

# **BECOMING A CDOC VOLUNTEER**

## **Step 1 - APPLICATION TO HQ - BACKGROUND INVESTIGATION**

Potential volunteers must make individual application by submitting form 900-1A (two pages). Each applicant will undergo a background investigation to explore criminal history. Volunteers will receive an *Approval/Denial Letter* from HQ when background is complete. This letter will include instructions for approved volunteers to schedule themselves for the Basic Volunteer Training and will include a statewide *Training Schedule*.

## **Step 2 - BASIC VOLUNTEER TRAINING (8 Hrs)**

Only individuals who have been cleared through the application and background process are allowed to attend this training. Training will include: Intro To The DOC, Professionalism, Offender Supervision, Games Offenders Play and Hostage Survival. Upon successful completion of this training each volunteer will complete the *Volunteer Agreement and Training Certification forms*.

## **Step 3 - FACILITY ORIENTATION and TOUR (2 Hrs)**

Facility Orientation Tours are required at each facility a volunteer plans to access. Following successful completion of the Basic Volunteer Training, each volunteer will contact the appropriate Facility Volunteer Coordinator (listed on the Training Schedule) to arrange the Facility Orientation Tour. Upon successful completion of this tour(s) each volunteer will complete the *Orientation form (900-1D)* to be held for Warden approval.

## **Step 4 - WARDEN APPROVAL (Form 900-1D)**

By statute each Warden is responsible for approving all individuals entering the facility. The Warden's signature on the Orientation form satisfies this requirement and completes this process. Volunteer's Facility access is not established until the Warden's signature has been issued and the forms have been processed by the Area Coordinator. Note: Facility Volunteer Coordinators must send signed Orientation forms to the Area Volunteer Coordinator for final data entry (and program assignment) into the Volunteer Tracking System. This step ensures the volunteer's name will appear on the *Facility Volunteer Roster* indicating all requirements have been met. **The volunteer is now approved.**

## **Step 5 - MAY ACCESS FACILITY (Per Volunteer Roster) ONLY As Scheduled Per Facility Program Schedule**

Approved volunteers should not be allowed unrestricted access. They may access only for their approved program(s) as scheduled by the Facility Volunteer Coordinator. Security staff at facility entry points should have easy access to a current Facility Volunteer Roster and Monthly Program Schedule. Approved volunteers are allowed access by signing in and exchanging their photo ID for a *Green Volunteer Badge*.

## **Step 6 - ANNUAL UPDATE APPLICATIONS and Background Investigations are required.**

To remain an active CDOC Volunteer each individual is required to submit an Annual Update Application (form 900-1A, two page). An annual background investigation will be done and unless something new is revealed the volunteer remains active.

## **Step 7 - UPDATE TRAINING - Pending Approval.**

Currently volunteers are required to take the Basic Volunteer Training and may enroll themselves in other DOC in-service classes. A bi-annual refresher training is being developed. If approved, volunteers will be required to attend a refresher training every two years to remain active. A four hour class is being developed to work in conjunction with the eight hour Basic Volunteer Training, so one Training Schedule will work for both.

## **Step 8 - Remain Professional, Remain Active.**

Volunteers who fall short of the CDOC professional expectations will be made "inactive" and not allowed access to any DOC facility. As with all DOC staff, volunteers are held accountable for their behavior. Forming personal relationships with offenders, introduction of contraband and failure to adhere to DOC policies are common reasons volunteers become inactive. Other reasons volunteers may become inactive include failure to submit an updated application or lack of involvement for over a year.

## **PROGRAM GUESTS**

DOC policy allows for guests to access facilities on a very limited basis to enhance an existing volunteer program (special speaker, music provider, etc.), OR to allow potential volunteers a chance to see if they would like to proceed toward becoming a volunteer. Guests must be cleared at the facility level in advance and are only allowed access on the approved date, as outlined by the Facility Volunteer Coordinator and Facility Management. All guests must be escorted by an approved volunteer or staff member during their entire visit. Program leaders need to notify the Facility Volunteer Coordinator in advance (2/3 weeks) when they want to bring in a guest, so the facility can complete a background investigation prior to granting approval. For each guest the DOC will need Full Name, Date of Birth, Social Security Number and Driver's License Number to complete the background investigation.

Signed guest clearance memos should include the guest's name(s), program affiliation, date and time, special equipment and who will escort. Security staff at entry points need easy access to all guest clearance memos. Anyone not listed on a guest clearance memo will be denied access.

## **SPECIAL FOOD**

Volunteer are allowed to request approval to bring in food items for special services or events. This is done by completing and submitting form 300-43A. All food items must be store-bought / packaged and consumed at the time of the program. Approval to bring food in is made in advance by the Warden, so these forms must be submitted 2/3 weeks in advance.