



**INMATE STEP WRITING  
CENTRAL ATLANTIC REGION OF NARCOTICS  
ANONYMOUS**



P. O. Box 1959 Chesterfield, VA 23832

**ISW CORRESPONDENCE ONLY AGREEMENT**

ISW contact: ISW Chair, P.O. Box 1959, Chesterfield, VA 23832

Step Guides Pen Name: \_\_\_\_\_

Facility Contact: \_\_\_\_\_

I understand that in my role as a step guide in the ISW program I am to conduct myself under the guidelines as outlined by the ISW committee, the DOC, and the individual institution.

**As an ISW step guide I agree to:**

1. Limit my contact with the step writer to writing.
2. Refrain from using abusive or profane language.
3. Respect the confidentiality of the step writer.
4. Refrain from supplying the step writer with any materials for corresponding including envelopes, stamps, pre-stamped envelopes, writing paper and writing implements.
5. Refrain from sending the step writer any books, tapes, and items of this nature. *\*The step writer may request **The Introductory Guide to Narcotics Anonymous** and the step guide can then notify the coordinating secretary of the request so that this guide can be sent by the ISW Coordinating Secretary.*
6. Refrain from supplying the step writer with my telephone number, address, and any other information prohibited by the program.
7. Refrain from visiting the step writer or having contact with him/her outside the facility.
8. Refrain from contacting anyone whom the step writer might ask me to contact other than himself/herself.
9. Refrain from revealing any damaging personal information.
10. Attest to having no prior knowledge of the step writer including not having been a victim or an accomplice with him/her as the result of a crime.

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**The DOC is aware that this program is designed for the purpose of recovery through the steps of Narcotics Anonymous and will allow the ISW committee to send an Introductory guide to NA to the step writer if the institution is unable to provide the NA Basic Text or the Introductory Guide to NA.**

Furthermore, I understand that every letter I send into the facility may be opened and checked for contraband. The content of the letter is to remain on the topic outlined by the program and discretion will be exercised in writing about any matter that could be construed as to jeopardize the safety and security of the facility, it's staff, it's residents, this committee or anyone else.

I understand that failure to adhere to any of the aforementioned articles will result in cessation of my participation in the ISW program and may put the whole program at risk.

\_\_\_\_\_  
**Step Guides Pen Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Step Writers Name**

\_\_\_\_\_  
**Step Writers Facility**