



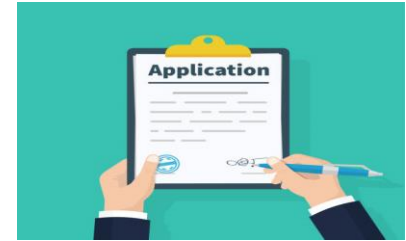
# Requirements to Enter DC DOC Facilities

## For Volunteers/Services Providers and Government Employees



### STEP 1: Please Complete and Submit the Following Volunteer Documents (annual requirement)

- Volunteer Service Application
- Background Authorization Form
- Prison Rape Elimination Act (PREA) Form
- Two (2) letters of references are required (with at least one letter on company letterhead for the first year). Only one letter of reference is required after the first year. Please note Government employees are not required to submit references.



### STEP 2: Please Submit your Tuberculosis (TB) Test Results (annual requirement)

- Participants may obtain their TB test results from their private doctor or nearest clinic.
- Participants must show proof of being fully vaccinated, or submit weekly a negative COVID-19 test result.



### STEP 3: Please Complete and Submit a Urinalysis Screening (UA) (one-time requirement)

- You will be notified by the Volunteer Services Assistant to retrieve an urinalysis form take with you to a participating LABCORP location. Once you receive the form, it is required that you complete your UA screening within three business days.

### STEP 4: Please Attend the Volunteer Pre-Service and Volunteer In-Service Training (annual requirement)

- Once you have completed all the steps above, the Volunteer Services Assistant will contact you to report to DC DOC's Center for Professional Development & Learning (CPDL) for pre-service training and in-service training every year thereafter.
- Please bring government issued identification or a driver's license to access the building. The Volunteer Services Department will receive a sign-in sheet from the CPDL as confirmation of yearly completion of training.
- CPDL is located at 2130 Queens Chapel Road, NE, Washington, DC and can be reached by phone at (202) 442-4019.



### STEP 5: Please Obtain Your DC DOC Identification Card (annual requirement)

- After completing the training, you will be informed by the Volunteer Services Assistant to report to the Frank D. Reeves Municipal Center DC DOC Human Resources (HR) Department located at 2000 14<sup>th</sup> Street, 7<sup>th</sup> Floor, NW, Washington, DC and can be reached at (202) 671-2131.
- You may retrieve your identification card between 9:00 a.m. and 2:45 p.m., Monday thru Friday.



Please submit the above documents and test results to Mrs. Sandra Thalley, Volunteer Services Assistant at [Sandra.thalley@dc.gov](mailto:Sandra.thalley@dc.gov).

*Thank you for your interest in volunteering with the DC Department of Corrections.*