

COMMUNITY VOLUNTEER HANDBOOK



Prepared by the

Inmate Transition Branch
Federal Bureau of Prisons
320 First Street, NW
Washington, DC 20534
2006

**The following additional publications are available from the Inmate
Transition Branch:**

Employment Resource Handbook

Institution Volunteer Handbook

Mock Job Fair Handbook

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Introduction

This handbook is designed to assist those who volunteer to provide services to offenders during their incarceration in federal correctional institutions. These institutions, all part of the Federal Bureau of Prisons (BOP), are located at over 100 locations throughout the United States, some in major metropolitan areas like New York and Chicago, and others in smaller communities like Manchester, KY, and Gilmer, WV.

Wherever they serve, volunteers can help to accomplish the BOP's mission:

“It is the mission of the BOP to protect society by confining offenders in the controlled environment of prisons and community-based facilities that are safe, humane, cost-efficient and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.”

As of April 2006, over 190,000 offenders were serving time in federal custody. The Bureau operates institutions at five different security levels in order to confine offenders in an appropriate manner. Security levels are based on such features as the presence of external patrols, towers, security barriers, or detection devices; the type of housing within the institution; internal security features; and the staff-to-inmate ratio. Each facility is designated as either minimum, low, medium, high, or administrative.



The opportunities for volunteers to serve are both rewarding and varied, and can be designed to meet their personal qualifications and time schedules. However, they will need to meet the security and related requirements of the federal prison system.

This handbook will describe these requirements and help each volunteer meet them in a timely and efficient manner.

For additional copies of this handbook or for information about the BOP Volunteer Program, access smccollum@bop.gov or (202) 305-3860, 3553, or 8128.



How To Become A Volunteer In The BOP

So you have considered becoming a volunteer with the BOP? As an agency, we provide many programs designed to help offenders redefine their goals, and consider the consequences of their actions upon themselves, their families, and their communities. Many of these programs focus on preparing offenders to re-enter society. Volunteers substantially assist offenders in achieving these goals. While performing valuable service, volunteers also serve as role models to inmates.

We offer opportunities to provide special programs on a one time basis, or for those who prefer a more extensive commitment, a volunteer can be trained and badged if he or she commits to four or more times per year. At the beginning of 2006, over 15,000 volunteers have been badged to enter our facilities four or more times per year. In many BOP facilities, college and university students volunteer in specialized fields to fulfill educational requirements. They engage in religious, educational, recreational, and many other activities that take place in the daily lives of inmates housed at these facilities. Volunteering is a rewarding experience which offers tremendous gratification to those who serve.

How To Become A Volunteer In The BOP

To become a volunteer in a Bureau facility requires a few initial steps. Each of these steps are designed to ensure the security and safety of each volunteer, staff and offender. It is important to realize that while the value of a volunteer's service can be immeasurable, BOP volunteers do not receive pay.

Identify the correctional institution at which you would like to serve

See the listing provided at the end of this publication. It will help you decide where you may be able to volunteer. In addition to the contacts provided, you may obtain telephone numbers for each institution from the Bureau website, www.bop.gov.

Identify how you would like to volunteer.

See the information on Pages 13-14. These pages will offer examples of the services inmates need that you may be qualified and willing to provide in the institution.

Call the institution to talk to the volunteer coordinator .



Citizen volunteers serve in a variety of disciplines, to include Religious Services, Education, and Psychology, just to name a few. Discuss with the program manager what needs are present and what services you can provide for the program. Request an application.

Obtain and complete the “Application For Volunteer Service.”

The application allows the Bureau to assess your experience and to certify that you have been authorized to provide this service by your endorsing organization. To provide this assurance, you will be required to obtain a letter of endorsement from your church/religious or other organization/institution to support your authority and ability to provide this service.

BP-S580.053 APPLICATION FOR VOLUNTEER SERVICE CDFRM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Thank you for offering your services as a volunteer within the Federal Bureau of Prisons. Please read the following questions carefully and type or clearly print your answers to each before signing.

1. Name (Last, First, Initial) 2. Address (Including Street and Zip Code

3. Home Phone | Work Phone | 4. Birth Date (MO, DAY, YR) | 5. Gender
Male Female

6. Birthplace (City, State, Country) 7. Former Names, if any

8. Social Security Number 9. Driver's License, Number and State

10. Height Weight Eye Color Hair Color

11. Are you a citizen of the United States? yes - no

12. Race/Ethnicity (for statistical uses only, you need not reply)

- African American Asian/Pacific Islander
Hispanic American/Latino Caucasian/European
Native American

13. Current Employer (Name, Address, and Telephone Number)

14. Sponsor Organization | 15. Contact in case of emergency
(Name, Address and Telephone Number) (Name, Address and Telephone Number)

- 16. Have you ever been convicted of, or forfeited collateral for, any felony violation yes no
17. Have you ever been convicted of, or forfeited collateral for, any firearms or explosives violation? yes no
18. Are you now under charges for any violation of law? yes no
19. During the last 3 years have you forfeited collateral, been convicted, been imprisoned, been on probation or been on parole? (Not to include 16, 17, and 18 above) yes no
20. Have you ever been convicted by a military court-martial? If no military service, answer "no" yes no
21. Do you have any medical condition or disability that may restrict your volunteer service? yes no

If you respond "Yes" to questions 16 - 21, please attach a separate page to explain your response.

SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION

You must sign this application. Please read the following carefully before you sign.

- * I understand that false statements on any part of my application may be grounds for not approving me as a volunteer or for dismissing me after I have begun my volunteer service.
- * I understand any information I give may be investigated, as allowed by Law or Presidential Order.
- * I consent to the release of information about my ability and fitness as a volunteer by employers, schools, law enforcement agencies and other individuals and organizations to investigators making inquiries on behalf of the Bureau of Prisons.
- * I consent to the release information of my name to be used by the Department of Justice and Bureau of Prisons for volunteer related articles and awards. I understand that some of these documents will be published on the Internet.
- * I certify to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.
- * I understand as a volunteer I will not receive any financial reimbursement or compensation from the Federal Bureau of Prisons for my services, time or expenses.

Signature

Date

SAMPLE

How To Become A Volunteer in the BOP

You must consent to and receive a favorable background investigation

There are several steps in achieving a background check. The first requirement is to provide authorization for the Bureau to perform a fingerprint check and a National Crime Information Center check, commonly referred to as an NCIC. Your authorization must be provided in advance to request this level of investigation. Without this authorization, the Bureau is not entitled to this information, nor can the agency accept your service.

NCIC is a computerized index of criminal justice information (*i.e.- criminal record history information, fugitives, stolen properties, missing persons*). It is available to Federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year. The NCIC system provides a computerized database for ready access by a criminal justice agency and for prompt disclosure of information in the system from other criminal justice agencies.

All records in NCIC are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. These safeguards include restricting access to those with a need to know to perform their official duties using locks, alarm devices, passwords, and/or encrypting data communications.



Completing the background check plays a crucial role to properly screen persons who desire to become volunteers. The NCIC check is supplemented by a fingerprint check which is requested through the Federal Bureau of Investigations (FBI). Once the NCIC is complete and the results of the fingerprint check have been received, a volunteer can begin service.

How To Become A Volunteer in the BOP

Four hours of orientation training and a condensed annual refresher course are provided



Training is essential to prepare volunteers to understand prison culture and their responsibilities. Training is conducted at each institution on a quarterly basis. Volunteer candidates are contacted by letter and informed of the next available training date and time. To be sensitive to work schedules, institution volunteer coordinators plan training sessions primarily on Saturdays or evenings, times which are traditionally regarded as off-duty hours.

Training is provided with others who have applied to serve as volunteers. It is conducted under the supervision or guidance of a staff volunteer coordinator and supported by other staff who provide specialized information about their particular discipline.

Upon completion, volunteers are asked to sign documentation to certify their receipt of service requirements, training provided, and to certify their willingness to comply with appropriate rules. See Page 9 of this publication.

A badge will be provided

Upon completion of the training program and acceptable background check, a badge will be provided which authorizes access into the prison. Depending upon the security level of the prison (prison camp, low security, medium security, or high security [penitentiary]), escorted access, even with a badge, may be required.

The badge will be maintained by institution staff who will reissue it at the time of each visit. Prior to departure from the institution, the badge must be surrendered to officers in the institution's reception/Control Center.

At all times during volunteer service, the environment and presence of staff will be one in which safety is of utmost concern.

Prepare to serve

In order to be a badged (Level Two) volunteer with the BOP, you must commit to provide service at least four times within a calendar year. Level One volunteers, those who enter fewer than four

How To Become A Volunteer in the BOP

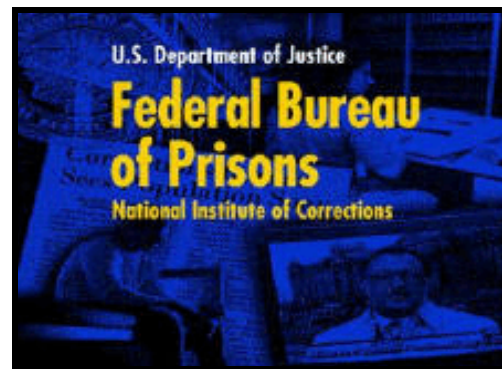
times per year, are not required to have badges. Volunteers are highly anticipated by the inmates and they simulate the contact inmates will have with their communities.

Volunteers can help inmates consider some of the issues they will encounter upon release. This can be a valuable asset. Many volunteers have served the agency many years, even as many as 25 or more in some locations. Miraculously, citizen volunteers have served despite adverse weather and travel conditions, many without absence and many having to drive substantial distances. Their tireless commitment to offer information and training to offenders is invaluable, and without their time, would not be available to inmate populations.

At the time of this publication, the average hourly value of volunteerism in the United States was \$18.05 per hour¹. Over the many years, volunteers contributed countless dollars worth of service to assist inmates to reestablish themselves as law-abiding citizens.

Grounds for termination

Upon occasion, it may become necessary to terminate the service of a volunteer or volunteers, or they may elect to do so themselves. If termination is not elective, the institution will provide a reason, in writing, why services have been terminated. Volunteers may appeal in accordance with procedures outlined in BOP Program Statement 5300.20.



BOP Program Statement 5300.20, containing key information about the volunteer and citizen participation program, can be found on website www.bop.gov and is referred to as Volunteer and Citizen Participation Program Manual.

Volunteer services may be terminated if volunteers cannot fulfill their commitments (at least four times per calendar year), are not available for annual refresher training, or if their actions violate BOP policies and procedures. In addition, volunteer programs may be suspended if the program does not meet inmate needs/interests. At times, staff and/or institution schedule changes may result in cancellation or suspension of the program and the volunteers.

¹Independent Sector.

I, _____, hereby state I received and completed my training as a volunteer at (name of institution)

I acknowledge that I must adhere to and support all policies and procedures of the Bureau of Prisons particularly those relating to the security and confidentiality of information and failure to abide by these rules and regulations may result in my termination from service. Specifically, I recognize the primary mission of the institution is the protection of society, staff and inmates, and any action which is deemed disruptive to this mission may also call for termination.

I have read, understand, and retained copies of the Standards of Employee Conduct (Program Statement 3420.08)

I understand as a volunteer I will not receive any financial reimbursement or compensation from the Federal Bureau of Prisons for my services, time or expenses.

I have been informed of, and accept, in my status as an approved volunteer, or after my termination as a volunteer, I may not visit with an inmate in this institution on a social or personal basis, without the written approval of the Regional Director.

I understand I do not have the authority, express or otherwise, to compel or restrict an inmate's conduct or participation in a particular program. Any limitations of this kind will be made by Bureau of Prisons staff, although I may provide information.

I understand any difficulty encountered must be immediately brought to the attention of the Program Manager or Volunteer Coordinator who will ensure the problem is resolved.

Finally, I understand this completed and signed agreement will be maintained in my Official Volunteer File.

TYPE OF TRAINING	Date Completed	Signature of Volunteer
Initial Training		
Annual Training		
Annual Training		

CREDENTIALS OF RELIGIOUS VOLUNTEER

1. PERSONAL PROFILE

Name	Address
Telephone	Religious Affiliation
Civic Affiliations	Professional Affiliations
Country of Origin	Citizenship
Immigration Number (If Landed Immigrant)	Naturalization Number (If Naturalized Citizen)
Foreign Travel (Countries Visited Last Five Years And Time Frames)	Funding from Foreign Governments
Have you lived in the United States three of the last five years? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. VERIFIABLE RELIGIOUS CREDENTIALING AUTHORITY (Religious Certifying Authority, such as Superintendent, President, Religious Superior, Pastor, etc.)

Name	Title
Address	Telephone
Local Congregation (Name and Address)	Length of relationship with religious credentialing authority

3. EDUCATION

College	Degree/Date
Seminary/Graduate School	Degree/Date
Other Graduate Degree(s)	Degree/Date

4. As a religious volunteer, I am aware of and agree to comply with Code of Federal Regulations Rule §548.15, which states, "no one may disparage the religious beliefs of an inmate, nor coerce or harass an inmate to change religious affiliation. Attendance at all religious activities is voluntary and unless otherwise specifically determined by the warden, open to all." I do not endorse nor will I practice or use language in the institution that will support violence, terrorism, discriminate against other inmates or exclude other inmates from religious services based on race, color, religion, gender, or national origin.

Signature of Volunteer: _____ Date: _____

The Following Section to be Completed by the Chaplain

Ordination/Equivalent: Yes: ____ No: ____	Faith Group	Date
Comments:		
Chaplain's Signature		
Religious Subject Matter Expert (SME) Review (If needed)		
Comments		
Religious SME Recommends Volunteer ____ Religious SME does not Recommend Volunteer ____		
Date Reviewed:	Signature of Religious S E	

(This form may be replicated via WP)

This Form replaces BP-S777.053 dtd AUG 03

Sample

Determining The Service You Will Provide

The BOP recognizes the need for inmates to develop critical reentry skills. Faith and community-based volunteers contribute substantially to an institution's ability to offer programs which emphasize the following:

Daily Living Skills - Inmates need programs which help them to develop or improve independent living skills such as: (1) How to find an appropriate residence, (2) How to practice personal hygiene and appearance, (3) How to develop and maintain a responsible budget, and (4) How to comply with any applicable legal requirements.



Mental Health Skills - Volunteers are needed to help inmates develop the skills to avoid illegal substances, dependencies, and other self-destructive behaviors.

Wellness Skills - As health insurance may be a challenge for many offenders until they reach a point of stability upon release, volunteers can help to emphasize the need to maintain physical well-being through health promotion and disease prevention strategies. To the fullest extent possible, offenders should participate in appropriate diet and physical activities.

Interpersonal Skills - As inmates have been removed from family and the broader society, volunteers can help inmates to develop and practice appropriate and effective interpersonal skills. Healthy relationships and avoidance of negative interpersonal influences are among the variables which contribute to an offender's ability to avoid recidivism.

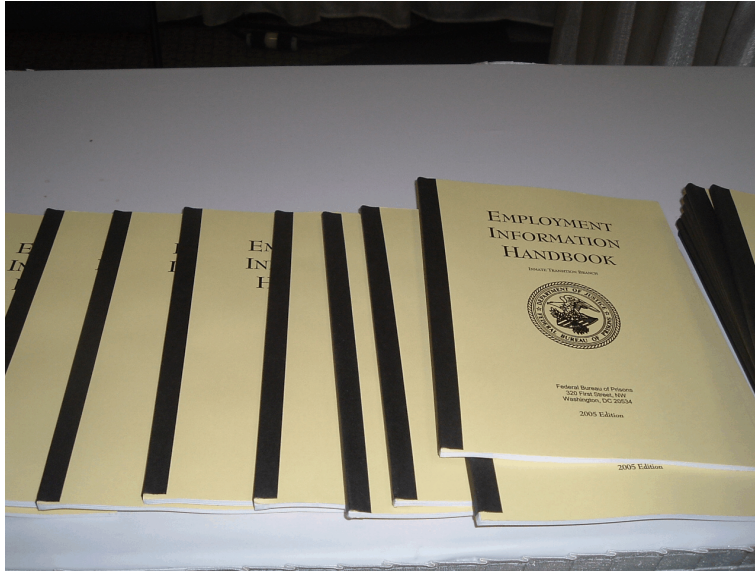
Academic Skills - A lack of education has often contributed to incarceration for many offenders. Volunteers can assist inmates with participation and progress in educational and occupational training for post release employment.

Cognitive Skills - Volunteers help inmates develop accurate self-appraisal and goal setting skills. Volunteers can provide programs which produce opportunities for problem solving, anger management, and related skills.

Leisure Time Skills - Volunteers help inmates to reduce idle time following work hours by providing meaningful recreational activities and ways for inmates to channel their dormant talents into hobbies and even charitable projects.

Determining The Service You Will Provide

Character Skills - One on one or group activities offered by volunteers can help inmates to establish a sense of accountability to self and others through attention to the potential impact (*short and long term*) of actions. Religious volunteers, among others, help inmates to engage in behaviors which reflect pro-social values thus creating a positive impact in their life and the lives of others. These volunteers can further help inmates to develop the capacity for self-reflection and consideration of the meaning in life in relation to a particular faith or personal philosophy.



Vocational Skills - In order for post-release inmates to survive, they must become economically self-sufficient. Employment and housing are two of the critical and immediate needs following release. These issues can be the source of great anxiety for inmates as they approach release. Over 7,000 federal and state prisoners have written to the BOP's Inmate Transition Branch (ITB) to request job search and related post-release employment and survival assistance, and for copies of the Employment Information Handbook (EIH).

In addition to using the EIH as a tool, community volunteers, even those who may choose to volunteer less frequently, are needed to support pre-release employment preparation by supporting such activities as mock job fairs. A mock job fair involves gathering employers and community volunteers from related service agencies together in an interview and information format to allow inmates job interview experience.



The interview format provides realistic job application and interview experiences to inmates who will be released to the job market in the near future. The information format provides job market information and contact opportunities that can lead to job interviews, further education and training options, and provide access to community and faith-based services that offer support upon release from prison.

Determining The Service You Will Provide



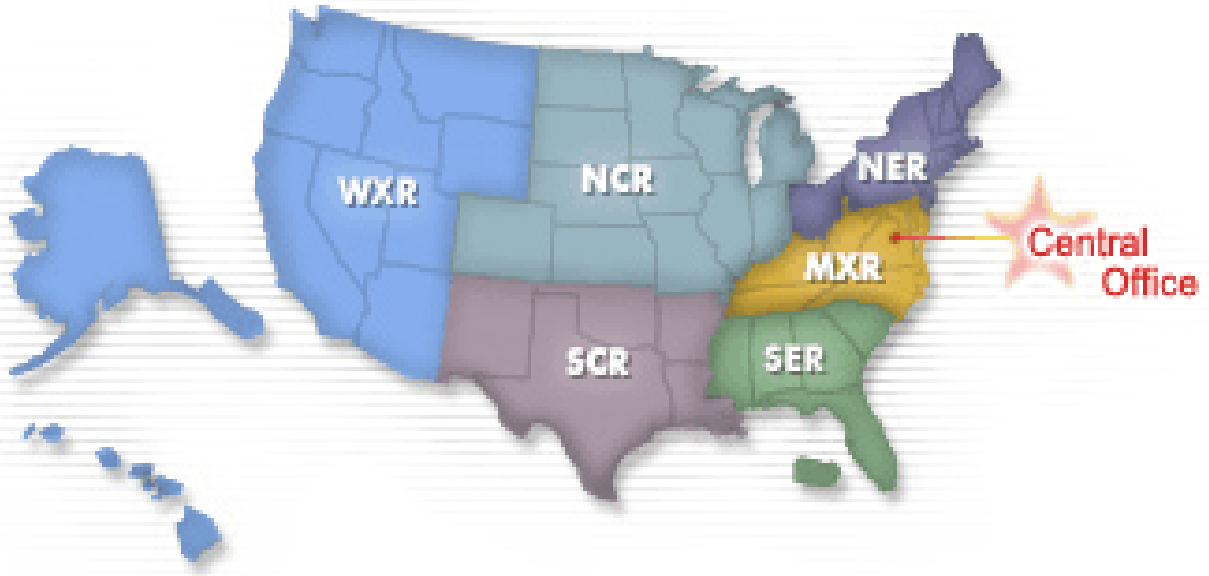
Volunteers can be from all backgrounds and examples. Persons with many different skills are needed to help offenders realize the potential needed to maximize life skills.

Here is a non-exhaustive listing of some of the types of persons who could be beneficial in this process:

Type of Volunteer Needed for Pre and Post Release	Examples of Life Skill(s) Taught
Accountants; Bank volunteer employee programs	Responsible budgeting; Debt and credit management; Savings
Drug or Alcohol Counselor (NA, AA)	Avoidance of substance abuse/dependence
College students majoring in psychology who desire practical experience	Pre and post mental health
Counselors or community program volunteers which specialize in strengthening marriages and families	Ability to develop and maintain healthy relationships
Retired teachers or persons who serve as tutors	Educational ascertainment; Improved reading skills
Employers, employment counselors	Abilities useful in the acquisition and maintenance of post-release employment
Persons skilled in making crafts	Meaningful recreational activities and hobbies
Victims who are willing to serve on impact panels	Accountability to self and others through attention to the potential impact of actions
Ministers, Imams, Rabbis and Spiritual Advisors, Seminary students	Religious/spiritual values formation; character development; Remorse/redemption

Life Connection Program mentors

Faith development, goal setting, personal accountability



APPENDIX A:

Federal Bureau of Prisons Institutions and Volunteer Staff



MID-ATLANTIC REGION VOLUNTEER COORDINATOR
CHAPLAIN MICHAEL R. SMITH
REGIONAL VOLUNTEER ADMINISTRATOR

INSTITUTION: FPC Alderson
Name of VC: Christy Ford
Telephone: 304-445-2901, x239
Fax: 304-445-9730
Facility Address: Glen Ray Road - Box B
 Alderson, WV 24910-0700

INSTITUTION: USP Big Sandy
Name of VC: Susan Walters
Telephone: 606-433-2400, x2003
Fax: 606-433-2456
Facility Address: 1197 Airport Road
 Inez, KY 41224

INSTITUTION: FCI Ashland
Name of VC: Jonda Tackett
Telephone: 606-928-6414, x231
Fax: 606-928-1854
Facility Address: P.O. Box 888/ State Rte 716
 Ashland, KY 41105-0888

INSTITUTION: FCI Butner
Name of VC: Ollie M. Harris
Telephone: 919-575-4541x1408
Fax: 919-575-5087
Facility Address: P.O. Box 1000
 Butner, NC 27509-1000

*Volunteer Coordinator for All Butner Institutions

INSTITUTION: FCI Beckley
Name of VC: Clint Jones
Telephone: 304-252-9758 ext. 4150
Fax: 304-256-4910
Facility Address: P.O. Box 1280
 Beaver, WV 25813

INSTITUTION: FCI Cumberland
Name of VC: Debrah Coughlin
Telephone: 301-784-1000, x2046
Fax: 301-784-1059
Facility Address: 14601 Burbridge Road, SE
 Cumberland, MD 21502

Mid-Atlantic Region Volunteer Coordinators

INSTITUTION: FCI Gilmer
Name of VC: Heather Watson
Telephone: 304-626-2500, x1227
Fax: 304-626-2596
Facility Address: P.O. Box 5000/201 FCI
Lane
Glenville, WV 26531

INSTITUTION: USP Hazelton
Name of VC: Richard Kowalczyk (Acting)
Telephone: 304-379-5139
Fax:
Facility Address: P.O. Box 900
Jonesville, VA 2463-0900

INSTITUTION: USP Lee County
Name of VC: William Moles
Telephone: 276-546-0150, x1055
Fax: 276-546-9147
Facility Address: P.O. Box 900
Jonesville, VA 2463-0900

INSTITUTION: FMC Lexington
Name of VC: Phyllis Christopher
Telephone: 859-255-6812, x5237
Fax: 859-253-8823
Facility Address: 3301 Leestown Road
Lexington, KY 40511-8799

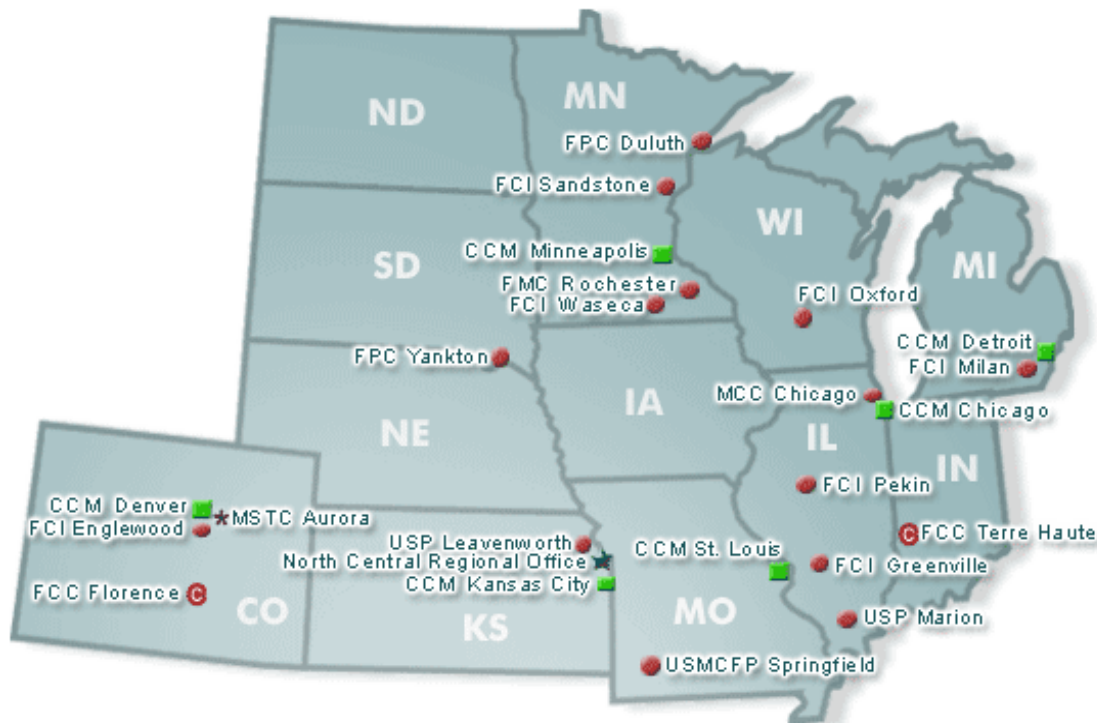
INSTITUTION: FCI Manchester
Name of VC: David Rabenecker
Telephone: 606-598-1900 ext. 4500
Facility Address: P.O. Box 3000
Manchester, KY 40962

INSTITUTION: USP McCreary
Name of VC: Wendi Sorrell
Telephone: 606-354-7095
Fax: 606-354-7018
Facility Address: P.O. Box 1870
Pine Knot, KY 42635

INSTITUTION: FCI Memphis
Name of VC: Martha A. Springfield
Telephone: 901-372-2269
Fax:
Facility Address: 1101 John A. Denie Road
Memphis, TN 38134-7690

INSTITUTION: FCI Morgantown
Name of VC: Brian Price
Telephone: 304-296-4416, x230
Fax: 304-284-3602
Facility Address: 466 Greenbag Rd.
Morgantown, WV 26507

INSTITUTION: FCI Petersburg
Name of VC: Norman Goodrich
Telephone: 804-504-7200, x1041
Fax: 804-504-7209
Facility Address: P.O. Box 90026
Petersburg, VA 23804-0026



NORTH CENTRAL REGION VOLUNTEER COORDINATOR
CHAPLAIN KEITH HARRISON
REGIONAL VOLUNTEER ADMINISTRATOR

INSTITUTION: MCC Chicago
Name of VC: Lonnie McDade
Telephone: 312-322-0567, x488
Fax: 312-886-4405
Facility Address: 71 West -Van Buren Street
 Chicago, IL 60605

INSTITUTION: FCC Florence
Name of VC: Jean Edwards
Telephone: 719-784-9100, X4819
Fax: 719-784 -5008
Facility Address: P.O. Box 8500
 Florence, CO 81226

INSTITUTION: FPC Duluth
Name of VC: Erling Midthun
Telephone: 218-722-8634, x275
Fax: 218-733-4701
Facility Address: P.O. Box 1400
 Duluth, MN 55814

INSTITUTION: FCI Greenville
Name of VC: Jennifer Braye
Telephone: 618-664-6343
Fax: 618-664-6372
Facility Address: P.O. Box 4000
 Greenville, IL 62246

INSTITUTION: FCI Englewood
Name of VC: Sharon Carlson
Telephone: 303-985-1566, x1451
Fax: 303-763-2551
Facility Address: 9595 West - Quincy Ave.
 Littleton, CO 80123

INSTITUTION: USP Leavenworth
Name of VC: Judy Keane
Telephone: 913-682-8700, x1413
Fax: 913-758-0475
Facility Address: 1300 Metropolitan
 Leavenworth, KS 66048

North Central Region Volunteer Coordinators

INSTITUTION: USP Marion
Name of VC: Patrick Patterson
Telephone: 618-964-1441 ext. 360
Fax: 618-964-2058
Facility Address: P.O. Box 2000
Marion, IL 62959

INSTITUTION: FCI Sandstone
Name of VC: Kandace Hensley
Telephone: 320-245-6432
Fax:
Facility Address: 2300 County Road
Sandstone, MN 55072

INSTITUTION: FCI Milan
Name of VC: Michele Doty
Telephone: (734) 439-1511, x382
Fax:
Facility Address: P.O. Box 9999
Milan, MI 48160

INSTITUTION: USMCFP Springfield
Name of VC: Mike Weber
Telephone: 417-862-7041
Fax: 417-837-1730
Facility Address: 1900 W. Sunshine
Springfield, MO 65801

INSTITUTION: FCI Oxford
Name of VC: Paul Zills
Telephone: 608-584-5511, x460
Fax: 608-584-6407
Facility Address: P.O. Box 500
Oxford, WI 53952

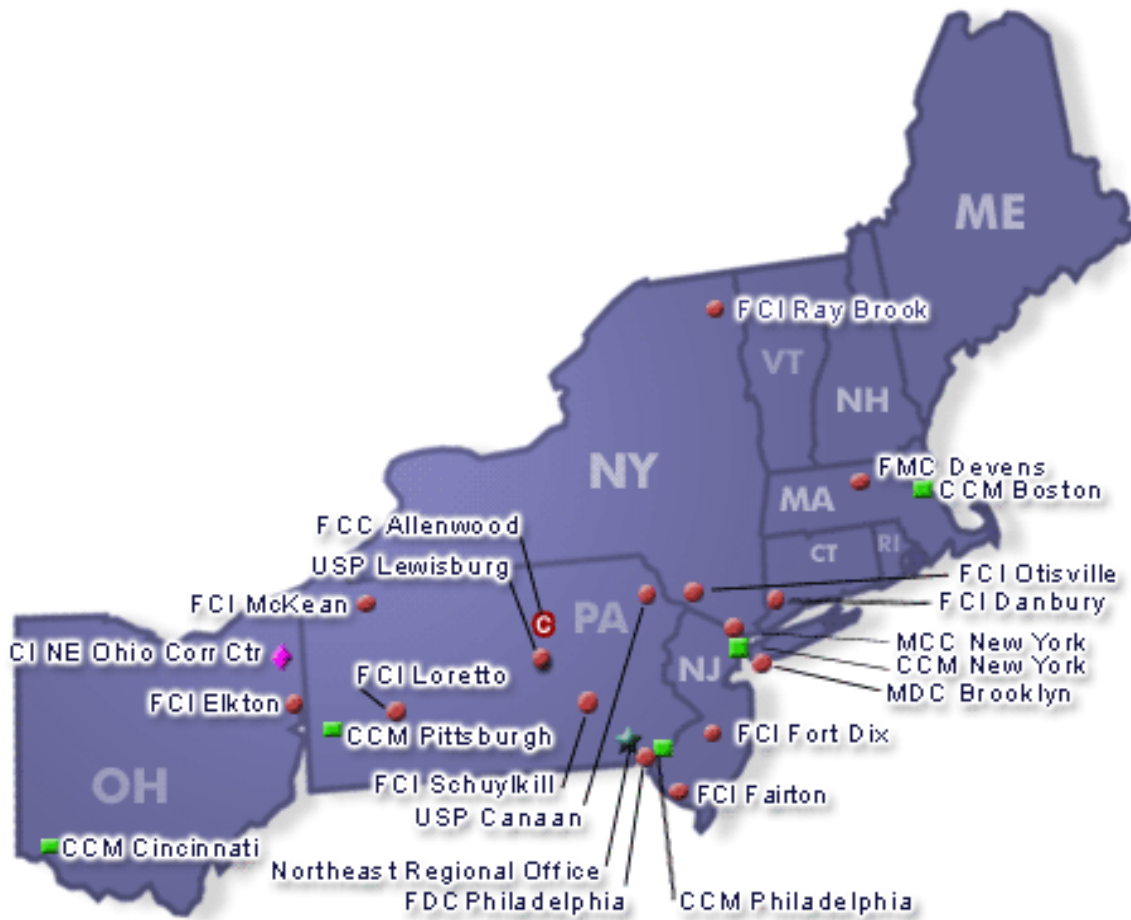
INSTITUTION: USP Terre Haute
Name of VC: Julia Fagg
Telephone: 812-244-4418
Fax: 812-244-4747
Facility Address: 4200 Bureau Road North
Terre Haute, IN 47808-8128

INSTITUTION: FCI Pekin
Name of VC: Terry Garrett
Telephone: 309-346-8588, x1651
Fax: 309-477-4644
Facility Address: 2600 South - Second Street
Pekin, IL 61555-7000

INSTITUTION: FCI Waseca
Name of VC: Pat Davis
Telephone: 507-835-8972
Fax:
Facility Address: P.O. Box 1731
Waseca, MN 56093

INSTITUTION: FMC Rochester
Name of VC: Amy Burdick
Telephone: 507-287-7140
Fax:
Facility Address: P.O. Box 4600
Rochester, MN 55903

INSTITUTION: FPC Yankton
Name of VC: Tracy Mueller
Telephone: 605-668-1111
Fax: 605-668-1116
Facility Address: 1100 Douglas Street
Yankton, SD 57078



NORTHEAST REGION VOLUNTEER COORDINATOR
CHAPLAIN EDWARD ROBERTS
REGIONAL VOLUNTEER ADMINISTRATOR

INSTITUTION: LSCI Allenwood
Name of VC: Kerry Appel
Telephone: 570-547-1990, 4484
Fax: 570-547-7063
Facility Address: P.O. Box 1500
 White Deer, PA 17887

INSTITUTION: USP Canaan
Name of VC: Matthew Malani
Telephone: 570-488-8000, x8402
Fax:
Facility Address: P.O. Box 400
 Waymart, PA 18472

INSTITUTION: MDC Brooklyn
Name of VC: Linda Draughn
Telephone: 718-840-4200, x5383
Fax: 718-840-5084
Facility Address: 80- 29th Street
 Brooklyn, NY 11232

INSTITUTION: FCI Danbury
Name of VC: Darlene Castrovinci
Telephone: 203-743-6471, x442
Fax:
Facility Address: Route 37
 Danbury, CT 06811-3099

Northeast Region Volunteer Coordinators

INSTITUTION: FMC Devens
Name of VC: Ken Nichols
Telephone: 978-796-1151
Fax: 978-796-1085
Facility Address: 42 Patton Road
Devens, MA 01432

INSTITUTION: FCI Elkton
Name of VC: O.C. "Chip" Highley
Telephone: 330-424-7448, x3342
Fax: 303-424-7075
Facility Address: P.O. Box 89
8730 Scroggs Road
Elkton, OH 44415

INSTITUTION: FCI Fairton
Name of VC: Keith Neill
Telephone: 856-453-4019
Fax: 856-453-4087
Facility Address: P.O. Box 280
Fairton, NJ 08320

INSTITUTION: FCI Fort Dix
Name of VC: Samuel Edwards
Telephone: 609-723-1100, x189
Fax: 609-724-0779
Facility Address: P.O. Box 38 / Core
Services Bldg
Fort Dix, NJ 08640

INSTITUTION: USP Lewisburg
Name of VC: Gary Clark
Telephone: 570-522-7544
Fax: 570-522-7629
Facility Address: P.O. Box William Penn
Road
Lewisburg, PA 17837

INSTITUTION: FCI Loretto
Name of VC: Steve Smith
Telephone: 814-472-4140, x306
Facility Address: RR #276 - P.O. Box 1000
Loretto, PA 15940

INSTITUTION: FCI McKean
Name of VC: Michael DeCaster
Telephone: 814-362-8900, x3432
Fax: 814-363-6822
Facility Address: P.O. Box 5000
Route 59/ Bag Shanty Rd.
Lewis Run, PA 16738

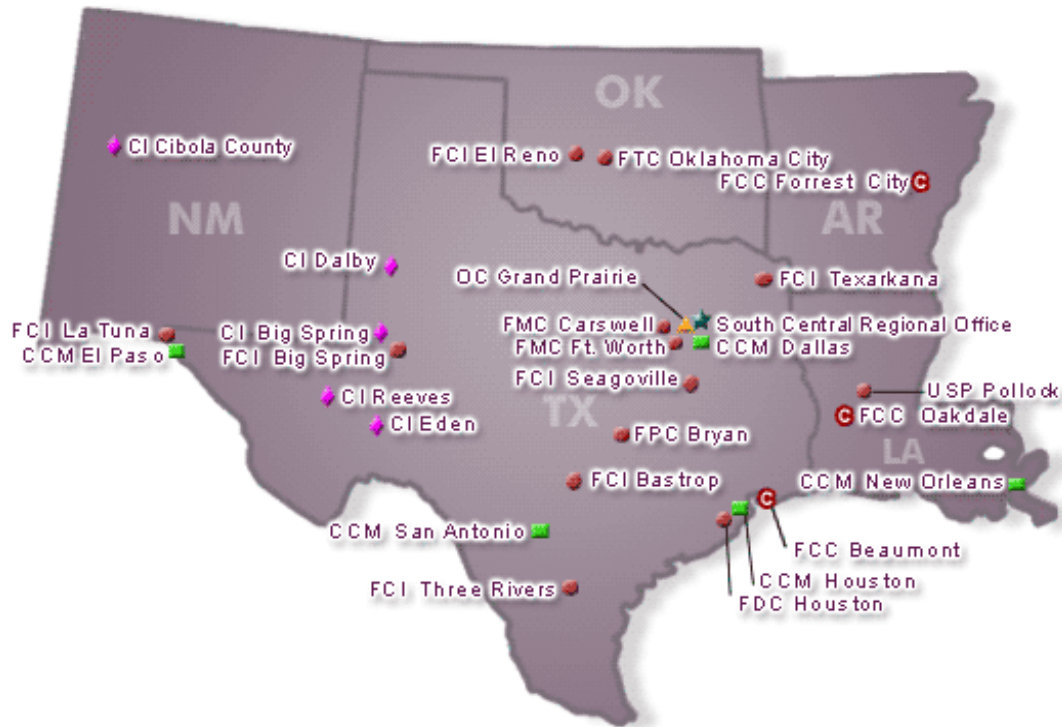
INSTITUTION: MCC New York
Name of VC: Linda Draughn
Telephone: 718-840-4200, x5383
Fax: 646-836-6433
Facility Address: 150 Park Row
New York, NY 10007-1779

INSTITUTION: FCI Otisville
Name of VC: Julie Timins
Telephone: 845-386-6709
Fax:
Facility Address: P.O. Box 600 / Two Mile Dr.
Otisville, NY 10963-0600

INSTITUTION: FDC Philadelphia
Name of VC: Tracy Freeman
Telephone: 215-521-4000, x1104
Fax: 215-521-4400
Facility Address: 700 Arch Street
Philadelphia, PA 19106

INSTITUTION: FCI Ray Brook
Name of VC: Daniel Bickford
Telephone: 518-897-4176
Fax: 518-897-4216
Facility Address: P.O. Box 300
Ray Brook, NY 12977

INSTITUTION: FCI Schuylkill
Name of VC: Vacant
Telephone: 570-544-7225
Fax:
Facility Address: P.O. Box 700
Minersville, PA 17954



SOUTH CENTRAL REGION VOLUNTEER COORDINATOR

REGIONAL VOLUNTEER ADMINISTRATOR

INSTITUTION:	FCI Bastrop	INSTITUTION:	FPC Bryan
Name of VC:	None (Employee Dev. Dept)	Name of VC:	Chris Davis
Telephone:	512-321-3903, x239	Telephone:	979-823-1879, x537
Fax:	512-304-0130	Fax:	
Facility Address:	P.O. Box 730 / Highway 95 Bastrop, TX 78602	Facility Address:	1100 Ursuline Street Bryan, TX 77803
INSTITUTION:	FCC Beaumont	INSTITUTION:	FMC Carswell
Name of VC:	Paula Spooner	Name of VC:	Denise Walker
Telephone:	409-727-8187, x3359	Telephone:	817-782-4396
Fax:	409-626-3401	Fax:	817-782-4805
Facility Address:	P.O. Box 26015 Beaumont, TX 77720-6015	Facility Address:	P.O. Box 27066 "J" Street, Bldg 3000 Fort Worth, TX 76127
INSTITUTION:	FCI Big Spring	INSTITUTION:	FCI El Reno
Name of VC:	Timothy Roberts	Name of VC:	Lisa Gladden
Telephone:	432-268-6791	Telephone:	405-319-7477
Fax:	432-268-6863	Fax:	405-319-7626
Facility Address:	1900 Simler Avenue Big Spring, TX 79720-7799	Facility Address:	P.O. Box 1000 4205 Hwy 66 West El Reno, OK 73036-1000

South Central Region Volunteer Coordinators

INSTITUTION: FCI Forrest City
Name of VC: Mike Peckham
Telephone: 870- 630-6000, x1166
Fax: 870- 630-6215
Facility Address: P.O. Box 7000
Forrest City, AR 72336

INSTITUTION: FMC Ft. Worth
Name of VC: Harrietta Curry
Telephone: 817-413-3100
Fax: 817-413-3350
Facility Address: 3150 Horton Road
Fort Worth, TX 76119-5996

INSTITUTION: FDC Houston
Name of VC: Anne Ford/Jonna Hawk
Telephone: 713-221-5400, x2000/2605
Fax: 713-229-4205
Facility Address: 1200 Texas Avenue
Houston, TX 77002

INSTITUTION: FCI La Tuna
Name of VC: Olga Berge
Telephone: 915-886-6600, x103
Fax: 915-886-6628
Facility Address: P.O. Box 1000/TX Hwy 20
Anthony, NM-TX 88021

INSTITUTION: FCC Oakdale
Name of VC: Charlotte Wilson
Telephone: 318-335-4466, x4378
Fax: 318-215-2235
Facility Address: P.O. Box 5060
East - Whatley Rd.
Oakdale, LA 71463-5060

INSTITUTION: FTC Oklahoma
Name of VC: Vacant
Telephone:
Fax:
Facility Address: 7410 MacArthur Avenue
P.O. Box 898802
Oklahoma City, OK 73189

INSTITUTION: USP Pollock
Name of VC: Lisa Smith
Telephone: 318-561-5350
Fax: 318-561-5325
Facility Address: P.O. Box 1000
Pollock, LA 71467

INSTITUTION: FCI Seagoville
Name of VC: Tonya Blakely
Telephone: 972-287-6744
Fax: 972-287-3599
Facility Address: 2113 N. Highway 175
Seagoville, TX 75159

INSTITUTION: FCI Texarkana
Name of VC: Mark Reed
Telephone: 903-838-4587, x238
Fax: 903-223-4417
Facility Address: P.O. Box 9500
4001 FCI Road
Texarkana, TX 75505-9500

INSTITUTION: FCI Three Rivers
Name of VC: Warren Rabb
Telephone: 361-786-3576, x324
Fax:
Facility Address: P.O. Box 4000/206 Thornton
St.
Three Rivers, TX 78071



SOUTHEAST REGION VOLUNTEER COORDINATOR
MS. NANETTE BARNES
REGIONAL VOLUNTEER ADMINISTRATOR

INSTITUTION: USP Atlanta
Name of VC: Leonie Torrence
Telephone: 404-635-5614
Fax: 404-635-5221
Facility Address: 601 McDonough Blvd, SE
 Atlanta, GA 30315

INSTITUTION: FCI Edgefield
Name of VC: Alex Chartier
Telephone: 803- 637-1371
Fax: 803-637-1471
Facility Address: 501 Gary Hill Road
 Edgefield, SC 29824

INSTITUTION: FCI Bennettsville
Name of VC: Vicki Johnson
Telephone: 843-454-8200, x1377
Fax:
Facility Address: P.O. Box 52020
 Bennettsville, SC 29512

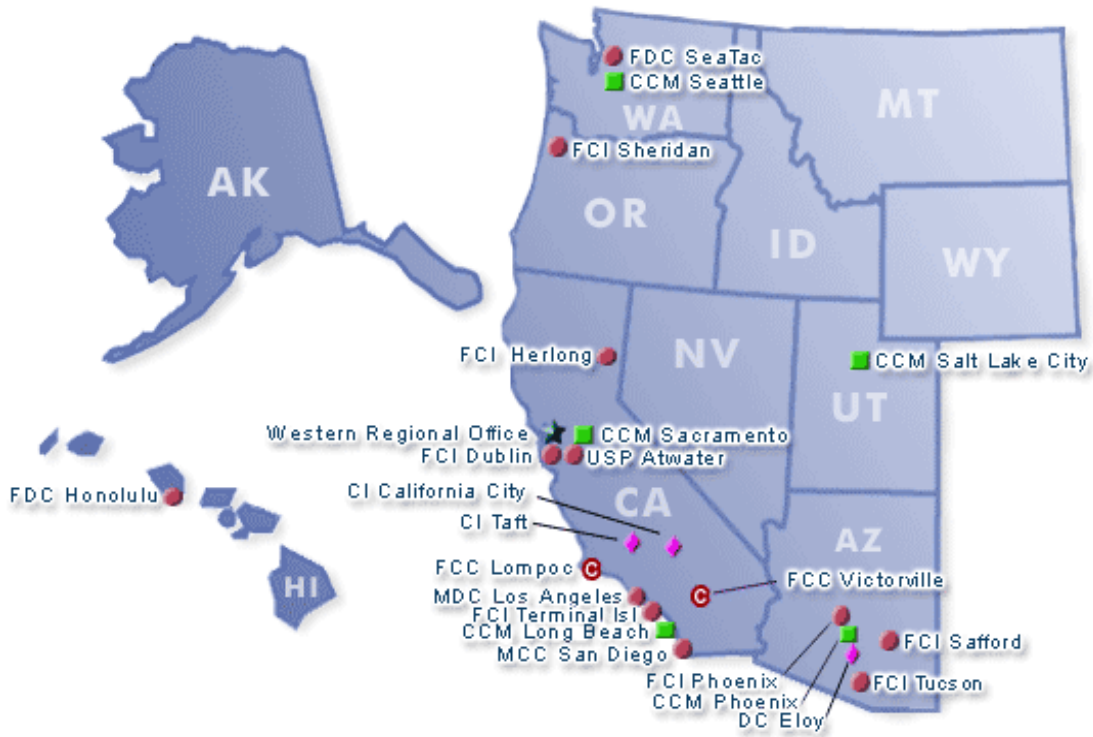
INSTITUTION: FCI Estill
Name of VC: Gillian Garmany
Telephone: 803-625-4607, x4657
Fax: 803-625-0258
Facility Address: P.O. Box 699/100 Prison
 Road
 Estill, SC 29918

INSTITUTION: FCC Coleman
Name of VC: Trina Wilson & Elaine Lee
Telephone: 352-689-3050 & 3051
Fax: 352-689-3049
Facility Address: 846 NE - 54th Terrace
 P.O. Box 1029
 Coleman, FL 33521-1029

INSTITUTION: MDC Guaynabo
Name of VC: Felipe Febo
Telephone: 787-775-7974
Fax:
Facility Address: P.O. Box 2146
 San Juan, PR 00922-2146

Mid-Atlantic Region Volunteer Coordinators

INSTITUTION:	FCI Jesup	INSTITUTION:	FPC Pensacola
Name of VC:	Bruno Ierulli	Name of VC:	Bob Peck
Telephone:	912-427-0870, x878 or 865	Telephone:	850-458-7277
Fax:	912-427-1264	Fax:	850-458-7291
Facility Address:	2600 Highway 301 South Jesup, GA 31599	Facility Address:	110 Raby Avenue Pensacola, FL 32509 - 5127
INSTITUTION:	FCI Marianna	INSTITUTION:	FCI Talladega
Name of VC:	Danae Dudley	Name of VC:	Charles Sansom
Telephone:	850-526-7081	Telephone:	256-315-4163
Fax:	850-718-7067	Fax:	256-315-4495
Facility Address:	3625 FCI Road Marianna, FL 32446	Facility Address:	565 Renfroe Road Talladega, AL 35160-0001
INSTITUTION:	FCI Miami	INSTITUTION:	FCI & FDC Tallahassee
Name of VC:	Candy Esposito	Name of VC:	Lisa Higginbotham
Telephone:	305-259-2151	Telephone:	850-878-2173, x1409
Fax:		Fax:	850-671-6101
Facility Address:	15801 SW - 137th Ave. Miami, FL 33177	Facility Address:	501 Capital Circle, NE Tallahassee, FL 32301
INSTITUTION:	FDC Miami	INSTITUTION:	FCI Petersburg
Name of VC:	Claribell Reid-Albizu	Name of VC:	Norman Goodrich
Telephone:	305-982-1212	Telephone:	804-504-7200, x1041
Fax:		Fax:	804-504-7209
Facility Address:	P.O. Box 019118 Miami, FL 33101-9118	Facility Address:	P.O. Box 90026 Petersburg, VA 23804-0026
INSTITUTION:	FPC Montgomery	INSTITUTION:	FCI Williamsburg
Name of VC:	Michele Owens	Name of VC:	Jacqueline Phelps
Telephone:	334-293-2255	Telephone:	843-387-9470
Fax:	334-293-2223	Fax:	843-387-9472
Facility Address:	Maxwell AFB Montgomery, AL 36112	Facility Address:	P.O. Box 380 Salters, SC 29590



WESTERN REGION VOLUNTEER COORDINATOR
MS. BLANCA VEGA HAMMOND
REGIONAL VOLUNTEER ADMINISTRATOR

INSTITUTION: USP Atwater
Name or VC: Michelle Salm
Telephone: 209-386-4610
Fax: 209-386-4665
Facility Address: P.O. Box 019000
 Atwater, CA 95301

INSTITUTION: FCI Dublin
Name of VC: Beth Ochoa
Telephone: 925-833-7500, x372
Fax: 925-833-7555
Facility Address: 5701 8th Street - Camp
 Parks
 Dublin, CA 94568

INSTITUTION: FCI Herlong
Name of VC: Elizabeth Sotomayor
Telephone: 530-827-8101
Fax: 530-827-8024
Facility Address: P.O. Box 800
 Herlong, CA 96113

INSTITUTION: FDC Honolulu
Name of VC: Hensworth Weaver/
 Allan Urasaki
Telephone: 808-838-4307
Fax: 808-838-4538
Facility Address: 351 Elliott Street
 Honolulu, HI 96820

INSTITUTION: FCC Lompoc
Name of VC: Diana Gellentien
Telephone: 805-7352771, x238
Fax: 805-737-3125
Facility Address: 3901 Klein Boulevard
 Lompoc, CA 93436

* Volunteer Coordinator for All Lompoc Institutions

INSTITUTION: MDC Los Angeles
Name of VC: Michael Leshon
Telephone: 213-485-0439, x473
Fax: 213-253-9576
Facility Address: 535 North - Alameda Street
 Los Angeles, CA 90012

INSTITUTION: FCI Phoenix

Western Region Volunteer Coordinators

Name of VC: Lorraine Lawrence
Telephone: 623-465-9757, x296
Fax: 602-465-5192
Facility Address: 37900 N. 45th Ave, Dept.
1680
Phoenix, AZ 85027-7003

INSTITUTION: FCI Safford
Name of VC: Jackie Brown
Telephone: 928-428-6600, x1143
Fax: 928-348-1355
Facility Address: P.O. Box 820
Safford, AZ 85548

INSTITUTION: MCC San Diego
Name of VC: Edna Robertson
Telephone: 619-232-4311x1242
Facility Address: 808 Union Street
San Diego, CA 92101

INSTITUTION: FDC Seatac
Name of VC: Kristina N. Evans
Telephone: 206-870-5706, x5706
Fax: 206-870-5717
Facility Address: P.O. Box 13901
Seattle, WA 98198

Name of VC: John G. Hallock
Telephone: 503-843-4442, x131
Fax: 503-843-3408
Facility Address: 27072 Ballston Road
Sheridan, OR 97378

INSTITUTION: FCI Terminal Island
Name of VC: Andre Davis, Sr.
Telephone: 310-732-5197
Fax: 310-732-5330
Facility Address: 1299 Seaside Avenue
Terminal Island, CA 90731

INSTITUTION: FCI Tucson
Name of VC: Denise Madrid
Telephone: 520-574-7100
Fax: 520-574-7133
Facility Address: 8901 South Wilmot Road
Tucson, AZ 85706

INSTITUTION: FCC Victorville
Name of VC: Sandra M. Silva
Telephone: 760-530-5927
Fax : 760-530-5928
Facility Address: P.O. Box 5400
Adelanto, CA 92301
or 13777 Air Expressway Blvd.
Victorville, CA

INSTITUTION: FCI Sheridan