



***CORRECTIONS TEMPORARY  
CONTACT  
HANDBOOK***

*Revised March 2020*

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## WELCOME TO THE CORRECTIONS TEMPORARY CONTACT PROGRAM

Welcome to the Corrections Temporary Contact Program (CTCP), a program that connects inside alcoholics with outside Alcoholics Anonymous. We provide temporary contacts to inside alcoholics who are within one-year of release. Serving as a temporary contact is one-on-one Twelfth Step service. Experience has shown that temporary contact programs play an important role in the inside alcoholic's transition to outside Alcoholics Anonymous and the continued sobriety of the temporary contact.

Note: Many Inside alcoholics have a period of sobriety, attend AA meetings in the facility, may be sponsored by outside members of AA, are familiar with the Twelve Steps and Twelve Traditions of Alcoholics Anonymous, and/or consider themselves members of Alcoholics Anonymous. They may have attended meetings and been sponsored prior to their time in the facility.

**Corrections facilities place restrictions on who and in what ways members can have contact with inside alcoholics, including correspondence. It is important to comply with facility policy if the message of Alcoholics Anonymous is to reach inside alcoholics. Included are details about facility policies and procedures.**

## GUIDELINES FOR SERVING AS A TEMPORARY CONTACT

The following guidelines are suggested as a way to be of maximum service to inside alcoholics as they transition to outside Alcoholics Anonymous:

- Make contact by letter as soon as possible, sharing experience, strength, and hope. Thereafter, you may choose to correspond by mail, email or video visit, or by in-person visit, if allowed (facility regulations and restrictions apply).
- Encourage your inside alcoholic to share their story as it relates to alcoholism. Maintain contact, sharing the AA message and make arrangements to attend a meeting of Alcoholics Anonymous together within 24 to 48 hours of their release.

- Encourage them to attend a variety of meetings as often as possible for the first few weeks after they leave the facility.
- Show them our literature and explain how they can obtain *Alcoholics Anonymous, Twelve Steps and Twelve Traditions, Daily Reflections, Grapevine* magazine, and other AA literature.
- Provide them with:
  - Phone numbers of members of the fellowship who are willing to be helpful to them and phone numbers answered by an alcoholic 24/7, if available. Most intergroups have 24/7 phone service and districts may offer hotline phone services.
  - Print meeting directories (available from groups, districts and intergroups);
  - Online meeting resources, including websites for intergroups and the Alcoholics Anonymous World Services website where information on the Meeting Guide App for mobile devices can be found.
  - SEE PAGE 14 FOR A COMPLETE LIST OF RESOURCES.
- **Most importantly, help the newly released alcoholic choose a home group and sponsor or temporary sponsor** who will guide them through the AA recovery program outlined in our Big Book, *Alcoholics Anonymous*.
- Both parties will decide together when it is time for you to move on to help another alcoholic. A good rule of thumb is when the inside alcoholic has a home group and sponsor or temporary sponsor.

**Inside alcoholics know their temporary contact will not provide or assist them with employment, housing or money.** AA's Seventh Tradition discusses the principle of self-support. Once they find recovery in Alcoholics Anonymous, they have the tools they need to manage their affairs, and temporary contacts may not be helpful if they provide employment, housing or money.

**Please refrain from commenting on medical care, prescription drugs or addictions/problems other than alcohol** in keeping with AA's First, Third and Tenth Traditions.

In keeping with those same Traditions, **please refrain from negative comments about AA groups or members and other Twelve-Step fellowships, as well as corrections facilities and their staff.**

## CTCP REQUIREMENTS AND CORRECTIONS FACILITY RESTRICTIONS FOR OUTSIDE CONTACTS

Temporary contacts must have at least one year of continuous sobriety and are encouraged to have a sponsor.

Corrections facilities place restrictions on correspondence and visits. Temporary contacts are not eligible to serve anyone in a Minnesota Department of Corrections facility if any of the following apply:

- If they are on a visitor list in a (MN DOC) facility.
- If they are a family member or acquaintance of someone in an MN DOC facility.
- If they are taking meetings into an MN DOC facility.
- If they are on parole/probation or other supervised release arrangements. Contacts must be free of court commitments (“off paper”) for two years.
- If they are corresponding with anyone in an MN DOC. **Temporary contacts can only correspond with one inside alcoholic in a DOC facility at a time.**

County facilities’ requirements and restrictions vary by county. Temporary contacts will be provided with relevant information.

## SAMPLE LETTER TO AN INSIDE ALCOHOLIC

**We share experience, strength, and hope.**

**We offer what has worked for us in achieving and maintaining sobriety.**

- 1. It is important to include the inside alcoholic’s OID number on the envelope, along with their name.**
- 2. Temporary contacts must include their first and last name in their return address if their mail is to be delivered, whether or not they use Greater Minneapolis Intergroup as their return address (see page 7 for instructions on using Greater Minneapolis Intergroup).**

For more information on mail policy, please read “Corresponding with Your Inside AA and Facility Mail Restrictions” on page 7 of this handbook.

**At the top of your letter include:**

- Your inside alcoholic's full name.
- Your inside alcoholic's OID number. Mail will not be delivered or forwarded without this number.
- Name and address of the facility as provided to you. The address of facilities where the majority of requests for temporary contacts originate begin on page 15 of this handbook.

***SAMPLE LETTER***

Date

**Inside Alcoholic's Name** (Exactly as provided)

**OID#** 123456

**MCF-Facility**

Facility Address

(Dear, Hello, etc.) Inside Alcoholic's Name,

I am answering your request for a temporary contact. My name is (first name), and I would like to share my story with you, as it relates to my alcoholism.

I took my first drink when I was sixteen. Although it made me very sick it did not stop my cravings for alcohol. For the next twenty years it took my pain away. I made a complete mess of my life. I lost my four children, my job, and I was divorced.

After thousands of drinks, I finally realized that my life was out of control. I thought life was not worth living. I was in incredible pain. That's when someone suggested I go to Alcoholics Anonymous. I learned how AA could work in my life and it gave me my life back. I learned how to make sense of the mess that I had created. By working the Twelve Steps of Alcoholics Anonymous I began to put my life back together. I went back to school, found a new career, regained contact with my children, and began to heal the damage I had done to those who loved me.

I had many years of sobriety. Then in September 2000, I had some setbacks. What to do? Of course--start drinking again to take away the pain and forget my problems. It went on for eight

long years. WHAT A MISTAKE! Finally, I remembered the peace and serenity I found in Alcoholics Anonymous. Once again, I admitted that by myself I had no power over alcohol. On April 2, 2008, took my last drink, but I always remember that I'm one drink away from making a mess out of my life.

Today, I am sober and happy. I try to stay active helping other alcoholics, attend several meetings a week, and sponsor other members. I am grateful to all the AA members in my life for their support. They are always there for me, as I am for them.

It's an honor and a privilege to share my story with you. Please share your story with me.

Sign your letter as follows:

Your name and mail address,

or

Your name

c/o Corrections Temporary Contact Program

7204 W 27<sup>th</sup> Street #113

St Louis Park MN 55426-3112

## USING GREATER MINNEAPOLIS INTERGROUP AS YOUR RETURN MAIL ADDRESS

If you would like to use Greater Minneapolis Intergroup as your return mailing address:

- Contact Greater Minneapolis Intergroup at 952-922-0880 and let them know you are going to use them as your return address for Corrections Temporary Contact Program correspondence.
- Provide them with a quantity of self-addressed, stamped envelopes. Start with six, depending on the number of letters you anticipate you may receive. That usually depends on your inside alcoholic's release date. MN DOC facilities limit outgoing mail to 16 oz., so your self-addressed envelope needs enough postage for intergroup to mail your inside alcoholic's mail to you.
- Mail or bring your self-addressed stamped envelopes to:  
Greater Minneapolis Intergroup  
7204 W 27th Street #113  
St Louis Park MN 55426

## COMMUNICATING BY MAIL, EMAIL, TELEPHONE AND VIDEO VISIT USING JPAY

Many inside alcoholics ask that their contact communicate with them electronically. MN DOC allows the use of JPay ([www.jpays.com](http://www.jpays.com)) tablets that sync with facility kiosks. Instructions for communication options available through JPay are on page 8 of this handbook.

## CORRESPONDING WITH YOUR INSIDE ALCOHOLIC AND FACILITY MAIL RESTRICTIONS

**We follow all corrections facility rules and regulations;  
we avoid controversy in our relationship with facilities.**

**Mail will not be delivered to your inside alcoholic unless it complies with facility policy.** This document does not represent all policies regarding mail. Complete policy regarding mail is available on the Minnesota Department of Corrections website or you can contact the temporary contact coordinator for more information.



- Do not send writing paper, envelopes or stamps to your inside alcoholic as they will not be delivered.
- Use the inside alcoholic's **full name and OID on the envelope and correspondence.**
- **Your first and last name must be on the envelope, whether or not Greater Minneapolis Intergroup or another address as your return address.**
- Facilities open, inspect and read all mail (except legal mail).
- At the facilities' request, please use their correct name as provided to you (or as shown beginning on page 15 of this handbook) when addressing the envelope.
- Mail cannot contain bubble wrap. Mail with damage caused by liquid or having any scented contents will not be delivered.
- Your inside alcoholic may be able to receive AA literature and publications, but they cannot receive them from you without your inside alcoholic initiating certain procedures. The Corrections Temporary Contact Coordinator can provide details.
- Never send money to your inside alcoholic.
- Most facilities forward mail, either to the address of release or to their facility of transfer, as long as the OID number is on the envelope.

## USING JPAY FOR ELECTRONIC COMMUNICATIONS AND DOC MAIL & PHONE POLICY

Following is information from MN DOC's website. To view complete information, go to the MN DOC's website (<https://mn.gov/doc/family-visitor/send/jpay-faq/>).

### FREQUENTLY ASKED QUESTIONS ABOUT JPAY

- [What is JPay Electronic Messaging?](#)

The Minnesota Department of Corrections partners with JPay to allow offenders to exchange electronic messages with their friends and family members in the community. The community member connects to the system online ([www.JPay.com](http://www.JPay.com)) or by downloading the free JPay mobile app for iPhone and Android. The community member will create an account and select the offender to whom they wish to send the message. Electronic messaging has become a standard form of communication within most homes and it can now be used to help offenders stay connected with their friends and families. Strengthening or re-establishing family ties helps

offenders improve the likelihood of successful reentry into the community, thus reducing the potential for recidivism.

- [Can I send electronic messages?](#)

Yes, you can correspond with an offender by going to [www.JPay.com](http://www.JPay.com) or by downloading the free JPay mobile app for iPhone and Android. You then complete the free registration process and select the offender(s) with whom you wish to correspond.

- [How much does it cost to send an electronic message?](#)

You must purchase electronic JPay stamps to send electronic messages. Each electronic message requires one stamp to send, and each stamp costs \$0.40. You can purchase stamp packages on [JPay.com](http://JPay.com) or the mobile app. There is no charge for the offender(s) receiving the message. There is no limit to the number of electronic messages an offender can receive.

- [Does the offender have access to the internet?](#)

No. Electronic messages are received, composed and viewed on the JPay Kiosk or the JP5 tablets, neither of which can connect to the internet.

- [Do all offenders have access to electronic messaging?](#)

Any offender with an Offender Identification number (OID) who is incarcerated in a Minnesota correctional facility can receive a message.

- [Can I send photographs as attachments?](#)

Yes, for one additional stamp per attachment.

- [Can I send a VideoGram?](#)

Yes. VideoGrams are 30-second video clips you can send to your loved ones using the free JPay Mobile App for iPhone and Android.

- [What can I do if my loved one isn't getting the electronic messages I send?](#)

Please make sure your electronic message is marked as "sent" in your JPay account. If you continue to have trouble, contact JPay's customer support at 800-574-5729.

- [Is electronic messaging monitored?](#)

Yes. All electronic messages are subject to monitoring. Electronic messages may not jeopardize the public or the safety, security, or orderly operation of the correctional facility. All messages are screened for words or phrases which may represent a risk to the security of the facility or the safety of the public. Electronic messages not consistent with these restrictions will not be delivered to the offender.

- [What can I do if I want to stop corresponding with an offender?](#)

All you have to do is simply stop sending an offender electronic messages.

### **RATES FOR EMAIL AND VIDEO VISITS**

Temporary contacts are responsible for inbound fees; inside alcoholic is responsible for outside fees.

Inbound and Outbound Email \$.40

Video Visits: \$9.95 for 30 minutes

### **SEND MAIL**

#### **How to send mail to offenders:**

**Incoming Offender Mail:** With the exception of special/legal mail, incoming mail is opened and reviewed for the presence of contraband (i.e. drugs, tobacco, weapons, pornography).

Incoming mail must include the offender's commitment or department recognized legal name and Offender Identification (OID) number.

**Incoming mail may include:** paper with words/drawings; photographs (Polaroid photos must have the backing removed); periodicals and published materials shipped from the publisher;

and clippings or photocopies of published materials that meet criteria. Signed, commercial greeting cards and post cards are allowed, however cards that play music or have electronically recorded material on them are prohibited.

Incoming mail is limited to 16 ounces per item. A maximum of 20 photographs are allowed per envelope. Polaroid photographs must have the backing removed.

**Send mail (not money) to:**

**Offender's Name and OID# (Offender Identification Number)**

**MCF- (facility name where offender is housed)**

**Facility Address**

**Unallowed Mail:** For safety and security purposes, the content of mail is regulated. Mail is denied that involves criminal activity; is identified as security threat group related; requests gifts or money from unrelated individuals, contain photos of staff, is coded material, contains unsanitary items such as hair, saliva, body secretions; certain sexually explicit situations including sexual intercourse, bodily excretory functions, sadism or bondage; personal photos displaying nudity by definition; and material advocating inferiority of an ethnic, racial or religious group.

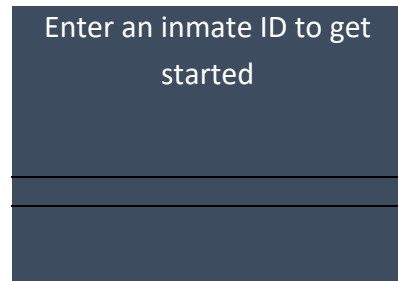
**Correspondence Review Authority:** Each facility has a Correspondence Review Authority to review denied offender mail. Within a specified timeframe, offender's may request a review of their denied mail by the Correspondence Review Authority.

**Forwarding Mail:** First class mail and subscriptions will be forwarded for 60 days. After 60 days, or if a forwarding address is unavailable, the item will be returned to the sender.

## **SEND EMAIL**

The Minnesota Department of Corrections has an online email system to help communicate with an offender. The email system uses JPay. To send an email to an offender, please visit [JPay](#) to create an account and send letters electronically.

Before you can send an email, you will need the offender's ID number.



### Send electronic messages



JPay provides a correctional electronic messaging system you can use to communicate with your loved one in a Minnesota state prison. You can use your computer or smartphone to stay connected!

- Faster and more convenient than traditional mail
- Available on any computer and the JPay Mobile app
- Just 40 cents a stamp - less than first class postage!
- You can attach photos and eCards!

Answers to frequently asked questions about JPay Email can be found [here](#).

**More Information [www.JPay.com](http://www.JPay.com) 1-800-574-5729**

### **SEND VIDEOGRAMS**

Videograms are 30-second videos that you can record on your computer or smart phone and send to an offender. The goal of offering this service is to allow offenders to maintain positive

community ties with friends and family. Visit [www.jpays.com](http://www.jpays.com) for more information on how you can send videograms.

Videograms are reviewed by JPay employees to ensure they meet MN DOC criteria before they are delivered to the offender. [Click here to view the videogram rules](#). If your videogram is rejected, you will not receive a refund.

## PHONE CALLS

### **Can I call an offender?**

No. An offender can only make calls during specific times. Calls made to the facility will not be transferred to an offender.

### **Do I have to pay for the phone calls?**

Offenders can place collect phone calls, which will charge the recipient of the phone call, or offenders may purchase their own phone time through canteen. Three-way phone calls or forwarding a call when on the phone with an offender is not allowed.

## RESOURCES FOR INSIDE ALCOHOLICS

### **INTERGROUPS WITH MEETING INFORMATION**

<p>Greater Minneapolis Intergroup                  7204 West 27<sup>th</sup> St #113                  St Louis Park MN 55426                  952-922-0880                  Meetings: <a href="http://www.aaminneapolis.org">www.aaminneapolis.org</a></p>	<p>Twin Port Area Intergroup                  320 East 2<sup>nd</sup> St                  Duluth MN 55805                  218-727-8117</p>
<p>St Paul &amp; Suburban Area Intergroup                  608 West 7<sup>th</sup> St                  St Paul MN 55102                  651-227-5502                  Meetings: <a href="http://www.aastpaul.org">www.aastpaul.org</a></p>	

### **PHONE NUMBERS ANSWERED 24/7 BY A MEMBER OF ALCOHOLICS ANONYMOUS**

Greater Minneapolis Intergroup	952-922-0880
St Paul and Suburban Area Intergroup	651-227-5502
Fargo-Moorhead Intergroup	701-235-7335
St Cloud Intergroup	320-202-1895
Brainerd Lakes	218-829-3740
East Iron Range	218-749-3387
Detroit Lakes	887-833-2327

### **ONLINE MEETING RESOURCES**

Find meetings in Minnesota at [www.aaminnesota.org](http://www.aaminnesota.org)

**MEETING GUIDE APP INFORMATION** [www.aa.org](http://www.aa.org)

#### MEETING GUIDE APP



Brought to you by Alcoholics Anonymous World Service Inc., Meeting Guide, a free of charge meeting finder for IOS and Android, provides meeting information from A.A. service entities in an easy-to-access format.

## **INFORMATION ABOUT ALCOHOLICS ANONYMOUS**

AA World Services, Inc.  
Box 459, Grand Central Station  
New York NY 10163  
218-870-3400  
[www.aa.org](http://www.aa.org)

Northern Minnesota Area 35  
[corrections@area35.org](mailto:corrections@area35.org)

Southern Minnesota Area 36  
[corrections@area36.org](mailto:corrections@area36.org)

### **CONTACT TEMPORARY CONTACT COORDINATOR:**

Corrections Temporary Contact Program  
7204 West 27<sup>th</sup> St, Suite 113  
St Louis Park MN 55426  
Fax: 612-520-5820  
[ctcp@area36.org](mailto:ctcp@area36.org)

## **FACILITY MAIL ADDRESSES AND WEBSITE LINKS**

The following addresses and website links represent facilities where the majority of requests for CTCP Outside Contacts originate.

### **STATE FACILITY (MN DOC) MAIL ADDRESSES AND WEBSITE LINKS**

<b>MCF-Faribault</b> 1101 Linden Lane Faribault, MN 55021 507-334-0700 <a href="https://mn.gov/doc/facilities/faribault/">https://mn.gov/doc/facilities/faribault/</a>	<b>MCF-Lino Lakes</b> 7525 Fourth Avenue Lino Lakes, MN 55014 651-717-6100 <a href="https://mn.gov/doc/facilities/lino-lakes/">https://mn.gov/doc/facilities/lino-lakes/</a>
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<p><b>MCF-Moose Lake</b>  1000 Lake Shore Drive  Moose Lake, MN 55767  218-485-5000  <a href="https://mn.gov/doc/facilities/willow-river-moose-lake/moose-lake.jsp">https://mn.gov/doc/facilities/willow-river-moose-lake/moose-lake.jsp</a></p>	<p><b>MCF-Oak Park Heights</b>  5329 Osgood Avenue North  Stillwater, MN 55082  651-779-1400  <a href="https://mn.gov/doc/facilities/oak-park-heights/">https://mn.gov/doc/facilities/oak-park-heights/</a></p>
<p><b>MCF-Redwing</b>  1079 Highway 292  Red Wing, MN 55066  651-267-3600  <a href="https://mn.gov/doc/facilities/redwing/juvenile/">https://mn.gov/doc/facilities/redwing/juvenile/</a></p>	<p><b>MCF-Rush City</b>  7600 - 525th St.  Rush City, MN 55069  320-358-0400  <a href="https://mn.gov/doc/facilities/rush-city/">https://mn.gov/doc/facilities/rush-city/</a></p>
<p><b>MCF-St. Cloud</b>  2305 Minnesota Blvd SE  St. Cloud, MN 56304  320-240-3000  <a href="https://mn.gov/doc/facilities/st-cloud/">https://mn.gov/doc/facilities/st-cloud/</a></p>	<p><b>MCF-Shakopee</b>  1010 West Sixth Avenue  Shakopee, MN 55379  952-496-4440  <a href="https://mn.gov/doc/facilities/shakopee/">https://mn.gov/doc/facilities/shakopee/</a></p>
<p><b>MCF-Stillwater</b>  970 Pickett St  Bayport, MN 55003  651-779-2700  <a href="https://mn.gov/doc/facilities/stillwater/">https://mn.gov/doc/facilities/stillwater/</a></p>	

**METRO AREA COUNTY ADULT CORRECTIONAL FACILITIES**

<p>ACF-Hennepin County  (Specify Men’s or Women’s Section Mail)  1145 Shenandoah Lane  Plymouth, MN 55447  <a href="https://www.hennepin.us/residents/public-safety/adult-corrections-facility">https://www.hennepin.us/residents/public-safety/adult-corrections-facility</a></p>	<p>ACF-Ramsey  297 S Century Av  St Paul MN 55119  <a href="https://www.ramseycounty.us/residents/public-safety-law/detention-correctional-facilities/ramsey-county-correctional-facility/visiting-communications">https://www.ramseycounty.us/residents/public-safety-law/detention-correctional-facilities/ramsey-county-correctional-facility/visiting-communications</a></p>
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## DEFINITION OF TERMS

Bridging the Gap	When used in Alcoholics Anonymous by corrections, treatment and bridging the gap committees, the term “bridging the gap” describes the process of connecting inside alcoholics to outside Alcoholics Anonymous in their community of release. <b>Bridging the gap is one-on-one Twelfth Step service.</b>
Corrections Temporary Contact Program	A corrections bridging the gap program.
Corrections Temporary Contact	An outside member of Alcoholics Anonymous living in the inside alcoholic’s location of release, who assists inside alcoholics in their transition to outside Alcoholics Anonymous by helping them choose a home group and sponsor or temporary sponsor.
Inside Alcoholic	An alcoholic in a corrections facility who requests a temporary contact.
JPay	A private company that offers a variety of corrections-related services. Temporary contacts can communicate electronically with inside alcoholics using JPay services.
County Facilities	County facilities are jails, detention centers (other than centers under federal jurisdiction) and adult corrections facilities.
State Facilities	State facilities are prisons and other facilities operated by the Minnesota Department of Corrections.
Federal Facilities	Federal facilities are prisons operated by the Bureau of Prisons.

## ACRONYMS

CTCP	Corrections Temporary Contact Program
MN DOC	Minnesota Department of Corrections
MCF	Minnesota Correctional Facility (MN Department of Corrections Facility)

CIP	Challenge Incarceration Program Facility (MN Department of Corrections Facility)
BOP	Bureau of Prisons (facilities include FCIs, FPCs, FMCs)
FCI	Federal Correctional Institution (Bureau of Prisons Facility)
FMC	Federal Medical Center (Bureau of Prisons Facility)
FPC	Federal Prison Camp (Bureau of Prisons Facility)
ADC	County Adult Detention Center (some are often incorrectly called "jails"). These facilities typically hold individuals pending sentencing.
ACF	County Adult Corrections Facility (work release facilities with stays up to one year).