

Thank you for your interest in opportunities for Volunteers, Interns or Professional Partners with the Connecticut Department of Correction (DOC).

Volunteers, interns & staff from correctional support organizations contribute significantly to public safety & the enrichment of recovery, restoration & re-entry services.

Citizen involvement supplements programs & helps to diversify and strengthen institutional activities. Your contribution can make a difference!

For detailed information about Correctional citizen involvement activities, please review our [Handbook for Volunteers, Interns & Professional Partners](#) which reflects the Mission and Goals of the DOC and the Volunteer Services Unit specifically. Please review the information in [The Handbook](#) very carefully. If you are approved to participate in programming, you will be required to conform to policies, procedures & guidelines described therein to maintain both program integrity and your safety & security.

For more information, please review the roles illustrated in the Directory attached, or use the internet to further explore the organization and resources of the CT/DOC at www.ct.gov/doc. When you are comfortable with making a commitment to support staff and inmate services, please take a few moments to compose a brief motivational statement describing why you want to be part of this program at the facility location you have selected.

Please mail your completed (legible) VIP Application Packet with your motivational statement to one of our designated DOC VIP Coordinators. You will find a listing of the names and addresses for our network of designated VIP Coordinators with your application packet.

Your application will be reviewed/screened for suitability by facility or parole staff. If you are recommended for approval, you will be required to participate in a Safety & Security Orientation Good Luck and Best Wishes!

Calma Frett, Supervisor

State of Connecticut – DOC

Volunteer Services Unit

24 Wolcott Hill Road

Wethersfield CT 06109

PH: 860.692.7580 FAX 860.692.6263

DOC Web: www.ct.gov/doc

DIRECTORY OF OPPORTUNITIES

The ABC's of Corrections for VIPs Volunteers, Interns & Professional Partners

- **Addiction Services;**
 - **Basic Educational Services;** and
 - **Chaplaincy Services.**
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To help you get involved, we have listed various job descriptions. If you have a particular skill or ability which is not represented in this Directory, complete attached Program Proposal form and submit to Volunteer Services Unit Supervisor Calma Frett.



ADDICTION SERVICES:

Alcoholics Anonymous (AA) and Narcotics Anonymous (NA): Qualified service providers are needed to lead Open Book, Panel & Step Meetings. Qualified sponsors, speakers & individuals with familiarity with AA or NA 12-Step Programming are encouraged to apply.

Adult Children of Alcoholics (ACOA), Ala-Teen, Cocaine Anonymous, Gamblers Anonymous, Parents Anonymous, Prisoners Anonymous & "Overcomers": Qualified service providers with experience with step-based or developmental programming are needed in most locations.

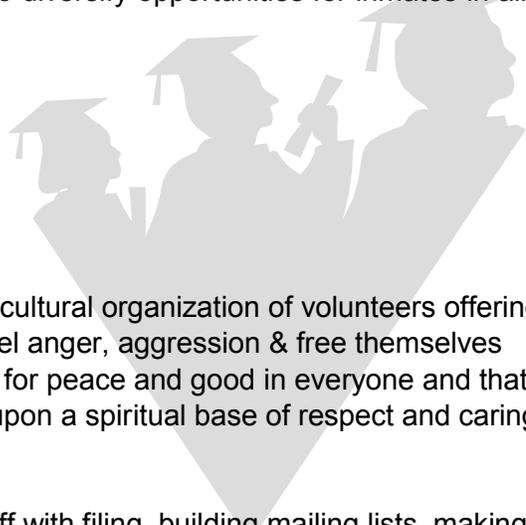
Self-Help Programs: VIPs with resources & experience in organizing and facilitating self-help activities are encouraged to offer their expertise to staff in our efforts to diversify opportunities for inmates in all institutions & centers.



BASIC EDUCATIONAL SERVICES:

Alternatives to Violence Project: The AVP Project is a multi-cultural organization of volunteers offering experiential workshops that empower individuals to re-channel anger, aggression & free themselves from violence. Volunteers must believe that there is a power for peace and good in everyone and that this power has the ability to transform violence. AVP builds upon a spiritual base of respect and caring for self and others.

Clerical/Administrative Support: VIPs may assist agency staff with filing, building mailing lists, making labels, copying documents, typing reports, conducting research, networking with local resource providers, and assisting with the screening and training process for new VIPs.



Community Services: VIPs may be needed in Parole Offices, Halfway Houses and community-based programs to help organize activities for inmates returning to the community, such as life skills, mentoring, family counseling, housing & job referrals or AA/NA fellowship.

Health Education/Disease Prevention: VIPs may help organize education & prevention support groups. Qualified students in health/medical vocational programs may apply for internships through the UCONN Correctional Managed Health Care Unit, (i.e. Residencies, Mental Health; Nursing; Diabetic Care, etc.) or through our network of facility-based Recreation Supervisors.

Hospice: Hospice trained volunteers may work with facility-based Hospice Programs at MacDougall CI (Suffield), Osborn CI (Somers) and York CI (Niantic).

Internships: Non-stipend internship opportunities are available where supervision by qualified, professional staff is available. Daytime hours preferred. Mature, dependable interns are encouraged to participate in program cross-training to assist staff with program functions.

Literacy Volunteers: VIPs who have been trained to utilize LVA's methods and materials are encouraged to mentor & support inmates functioning as 'peer tutors' in correctional school settings. LVA training can be facilitated by calling any of Connecticut's numerous affiliate organizations.

Mentors for Children of Prisoners: Qualified mentors are needed by numerous community-based agencies to support children with a parent in prison. If you are interested in becoming a mentor for children with a 70% greater risk of becoming incarcerated than kids without a parent in prison/jail call the Governor's Prevention Partnership for more information about opportunities.

Mini-Course Instructors: VIPs with an ability to teach or organize 'continuing education' activities, especially in the areas of parenting, arts & crafts, hobby clubs, business affairs or fitness/wellness are encouraged to draft a curriculum or course objectives. Such classes may be one time seminars or limited to a number of weeks, or scheduled as needed to fully cover course goals. RSVP & SCORE volunteers (retired executives) welcome.

Parenting/Family Aides: VIPs are needed to promote family awareness & parenting skills. Some may be able to assist inmate's families by helping them to learn to cope with loss of income & promote involvement in community based mentoring services. VIPs assist staff in the operation of Family Visitor Centers at Osborn CI and Niantic CI or help to strengthen or initiate Family Support Services in most facilities. Some Volunteers may be qualified for training to serve as mentors for Youthful Offenders incarcerated at MYI (boys) or York CI (girls).

PEP-People Empowering People: PEP Programs are sponsored by UCONN External or Field Programs. PEP facilitators organize volunteers to present seminars/workshops for inmates needing life-skills or information for reentry planning (e.g. family reunification, finding housing, jobs, counseling services, creating resumes, volunteer activities, recreation programs, etc.)

Prison Arts: In this role, artists introduce inmates to the value of visual arts – drawing, painting & sculpture as well as poetry, creative writing & 'expressive arts therapy'. Some inmates are 'beginners' others are highly advanced. These activities may be collaborated with the CPA Prison Arts Program or offered by unaffiliated artists or groups. Donation of quality art supplies directly to the CPA Program is welcome.

Professional Partners: Professional Partners, including Program/Service Contractors, Researchers, GED Examiners or employees of correctional support agencies, including college and university Professors may be provided a Safety & Security Orientation and facilitated for visits to multiple institutions or field components. These 'Partners' or adjunct staff are highly valued for their specialty

work. Being cleared as a Professional Partner by the VIP Services Unit can expedite one-to-one visits or group activities in facilities or parole units.

Recreation Specialists: If you have experience coaching or facilitating sports, aerobics, yoga, meditation or other fitness/wellness activity you may be able to assist Recreation Supervisors in building structured voluntary-elective programs for inmates. VIPs are also needed to oversee inmates with gardening, grounds beautification or green house projects. Help is also welcome to enhance inmate newsletters & to update facility visitor's kiosks. Those able to organize chess, dominos, checker & card tournaments or other passive recreational activities are also welcome.

Thresholds: Cheshire Thresholds is an all-volunteer organization which trains volunteers to teach inmates decision-making and problem-solving skills. Threshold's volunteers conduct weekend training sessions twice each year to orient new Volunteers. Program Manual or instructional resources including reentry workbooks are provided. Volunteers are asked to support three 12-week cycles or about 100hrs per year.

Tutors & School Support: Tutors and/or educational mentors may work with correctional teachers to help inmates with special challenges. Some may help-to improve inmate's abilities to read, write and learn. Those with ESL (English as a Second Language) training are especially needed. Some sponsors may work with inmates with 'special needs' who often lack visits or regular contact from the outside community. Others may be assigned to support school libraries.

VOICES/Victim Services: VIPs are occasionally needed to help program counselors organize sensitivity groups for inmates to make them aware of the negative impact of crime on individuals, families and the community. "VOICES" is an acronym for Victim-Offender Institutional Corrective Education Services.

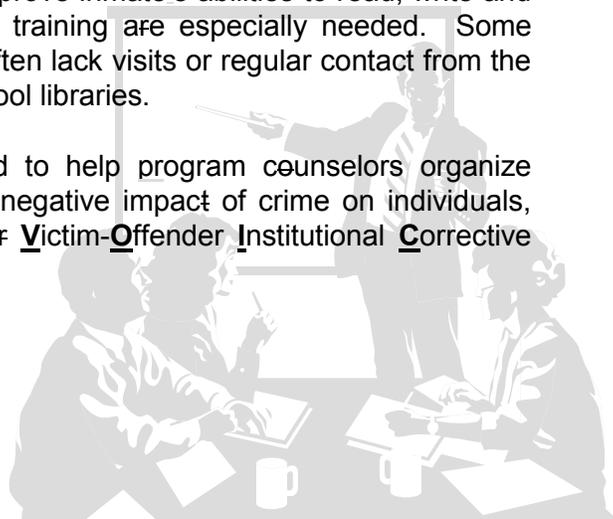
C CHAPLAINCY SERVICES

Special Events: Groups of volunteers in organized ministries, such as KAIROS, Prison Fellowship or Emmaus support Staff Chaplains by offering inmates retreats or special services, including life-skills seminars from a faith-based perspective.

Spiritual Studies: Qualified Clergy or other Religious Leaders are invited to assist correctional Chaplains (staff) in the formation of inmate prayer groups and spiritual fellowship activities. Volunteer Clergy can help staff to enhance inmates' understanding of their faith and its traditions. A syllabus/course outline must be proposed to the Lead (staff) Chaplain for review and authorization. Include copies of any religious literature or materials recommended.

Worship Services: Ordained clergy are encouraged to volunteer to assist correctional Chaplains in the provision of Protestant, Catholic, Muslim, Jewish, Native American & other organized and appropriate services for inmates on a regular schedule.

Mentors: Mentors trained to conduct the Alpha Program or Overcomers Groups can assist Staff Chaplains by guiding inmates/parolees to develop a greater understanding of their spirit and/or the role & responsibility of exercising religious beliefs in their daily lives.



Directory of DOC's "VIP Coordinators"

District 1:

Cheshire CI	Scott Thomas, RS 900 Highland Avenue, Cheshire, CT 06410 scott.thomas@ct.gov	203.651.6232 FAX 203.651.6069
Enfield CI	Clive Pearson, CC Andrew Bukowski, CC (back-up) POB 1500, Enfield, CT 06082 clive.pearson@ct.gov andrew.bukowski@ct.gov	860.814.4302 860.814.4353 FAX 860.814.4357
Garner CI	Beyonka Ligon, CC POB 5500, Newtown, CT 06470 beyonka.ligon@ct.gov	203.270.2889 FAX 203.270.2812
MacDougall/ Walker CI	Chaplain (Bishop) William McKissick 1153 East Street South, Suffield, CT 06080 william.mckissick@ct.gov	860. 627.2148 FAX 860. 627.2134
Manson Youth Institution	Jeffrey Pacelli, CC (Brian Bouffard CCS) 42 Jarvis Street, Cheshire, CT 06410 jeffrey.pacelli@ct.gov	203.806.2635 203.806.2659
Northern CI	Chaplain Thomas Wright 287 Bilton Road, POB 665, Somers CT 0607 thomas.wright@ct.gov	860.763.8697 FAX 860.763.8710
Osborn CI	Larry Gillman, CC POB 100, Somers, CT 06071 larry.gillman@ct.gov	860.814.4620 FAX 860.814.4982
York CI	Mike Guillet, CC (East-West -Women & Men's Annex) 201 W. Main St. (Rte 1A) Niantic CT 06357 michael.quillet@ct.gov	860.451.3145 FAX 860.451.3162

District 2:

Bridgeport CC	Chaplain Nasif Muhammad 1106 North Avenue, Bridgeport, CT 06604 nasif.muhammad@ct.gov	475.225.8000 FAX 475.225.8050
Brooklyn CI	Louise Downer, Office Manager Alberto Santana, CS (back-up support) 59 Hartford Road, Brooklyn, CT 06234 alberto.santana@ct.gov louise.downer@ct.gov	860.779.4528 860.779.4518 FAX 860.779.2210

Corrigan/
Radgowski CI Charlene Baskerville, Office Manager 860.848.5030
982-986 Norwich-New London Tpke./Rte 32 FAX 860.848.5003
Uncasville, CT 06382
charlene.baskerville@ct.gov

Hartford CC Erika Doolittle, CC 860. 240.1901
177 Weston St., Hartford, CT 06120 FAX 860. 240.1807

erika.doolittle@ct.gov

New Haven CC Joseph Roach, CCS 203. 974.4125
Jessica Tiriolo, CCS (back-up support) 203.974.4108
245 Whalley Avenue, New Haven, CT 06530 FAX 203. 974.4167
joseph.roach@ct.gov jessica.tiriolo@ct.gov

Robinson CI Donald Cieslukowski, CCS 860.253.8283
POB 1400, Enfield, CT 06082 FAX 860.253.8373
donald.cieslukowski@ct.gov

Willard/
Cybulski CI Ed Brown, Correctional Counselor 860.763.6536
391 Shaker Road, Enfield, CT 06082 FAX 860.763.6521
edward.brown@ct.gov

Health Services & Addiction Services Unit

Central Office Alicia Ifkovic=-Mau, CCS 860.692.7896
24 Wolcott Hill Road
alicia.ifkovic-mau@ct.gov

Programs & Treatment Unit

Central Office Karl Lewis, Director 860.692.7494
karl.lewis@ct.gov FAX 860.692.7586

Career Fairs, Inmate Identification Cards, Veteran's Services, Job Center's

Parole-Community Services Division:

All Parole Offices, Res. & Non-res. Programs:
Htfd., Wtby., New Haven, Norwich-N. London & Brdgpt.

Contact: Dawn Rizzuto, Parole Manager 860.885.2035
dawn.rizzutto@ct.gov FAX 860.885.2077

Contracted Volunteer Affiliates:

Family ReEntry Inc.	Steve Lanza, Exec. Director 9 Mott Avenue, Suite 104 Norwalk CT 06850	203.838.0496
Cheshire Thresholds	Bob or Barbara Sireno POB 504 Cheshire CT 06410	203.272.5028
Community Partners	Deborah Rogala	860.271.7209
In Action, Inc.	Director of Operations 110 Bartholomew Avenue Hartford CT 06106	
Community Partners In Action, Inc.	Jeffrey Greene Prison Arts Program Mgr. 110 Bartholomew Avenue Hartford CT 06106	860.722.9450
UCONN/PEP	People Empowering People (PEP) POB 70 Haddam CT 06438	
The Connection Inc.	Apps for Background Checks; Packets: <i>Waterbury Parole – PS Frank Mirto</i> Copy of Packet NO LETTERS – to: <i>The Connection, Inc. - Stephanie Donovan</i>	
Expressive Arts Therapy	Marcelyn Dallis-Jones 65 Main Street Norwich CT 06360	860.889.2413
UCONN Health Services (Corr. Managed Health Care)	Amy Houde, LCSW, HSA Internship Coordinator/CMHC 263 Farmington Ave., ASB Farmington, CT 06030	860.679.2277

DOC “VIP Coordinators” are designated to serve as liaisons to the community. When you call a facility VIP Coordinator s/he may be assigned to another post/position. Please keep in mind that telephones are located out of reach of inmates. If no one answers, you are welcome to e-mail us.

Completed application materials should be mailed directly to a “VIP Coordinator” (Listed Above).

Designated program supervisors will arrange interviews, background screening & your overall evaluation as a potential correctional volunteer. After being interviewed by a facility VIP Supervisor, your application materials will be forwarded to the Supervisor of Volunteer Services Unit for review.

All applicants will receive “official” approval or denial from the Supervisor of the Volunteer Services Unit.

If you have any questions or require additional information, please contact:

**Andrea Ouellette, Volunteer Services Unit
Department of Correction, 24 Wolcott Hill Road
Wethersfield, CT 06109**

(860) 692.7578

andrea.ouellette@ct.gov

THANK YOU!



CONNECTICUT DEPARTMENT OF CORRECTION - VOLUNTEER SERVICES
PROGRAM PROPOSAL

Name: _____ Title: _____ Date: _____

Phone: _____ Email: _____

Agency/Organization: _____

Mission Statement (What is the primary goal of your program?)

Statement of Need (Specifically identify the problem you are trying to solve.)

Proposed Activities (What specifically are you proposing to do? What is the timeframe for the program activities, i.e. proposed dates, times, duration, etc.?)

Resources:

How many volunteers will be involved in this program? _____

Are the involved volunteers a part of your organization? Yes / No

If you answered no, where will you acquire the volunteers needed to facilitate program activities?

Do you anticipate the need for DOC funds? No / Yes Amount \$ _____

(Please feel free to attach any additional information which will help to determine approval and appropriate accommodations.)