



STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
Volunteer Services Unit
24 WOLCOTT HILL ROAD
WETHERSFIELD, CONNECTICUT 06109

To: Volunteers, Interns and Professional Partners

Date: 10/7/2020

RE: VIP APPLICATION INSTRUCTIONS

This notice is to formalize the VIP Application process for all applicants. When applicants are selected to provide services in the State of Connecticut (CT), Department of Correction (DOC) facilities, it is important that the applications are filled out in their entirety in order to process the applications in a timely manner and to the best of our ability.

Prior to completing the Application it is important that the applicant reads the VIP Handbook and reviews the State of CT, DOC website <https://portal.ct.gov/DOC>. Below is an outline for all applicants regarding the Application completion process, Application approval/denial processing, on-boarding and continued VIP requirements.

Application Completion Process

Applicants shall:

- 1) Use the current Volunteers & Professional Partners Application, which can be found at <https://portal.ct.gov/DOC/Org/Volunteer-and-Recreation-Services>. **Only current forms will be processed.**
- 2) Answer all questions completely and legibly.
- 3) Make sure to provide the best contact number and email address, as this is how DOC staff will reach the applicant. *Email correspondence is preferred.*
- 4) Include all 9 digits of your Social Security Number. This is mandatory for the application to be processed.
- 5) Include current and up to date vehicle information, as this is important to be approved to park on state property. The Primary Vehicle Registration Tag is the License Plate Number.
- 6) Please select only ONE facility, and DO NOT write in "All DOC Facilities".
- 7) Provide a hand-written signature only, digital/electronic signatures are not acceptable.
- 8) Make a copy of the application for own reference file.
- 9) Bring application with you to the facility VIP Orientation, as this will assist in filling out the facility Hostage Card, as emergency contact information is needed.
- 10) Emergency Contacts cannot be someone who will be visiting the facility with applicant.
- 11) All applications must include the Memorandum of Understanding.
- 12) Please do not send applications to multiple facilities. Applicants will have only ONE facility as their PRIMARY facility. This primary facility will be the point of contact for all necessary VIP Forms and

Orientations. See the DOC Website: **Directory of DOC VIP Coordinators and Contact Information** for your reference. Please note: Directory information is updated regularly.

- 13) Forward completed applications to the primary facility VIP Coordinator for processing.
 - If your staff person is also a DOC employee, they must receive written approval from their immediate supervisor before completing the application and submit a copy of that written approval directly to the facility for approval.
 - Current DOC employees are not allowed to be a Professional Partner at their DOC facility location.
 - If the Addiction Treatment Professional Partner is a current DOC employee please send the Professional Partner Applications directly to Deputy Warden, Sandra Violette for approval.

VIP Application Approvals/Denials

- 1) Applicants must pass the criminal background check and inmate visitors review process.
- 2) Any misrepresented facts regarding a conviction can lead to an automatic denial if the VIP selects “NO”.
- 3) The State of Connecticut, Department of Correction reserves the right to remove or deny a Professional Partner access to an institution without provocation or cause.
- 4) Applicants will be notified of their pending-approval/denial status.

VIP On-boarding Process

- 1) When pending-approval letter is received, your staff person can contact their primary facility VIP Coordinator to schedule an Orientation and a Site-sensitization.
- 2) **Additional Facility Location Approvals:** At the Orientation they can inform their primary facility VIP Coordinator that they would like to be added to other facilities as well.
- 3) **Internal Medical Devices:** If they have an internal medical device in which you cannot successfully pass through the walk-through metal detector, you shall provide medical documentation during each of your facility visits. This documentation needs to be signed by a licensed health care provider. A metal detector wand will be used instead.

Continued VIP Requirements

1. Complete annual re-authorization process.
2. Abide by all State of Connecticut, DOC policies and procedures.
3. Inform the primary facility VIP Coordinator timely of the following changes: name, phone number(s), mailing address, email address, and/or emergency contact.

For more information about the State of Connecticut, DOC, Volunteer Services Unit, you may refer to the agency’s website <https://portal.ct.gov/DOC> and open the *Volunteer Services Unit* link from the home page of the CT/DOC Website.

Sincerely,

Calma Frett

Calma Frett
Counselor Supervisor

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