Volunteer Intake Application

- 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

- 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

- 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
    - 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?

- 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)](state.fl.us)

Map of Florida's Correctional Institutions

Map of Community Corrections Regions and Circuits
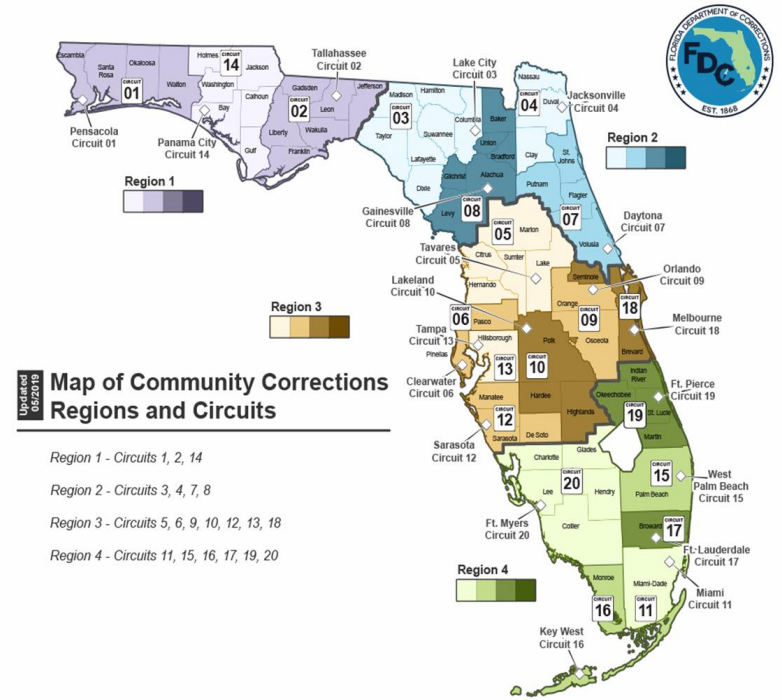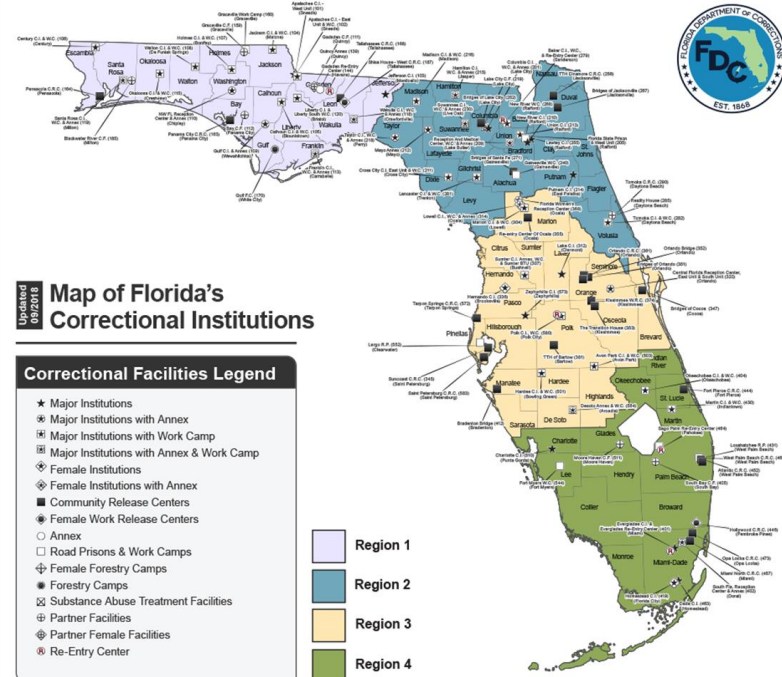
Important Steps for New Application Process

Regular Volunteer Steps

1. Fill out Volunteer Application Online

2. Check for received email prompting you to make an appointment to get fingerprinted

3. Call facility and make appointment for fingerprints

4. Get fingerprinted

5. Wait to receive training email (Click on link)

6. Email Volunteer Services for Training username and password

7. 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

8. 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.

First Name *	Last Name *	Middle Name	Suffix
Alias First Name	**Alias Last Name**	**Alias Middle Name**	**Alias Suffix**
Alias First Name 1	**Alias Last Name 1**	**Alias Middle Name 1**	**Alias Suffix 1**

Address 1 *

Address 2

City *	State *	Zip Code *
	Select a State	

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"**

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 origi 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 o the Department of Corrections. Volunteers and interns, when working for the department, are covered by Worker's Compensation in accordanc 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 abi 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

- Once you submit your application, screen will show:

Florida Department of Corrections

Volunteer Application Received

Thank you for your interest to volunteer at an FDC Institution and/or Community Corrections location.

Please click on the link below to view the Livescan locations and set up an appointment at a convenient location to have your fingerprints taken.

Livescan Locations

You have been sent an email notification with additional instructions that you must take with you to your fingerprints appointment.

You will have 180 days from todays date to complete being fingerprinted. If you have not been fingerprinted within 180 days, you will have to reapply and resubmit a new online application.

STEP 2: Check for Received Email

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

VIP-N01[TEST]: Volunteer Application Received for 279 - BAKER C.I. volunteer jordan jones

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

Thank you for your interest in volunteering at an FDC institution and/or Community Corrections location.

Your next step is to get a LiveScan (electronic fingerprint) Level II background check done.

When you go to your fingerprint appointment, you MUST print and bring a copy of this email to take with you to your appointment along with your Driver's License and Social Security card.

Please click on the link below to view the FDC LiveScan sites. You will need to contact the nearest location to schedule an appointment. If there is no FDC Livescan sites nearby, you may be able to get your fingerprints taken at a local Sheriff's Office, Police Department, UPS store location etc.

However if you use any locations outside of our FDC LiveScan sites, you will need to call the location prior, to make sure that they can "transmit their ORI number to our FDC Volunteer ORI number (which is "FL037H75C") and submit fingerprints electronically" (a fingerprinting fee may be charged).

If the location that you want to be fingerprinted at can't transmit their ORI number to our ORI number (FL037H75C), then our agency will not be able to accept the prints. We also do not take fingerprint cards.

Alternate options for getting fingerprinted or if you are Outside of Florida you can contact Print Scan at 631-782-1700 to locate a LiveScan site in your state and the associated cost.

You will have 180 days from today's date to complete being fingerprinted. If you have not been fingerprinted within 180 days, you will have to reapply and resubmit a new online application.

Click to find a Livescan Location

FDC Volunteer LiveScan Request Form

Please Provide the LiveScan Operator with the following information along with along with your Driver's License and Social Security Card:

- **Name (Last, First, Middle, Suffix):** jones, jordan, ,
- **Alias Name (Last, First):** ,
- **Alias Names 2 (Last, First):** ,
- **Date of Birth:** 11/14/1988
- **Gender:** Female
- **Race:** Black
- **Height(feet/inches):** 5/5
- **Weight:** 123
- **Eye Color:** Brown
- **Hair Color:** Blonde
- **Place of Birth:** Connecticut, usa
- **Applicant Street Address:** 1050 country ranch blvd
- **City State Zip:** deland, Kentucky, 32165
- **SSN:** ###-##-9656

For LiveScan Operator:

Transaction Type: FL Law Enforcement (MAP)

- **Originating Agency Identifier (ORI):** FL037H75C

- **Enter the below information on the Occupation or OCA line:** Volunteer (Title) / 279 - BAKER C.I. (Location)

STEP 3: Make Appointment for prints

- Using the link on the previous email (see picture below), find a facility near you, call, and make an appointment to complete your fingerprints

When you go to your fingerprint appointment, you MUST print and bring a copy of this email to take with you to your appointment along with your Driver's License and Soc Security card.

Please click on the link below to view the FDC LiveScan sites. You will need to contact the nearest location to schedule an appointment. If there is no FDC Livescan sites nearby, you may be able to get your fingerprint taken at a local Sheriff's Office, Police Department, UPS store location etc.

However if you use any locations outside of our FDC LiveScan sites, you will need to call the location prior, to make sure that they can "transmit their ORI number to our FDC Volunteer ORI number (which is "FL037H75C") and submit fingerprints electronically" (a fingerprinting fee may be charged).

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Click to find a Livescan Location

FDC Volunteer LiveScan Request Form

Please Provide the LiveScan Operator with the following information along with along with your Driver's License and Social Security Card:

STEP 3: Make Appointment for prints cont....

- If you are **out of state** or *can't go to one of our Departmental locations* for fingerprints...

  - You can go to any location that can, *"transmit their ORI number to the Florida Department of Corrections ORI number"*
    - *You will need to call ahead of time to see if the location you want to printed as can accommodate this*
    - *Florida Department of Corrections ORI Number is "FL037H75C"*
    - Some locations outside of our facility locations might **charge a fee**

  - If they can't transmit their ORI# to our ORI#, it will not work
  - The Department does not accept fingerprint card

STEP 4: Get Fingerprinted

- **You MUST** bring the following to your appointment:

  - **Printed email** with all your info on it
  - Your **Driver's License**
  - **Social Security Card** to the appointment!

VIP-N01[TEST]: Volunteer Application Received for 279 - BAKER C.I. volunteer jordan jones

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

Thank you for your interest in volunteering at an FDC institution and/or Community Corrections location.

Your next step is to get a LiveScan (electronic fingerprint) Level II background check done.

When you go to your fingerprint appointment, you MUST print and bring a copy of this email to take with you to your appointment along with your Driver's License and Social Security card.

Please click on the link below to view the FDC LiveScan sites. You will need to contact the nearest location to schedule an appointment. If there is no FDC Livescan sites nearby, you may be able to get your fingerprints taken at a local Sheriff's Office, Police Department, UPS store location etc.

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- **Applicant Street Address:** 1050 country ranch blvd
- **City State Zip:** deland, Kentucky, 32165
- **SSN:** ###-##-9656

For LiveScan Operator:

Transaction Type: FL Law Enforcement (MAP)

- **Originating Agency Identifier (ORI):** FL037H75C

- **Enter the below information on the Occupation or OCA line:** Volunteer (Title) / 279 - BAKER C.I. (Location)

STEP 4: Get Fingerprinted

- You will have **180 days to complete being fingerprinted**. If you are not fingerprinted within 180 days, you will have to *reapply and resubmit a new online application.*

STEP 5: 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

V 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

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

STEP 5: 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 6: 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 7: Complete Volunteer Online Training

- Once you have called/emailed the Volunteer Coordinator and have received your *username and password*, you must <u>go back to the original email</u> regarding training and **enter in your username and password.**

- The system will then navigate user to training page for you to begin training.
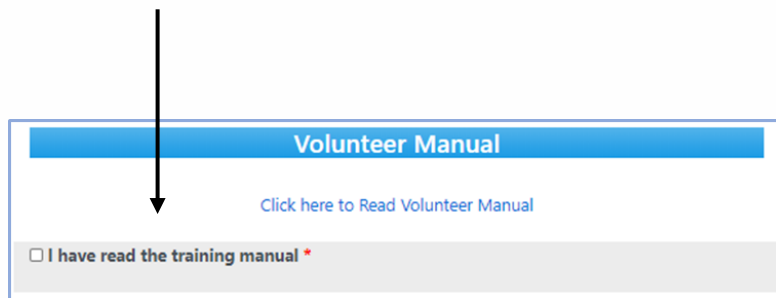
STEP 7: Complete Volunteer Online Training

- 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 7: Complete Volunteer Online Training cont...
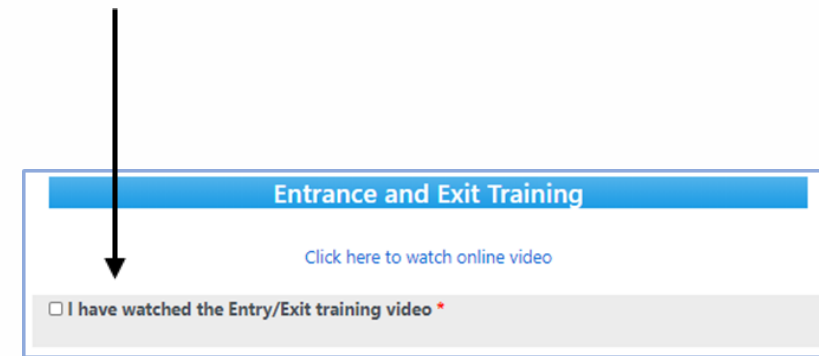
- There are **13 (thirteen) "read, click and signs"** to make sure that you READ, CLICK and SIGN.
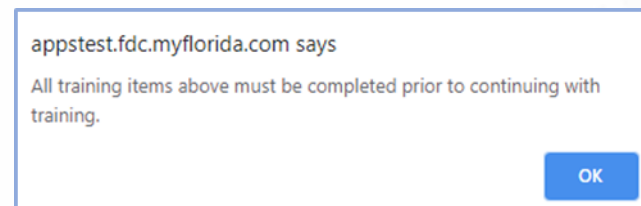
Volunteer Manual

Click here to Read Volunteer Manual

☐ I have read the training manual *

PREA Training

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.

Click here to sign up and start this course

☐ I have completed the PREA training course *

Entrance and Exit Training

Click here to watch online video

☐ I have watched the Entry/Exit training video *

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

appstest.fdc.myflorida.com says
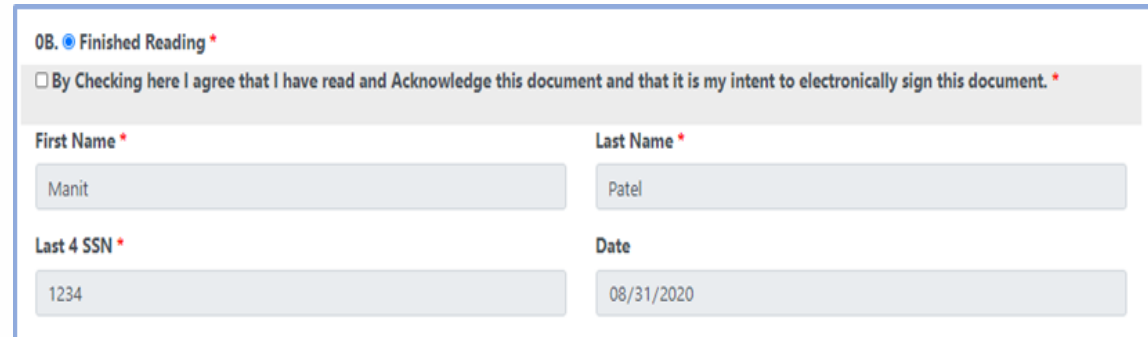
All training items above must be completed prior to continuing with training.

OK

Last Step for the Training…

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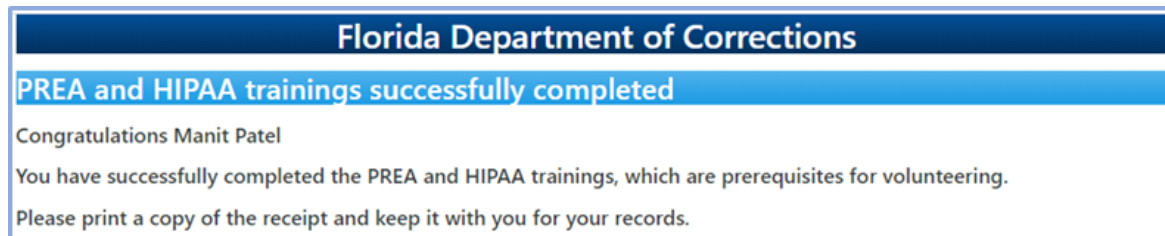 - Click in the check off box
  - Fill in your information

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 *

Manit

Last Name *

Patel

Last 4 SSN *

1234

Date

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
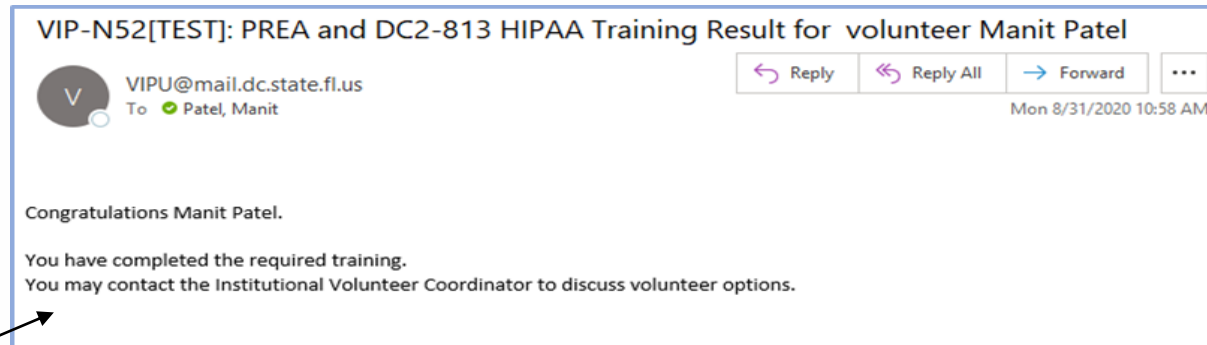
Congratulations Manit Patel

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 8: Contact facility and Receive PIN#

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

VIP-N52[TEST]: PREA and DC2-813 HIPAA Training Result for volunteer Manit Patel

V VIPU@mail.dc.state.fl.us
To ● Patel, Manit

↩ Reply   ↩ Reply All   → Forward   ⋯
Mon 8/31/2020 10:58 AM

Congratulations Manit Patel.

You have completed the required training.
You may contact the Institutional Volunteer Coordinator to discuss volunteer options.

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

Any Questions?