

FDOC Volunteer PIN Procedures

The following procedures are for obtaining a Florida Department of Corrections (FDOC) Volunteer PIN and for renewing FDOC Occasional Volunteer PIN's.

1. Fill out the Volunteer Application Online (New and Renewing Volunteers).

Internet: <https://apps.fdc.myflorida.com/VolunteerApplication/volunteer/create>

Mobile App: <https://apps.fdc.myflorida.com/VolunteerApplication>

Register as a Regular Volunteer – Volunteers visiting Florida prisons more than five times per year.

Enter "Florida Women's Reception Center – **FWRC**" under Work Location.

Application Notes:

A. Enter "Regular Visitor" in the "Type Volunteer" text box.

B. Enter "Florida Women's Reception Center (FWRC)" in the "Work Location" text box.

C. Enter "*Inmate Encounter*" in the "Volunteer Services Provided" text box.

D. **Regular Volunteers** who fill out the online volunteer application will receive an email informing them of locations throughout Florida where they can have their fingerprints taken. **NOTE:** Fingerprints are required for regular visitors. It takes a few weeks for your background check to complete before receiving a second email from the FDOC instructing you to complete online volunteer training. If you do not receive an email instructing you to complete training within two weeks of applying for a PIN, email the Tallahassee volunteer overseer office OPR-VolunteerServices@fdc.myflorida.com and request a training username and password in order to complete online training.

2. Complete FDOC Volunteer Online Training components in the following order:

1. Volunteer training manual

2. The CJIS component (where you use the username and password; when complete, you will receive a certificate)

3. Prison entrance and exit procedures. 4. HIPAA

5. PREA

3. Contact Chaplain Scott Thompson at FWRC **Tel:** (352) 840-7958 **Email:** Scott.Thompson@fdc.myflorida.com to be issued an initial volunteer PIN after completing steps 1-5 in section 2.

Final Notes:

5. As of January, 2021, Florida DOC volunteers holding a an expired PIN must renew on the DOC Volunteer Portal <https://apps.fdc.myflorida.com/VolunteerApplication/volunteer/create> .
6. Once an **regular** volunteer has completed the online application process, the background check is good for life and does not expire. Upon expiration, the volunteer does **NOT** need to go back through the online process application again to be renewed. FWRC will run a background check, schedule renewal training, and update your volunteer status in the system.
7. All members who register for Inmate Encounter Prison Crusades with an expired PIN's will be removed from registration until their PIN is returned to an active status.
8. Check your PIN status by emailing OPR-VolunteerServices@fdc.myflorida.com and request a status of your PIN or application