



CONNECTICUT
DEPARTMENT OF CORRECTION

INTERNSHIP APPLICATION (ONLY)

The VIP Services Unit continuously seeks Volunteers, Interns and Professional Partners (VIPs) to supplement or augment opportunities for offenders to participate in recovery, restorative and re-entry preparation activities while incarcerated or participating in a continuum of care through parole. The VIP Services Unit currently offers a wide variety of opportunities for approved Volunteers, Interns and Professional Partners to support agency staff in the provision of Addiction Treatment, Chaplaincy Services and Education/Programming Services.

- Intern must be a college or graduate student fulfilling an Internship Program requirement. Documentation must be provided from the course professor or academic advisor detailing the course/ program requirements. The intern must be in good standing academically.
- Intern must be available for a minimum of 6-10 hours per week or as required by the school's academic program
- Completed applications must submit a cover letter and a transcript by deadline dates.
- Deadline Dates: Fall (September- December) by July 1; Winter/Spring (January-April) by November 1; Summer (May-August) by March 1 (**Late applications will not be considered**)
- **Completed application are to be submitted by email: DOC.VolunteerServices@ct.gov or by mail: 24 Wolcott Hill Road Wethersfield CT 06109 Attention: Volunteer Services Unit**
- Applicant must be **18** or older to intern
- Applicant must pass criminal history and inmate visiting check and maintain strict confidentiality about any information obtained during their internship.
- Any misrepresented facts regarding a conviction can lead to an automatic denial if the applicant selects "NO"
- All questions must be legible and fully answered in its entirety to have the document processed
- Please select ONE facility, and DO NOT write in "ALL DOC Facilities"
- All applicants must include the VIP Memorandum of Understanding page.
- Applicants will be notified of their pending- approval/ denial status
- Prior to completing the application, applicant should have read the VIP handbook, and visited the DOC website.
- Volunteer Services Unit recommends making a copy of the application for your own reference and bringing application with you to the meet and greet.
- Applicant must complete orientation training (annual re-authorization) and abide by all Connecticut Department of Corrections' policies and procedures
- **The Connecticut Department of Correction reserves the right to remove or deny a VIP's access to an institution without provocation or cause**

For more information about the Connecticut Department of Correction, Volunteer Services Unit, you may refer to the agency's web site at: www.ct.gov/doc open "Volunteer Services Unit" from the Home Page of the CT/DOC Web site.



Application Form for Internship Opportunities.

Connecticut Department of Correction

CN100402
Rev. 1/12/2021

SECTION 1 – Applicant Information - Applicants must be at least 18 years old and enrolled in a College or University

Fields with Asterisks(*) are required

Applicant's Full Name: Last*:		First*:	Middle:
Applicant's Maiden Name/ Legal Other Name(s):			
Applicant's Street Address*:			
City/Town*:	State*:	Zip Code*:	
Primary Telephone*:		Alternate Telephone*:	
Email (preferred)*:			
Date of Birth (month/date/year)*:		Social Security Number*:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non- Binary		Race: African American Caucasian Hispanic Indigenous Asian Other (specify)	
Driver License: <input type="checkbox"/> Yes <input type="checkbox"/> No	State:	Operator License number:	
License Plate:	Vehicle: Make	Model	Year

SECTION 2 – Qualifications

Do you speak, read and write the English language? Required for Safety and Security purposes
☐ Yes ☐ No

Previous Education*:	GED/High School Diploma		Masters	Subject:
	Associates	Subject:	Post-Graduate	Subject:
	Bachelors	Subject:		

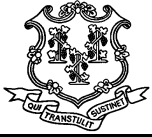
SECTION 3 – Internship Preferences

Check Area of Interest*: *Central Office Positions Only	Addiction Services Unit	Programs and Treatment Unit/ Case Management		Education/ USD#1	Religious Services	Behavioral Health Unit	Health Services Unit
	*Affirmative Action	*Engineering	*Human Resources	*Equal Employment Opportunity	*Fiscal/ Budgeting	*Legal Affairs	*Information Technology Department
	Other (specify)						

SECTION 4 – Name of Institution/ Parole- where service(s) are to be provided

Option 1:	Option 2:
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If you have questions, please contact the Volunteer Services Unit at: DOC.VolunteerServices@ct.gov



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SECTION 5- Current School Enrollment

College/University Name:

Address:

Faculty Advisor's Title and Name:

Advisor's Office number:

Advisor's Email:

Currently Enrolled
in:

☐ Undergraduate

☐ Graduate

☐ Doctorate

☐ Licensure/ Certification: Specify

Major/ Minor Concentration:

Requested Semester(s):

Expected Graduation Date:

When can you start? (month/date/year)

Days and Times of availability:

Please list specific requirements for this internship as outlined in your Field Placement Manual or Learning Contract:

What do you expect to gain from your field placement experience (educationally, personally, and professionally)?:

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SECTION 6 – Medical/Emergency Contact Information

Note: Applicants with an Internal Medical Device which applicant cannot successfully pass through a walk-through metal detector. Per Administrative Directive 10.6 applicant shall provide medical documentation during each facility visits, this documentation needs to be signed by a licensed health care provider. Per Administrative Directive 10.4, All V.I.P.s with the Connecticut Department of Correction are required to provide documentation upon request.

Do you have any health or physical concerns that will limit your ability to safely provide volunteer services? If yes, describe Yes No

Do you have any medications that you must keep in your possession? If yes, describe Yes No

Emergency Notification:

Note: Cannot be someone who will be visiting the facility with applicant

Name*:

Telephone Number*:

Relationship:

Section 7– CT Department of Corrections Relationship

Are you an employee or ever been employed by the CT-DCC or any other Criminal Justice Agency?

If yes, attach a separate sheet describing your role, where, date(s) of service and your Supervisor's name and contact number.

Yes No

Do you have any relatives working for the Department of Corrections? Yes No



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Name (s)	Relationship (s)	Work Location (s)

SECTION 8– Conviction Information (REQUIRED)

Any offenses that are sexual in nature shall result in an automatic denial of an application
(Your answer to the following question will be considered for volunteer services purposes only)
If yes to any question below, attach a detailed explanation in Section 11

Have you ever been CONVICTED of an offense against criminal or military law, forfeited bond or collateral, or are there criminal charges currently pending against you (exclude minor traffic violations or any offense settled in Juvenile Court or under a youth offender law)	Yes	No
Do you currently have a court ordered restraining order against you with regard to family members or cohabitant?	Yes	No
Are you or <u>ANY</u> member of your immediate family related to or/ have has a close personal relationship with anyone who is currently <u>OR</u> was previously an inmate in an CT DOC Institution? If yes, inmate name, inmate number, relationship, location, and sentence	Yes	No
Are you currently <u>OR</u> have you ever been on an inmate's visitation list at any CT DOC facility? If yes, inmate name, inmate number and relationship	Yes	No
Have you ever been an inmate in a CT DOC Institution, Federal Institution, or Penal Institution of another jurisdiction? If yes, charges, dates, location, sentence and inmate number	Yes	No
Have you or any member of your family ever been a victim of a crime committed by an inmate who is incarcerated at CT DOC <u>OR</u> ever testified in a case involving an inmate incarcerated at CT DOC? If yes, name of inmate, inmate number dates, and location of crime/trial.	Yes	No
Have you had any relationship with any inmate currently or previously incarcerated in an CT DOC institution?	Yes	No

SECTION 9 – Certification

I certify that the statements made by me on this application are true and complete to the best of my knowledge, and are made in good faith. I understand that any mis-statement of fact may result in termination. All statements made on this application, including employment information are subject to verification as a condition for Volunteer and Professional Partner service. By affixing my hand-written signature (*digital/electronic signatures are acceptable*) below, I give the Dept. of Correction authorization to conduct a criminal history and contact personal references and employers as a condition of approval for service. I further understand that as a Volunteer or Professional partner I may be exposed to danger, including, hostage situations, injury or assault by inmates. I agree that I have read the VIP Handbook and agree to comply with rules and regulations.

Applicant Signature*:

Date*:

SECTION 10 – Writing space for Explanations

If you have questions, please contact the Volunteer Services Unit at: DOC.VolunteerServices@ct.gov



VIP Memorandum of Understanding

Connecticut Department of Correction

All applicants must complete this form for application to be considered complete

CN100403
Rev. 1/12/2021

I, the undersigned, agree to abide by the following conditions of service with the Connecticut Department of Correction. Further, I, the undersigned, willingly provide the information below as part of my application to volunteer with the Connecticut Department of Correction.

1. Park appropriately. Lock all personal items in vehicle or leave in lockers (in include keys) provided at facility entrance.
2. Take nothing, including cell phones, smart watches, letters, personal items or other materials into a correctional facility. Absolutely NO unauthorized items will be allowed.
3. Do not give anything to offenders without explicit permission. Materials or supplies may be given to offenders by staff only. Any resources needed will be procured or authorized per facility.
4. Do not give offenders personal information (about self or others), including telephone numbers, home addresses or email. Your personal safety and security could be compromised and you can be terminated for undue familiarity.
5. Do not convey any letters or offender's possessions including artwork or creative writing for any purpose without explicit permission from the Warden's office or administration.
6. Do not make personal telephone calls, correspond, or perform similar services for an offender, i.e. internet searches, copies, etc.
7. Do not give gifts, loans, money, articles, books, candies, medication (drug/alcohol) etc. to offenders or their friends or family. Also DO NOT take anything from an offender, the offender's friends or family.
8. Do not become personally involved with the private or family matters of offenders.
9. Solicitation of donations from offenders or offender's friends/families is strictly prohibited.
10. Do not write letters of recommendations or refer offenders for employment or volunteer opportunities this would constitute favoritism or undue influence
11. Respect and maintain the integrity and confidentiality of records and other privileged information. Do not engage in gossip.
12. Do not talk about staff, other volunteers or facility operations in the presence of offenders.
13. Do not engage in activities that could compromise your integrity or effectiveness as a VIP; or any behavior which would reflect negatively on the Department of Correction.
14. Conduct yourself in accordance with institutional/ departmental rules. Follow all instructions from staff carefully and cooperate fully. If/when staff asks for information, communicate clearly and respectfully.
15. Do not engage in personal relationships with offenders. Please inform your volunteer coordinator if you have a family member or friend who is currently incarcerated or on parole to avoid potential conflicts of interests.
16. You cannot be on an offender's visiting list at your facility. VIPs who provide services to inmates may not visit inmates in a social capacity at facility locations where services are provided.
17. You cannot use your VIP status to visit your family members or friends in any Department of Correction Institution
18. Professional Partners (AD 10.4) are not Professional Visitors (10.6) and are not allowed to conduct Clergy visits or provide services to offenders via professional visits.
19. Do not act in the capacity of a sponsor for an offender for any type of community release unless the offender is an immediate family member as defined by AD 9.8, Furloughs and when authorized by the Commissioner of Correction or designee.
20. If you change your name through marriage, religious conversion, probate action, move to a new address or change phone number (s), remember to update new information to the facility VIP Coordinator in a timely manner.
21. If arrested or if you experience a significant personal hardship (to include illness or injury), you agree to report it to your facility supervisor and/or volunteer coordinator, and if appropriate, take leave from your VIP function until matters are resolved.
22. Do not disseminate information to the press or on social media in regards to our agency. You are not authorized to do so. Please be informed that the Department of Correction has a specific division that handles public releases.
23. Always be aware that as a VIP, offenders may expose you to injury or assault. In addition, VIPs are also required to complete a hostage card which will be filed in a secured area of the facility during orientation.
24. Agree to report to Volunteer Services Unit any inappropriate behavior or act of a sexual nature directed towards an inmate by any other inmate, any employee, contractor or volunteer, intern or professional partner.
25. I agree I have read the VIP Handbook and will participate in required orientation and/or training. I further agree to act in good faith and within the scope of the duties and responsibilities as defined by Department of Correction staff.

Applicant Name (print):

Applicant Signature*:

Date*:

E-Mail Address: