



# STATE OF CONNECTICUT

## DEPARTMENT OF CORRECTION

VOLUNTEER, INTERN, PROFESSIONAL PARTNER (VIP) & RECREATION SERVICES UNIT  
24 Wolcott Hill Road  
Wethersfield, CT 06109

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

Volunteers, Interns & Professional Partners (VIPs) contribute significantly to the enrichment of recovery, re-entry and institutional services for inmates in Partnership with correctional staff.

Citizen Involvement supplements Institutional programming and serves to diversify and strengthen staff and inmate 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 and Recreation 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](http://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 location you've selected.

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

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. Those completing this process will receive an Official Photo-Identification Card.

Good Luck and Best Wishes!

*Doug Kulmacz, Director*  
DOC Volunteer & Recreation Services  
24 Wolcott Hill Road  
Wethersfield CT 06109  
PH: 860.692.7580  
FAX 860.692.6263  
DOC Web: [www.ct.gov/doc](http://www.ct.gov/doc)

# DIRECTORY OF OPPORTUNITIES for Citizen Involvement In Correction

Doug Kulmacz, Director  
DOC Volunteer & Recreation Services  
24 Wolcott Hill Road  
Wethersfield CT 06109  
[www.ct.gov/doc](http://www.ct.gov/doc)

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

- Addiction Services;
- Basic Educational Services; and
- Chaplaincy Services.



**“The ABC’s of Correction”**

### **ADDICTION SERVICES**

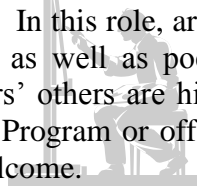
Alcoholics Anonymous/Narcotics Anonymous: Service providers are needed to lead Open Book, Panel & Step Meetings. Qualified sponsors, speakers & individuals with familiarity with AA or NA 12-Step Programming are encouraged to apply.

Adult Children of Alcoholics (ACOA), Ala-Teen, Cocaine Anonymous, Gamblers Anonymous, Parents Anonymous, & “Overcomers”: Qualified service providers with experience to strengthen or broaden recovery Step Programming are needed in most locations.

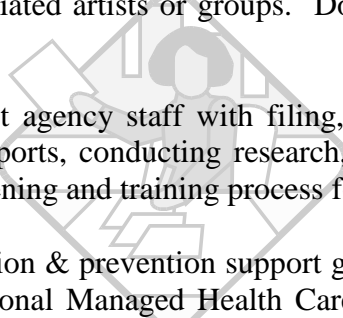
Self-Help Programs: VIPs with resources & experience in organizing and facilitating self-help activities are encouraged to offer their expertise to staff in our efforts to diversify opportunities for inmates in all institutions & centers.

### **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.



Artists In Residence: 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. Donations of arts & crafts supplies are welcome.



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.

Health Education: VIPs may help organize education & prevention support groups through the CPA-Beyond Fear Program or UCONN’s Correctional Managed Health Care Unit or through facility-based Corr. Recreation Supervisors.

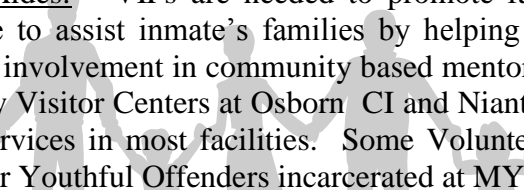
Hospice: Hospice trained volunteers may work with facility-based Hospice Programs at MacDougall CI (Suffield), Osborn CI (Somers) and York CI (Niantic).

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 learn to organize & conduct inmate groups like ‘Thinking for a Change’, PEP, Thresholds Beyond Fear, VOICES-Victim Services or other groups (some more fully described in this section). Opportunities to work with Corr. School Library Staff also available.

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 and the Epiphany Mentor Project are activities sponsored by UCONN's Haddam Office Field Service Educator, Cherry Czuba. PEP volunteers are trained to facilitate inmate's self-development goals and mobilize volunteer presenters to enrich inmate groups. Epiphany (faith-based) mentors develop resources for women leaving York CI & returning home.

Parole/Community Services: Parole & Community Services Offices in Hartford, Norwich-New London, New Haven, Waterbury & Bridgeport have limited opportunities for interns/volunteers, M-F, Daytime hours. Qualified VIPs may be assigned to Halfway Houses or non-res. 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.

Professional Partners: Professional Partners, including DOC Research Associates, GED Examiners, DOC Contracted Programs or employees of correctional support agencies can complete the VIP application process and be provided a Safety & Security Orientation and VIP-Identification Card, facilitating visits to institutions or field components. These 'partners' are highly valued & their work in facilities is coordinated through a systemwide e-data base.

Recreation Specialists: If you have experience coaching or facilitating sports, aerobics, yoga, meditation or other fitness/wellness 'dis-ease prevention' activities you may be able to assist Recreation Supervisors in structured 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 to a program manual and instructional resources. Volunteers are asked to support three 12-week cycles or about 100hrs per year in the Cheshire/New Haven area. Limited scheduling is available at the York women's facility in Niantic.

Tutors & School Support: Tutors and/or activity sponsors may work with correctional school staff 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. Opportunities for Library Aides also available.

VOICES/Victim Services: VIPs are 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.

## **CHAPLAINCY SERVICES**

Alpha Mentors: Alpha Mentors are faith-based volunteers organized & trained by religious Program Leaders to help inmates develop a greater understanding of the role of God & religion in their daily lives.

Prayer Group Leaders: Qualified faith group leaders are invited to assist correctional Chaplains in the formation of prayer groups and spiritual fellowship activities.

Special Services: Groups of volunteers in organized ministries, such as Alpha Mentors, Prison Fellowship, KAIROS or Emmaus may work with Chaplains to offer inmates retreats or special services, including life-skills seminars from a faith-based perspective.

Spiritual Studies: Religious volunteers are needed to work with Chaplains and Volunteer Clergy to broaden and develop inmates' understanding of their faith and its traditions. Volunteers are encouraged to develop a proposed syllabus/course outline which may include having interested inmates read religious literature with follow up discussion.

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

## Directory of DOC VIP Coordinators

Central Office: Doug Kulmacz, Director [doug.kulmacz@po.state.ct.us](mailto:doug.kulmacz@po.state.ct.us)  
24 Wolcott Hill Road, Wethersfield, CT 06109 Telephone: 860. 692.7580 FAX: 860. 692.6263

### North District

Bergin CI	Closed 09/01/11		
Brooklyn CI	Shannon Derby, CSAC 59 Hartford Road, Brooklyn, CT 06234	860. 779.4500 FAX 860. 779.2210	
Corrigan/ Radgowski CI	Charlene Baskerville, Office Manager 982-986 Norwich-New London Tpke./Rte 32 Uncasville, CT 06382	860.848.5030 FAX 860.848.5003	
Enfield CI	Annette Santana, Correctional Counselor POB 1500, Enfield, CT 06082	860. 763.7348 FAX 860. 763.7350	
MacDougall/ Walker CI	Marc Cooper, Correctional Counselor POB 6490, Suffield, CT 06080	860. 627.2104 FAX 860. 627.2144	
Northern CI	Robert Bernd, Chaplain POB 665, Somers, CT 06071	860. 763.8600 FAX 860. 763.8651	
Osborn CI	Larry Gillman, Correctional Counselor POB 100, Somers, CT 06071	860. 814.4600 FAX 860. 814.4982	
Robinson CI	Janet Faccinto, Chaplain POB 1400, Enfield, CT 06082	860. 763.6387 FAX 860. 253.8645	
Willard-Cybulski CI	Edward Brown, Correctional Counselor 391 Shaker Road, Enfield, CT 06082	860. 763.6536 FAX 860. 763.6521	

### South District

Bridgeport CC	Patricia Lee, CC & Chaplain Juanita Dinkins 1106 North Avenue, Bridgeport, CT 06604	203. 579.6131 FAX 203. 579.6693	
Cheshire CI	Brian Bouffard, Counselor-Supervisor 900 Highland Avenue, Cheshire, CT 06410	203.651.6127 FAX 203. 651.6206	
Garner CI	Mary Dunn, Volunteer Programs Manager POB 5500, Newtown, CT 06470	203. 270.2832 FAX 203. 270.2828	
Gates CI	Closed 06/01/11		

<b>Hartford CC</b>	<b>Paulette Williams , Counselor or Chaplain Jerilyn Hunihan 177 Weston St., Hartford, CT 06120</b>	<b>FAX 860. 240.1800 860. 566.2725</b>
<b>Manson Youth Institution</b>	<b>Jeff Pacelli, CTO &amp; Beth Albino, Counselor 42 Jarvis Street, Cheshire, CT 06410</b>	<b>FAX 203. 806.2500 203. 699.1845</b>
<b>New Haven CC</b>	<b>Scott Thomas, Recreation Supervisor 245 Whalley Avenue, New Haven, CT 06530</b>	<b>FAX 203. 974.4111 203. 974.4167</b>
<b>Webster CI York CI</b>	<b>Closed 06/30/10 Nancy Seifert, Correction Counselor (West Side/Max Sec.- East Side/Min. Sec.) 201 West Main St., Niantic, CT 06357</b>	<b>FAX 860. 691.6734 860. 691.6752</b>

**Parole-Community Services Division:**

**All Offices, Res. & Non-res. Programs:  
Htfd., Wtby., New Haven, & Brdgpt.**

<b>Norwich Office (New London incld.)</b>	<b>2-6 Cliff Street, Norwich Contact: Jennifer Bennett</b>	<b>FAX 860.885.2031 860.885.2077</b>
---	--	--

**Contracted Volunteer Affiliates:**

<b>Family ReEntry Inc.</b>	<b>Steve Lanza, Exec. Director 9 Mott Avenue, Suite 104 Norwalk CT 06850</b>	<b>203.838.0496</b>
<b>Cheshire Thresholds</b>	<b>Bob or Barbara Sireno POB 504 Cheshire CT 06410</b>	<b>203.272.5028</b>
<b>Community Partners In Action, Inc.</b>	<b>Deborah Rogala Resettlement Program Mgr. 110 Bartholomew Avenue Hartford CT 06106</b>	<b>860.522.7400</b>
<b>Community Partners In Action, Inc.</b>	<b>Jeffrey Greene Prison Arts Program Mgr. 110 Bartholomew Avenue Hartford CT 06106</b>	<b>860.722.9450</b>
<b>UCONN/PEP ( &amp; Epiphany Mentors)</b>	<b>Cherry Czuba People Empowering People &amp; Aftercare Women's Mentor Project POB 70 Haddam CT 06438</b>	<b>860.345.4511</b>
<b>Expressive Arts Therapy</b>	<b>Marcelyn Dallis-Jones 65 Main Street</b>	<b>860.889.2413</b>

UCONN Health Services

Norwich CT 06360  
Amy Houde, LCSW, HSA  
Internship Coordinator/CMHC  
(Corr. Managed Health Care)  
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 Volunteer 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 call again, or take a few moments to write. Be persistent, but polite.

Completed application materials should be mailed directly to a “Volunteer Coordinator” (See: Directory).

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

*All applicants will receive “official” approval or denial from the Director of Volunteer & Recreation Services Unit.*

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

Doug Kulmacz, Director of the Volunteer & Recreation Services Unit  
Department of Correction, 24 Wolcott Hill Road  
Wethersfield, CT 06109

***THANK YOU!***