



Corrections and Community Supervision

KATHY HOCHUL
Governor

DANIEL F. MARTUSCELLO III
Commissioner

Dear Volunteer Applicant,

Thank you very much for your interest in volunteering for the New York State Department of Corrections and Community Supervision. Volunteering in a correctional facility is a noble act which enhances the lives of incarcerated individuals statewide. A goal of the Volunteer Services is to ensure you have a positive experience. As you read through the information below, please be aware that it may take up to 60 days to complete the entire registration/approval process.

To begin your journey, you will need to complete the attached 5-page application. This application should be completed electronically and will accept a digital signature. Be sure to complete each question fully paying close attention to questions #19, #20, #21, #29, #30, and #33. Please note that question #20 includes that **ANY** interaction with a New York State incarcerated individual must be reported despite the time frame. An affirmative response to these questions will not negate your opportunity for volunteer status; however, this response may require additional information or action. For questions that do not apply, note "N/A" in the answer box. Do not leave any answers blank. Applications with missing information will be returned, which will delay the process. Most importantly be sure to electronically sign and date page #5.

All volunteer applicants are required to provide a copy of a government issued **photo** identification at the time of application (i.e., driver's license, passport, Sherriff's ID, or non-driver ID.) Please include a copy with your completed application.

Along with the application, you will receive attachments which include the Volunteer Standards of Conduct and All Applicable Policies. We strongly encourage you to read the packet to ensure you have a clear understanding of the expectations when you volunteer in a New York State Correctional Facility. Should you feel uncomfortable or are unable to abide by the policies, please advise staff that you no longer wish to pursue volunteering with our agency.

All volunteer applicants are subject to a comprehensive background check. Please note that you must report **ALL** arrests (regardless of the disposition) and convictions with the exception of traffic infractions or violations. Feel free to include a rap sheet if you are unclear of your history. Any questionable criminal activity that results from the background check and has not been reported by you on the application, will be cause for further review and possible denial of your application.

Once your application has been approved, you will be invited to attend a volunteer orientation which will prepare you for your volunteer experience. You will need to plan for 2.5 to 3 hours for the orientation. At this time, you will be required to have your fingerprints taken at a New York State Correctional Facility. Documentation of a current (within 1 year) TB test is required prior to beginning your service. Again, thank you for your interest and we look forward to hearing from you soon. In the meantime, should you have any questions; feel free to contact the Supervisor for Volunteer Services in your region or the person who sent you this letter.

Thank you,
Office of Volunteer Services

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