



NEVADA DEPARTMENT OF CORRECTIONS VOLUNTEER REQUIREMENTS LETTER

Thank you for your interest in volunteering with the Nevada Department of Corrections. Below is a summary of the requirements for becoming a volunteer.

- 1) All volunteers must apply to provide services in a RECOGNIZED and APPROVED VOLUNTEER PROGRAM. (Ref. AR 802.01 Sec 5F)
- 2) Doc 3532-V Consent for Release of Criminal History Records (original signed form required) **Note: all sections must be completed, or your application cannot be processed. Please pay special attention to the inquiry regarding ALL STATES you have ever lived in.** (Ref. AR 802.01 Sec. 4)
- 3) Doc 3504-V Volunteer Request Form (original form required) (Ref. AR 802.01 Sec. 4)
- 4) Initial Two-Step TB Testing (see below). This is a volunteer-incurred expense, and the choice of medical facility is yours. (Ref. AR 802.01 Sec. 5B)

Two-Step TB testing

The tuberculin skin test is the common method of determining if a person is infected with tuberculosis. The test is performed by injecting a small amount of tuberculin purified protein derivative (PPD) under the surface of the skin on one's forearm. The two-step process requires two injections, one week apart, and two readings (equaling four visits total), as follows:

Visit 1, Day 1

The first PPD antigen is injected under the skin.

Visit 2, Day 3

The first skin test is read.

Visit 3, Day 7

A second PPD antigen is injected under the skin.

Visit 4, Day 9

The second test is read.

A negative test indicates the person is Ok and can be re-tested annually

Positive skin tests will require a chest X-ray and medical evaluation by a physician to determine the absence of active disease.

- 5) Annual Renewal of (single step) TB tests. (TB test results may be faxed to: 725-216-6112). **Your annual renewal TB test result must be submitted within 365 days of your prior year's TB test results.** (Ref. AR 802.01 Sec. 5C)

- 6) If you have tested positive for a TB test in the past, then the alternative is a copy of a chest x-ray/ radiology report and an annual letter from your physician confirming that you are free of tuberculosis and are exhibiting no active symptoms of the disease. Your physician should supply this information in written form with his/her address/contact information.
- 7) Successful completion of the NDOC Volunteer Training Program and signed copies of the following documents (training includes NDOC Security Regulations and Guidelines): (Ref. AR 802.01 Sec. 5D)
 - NDOC Volunteer Agreement (DOC 012-V)
 - NDOC Confidentiality Agreement (DOC -1099-V)
 - NDOC Departmental Tobacco Product Prohibition Acknowledgement (DOC-10104-V)
 - NDOC Information Technology & Telecommunications Devices AR Acknowledgment (DOC 003-V)
 - NDOC Volunteer and/or Educational Staff and Interns Service Agreement (DOC 013-V)
 - NDOC PREA Questionnaire (DOC 1952)
 - NDOC Zero Tolerance PREA (DOC 1953)
 - NDOC Inmate Familiarity Disclosure (DOC 1058-V)
 - NDOC Volunteer Training/Orientation Acknowledgment (DOC 051)
- 8) Refresher Volunteer Training is required every three years. (Ref. AR 802.01 Sec. 5E)
- 9) Dual Status is prohibited. A volunteer cannot be both an approved visitor to an NDOC Inmate and a Volunteer. (Ref. AR 802.02 Sec. 1)
- 10) Any volunteer who has not volunteered in a department facility or institution during a six-month period will be dropped from the approved volunteer list. (Ref. AR 802.01 Sec. 11)
 - Inactive volunteers are not allowed to reapply during the twelve-month period following their inactive status. (Ref. AR 802.01 Sec. 11(1))
 - The Department's initial volunteer training will be completed prior to re-entry into a facility/institution. (Ref. AR 802.01 Sec. 11(2))

We will do our best to expedite your application. You can help avoid unnecessary delays by ensuring that all of the required forms are completed correctly and in their entirety. **We appreciate your patience as your application is processed. It requires the efforts of several departments and individuals to process your Volunteer Application and to organize and coordinate the necessary training classes.**

You will be kept apprised of your application process. Our preferred method of contact is via e-mail, so supplying us with your e-mail address and updating when appropriate will be most helpful.

With Sincere Appreciation,

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