

New York State Department of Corrections & Community Supervision
Division of Ministerial, Family and Volunteer Services

____/____/____
DATE

APPLICATION FOR VOLUNTEER STATUS
PART I – Volunteer Information

FACILITY APPLYING TO

IMPORTANT:

COMPLETE PAGES 1-5. IF A QUESTION DOES NOT APPLY, ANSWER N/A. YOU MUST SIGN AND DATE PAGE 5

1. a) Activity/Group/Program applying for: _____
b) If religious program, please specify the religion: (e.g., Catholic, Protestant, Muslim, etc.) _____
2. Last Name: _____ First Name: _____ Full Middle Name: _____
3. Current Address: _____
City: _____ State: _____ Zip: _____ E-mail: _____
Current Mailing Address, if Different From Above: _____
City: _____ State: _____ Zip: _____
4. a) Home Telephone # w/Area Code: (____) _____ b) Work Telephone # w/Area Code: (____) _____ c) Cell Phone # w/Area Code: (____) _____
5. Social Security #: _____ Any other Social Security #(s) you have had: _____
6. Date of Birth: ____ / ____ / ____ Place of Birth: _____
(City, State, Country)
7. Person to contact in case of an emergency: Name: _____
Relationship: _____ Telephone: (____) _____
8. Name exactly as it appears on your Driver's License: _____
9. Other names you have been known by: Aliases / Maiden / Prior Marriage: _____

10. Current Driver's License Number: _____ State: _____
11. States in which you have or ever had a Driver's License or Non-Driver ID: _____
12. Sex: Female Male
13. Race: White Black Hispanic Asian Native American Other/specify _____
14. Eyes: Blue Black Brown Green Hazel Other/Specify _____
15. Hair Color: Black Brown Blonde Gray Bald Other/Specify _____
16. Complexion: Light Medium Dark
17. a) Height: Feet _____ Inches _____ b) Weight (lbs.): _____
18. List any scars, marks, or tattoos: _____

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PART I – Volunteer Information (continued)

19. Have you or any member of your family ever been the victim of or witness to a crime where the perpetrator(s) were sentenced to a period of incarceration in a Federal, State, or County Correctional Facility? YES NO

* If "YES," please answer the following questions:

Victim's relationship to you: _____ Date of Incident: _____

Name(s) of perpetrator(s): _____

Location of Incident / City/Town: _____ County and State: _____

20. A) Are you receiving telephone calls, on the telephone or visiting list, corresponding with, or sending packages to any inmate presently incarcerated in a NYS Correctional Facility? YES NO

B) Do you reside with anyone who was previously incarcerated in a NYS Correctional Facility? YES NO
If "YES" to A or B, please provide the following information (attach additional sheets if necessary)

Inmate Name: _____ DIN: _____
Facility: _____ Relationship: _____

Inmate Name: _____ DIN: _____
Facility: _____ Relationship: _____

21. Are you currently or have you been previously employed or had volunteer or contract service provider status with the New York State Department of Corrections & Community Supervision YES NO

a. If "YES," please check which one: Volunteer Contract Service Provider Employee

b. If "YES," please list the facilities: _____

Has status been revoked? YES NO If "YES," please list the facilities: _____

22 a. Name of the company or agency whom you represent as a volunteer: _____

Supervisor: _____ Phone Number: _____

Address: _____

b. If you are employed by a Government Agency and provide a service relevant to your function, do you have Peace or Police Officer status? YES NO

23. Is a Professional License required to perform your duties? YES NO

If "YES," please specify the following: License #: _____ State: _____

Issuing Agency: _____

24. Are there any specific needs that you require to perform the assignment under the Americans with Disabilities Act? YES NO If "YES," please list: _____

25. (a) Are you a U.S. Citizen? YES NO (b) If "NO," provide Alien Registration #: _____

26. Do you possess a valid Passport? YES NO

If "YES," please list issuing country & Passport Number: _____

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PART I – Volunteer Information (continued)**

27. Have you traveled outside the continental United States in the past five years? †YES †NO

If "YES," please list destination and date of travel: _____

If "YES," please list reason for traveling to the destination: _____
(Attach additional sheets if necessary)

28. List any previous volunteer experience outside Corrections: _____

29. Are you now, or have you ever been, a member or associate of a criminal enterprise, street gang, or any other group which advocated violence against individuals because of their ethnic origin, religion, political affiliation, nationality, gender, sexual orientation, or disability? †YES †NO

If "YES," please explain: _____

30. (a) Have you ever been convicted of any crime (felony, misdemeanor, or violation). Traffic infractions/violations need not be reported: †YES †NO

(b) Any Charges pending? †YES †NO

(c) Have you ever had an Order of Protection filed against you? †YES †NO

If you answered YES to questions A, B, or C you must fill out PART II – Criminal History of this application. This information will not necessarily preclude admission to a correctional facility if declared during the application process.

31. List full name(s), addresses, telephone numbers of two individuals who can verify your skills/ability to serve or perform your duties.

REFERENCE #1

REFERENCE #2

Name: _____

Name: _____

Address: _____

Address: _____

City/State/ZIP: _____

City/State/ZIP: _____

Phone #: _____

Phone #: _____

E-mail Address: _____

E-mail Address: _____

**New York State Department of Corrections & Community Supervision
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APPLICATION FOR VOLUNTEER STATUS
PART II – Criminal History**

COMPLETE NAME AND DATE, AND THEN ANSWER QUESTIONS 32-35 ONLY IF YOU ANSWERED "YES" TO PART A, B, OR C OF QUESTION #30 ON PART I – VOLUNTEER INFORMATION OF THIS APPLICATION FOR VOLUNTEER STATUS FORM.

Name: _____ Date: ____/____/____

32. Criminal History: (Please provide the following information for all of your convictions. If you served time in a New York State, Federal, or County Correctional Facility, please provide your Departmental Identification Numbers(s) and the names of the facilities in which you were incarcerated.

NOTE: REPORT CONVICTIONS FOR FELONY, MISDEMEANOR, AND VIOLATION OFFENSES. TRAFFIC INFRACTIONS/VIOLATIONS NEED NOT BE REPORTED:

A. Charge/Charges: _____ Arresting Agency: _____

Conviction Date: ____/____/____ Sentence: _____ DIN: _____

Facility(s) Where Incarcerated: _____ Time Served: _____

Date Released From Incarceration: ____/____/____ Date Released from Parole/Probation Supervision: ____/____/____

Name of Parole or Probation Officer: _____

Location: _____ Telephone Number: _____

B. Charge/Charges: _____ Arresting Agency: _____

Conviction Date: ____/____/____ Sentence: _____ DIN: _____

Facility(s) Where Incarcerated: _____ Time Served: _____

Date Released From Incarceration: ____/____/____ Date Released from Parole/Probation Supervision: ____/____/____

Name of Parole or Probation Officer: _____

Location: _____ Telephone Number: _____

If additional space is needed, please attach an additional sheet with the pertinent information.

33. Are you currently on active Probation or Parole Supervision? †YES †NO

If "YES," please provide the following information:

A. Nature of Crime: _____ Arresting Agency: _____

Conviction Date: ____/____/____ Sentence: _____ DIN: _____

Time Served: _____ Date Released from Incarceration: ____/____/____

Anticipated Release Date From Parole or Probation Supervision: ____/____/____

Name of Parole or Probation Officer: _____

Location: _____ Telephone Number: _____

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APPLICATION FOR VOLUNTEER STATUS
PART II – Criminal History

NOTE: PAROLE/PROBATION INFORMATION – IF YOU ARE CURRENTLY ON PAROLE/PROBATION, YOU WILL NEED TO OBTAIN WRITTEN APPROVAL FROM YOUR PAROLE/PROBATION OFFICER FOR EVERY FACILITY IN WHICH YOU WISH TO PROVIDE A SERVICE.

34. If charges are currently pending against you, please explain the nature of the charges:

Date of Arrest: _____ / _____ / _____ Police Agency: _____
Crime: _____ Felony Misdemeanor Drug/Domestic Violence Violation
Have you appeared in Court? YES NO Date: _____ / _____ / _____
Next court appearance: _____ / _____ / _____
Have you forfeited bail bond to guarantee your appearance in court to answer these charges? YES NO
Give brief description of the circumstances: _____

35. Please include the following information regarding any Order of Protection filed against you:

Date Order of Protection was filed: _____ / _____ / _____
Court location where the Order of Protection was issued: _____
Name of the person the Order was filed on behalf of: _____
Relationship: _____
Is the Order still in effect: YES NO If "NO", date ended: _____ / _____ / _____

I HEREBY ACKNOWLEDGE THAT THE STATEMENTS MADE ABOVE ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

NOTE: FALSE OR KNOWINGLY OMITTED STATEMENTS MAY BE GROUNDS FOR TERMINATION OF VOLUNTEER STATUS AND PERMANENT EXPULSION FROM A CORRECTIONAL FACILITY. FALSE AND KNOWINGLY OMITTED STATEMENTS MAY BE GROUNDS FOR PROSECUTION IN ACCORDANCE WITH PENAL LAW SECTION 210.45.

APPLICANT NAME: (PRINT) _____ DATE: _____

APPLICANT'S SIGNATURE: _____

OFFICIAL USE ONLY

FACILITY(S) WHERE SERVICE WILL BE PROVIDED: _____
FREQUENCY OF SERVICE (check one): Regular – Ongoing Occasional One-time

STAFF REVIEW

I have reviewed this application to ensure that it has been completed in its entirety and the individual has provided government issued identification to verify his or her identity. I also affirm that the signature herein is the signature of the applicant.

RECEIVING NYSDOCCS EMPLOYEE (PRINT): _____ TITLE: _____

RECEIVING NYSDOCCS EMPLOYEE: (SIGNATURE): _____

TELEPHONE #: _____ E-MAIL: _____ FINGERPRINTS REQUIRED: YES NO

New York State Department of Corrections & Community Supervision
Division of Ministerial, Family and Volunteer Services

APPLICATION FOR VOLUNTEER STATUS
PART III – Facility Executive Review

FOR OFFICE USE ONLY (TO BE COMPLETED BY FACILITY STAFF)

Name of Volunteer: _____ Volunteer Program: _____

IS THERE A NEED FOR THIS NEW/ADDITIONAL VOLUNTEER? †YES †NO †NA

WAS THE PROGRAM APPROVED BY THE DIRECTOR OF MINISTERIAL, FAMILY AND VOLUNTEER SERVICES?
†YES †NO †NA

REQUIREMENTS:

(Provide dates for all that apply)

References Received	Date: _____ / _____ / _____
Community Group Registration Form (Submitted/On File)	Date: _____ / _____ / _____
Community Group References Sent	Date: _____ / _____ / _____
Community Group References Returned	Date: _____ / _____ / _____
Letter of Endorsement of Volunteer from Community Group	Date: _____ / _____ / _____
Application for Volunteer Status E-Mailed (Part I and II) to EIU	Date: _____ / _____ / _____
*Response of Criminal History Returned from EIU	Date: _____ / _____ / _____
Volunteer Fingerprinted by Facility	Date: _____ / _____ / _____
*Fingerprint Results Returned	Date: _____ / _____ / _____
Permission received from Parole/Probation Officer (if applicable)	Date: _____ / _____ / _____
Date of Interview / Staff Member _____	Date: _____ / _____ / _____
Volunteer Standards of Conduct & Policies Signed (See acknowledgement of orientation)	Date: _____ / _____ / _____
TB Test Completed	Date: _____ / _____ / _____
ID Card Completed	Date: _____ / _____ / _____
Volunteer Job Description	Date: _____ / _____ / _____
Volunteer Orientation	Date: _____ / _____ / _____
Emergency Contact Information Received	Date: _____ / _____ / _____

*Do the results of the EIU check and/or fingerprints match the info provided by applicant? †YES †NO

If "NO", please explain: _____

DSP: _____ Approve †Disapprove _____ / _____ / _____
Signature Date

DSS: _____ Approve †Disapprove _____ / _____ / _____
Signature Date

Superintendent: _____ Approve †Disapprove _____ / _____ / _____
Signature Date

If "Disapproved," give reason: _____

If approved, the volunteer will be assigned to (identify area): _____

Name of Staff Supervisor/Title: _____

STAFF MEMBER COMPLETING REPORT: _____

TITLE: _____ DATE: _____ / _____ / _____

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APPLICATION FOR VOLUNTEER STATUS
PART IV – Acknowledgement of Orientation

INSTRUCTIONS: UPON COMPLETION OF ORIENTATION, THE VOLUNTEER AND SUPERVISOR OF VOLUNTEER SERVICES CONDUCTING THE ORIENTATION WILL CHECK ALL AREAS COVERED.

Applicant's Name (please print): _____ Date: ____/____/____

On this date, I attended orientation, and I was provided with the following information relevant to becoming a volunteer with the NYS Department of Corrections & Community Supervision:

- 1) _____ A brief overview of the NYS Department of Corrections & Community Supervision.
- 2) _____ General information pertaining to the correctional facility where I will be assigned.
- 3) _____ Volunteer Standards of Conduct and Guidelines have been discussed and acknowledged in writing.
- 4) _____ Discussion of contraband and the NYS Penal Law.
- 5) _____ I understand that if I am injured while performing my approved duties, I must immediately report said injuries to facility personnel.
- 6) _____ I received information pertaining to HIV/AIDS/TB.
- 7) _____ I reviewed the videotapes "*Games Inmates Play*" and/or "*Volunteering in Corrections*" by the American Correctional Association.
- 8) _____ I have met/been informed who will be my Staff Supervisor.
- 9) _____ I understand that I shall report in writing any arrest for a violation which alleges domestic violence and/or possession of a controlled substance, any misdemeanor, or any felony to the facility Superintendent or designee (not to fall below the level of Watch Commander) as soon as possible, but in any event no later than the first working day following the arrest.
- 10) _____ I received a copy of the memorandum from the Commissioner regarding the policy on the Prevention of Sexual Abuse of Inmates. I understand the Department's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report such incidents under DOCCS' sexual abuse and sexual harassment prevention, detection, and response policies and procedures. I signed an acknowledgement of receipt and understand the Prison Rape Elimination Act (PREA) policy outlined in the memorandum.
- 11) _____ I received a copy of the NYS Policy Statement on "Sexual Harassment in the Workplace" per the Governor's Executive Order #32.
- 12) _____ I received a copy of the memorandum from the Deputy Commissioner/Chief Medical Officer regarding suicide prevention in a correctional setting and reviewed the DVD "*Warning Signs of Acute Suicide Risk: IS PATH WARM.*" I signed an acknowledgement of receipt and understand my responsibility to report and changes in behavior or specific suicide threats immediately to the nearest NYS DOCCS employee.
- 13) _____ I received a copy of the policy on writing letters of recommendation for inmates and signed an acknowledgement of receipt and understand that I will be held accountable and act in accordance with this policy.
- 14) _____ I fully understand that there is no expectation of privacy with regard to my duties within a correctional facility setting and that security monitoring, including electronic monitoring, may occur.
- 15) _____ I understand the carrying or possession of electronic devices including, but not limited to, cellular phones, pagers, personal digital assistants, cameras, recording devices, two-way radios, laptop computers, or other similar electronic devices is strictly prohibited anywhere inside a correctional facility.
- 16) _____ I completed the Volunteer Quiz and was given an opportunity to discuss the answers.

APPLICANT SIGNATURE: _____ DATE: ____/____/____

STAFF SIGNATURE: _____ DATE: ____/____/____
(Person who provided the orientation)

TITLE: _____

New York State Department of Corrections & Community Supervision
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PART V - Acknowledgement of Refresher Orientation

Volunteer's Name (please print): _____ Date: _____

On this date, I attended a refresher orientation and was provided with the following information relevant to continuing as a volunteer with the NYS Department of Corrections & Community Supervision:

1. _____ I hereby acknowledge receipt of the following standards and policies for volunteers. I understand that I will be held accountable for, and act in accordance with, these standards and policies. I further understand that any violation may result in my termination as an approved volunteer:
 - Standards of Conduct for Volunteers
 - Policy on the Prevention of Sexual Abuse of Inmates and copies of Directives #4027A, "Sexual Abuse Prevention and Intervention – Inmate-on-Inmate," and #4028A, "Sexual Abuse Prevention and Intervention – Staff-on-Inmate"
 - Policy Statement on Sexual Harassment in the Workplace
 - Non-discrimination in Employment Based on Sexual Orientation
 - Writing Letters of Recommendation for Inmates
 - Language Access
 - Suicide Prevention Memorandum
2. _____ I completed the Volunteer Quiz and was given an opportunity to discuss the answers.
3. _____ We discussed contraband and the NYS Penal Law.
4. _____ I understand that if I am injured while performing my approved duties, I must immediately report said injuries to facility personnel and complete an accident report.
5. _____ I reviewed the videotapes "*Games Inmates Play*" and/or "*Volunteering in Corrections*" by the American Correctional Association.
6. _____ I understand that I shall report in writing any arrest for a violation which alleges domestic violence and/or possession of a controlled substance, any misdemeanor, or any felony to the facility Superintendent or designee (not to fall below the level of Watch Commander) as soon as possible, but in any event no later than the first working day following the arrest.
7. _____ I fully understand that there is no expectation of privacy with regard to my duties within a correctional facility setting and that security monitoring, including electronic monitoring, may occur.
8. _____ I understand the carrying or possession of electronic devices including, but not limited to, cellular phones, pagers, personal digital assistants, cameras, recording devices, two-way radios, laptop computers, or other similar electronic devices is strictly prohibited anywhere inside a correctional facility.
9. _____ No information gained as a Department of Corrections and Community Supervision volunteer may be used for an interview or publication. This includes publishing information on the internet (e.g., blogging, social media web sites). Any person working for any editorial or news department of any media or organization will not be allowed to serve as a volunteer without the specific approval of the Director of Public Information.
10. _____ I received a copy of the memorandum from the Deputy Commissioner/Chief Medical Officer regarding suicide prevention in a correctional setting and reviewed the DVD "*Warning Signs of Acute Suicide Risk: Is Path Warm.*" I signed an acknowledgement of receipt and understand my responsibility to report any changes in behavior or specific suicide threats immediately to the nearest NYS DOCCS employee.

APPLICANT SIGNATURE: _____ DATE: _____

STAFF SIGNATURE: _____ DATE: _____
(Person who provided the orientation)

TITLE: _____