



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

Thank you for choosing to volunteer with the DC Department of Corrections! We look forward to partnering with you very soon. Below you will find an outline of the volunteer background process. All completed forms with TB test results should be emailed in one file to Volunteer Services at doc.volunteerservice@dc.gov Please label your personal file submission by last name, first name, organization i.e.: Allen John, International Volunteers.

If you have any additional questions or need any additional information, please contact Volunteer Services Coordinator Brandi Murray at brandi.murray@dc.gov or Volunteer Services Assistant Sandra Thalley at Sandra.thalley@dc.gov OR Education Administrator, Tabbitha Burnett at tabbitha.burnett@dc.gov.

Attachments for first time-background check completion:

1. Application
 2. PP 1310.3 Attachment D (7 pages): Volunteer Service Agreement
 3. PP 1310.2 Attachment C: PREA Standards Form
 4. PP 1310. 3 Attachment E: Background Investigation Authorization Form for volunteers
 5. PP 3720.1 Release of Information (*Contractors staff only-must be notarized*)
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Volunteer Initial Certification Checklist

Instructions	Actions
<p>I. Application forms: Submit all completed application forms in one document to doc.volunteerservice@dc.gov</p> <p>II. Tuberculosis (TB) Test Complete testing for TB. Please note that if you are confirmed to have TB (i.e. receive a positive result) you will not be permitted to volunteer or attend classes inside our facilities.</p> <p>III. Training: Complete DOC training and upon completion, submit certificate of completion to Ms. Thalley for full clearance status</p> <p>IV. Badges: Volunteers approved for a badge can report to HQ between 8:30am-3:30pm Monday-Friday or CTF Leisure Skills on Wednesdays between 9:00am-11:00am to collect their ID.</p>	<p>You may go to your primary care physician, university medical center or visit a local CVS MinuteClinic to have this test administered. Please email the completed packet (TB test results and clearance forms) to doc.volunteerservice@dc.gov</p> <p>Once Volunteer Service Coordinator has confirmed your background clearance and completed TB, you will be enrolled in the appropriate Volunteer Training. Training completion certificates must be submitted to doc.volunteerservice@dc.gov to confirm your full clearance status and be granted access to the facility.</p> <p>Volunteers approved by the Education/Program Administrator will be authorized a badge for only 1 year. Badge authorization forms are completed by a DOC Administrator and submitted to HR at Headquarters.</p>

Attachments for recertification:



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1. PP 1310. 3 Attachment E: *Background Investigation Authorization Form* for volunteers

Volunteer Recertification Checklist

Instructions

Actions

V. Application form: Submit Release of Information Form to doc.volunteerservice@dc.gov	
VI. Tuberculosis (TB) Test Complete testing for TB. Please note that if you are confirmed to have TB (i.e. receive a positive result) you will not be permitted to volunteer or attend classes inside our facilities.	You may go to your primary care physician, university medical center or visit a local CVS MinuteClinic to have this test administered. Please email the completed packet (TB test results and clearance forms) to doc.volunteerservice@dc.gov
VII. Training: Complete DOC training and upon completion, submit certificate of completion to Ms. Thalley for full clearance status	Once Volunteer Service Coordinator has confirmed your background clearance and completed TB, you will be enrolled in the appropriate
VIII. Badges: Volunteers approved for a renewal badge can report to HQ between 9:00-am-3:30pm Monday-Friday or CTF Leisure Skills on Wednesdays between 9:00am-11:00pm to collect their ID.	Volunteer Training.



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***Volunteers** are those entering our facilities to provide services through donation of time and efforts without legally binding contracts.

***Contractors** are those entering our facilities to provide services through written agreement and receives funds for services outlined in a memorandum or understanding.