

# Florida Department of Corrections



# Volunteer Intake Application Process (Occasional Volunteer)

October 2021

# Volunteer Intake Application Purpose

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- Purpose
  - Meets CJIS requirements
  - Updated to allow for more access
    - Email, website, mobile device
  - Increase volunteer numbers statewide
    - Strategic plan, triple numbers
  - Assist in building partnerships/mentors



# Volunteer Intake Application

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- How to Apply

- Internet -

- <https://apps.fdc.myflorida.com/VolunteerApplication/volunteer/create>

- Mobile App



- Email - <https://apps.fdc.myflorida.com/VolunteerApplication>



# Determine your Volunteer Status

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- You will need to decide on which type of volunteer you would like to be....
  - **1) Occasional Volunteer**
    - Can enter any prison facility only 5 times or less a year
      - “Special event” volunteers that do not come in on a weekly, bi-weekly, monthly etc. basis
    - Doesn't need fingerprints; background check only
  - **2) Regular Volunteer**
    - Can enter any prison facility more than 5 times a year
    - Requires fingerprints being taken
- On your application you will need to select ONE of the above status's



# Determine: Where to volunteer at?

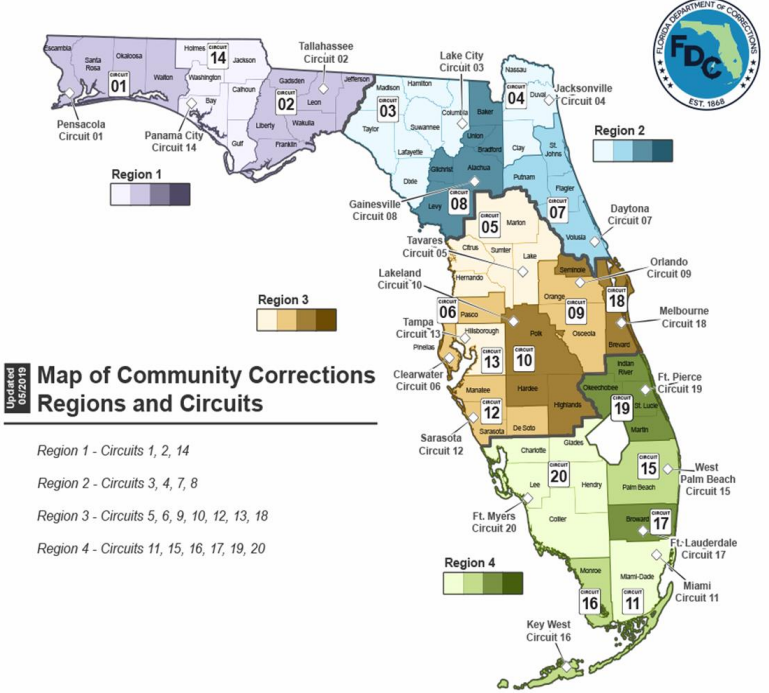
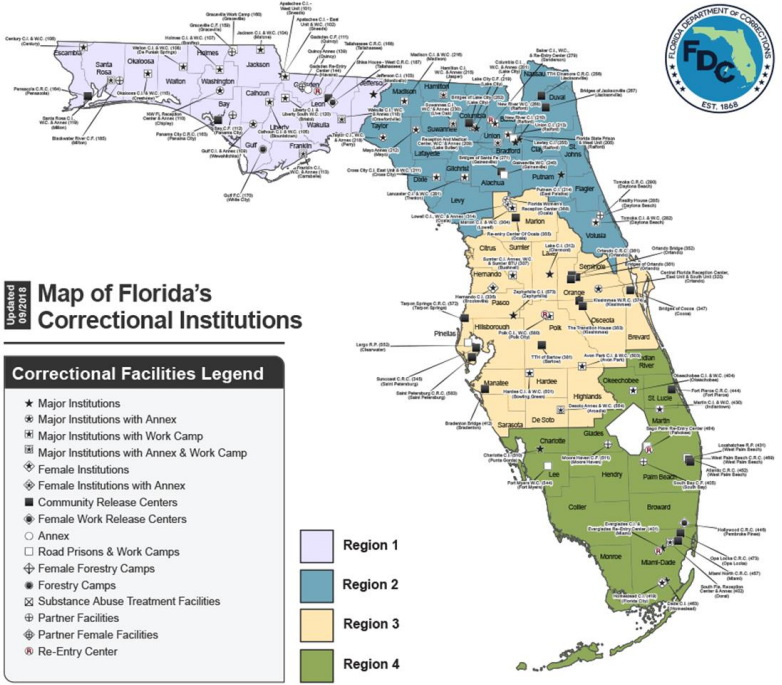
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- On the online application, **you will need to choose one of our institutional locations OR one of our community corrections locations to volunteer with**
- The location you select will be the location that reviews, approves and/or denies your application throughout the process
- Once your application is approved, you will be able to volunteer with other facilities once setting up your volunteer session with the Chaplain and/or the Assistant Warden



# Determine: Where to volunteer at: part 2

- Please go online to our public website to see all the institutional location and community corrections locations to choose from to volunteer at:  
[Institutions -- Florida Department of Corrections \(state.fl.us\)](http://Institutions--FloridaDepartmentofCorrections(state.fl.us))



# Important Steps for New Application Process

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## \*\*Occasional Volunteer Steps\*\*

1. Fill Out Volunteer Application Online
2. Check for received email after submitting application
3. Wait to receive training email (Click on link)
4. Email Volunteer Services for Training username and password
5. Complete Training:
  1. Complete the following components of online training in the following order:
    1. Volunteer training manual
    2. The CJIS component (where you use the username and password; when complete, you will receive a certificate)
    3. Entrance and exit procedures
    4. HIPAA
    5. PREA
6. Contact facility and Receive PIN#
  1. Once completed online training, contact the Chaplain or Assistant Warden of Programs at facility you registered with to discuss Volunteer options and to receive your PIN#



# STEP 1: Fill Out Volunteer Application Online

- Applicant Responsibilities
  - Enter ALL INFO and CORRECT information on application
- Required fields
  - 25 fields
- 2 Pages of application
  - 1- Personal info page
  - Past history and Acknowledgement of Conditions page

All fields marked with an \* are required.

<b>First Name *</b>	<b>Last Name *</b>	<b>Middle Name</b>	<b>Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Alias First Name</b>	<b>Alias Last Name</b>	<b>Alias Middle Name</b>	<b>Alias Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Alias First Name 1</b>	<b>Alias Last Name 1</b>	<b>Alias Middle Name 1</b>	<b>Alias Suffix 1</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address 1 *</b>			
<input type="text"/>			
<b>Address 2</b>			
<input type="text"/>			
<b>City *</b>	<b>State *</b>	<b>Zip Code *</b>	
<input type="text"/>	<input type="text" value="Select a State"/>	<input type="text"/>	





# Watch For...

- Be careful about...
  - “Date of Birth: enter in year, date and month correctly
  - “Job Title” and “Work Location”: enter your current job/occupation title and where it is located at
- Click, “I am not a robot” and “SAVE”

Job Title \* (max length 255) Work Location \*

doc tallahassee

What are your skills and abilities that may be of value as a correctional volunteer? \*

i like to help people

Gender \* Ethnicity \*


Female White

HairColor \* EyeColor \*

Brown Brown

Feet \* Inches \* Weight \*

5 5 176

I'm not a robot  reCAPTCHA  
Privacy · Terms

# Page 2 of Application Example...

All fields marked with an \* are required.

Have you ever been arrested on a misdemeanor or felony charges? \*

Yes  No

Have you ever been convicted on misdemeanor or felony charges? \*

Yes  No

Do you have a relationship (for example parent, spouse, friend) or are you currently on the visitation list of anyone in

Yes  No

Have you ever worked for Florida Department of Corrections? \*

Yes  No

Do you have any relatives working for Florida Department of Corrections? \*

Yes  No

## Acknowledgement of Conditions

You must pick either an Institution OR a Community Corrections Circuit \*

Select Institution you want to volunteer in:

304 - MARION C.I.

Select Community Corrections Circuit you wa

IN CONSIDERATION OF THE OPPORTUNITY TO SERVE IN THE DEPARTMENT OF CORRECTIONS AS A CITIZEN VOLUNTEER:

- I acknowledge that today I have been furnished with a copy of the volunteer rules,
- I have been informed of my need for orientation and/or training prior to entering Department facilities.
- I understand that I am responsible for reading and complying with the rules.
- I will work in cooperation with staff.
- I will honor the civil and legal rights of all offenders/inmates.
- I will not use my official position to secure privileges or advantages for myself.

You must pick either an Institution OR a Community Corrections Circuit \*

Select Institution you want to volunteer in:

304 - MARION C.I.

Select Community Corrections Circuit you want to volunte

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- I understand that I am responsible for reading and complying with the rules.
- I will work in cooperation with staff.
- I will honor the civil and legal rights of all offenders/inmates.
- I will not use my official position to secure privileges or advantages for myself.
- I will report unethical behavior or rule violations to an appropriate Department supervisor.
- I will not discriminate against any offender/inmate, employee, or prospective employee on the basis of race, gender, creed, national origin preference.
- I acknowledge the drug-free workplace policy of the Department of Corrections and I know I am subject to random drug testing.
- I agree to abide by the policies and procedures regarding confidentiality of records and medical information.

WAIVER OF LIABILITY

I hereby waive all liability to the Department of Corrections and its employees, for any and all injuries which may occur to me during my term of service with the Department of Corrections. Volunteers and interns, when working for the department, are covered by Worker's Compensation in accordance with Chapter 440 of the Florida Statutes. I understand that I am the person responsible to ensure that I am in compliance with any and all applicable Department of Corrections Policy, or any Regulation which may affect me during this period.

I confirm that all the information on the application is correct and have read this entire form, including the Waiver of Liability, and agree to abide by the conditions therein.

By Checking here I agree that I have read and Acknowledge the Conditions and Waiver of Liability as stated and that it is my intent to sign this document. \*

Date Signed

2021-06-01

Save



# STEP 2: Check for Received Email

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- Once you submit your application, screen will show:

Florida Department of Corrections

Occasional Volunteer Application Received

Thanks for your interest to volunteer at an FDC institution. Your application has been received.

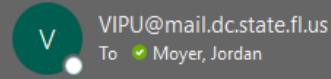
You have been sent an Email notification also.

After your application has been processed you will receive a second email explaining to you how to proceed.



# STEP 2: Check for Received Email

VIP-N01[TEST]: Volunteer Application Received for 251 - COLUMBIA ANNEX volunteer robert jones



Reply

Thank you for your interest in volunteering at an FDC institution. Your application is being processed.

You will receive another email after your application has been processed explaining to you how to proceed with the rest of the Volunteer Application.

- **Name (Last, First, Middle, Suffix):** jones, robert, ,
- **Alias Name (Last, First):** ,
- **Alias Names 2 (Last, First):** ,
- **Date of Birth:** 12/12/1973
- **Gender:** Male
- **Race:** White
- **Height(feet/inches):** 5/5
- **Weight:** 120
- **Eye Color:** Blue
- **Hair Color:** Black
- **Place of Birth:** Hawaii, usa
- **Applicant Street Address:** 1049 stone cold drive
- **City State Zip:** daytona beach , Florida, 26589
- **SSN:** ###-##-6898



*Inspiring Success by Transforming One Life at a Time*

Respect ★ Integrity ★ Courage ★ Selfless Service ★ Compassion

**CONFIDENTIALITY & PUBLIC RECORDS NOTICE:** This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error, please contact the sender by phone and destroy the original and all copies. Please be aware of the broad public records law and that any correspondence sent to this email address may be subject to public disclosure.

- Then, check (in all mailboxes, including spam) for email showing the following:



# STEP 3: Wait to receive training email (Click on link)

- Once your fingerprints have been approved and the facility has approved your application:
  - You will receive an email stating that you have been *approved for volunteering* and are *ready to complete the online training*:

VIP-N22[TEST]: Application Approved for 279 - BAKER C.I. volunteer jordan jones. Trainings to be ta



VIPU@mail.dc.state.fl.us  
To ✓ Moyer, Jordan

Congratulations jordan jones

Your application for volunteering has been approved.  
You will need to take the mandatory online training courses before volunteering.

Click on the link to go to training page.

[VIP-WF04 Training Info](#)



*Inspiring Success by Transforming One Life at a Time*

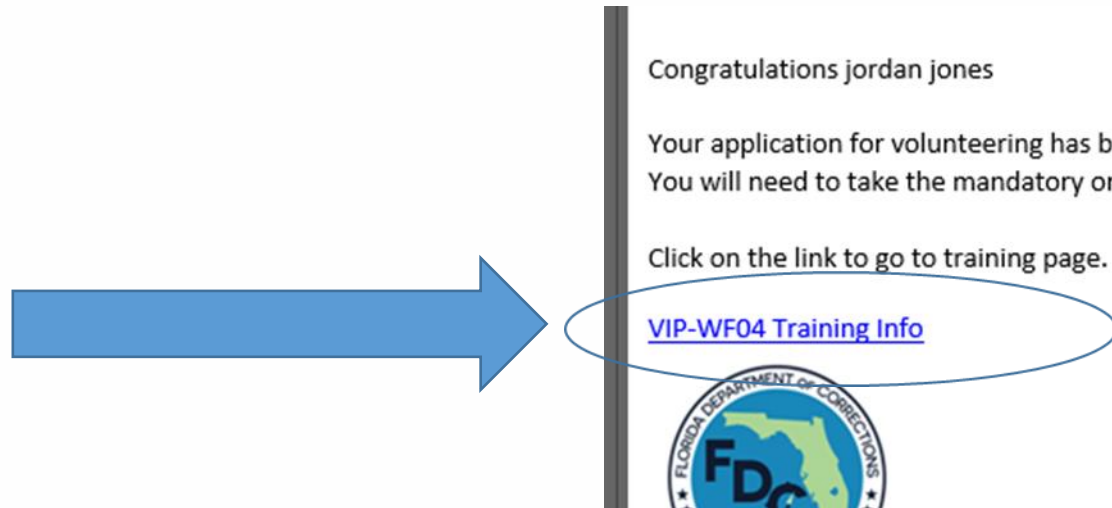
Respect ★ Integrity ★ Courage ★ Selfless Service ★ Compassion

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# STEP 3: Wait to receive training email (Click on link) Cont...

- Once you have received the email of approval for volunteering status with the training link, click on “Training Info” Link in email:



# STEP 4: Email Volunteer Services for Training info

- Once you click and open the “**training info**” link, you will see the following:
- In order to start the volunteer training portion, you **MUST Email** the information in the link to *obtain a username and password*

Florida Department of Corrections

Volunteer Manual

[Click here to Read Volunteer Manual](#)

I have read the training manual \*

Criminal Justice Information Services (CJIS) — Training

Please contact  
Volunteer Services Coordinator  
OPR-VolunteerServices@fdc.myflorida.com  
to get a login and password to use for your CJIS training

[Click here to begin CJIS Training](#)

I have completed the CJIS training course \*

Entrance and Exit Training

[Click here to watch online video](#)

I have watched the Entry/Exit training video \*

Acknowledgement of Responsibility  
To Maintain Confidentiality of Medical Information  
(Form DC2-813)  
"Read and Sign"

All fields marked with an \* are required.



# STEP 4: Email Volunteer Services for Training info

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- Once you have called/emailed the Volunteer Coordinator and have received your *username and password*, you must go back to the original email regarding training and **enter in your username and password.**
- The system will then navigate user to training page for you to begin training.





# STEP 5: Complete Volunteer Online Training

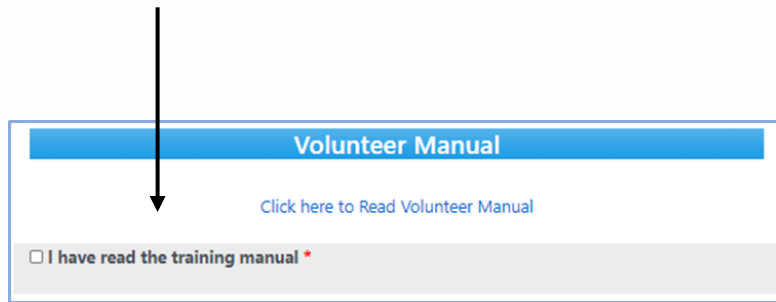
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- During the Training, **YOU MUST...**
  - **Complete all the training in one sitting** (not preferred to do some of the training now and some later; you might lose it all!)
  - Best to use "Chrome, and/or Microsoft Edge" applications when completing
- Complete the following components of online training in the following order:
  1. Volunteer training manual
  2. The CJIS component (where you use the username and password; when complete, you will receive a certificate)
  3. Entrance and exit procedures
  4. HIPAA
  5. PREA
- When completing the training online, you **MUST CLICK ALL OF THE:**
  - "I have completed \_\_\_\_\_ training course" for EACH module
  - "Finished Reading" for EACH module
  - "I have read the \_\_\_\_\_ training course" for EACH module



# STEP 5: Complete Volunteer Online Training cont....

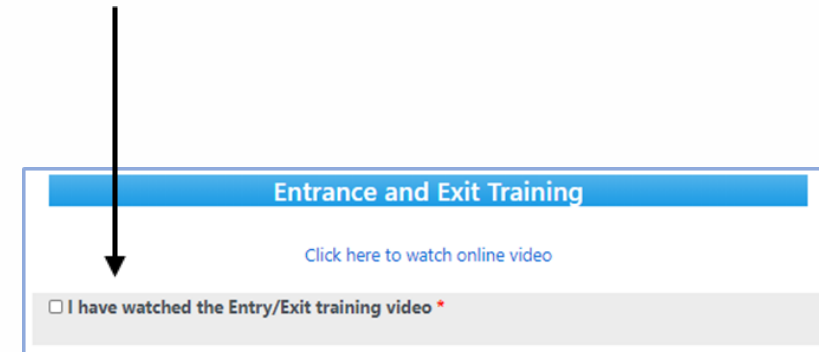
- There are 13 (thirteen) “read, click and signs” to make sure that you READ, CLICK and SIGN.



A screenshot of a training interface for the Volunteer Manual. At the top, a blue header reads "Volunteer Manual". Below it, a link says "Click here to Read Volunteer Manual". At the bottom, there is a checkbox with the text "I have read the training manual \*". A black arrow points from the text "13 (thirteen) 'read, click and signs'" above to this checkbox.

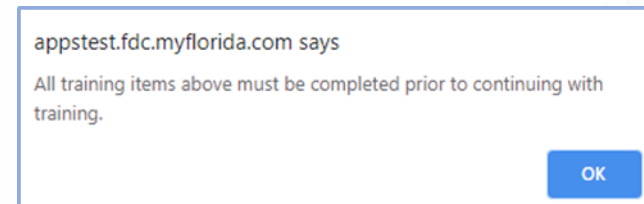


A screenshot of a training interface for PREA Training. At the top, a blue header reads "PREA Training". Below it, the text says "PREA: Your Role Responding to Sexual Abuse - During this course, you will learn to respond appropriately to sexual abuse in your facility. Topics include: The Prison Rape Elimination Act; sexual abuse and the initial responder; the role of the initial responder; effective communication; the responder's role in the investigation; and prevention. Estimated duration: 3 hours." Below this is a link "Click here to sign up and start this course". At the bottom, there is a checkbox with the text "I have completed the PREA training course \*". A black arrow points from the text "13 (thirteen) 'read, click and signs'" above to this checkbox.



A screenshot of a training interface for Entrance and Exit Training. At the top, a blue header reads "Entrance and Exit Training". Below it, a link says "Click here to watch online video". At the bottom, there is a checkbox with the text "I have watched the Entry/Exit training video \*". A black arrow points from the text "13 (thirteen) 'read, click and signs'" above to this checkbox.

- When you have read everything, clicked ALL the check off boxes, and signed everything, BE SURE TO CLICK “SAVE”

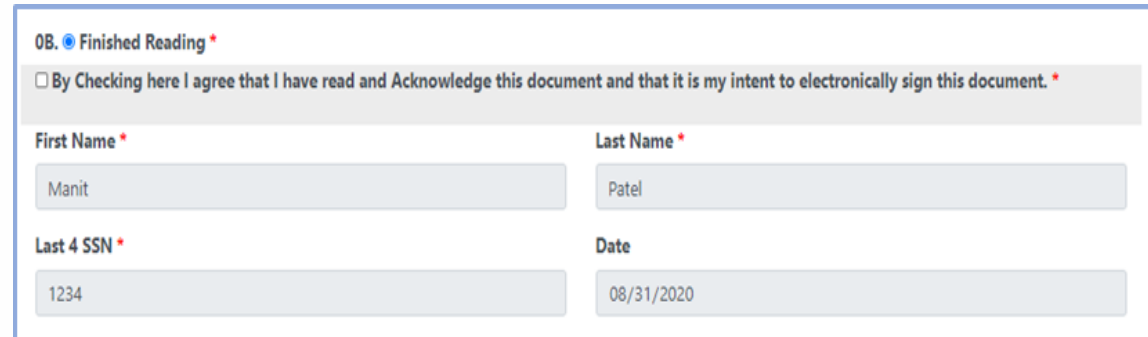


A warning message box with a white background and a blue border. The text inside reads "appstest.fdc.myflorida.com says All training items above must be completed prior to continuing with training." At the bottom right, there is a blue button with the text "OK".



# Last Step of the Training...

- The system will then ask for you to complete the following:
  - Click in the check off box
  - Fill in your information



0B.  Finished Reading \*

By Checking here I agree that I have read and Acknowledge this document and that it is my intent to electronically sign this document. \*

First Name *	Last Name *
Manit	Patel
Last 4 SSN *	Date
1234	08/31/2020

- **Once all required fields have been completed, you will see the following on the screen:**



**Florida Department of Corrections**

**PREA and HIPAA trainings successfully completed**

Congratulations Manit Patel

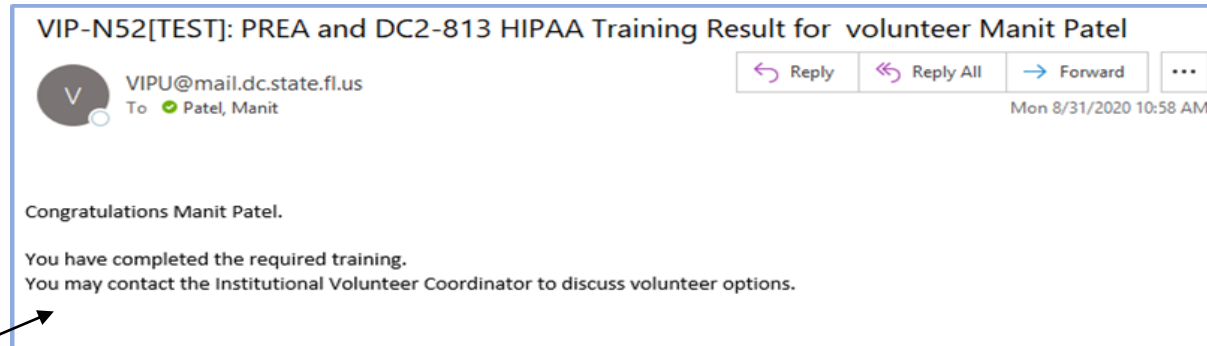
You have successfully completed the PREA and HIPAA trainings, which are prerequisites for volunteering.

Please print a copy of the receipt and keep it with you for your records.



# STEP 6: Contact facility and Receive PIN#

- Once training is complete, check your email for the LAST STEP of the process (check all mailboxes, including spam)



- You then must **contact the Assistant Warden of Programs or the Chaplain at the institution you are wanting to volunteer at, to:**
  - Receive your PIN#
  - Schedule a date and time to start to volunteer





Any Questions?

