

AA/NA Volunteer Information, Policies & Rules

General Information:

The AA & NA Volunteer Program is overseen by the Clinton Counseling Center Jail Program, which is referred to as the Jail Program in this document. Our program is responsible for training volunteers, enforcing volunteer rules & policies, clearing literature used in meetings and acting as a liaison between the Macomb County Jail & Volunteer Program. Your main contacts in the Jail Program will be Sue DeMara, the Program Director, Kathy Fazzalare, the Senior Therapist and Lauren Piatek, Program Secretary. Our contact info is in the box below.

Coordinators are usually long standing volunteers who take on the additional responsibilities of scheduling volunteers to a rotation, making sure new volunteers are paired with experienced volunteers early on and finding volunteers to cover meetings if someone can't make it. There are coordinators assigned to each AA and NA meeting within the jail.

Volunteers are assigned to an area of the jail to do AA or NA, men with men, women with women. Volunteers will be informed of their Coordinator's name and contact information and will be responsible for contacting that person to be assigned a rotation.

It is the responsibility of AA & NA volunteers to report problems that occur while in the jail immediately:

Signing in/out of the jail: If you are waiting over 15 minutes at Station One to get into or out of the jail, walk across the lobby to the "Shift Command" window. Ask if an officer from Station Two can be sent to Station One to process you in/out, or if anyone from Shift Command could assist you.

Problems with staff/procedures: See Shift Command on your way out to report or call them (586) 307-9412 immediately upon leaving the jail. These issues are best dealt with during the shift in which they occurred.

Risk of suicide/homicide/drugs/weapons: Report any concerns immediately to the officers on the floor. If you leave the jail without reporting, but it occurs to you later that you should have said something, call Shift Command at (586) 307-9412.

SHIFT COMMAND: (586) 307-9412

Please also call/email the Jail Program after, leaving a detailed message of what happened and to whom it was reported. This will give us the "heads up" of the issue and that it was reported. Jail Program contacts:

SUE: (586) 307-9570 or sue.demara@macombgov.org

KATHY: (586) 307-9464 or kathy.fazzalare@macombgov.org

LAUREN: (586) 307-9463 or lauren.piatek@macombgov.org

Family Emergencies: Family members may call Booking at **(586) 307-9426** if a family emergency occurs requiring you to return home immediately. It is helpful if they know what floor you are on prior to calling.

When Coming In To Volunteer:

How to dress: Casual, comfortable and covered! **Not allowed:** hats, tops with hoods, shorts, tank tops, halter tops, tight/revealing clothing, torn jeans, questionable slogans, gang related attire, ties, scarves or large hoop earrings.

What to bring: Keys, license/state ID card and a quarter if using the lockers. Wallets, emergency medications (asthma inhalers/Nitro Glycerin tablets) and mobility devices (canes/walkers) are allowed; make sure they are not within reach of inmates.

Where to park: Parking is available next to the Health Department. Do not use restricted or 30 minute parking spots.

Where to enter: Use the Main Entrance of the Macomb County Jail. Arrive early to meet up with the other volunteers in the lobby. Public restrooms, pay phones and lockers (25¢) are available in the lobby.

Signing in:

- Look for the other volunteers you're meeting up with
- Go to **"Station One"** (on your right after entering the lobby)
- Let the officer know you are there to do an AA or NA meeting
- You will give the officer your license/state ID card & keys
- The officer will check for your name on a list of approved visitors & give you a temporary visitor's badge
- Clip your visitor's badge high on your shirt so it is easily seen
- You, or someone else your volunteering with, will be given the sign-in sheet for your floor

Getting to your floor: The volunteers you are with will show you how to get to the elevators and to the meeting area. Get familiar with this so you'll be able to do it on your own.

Classroom set up:

- Set up the classroom for your meeting-keep a clear path to the door
- Set out literature from the literature box. The experienced volunteers will let you know how much to set out per meeting, based on what's right for that floor
- Make note of how many chairs are available (the room capacity is 25 people, but in reality, you're limited by the amount of seating available)

Getting inmates called out:

- Ask the officer to do an "All Call" for AA or NA, specify if it is "East" or "West" side-this will be noted on the sign in sheet
- You may request a cap on how many people step out for the meeting based on the number of chairs or some other need

Running the meeting:

- Begin the meeting on time
- Pass around the sign-in sheet for the inmates to sign
- Put your **first name & last initial only** on the "volunteers" section of the sign-in sheet

- There's no need to take attendance, but if you see that there are more names on the sign-in sheet than bodies in the room, you can make note of it for us on the sheet
- Inmates are not allowed to come and go from the classroom as they please. Inmates attending the meeting are expected to remain in the meeting until it is over. If there is a need for someone to leave early, such as to use the bathroom, the volunteer has to clear that with the officer. In most cases, those inmates are not allowed to return to the meeting
- If an inmate is unruly and not responding to redirection, you can ask them to leave the meeting. The officers are there to help, if you need them
- End the meeting on time (all inmates must clear the room at that time)
- Leave the room as you found it
- Please note other issues listed under "Rules"

Signing out: Return to Station One after the meeting to turn in your visitors badge & sign-in sheet & pick up your keys and license/state ID. Remember to get your belongings out of the locker.

Attendance Policy:

Attendance: All AA & NA meetings in the Macomb County Jail are run by volunteers. If the volunteers don't show up, the inmates do not get a meeting. Volunteering is a once a month commitment.

Attendance monitoring: The Jail Program monitors your attendance. If we see you've missed 3 consecutive months, we will send you a letter. If we don't hear from you and you miss again, your security clearance will be removed and no new notifications will go out.

If you can't make it: Call your coordinator ASAP and they will try to find someone to fill in for you. Your coordinator will report your call & absence to the Jail Program.

Temporary Inactive Status: If you have a short term situation that will prevent you from attending for 3 months or less, let us know and we'll put you on Temporary Inactive status.

Long Term Inactive Status: We do not offer a long term inactive status. If you can't attend for more than 3 months, you can drop out and contact us to re-apply as a volunteer when you're ready.

Requesting changes in your schedule: If you need a change in rotation, call your Coordinator. If you need a change in the day you attend, call the Jail Program and we will let you know your options.

Holidays: There are no meetings on holidays. You will NOT be counted as absent on holidays.

Cancelled meetings: Meetings may be cancelled at any time by the jail. If we know of the cancellation in advance, we will send out an email alert. The majority of cancellations for safety/security reasons are **not** known in advance and may result in volunteers being turned away. If this happens, either ask the Officer at Station One if you can put your name on the attendance list and write in "cancelled by jail" or call the Jail Program to inform us of what happened. You will NOT be counted as absent.

Security clearance expiration: Every 2 years all volunteers must attend a meeting to update their security clearance. A new LEIN check will be done at that time. Failure to attend or failure to pass the LEIN check will result in the removal of your security clearance.

Relapse/Active Criminal Case Policy:

Relapse/Active Criminal Case: If you relapse or have an active criminal case, you may no longer volunteer.

Responsibility to report: It is your responsibility to inform the Jail Program if you no longer qualify to volunteer. We will remove your security clearance and inform your Coordinator that you are not able to volunteer.

Reapplying: Once you meet the full volunteer requirements again (2 years of recovery and 2/5/10 years off paper), you may reapply to volunteer. This is ONLY an option for those who self-report their situation. Acceptance back into the volunteer program is at the discretion of the Jail Program and Jail Administration and would require passing the Jail Security Clearance and attending the Volunteer Orientation.

Volunteer Rules:

No contact with people you know: You can't use your security clearance to have face-to-face contact with someone you know who is an inmate at the jail. This applies to people you know very well, such as close friends or family members. It is your responsibility to notify the Jail Program immediately if someone you know is an inmate at the Macomb County Jail. If you are unaware of this situation and find out by way of that person coming into the meeting you are running, you are responsible for ending the contact immediately (either you or they must leave the meeting), and then report this to the Jail Program. We will do our best to re-assign you to a different floor or put you on Temporary Inactive Status.

Uphold confidentiality & anonymity: You may not disclose any information shared in the meetings. The ONLY exception is in reporting emergency situations.

Reporting emergency situations: It is your responsibility to inform the Officer at the desk if an inmate says they are going to kill/harm themselves or others or reports the presence of weapons/drugs on the unit. If for any reason you do not tell the Officer, then report this to Shift Command on your way out of the jail. Please contact the Jail Program as well so we can write an incident report and do any necessary follow up activities.

Protect your own privacy: Do not establish any personal/intimate relationships with inmates. Avoid pairing off or private contact with inmates. Do not give your full name, address or phone number to inmates. You may tell inmates which AA/NA meetings you attend, and it's your discretion if you establish a personal relationship with a former inmate once they are released and involved in AA/NA.

No favors/special privileges: Do not do any favors for inmates or anything that would give the impression of doing favors. If you sponsored someone in the community, that goes on hold during their incarceration. Do not advocate for inmates; do not make any contact with judges, attorneys, probation/parole officers, treatment centers or others on behalf of the inmate.

No exchange of money/goods: Do not place money in an inmate's account or provide money/valuables to an inmate's family. Volunteers are not allowed to deliver messages, letters and/or legal documents into our out of the jail. Volunteers may not provide inmates with food, pens, paperclips or anything other than approved literature.

No solicitation/promotion of services: Do not use your volunteer status to solicit/promote services. Do not provide inmates with your business cards/brochures.

AA/NA Literature: All AA/NA literature has to be dropped off at Station One for the Jail Program to inspect. No hardcover books or books containing names/phone numbers are accepted. Approved literature donations are then placed in bins marked “AA” or “NA” in the classrooms and can be given away at the meeting. Please report any NA literature shortages to your Coordinator and AA literature shortages to the Jail Program.

Physical contact: Hugs are not allowed, handshakes are.

Be professional & respectful: Follow the directives of Correctional and Command Staff. Avoid becoming involved in any conflict between inmates and/or Correctional Staff.

You may be searched: You shouldn't have anything on you except you wallet, mobility devices and/or emergency medication (inhaler/nitro glycerin tablets). You risk losing your security clearance by bringing anything else in with you, including cell phones, purses, coats, cigarettes, lighters, etc.

Security clearance limitations: Do not enter the secured areas of the jail at times other than your scheduled meeting times or in ways other than the approved entry procedure.

Volunteers do not have the authority to reschedule meetings

The jail is a non-smoking facility

Termination Policy:

Jail Administration and/or Jail Program Administration may remove a volunteer from the volunteer list for failure to follow the rules & expectations listed above. Termination may also occur if a volunteer engages in any other conduct which jeopardizes the jail security, program status, your own safety and/or the wellbeing of inmates.

If you are terminated due to rule infractions, you will not qualify to reapply as a volunteer.

What Happens After Orientation?

Jail Administration conducts LEIN check: We provide your license & security clearance form and Jail Administration lets us know if your request is approved or not. This may take a few weeks.

You are contacted: You are informed by mail or email if you were accepted or not accepted.

If not accepted: Jail Administration does not give us the details on why someone did not pass the security clearance. Sometimes volunteers are not accepted because credible reports came in regarding the person's length of sobriety and/or appropriateness to volunteer.

If accepted: You will be given your floor assignment & Coordinator's name and phone number. It is your responsibility to call your Coordinator and set up a start date & get your rotation. New volunteers will come in with more experienced volunteers for up to their first six months of service.