

Service Level Agreement

Between

Alcoholics Anonymous (*Intergroup name*) and **HMP** (*name and address*)

Introduction

Alcoholics Anonymous (AA) is a fellowship of men and women, who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions.

AA is not allied with any sect, denomination, politics, organisation or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and to help other alcoholics to achieve sobriety.

***The Prison Services** are responsible for those held in custody and to help them to lead law-abiding lives in custody and after release.

Objectives

The objectives of this agreement are to set down guidelines within which the AA Intergroup and the Prison (both shown above) may cooperate to enable AA to hold meetings for inmates who wish to recover from *alcoholism, while understanding the limitations within which each service operates.

This agreement is not intended to be a legally binding document. However it is an expression of intent, and in signing it each party acknowledges it will use its best endeavours to implement its particular responsibilities.

Agreement

General

AA will:

Give clear, concise information on what they offer, especially regarding adherence to the principle of confidentiality.

* Adhere to the principles as set out in the introduction (see introduction)

The Prison will:

Respect confidentiality regarding attendance at AA meetings

Facilitate AA meetings as part of the Prison's education programme and to be included in the education timetable.

Physical environment amenities

AA will:

Attend the Prison every Between the hours of And or as periodically amended and agreed between the parties.

Observe the safety and security regulations of the Prison, having been made aware of them by the Prison.

The Prison will:

Escort AA volunteers to the relevant parts of the Prison. Provide accommodation in which AA may operate in privacy. Inform AA of necessary aspects of safety and security.

Communication and Evaluation

AA will:

Provide a list of volunteers for security clearance

Provide the Prison with a rota of visiting AA members

Appoint an AA Prison Liaison Officer to meet regularly with the Prison Liaison Officer and provide the Prison Liaison Officer with the name and contact details of the AA Prison Liaison Officer.

Through the AA Prison Liaison Officer, attend half yearly meetings with the Governor of the Prison in order to monitor and evaluate how the agreement is being implemented. Provide AA literature for distribution.

The Prison will:

Provide security clearance as soon as possible for AA volunteers.

Issue badges if appropriate.

Appoint a Liaison Officer to meet regularly with the AA Prison Liaison Officer.

Ensure that the Governor meets half yearly with the AA Prison Liaison Officer in order to monitor and evaluate how the agreement is being implemented.

Distribute AA literature where appropriate.

Agreement

This agreement made between the AA Intergroup (both detailed on the front) commences on the date hereof, and will continue until determined by either party giving to the other one month's notice in writing.

Signature

Signature

Designation

Designation

The AA Intergroup

HMP

Date

Date
