Subcommittee Trusted Servant Positions

A steering committee of officers shall consist of a Chairperson, Vice-Chairperson, and a Secretary. All officers are to be elected by majority vote of eligible voters. It is suggested that all elected trusted servants of this subcommittee shall serve a term of one year. All officers should have applicable knowledge and understanding of the Public Relations Handbook.

A. Positions, Qualifications and Duties

1. Chairperson

a. Qualifications are as follows, but are not limited to:

1. Suggested requirement is two (2) years continuous clean time.
2. A minimum of six months activity and/or experience in PR work.
3. At least six months active experience on the PR subcommittee.
4. Shall have applicable knowledge of this subcommittee's guidelines, along with knowledge of the area and regional guidelines, and are familiar with the Regional subcommittee PR meetings.
5. Chairperson elected by the PPANA ASC– see Article V, Section 2, Sub Section C, of the Primary Purpose Area Guidelines

b. Responsibilities and duties include, but are not limited to:

1. Runs and keeps meeting in order.
2. Keeps discussion focused and limited to the topic on hand.
3. Prepares an agenda for each committee meeting.
4. Ensures that the Traditions and Concepts are upheld in all meetings.
5. Maintains a link of communication between the PR subcommittee, the Primary Purpose Area Service meeting (ASC), and the Show-Me Regional Committee (R.S.C.).
6. Works with panel coordinator to draft all correspondence to facilities served by the committee.
7. Will be the point of responsibility for all financial expenditures throughout the year and will report to the Area each month these expenditures along with maintaining an awareness of all expenditures from the PR annual budget.
8. May appoint an ad-hoc committee for the special interest within the subcommittee. Refer to Article VIII, Section B, Sub Sections A – F of PPANA guidelines.

9. A written report to be submitted to the ASC Secretary with the Chairperson's address, telephone, and last name if willing.
10. Reports shall be limited to a five-minute oral report with one type written double spaced page or two handwritten pages.
11. All subcommittee expenses, receipts, donations to the Area, and financial status of committees included in report for that month's minutes.
12. Report financial expenditures requiring Area reimbursement and provide receipts to the ASC Treasurer.
13. Workshop progress during previous month if applicable.
14. Communication with Regional Subcommittee Chairs and RSC Subcommittee meetings.
15. Attend RSC quarterly, subcommittee meeting.

2. Vice-Chairperson

- a. Qualifications are as follows, but are not limited to
 1. Suggested requirement is one (1) year continuous clean time
 2. Minimum of six months activity and/or experience in PR work
 3. At least six months active experience on the PR subcommittee
 4. Shall have an applicable knowledge of this subcommittee's guidelines, and be familiar with the Area and Regional guidelines.
- b. Responsibilities and duties include, but are not limited to
 1. Helps Chairperson keep proceedings orderly.
 2. Maintain knowledge of this subcommittee's guidelines, along with knowledge of the Area and Regional guidelines, and is familiar with the Regional subcommittee PR meetings.
 3. Coordinates new panels until the PR subcommittee elects a new panel coordinator for that facility.
 4. Orientation and welcoming for new members.
 5. Assists and maintains with the Literature Coordinator and Chairperson an accurate account of all monthly and year-to-date expenditures.
 6. May have other responsibilities as determined by the subcommittee.
 7. Attend RSC quarterly, subcommittee meeting.

3. Secretary

- a. Qualifications are as follows, but are not limited to
 1. Suggested requirement is six (6) months continuous clean time.
 2. A minimum of three (3) months activity with this subcommittee.
- b. Responsibilities and duties include, but are not limited to:
 1. Takes an accurate set of minutes at each meeting and makes them available at the beginning of the next A.S.C.
 2. Maintains an ongoing file of all correspondence within subcommittee and minutes.
 3. Keeps an accurate record of all subcommittee members including addresses and phone numbers.
 4. Maintains an updated volunteer speaker list.

4. Literature Coordinator:

- a. Qualifications are as follows, but are not limited to
 1. Suggested requirement is one (1) year continuous clean time.

- b. Responsibilities and duties include, but are not limited to
 - 1. Obtains literature from RSO/ASC, packages and distributes said literature as well as any other items the subcommittee uses in carrying the message at the monthly subcommittee meeting.
 - 2. Distributes literature to panel leaders as needed.
 - 3. Keeps and maintains track of all expenditures and ongoing file of these expenditures, and reports these expenditures to the committee each month.
 - 4. Takes care of all literature needs and/or all orders that may need to be ordered.
 - 5. Coordinates new panels until the PR subcommittee elects a new panel coordinator for that facility.
 - 6. Assists and maintains with the Literature Coordinator and Chairperson an accurate account of all monthly and year-to-date expenditures.
 - 7. May have other responsibilities as determined by the subcommittee.
 - 8. Is encouraged to attend Regional PR committee meetings with Chairperson.

5. Panel Coordinator

- a. Qualifications are as follows, but are not limited to
 - 1. Suggested requirement is one (1) year continuous clean time.
 - 2. A minimum of six months activity and/or experience in PR work.
- b. Responsibilities and duties include, but are not limited to
 - 1. Attends general Subcommittee meetings. If unable, must make report available to Chairperson before the meeting. Failure to do so or failure to attend two general meetings in succession may result in removal from their position as Panel Coordinator at the discretion of the subcommittee after reviewing the circumstances.
 - 2. Instructs panel leaders on institutional requirements, regulations and general rules covering the institution being served.
 - 3. Corresponds with facilities in the Primary Purpose Area for possible presentations and/or new meetings that can be served by the committee.
 - 4. Acts as liaison between the PR subcommittee and the given facility.
 - 5. If needed, attends initial panel meeting with new panel leader in order to familiarize the new panel leader with the facility and meeting formats.
 - 6. Provides panel leaders with suggested format(s).
 - 7. Maintains regular contact with panel leaders.
 - 8. Assist panel leader to ensure meetings are held, in case of their absence.

6. Panel Leaders

- a. Qualifications are as follows, but are not limited to:
 - 1. Suggested requirement is one (1) year continuous clean time.
 - 2. A minimum of three (3) months activity and/or experience in PR work.
 - 3. A minimum of three (3) months service commitment at a group level, experience as a panel member, and a willingness to serve.
 - 4. It is also the consensus of this committee that any panel member must carry an N.A. message to be working steps, attends meetings regularly, and has an N.A. sponsor
- b. Responsibilities and duties include, but are not limited to:
 - 1. Attends regular PR subcommittee meetings.
 - 2. Should have applicable knowledge of subcommittee and the facility rules.
 - 3. Reminds the panel members of both the facility's and the subcommittee's rules.

4. Makes sure the supplies are available (literature, etc.) and that the meeting presentation goes as it is scheduled.
5. Responsible for replacement in the event they are unable to attend regular scheduled meeting.
6. Make a report of the PR facility meetings to the PR subcommittee at each subcommittee meeting. If unable to attend, be responsible to see that the report is submitted and available at the next subcommittee meeting. Also include any problems in regular report and notify panel coordinator of such problems when incurred and request any literature that is needed.
7. Provide panel members with all information and/or any new information needed for a given facility and format(s) to be followed when applicable.

7. Panel Member

- a. Qualifications are as follows, but are not limited to:
 1. Suggested requirement is six (6) months continuous clean time, he or she shall be qualified and assigned by the subcommittee and also be cleared by the institution whenever necessary.
 2. Must have at least six (6) months clean to share on a PR panel. It is also the consensus of this committee that any panel member must carry an NA message, be working steps, attend meetings regularly, and have an NA sponsor.
- b. Responsibilities and duties include, but are not limited to:
 1. Shall have a good understanding of PR's guidelines.
 2. Shall have a good understanding of all information and /or any new information needed for a given facility and format(s) to be followed when applicable, given by the panel leaders.
 3. Shall always keep in mind that he/she may be seen as a representative of NA and should conduct himself/herself responsibly.
 4. Be able to share a message of recovery.
 5. Attend general subcommittee meetings. If unable, must notify Panel Coordinator. Failure to attend two general meetings in succession may result in removal from their panel at the discretion of the subcommittee.
 6. Is familiar with subcommittee and facilities/institutional rules.
 7. Shall adhere to rules of the facility wherein he/she is, in fact, a guest.
 8. Accepts responsibility for the conduct of any speakers in advance regarding the regulations of the institution being served. Reviews Do's and Don'ts as published in the W.S.O. H&I Handbook.
 9. May resign as a panel member by giving notice to the panel leader.

8. PR Guest Speakers:

- a. It is the consensus of this committee that any guest speaker must have at least six (6) months continuous clean time, carry an NA message, be working steps, attend meetings regularly, and have a NA sponsor.
- b. General Information and Rules of Conduct:
 1. In keeping with the Twelve Traditions of NA, case history's/life stories and/or NA principles or NA general information are to be the only topic of the NA panel.
 2. Unless previously approved by the institution, nothing will be given to or taken from an inmate or patient including messages or telephone numbers.
 3. To avoid possible conflicts of interest, a subcommittee member will not serve on a panel at an institution at which they are employed.

4. No panel member will interfere, use influence, or make promises in any institutions, courts, or hospitals, nor with any inmates, patients, and Judges, Doctors, probation and Parole officers. We can only carry the message of recovery through the practice of the spiritual principles, 12 Steps and Traditions of NA.
5. Provocative dress or behavior is inappropriate on an NA panel.
6. Any subcommittee member who fails to follow these guidelines shall be removed if necessary at the subcommittee's discretion.
7. Use of vile or profane language is prohibited. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the PR committee.

9. General Information:

1. Any member of the PR subcommittee is automatically disqualified from further PR activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purpose of this PR subcommittee shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any PR subcommittee assignments
3. No Narcotics Anonymous meeting regularly conducted under the auspices of the PR subcommittee shall be held in any facility except when directly supervised by the PR subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
4. Any NA member who is involved with a given facility on a volunteer basis (exception V.I.C. with Department of Corrections) or professional should not participate in the panel serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:
 - (a.) the inmate or patient inside, or
 - (b.) the working ability and privilege of the subcommittee to carry the message inside the facility. For the same reasons, no PR member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, or probation or parole officer. Further, PR members will not make any comments or promises regarding employment, Parole, probation or medical problems. We carry only the message of Narcotics Anonymous; recovery from addiction through our spiritual program. Of course these Members may participate on panels going to other facilities
5. Length of time clean required by each facility is to be rigidly upheld by all PR panel members.
6. Any member of the PR subcommittee on parole will only be allowed to participate in or attend a PR meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility being served.
7. PR panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facility being served.
8. All pertinent information about each facility should be available by this subcommittee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments and conduct. (i.e.....this may include printed instructions from the facility, which will include the foregoing, compiled and edited information to fit the specific requirements of each separate facility, dress codes if required, facility rules and policies, D.O.C. training, etc.)
9. You are reminded that the PR subcommittee exists to share the Narcotics Anonymous message - our experience, strength and hope. PR speakers should try to get residents involved with the PR

meeting/presentation through reading materials as well as through question and answer sessions. A personal contact can be encouraged or established with any resident, only upon their release.

ARTICLE VII. Ongoing Work

1. Information kits for speakers shall be created and continually updated to ensure a regular supply of members available to respond to request for speakers.
2. A database shall be created and continually updated that stores information on the professional mailings and PR contacts within the community.
3. In order to accomplish the above, this PR subcommittee will constantly and consistently share information and conduct training workshops, so that are representatives are up-to-date and knowledgeable about PR goals and activities. It is vital to incorporate a good understanding of our Twelve Traditions in all PR activities.

ARTICLE VIII. Task Force Projects Section

1. The PR subcommittee establishes task force projects, as the need arises, to work on specific projects. Task force leaders are directly responsible to the PR subcommittee. Such projects include but are not limited to:
 1. Phone line liaisons.
 2. Community events/meetings.
 3. Website liaisons.
 4. Material for posters
 5. Mass media.
 6. Mailing correspondence every 2 years to professional facilities.

WEB SITE POLICY AND GUIDELINES

ARTICLE IX. Purpose:

This policy will serve as a guideline for conducting business of the Primary Purpose Area Committee (“PPANA-ASC”) web site and coordinator. In accordance with the Narcotics Anonymous’ primary purpose of carrying the message to the addict that still suffers, we provide easily accessible information regarding the Primary Purpose Area of Narcotics Anonymous.

ARTICLE X. Description:

- A. The Uniform Resource Locator (“URL”) shall be <http://www.primarypurposearea.org/>
- B. The web coordinator shall be accountable to the PPANA-ASC and the Public Relations subcommittee.
- C. The web coordinator shall be accountable and responsible for the maintenance of the web site.
- D. The URL is the property of the PPANA-ASC.
- E. All content on the web site is the property of PPANA-ASC.
- F. All costs of hosting and domain registration are the financial responsibility of the PPANA ASC.

G. The web coordinator is responsible for communicating all costs to the PPANA-ASC and the Public Relations Chair.

H. The web coordinator operates as part of the Public Information subcommittee.

ARTICLE XI. Web Site Content:

A. The content of the PPANA-ASC web site shall include but is not limited to the following items:

1. Meeting Directory – updated on a regular basis, available online and in alternative print formats.
2. Contact Information – E-mail, Postal address.
3. Downloadable files – Files for GSR’s and members including service forms and event flyers.
4. Show -Me Regional Service Office (“SHOW-ME”) link – link to the SHOW-ME REGION web site.
5. World Service Office (“WSO”) link – link to the WSO web site.
6. Literature Links – WSO postings of literature, surveys and other recovery based items approved by the WSO.
7. Navigation – a system that allows users to easily utilize the web site and its content.
8. To archive and post current A.S.C. minutes and subcommittee reports monthly.
9. To utilize group codes and update the World Website.

ARTICLE XII. Technical Guidelines:

1. The passwords used to administer and FTP the web site shall be held by the web coordinator and area chairperson.
2. Web site should be compatible with the major browsers.
3. Design of the web site shall keep all content to a small bandwidth to provide ease of access.
4. Downloadable files shall be offered in PDF format.
5. External links shall be checked on a monthly basis to ensure integrity.
6. Registration of web site with R.S.O., W.S.O. and major search engines should be reviewed on a semi-annual basis.
7. The web coordinator shall make Back-Up copies of the web site. This shall be stored on a Compact Disk and/or USB Flash Drive. The purpose is to maintain an archive and for rescue disk purposes.

ARTICLE XIII. General Guidelines:

1. Meeting directories shall be checked for updates on a regular basis, but no less than every 90 (ninety) days.
2. External links will be limited to official Narcotics Anonymous web sites. Sites that are maintained by the World Office, Regional Offices, or Area Committees. To promote N.A. unity in accordance with our first tradition we do not link to personal web sites or sites that promote a third party.
3. Posting of local events is done through cooperation with the Public Relations and Activities subcommittees.

4. PPANA-ASC members consisting of Executive, Administrative, Sub Committee Chairs, and G.S.R.'s may request to post information regarding local area activities or N.A. related information (personal messages, or opinions are not allowed, as they may confuse outside readers as being the opinion of N.A. as a whole).

5. To have the web coordinator be responsible for updating Primary Purpose Area on the world meeting list.

6. All new homegroups will be on a 3 (three) month probation period, requiring 3 (three) consecutive ASC's before the web-coordinator adds groups to World and Region schedules. This does not include the Area meeting schedule or the Area web-site

ARTICLE XIV. Requirements of Web Coordinator

Qualifications and Requirements for Service:

1. The PR subcommittee shall elect the web coordinator.
2. Four years clean.
3. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service. 5
4. Monthly attendance at PPANA-ASC and the PR subcommittee.
5. Monthly written and oral report to PR subcommittee.
6. Demonstrate an ability to write HTML code and administer a web site.
7. Access to a computer that is capable of running the latest generation of web browsers, and has a suitable connection to the Internet. Access to the current versions of HTML editing programs. The costs for these are the responsibility of the trusted servant.

ARTICLE XV. Privacy on the Internet:

1. In accordance with our eleventh and twelfth traditions, we have a spirit of anonymity in regard to the website, which is at the level of press, radio and films. This allows us to maintain our public relations policy while at the same time, placing principles before personalities.

2. A responsible trusted servant will make communication that requires some level of identification for the purpose of responding.

3. Personal information will not be available on the web site.

4. Images of any identifiable person are not used in accordance with our eleventh tradition.

5. To protect the anonymity of our members and visitors, we utilize no tracking software, no cookies and no collection of personal data. We also do not use any third party program or software that collects or distributes personal data. Statistics available in the monthly report are for evaluating website needs and web site performance only.

DO'S & DONT'S

DO'S

- Do make directories of outside meetings available to residents.**
- Do clarify the rules with whomever you bring into the facility.**
- Do start and end on time!**
- Do emphasize that NA recovery is available to all addicts regardless of drugs used.**
- Do clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.**
- Do involve residents with the meeting, especially those in long-term facilities (readings, etc)**
- Do obey the dress code, and exercise common sense.**
- Do screen all panel members, speakers and chairpersons.**
- Do attempt to get all agreements in writing.**
- Do adhere to the security regulations at all times.**
- Do ensure that all panel members carry a clear message of recovery.**

DON'T'S

- Don't attend the facilities alone.**
- Don't emphasize "using days" while sharing an NA message of recovery.**
- Don't give anyone within the facility your address or telephone number.**
- Don't use excessive profanity.**
- Don't break another person's anonymity.**
- Don't debate any issues involving facility rules, regulations, programs, or other fellowships. Don't get involved in discussions on outside issues; remember why we are there.**
- Don't discuss conditions within the facility.**
- Don't discuss facility staff members with inmate(s).**
- Don't wear flashy jewelry and don't carry excessive cash.**
- Don't show favoritism to any resident(s).**
- Don't take messages or carry letters in or out of the facility.**
- Don't bring a NA member who has friends and/or family in the facility.**
- Don't ask what type of crime an inmate has been convicted of, or discuss guilt or innocence Don't accept money or gifts from, or give money or gifts to any inmate.**