

## **Process to become a Volunteer in Corrections (VIC)**

1. Complete a Volunteer/Intern Application from the Department of Corrections. In the section that asks why you are interested in becoming a volunteer; provide information on a specific service that you can provide. Please specify which Institution or Probation and Parole Office you are applying to. Forms are available at [www.doc.mo.gov/division/hservice/intern.htm](http://www.doc.mo.gov/division/hservice/intern.htm).
2. If you will be representing an organization or religion, include a letter of reference from an official in that organization or religion with the application. A Department Chaplain will be involved in the interview of Religious Volunteers and will determine if there is a Religious Volunteer position available.
3. Send the completed Application and reference letter, if applicable, to the Institutional Activity Coordinator (IAC) at the institution or the Volunteer Coordinator at the Probation and Parole Office where you want to volunteer. Contact information for the institutions is located on the Department website at [www.doc.mo.gov/division/adult/address.htm](http://www.doc.mo.gov/division/adult/address.htm). Contact information for the Probation and Parole Offices is located on the Department website at [www.doc.mo.gov/division/prob/ppdist.htm](http://www.doc.mo.gov/division/prob/ppdist.htm).
4. The IAC or Volunteer Coordinator will review your application, conduct a background check, interview you, conduct a pre-employment drug test and make a recommendation to the Warden or District Administrator regarding your application.
5. Following your interview, if approved, you will be scheduled to attend a one day volunteer training. You will not be admitted to the training unless you have been scheduled in advance for the training by the IAC or Volunteer Coordinator.
6. After successfully completing the training, you will be issued a VIC identification card, screened for TB, and provided orientation to the facility. Your assigned supervisor will establish a work schedule and a job description with you.
7. Welcome to being a Volunteer in Corrections (VIC). We appreciate your willingness to assist in meeting the Department's mission and look forward to working together to provide services to the individuals whom the Department supervises. You will be expected to provide services during the year as scheduled and to remain compliant with annual TB testing, drug screening as requested, and 6 hours per year in-service training.

Questions about Volunteering with the Department of Corrections can be directed to Melissa Massman, Supervisor of Volunteer Services, 2729 Plaza Dr., Jefferson City, MO 65102, (573) 526-6491 or [Melissa.Massman@doc.mo.gov](mailto:Melissa.Massman@doc.mo.gov).