

You have registered for an Inside-Out Prison Exchange course at the California Rehabilitation Center (CRC), Norco. The Inside-Out Program facilitates dialogue and education between Inside students (students who are incarcerated), Outside students (students at the Claremont Colleges), and Claremont College faculty. Inside-Out courses are held inside the California Rehabilitation Center, a level II prison in Norco, California (approximately 20 miles from the Claremont Colleges).

All Outside students are considered “volunteers” by the California Rehabilitation Center and must submit a **completed** volunteer application and be cleared to enter the facility.

NOTE: It takes approximately 3-4 weeks for The California Rehabilitation Center to process completed volunteer applications. Incomplete volunteer applications **will not** be processed and will be returned to students. Returned applications can take an additional 3-4 weeks to process. **Please review the Volunteer Application Package Checklist and ensure your application is complete before submitting.**

REQUIREMENTS FOR ALL VOLUNTEERS NEW AND RETURNING

Once Complete please submit the following document to your program Point of Contact:

- Gate Clearance Request
- Completed CDCR 966 (Rev. 01/21) Volunteer Application and Service Agreement
- Completed CDCR 181 (Rev. 10/14) Primary Laws, Rules, and Regulations Regarding Conduct and Association with State Prison Inmates
- Completed CDCR 894 (Rev 09/19) Emergency Notification Information
- Completed CDCR 7336 (Rev. 03/20) Employee Tuberculin Skin Test (TST) and Evaluation
- Completed CDCR 7354 (Rev. 07/15) TB Infectious Free Staff Certification

In regards to the TB Certificate, volunteers must adhere to the following guidelines.

- TB testing and evaluation through a volunteer’s personal health care provider or local Public Health Department is at no cost to the CDCR.
- **Volunteers must ensure their licensed health provider completes the Employee Tuberculin Skin Test (TST) and Evaluation (CDCR 7336) form and Infectious Free Staff Certification (CDCR 7354) form.**

Note: CDCR will accept TB testing and/or TB free certification on equivalent forms used by county public health departments, the military, University of California hospital system, and other hospital systems. CDCR will not accept TB testing and/or TB free certification on forms created by sole (independent) medical practitioners and physician groups. In the absence of a standard equivalent form, the CDCR 7336 and CDCR 7354 must be used.

- CDCR 1049 (Rev. 08/08) Certification of Volunteer Participation (fill volunteer name and contact info only)
- Completed CDCR 8019 (06/20) Nepotism and Fraternalization Policy Acknowledgment
- Completed CDCR 2301 (Rev. 05/20) PREA Policy Information for Volunteers and Contractors Part A
- Completed STD 910 (Rev. 10/2019) Essential Functions Health Questionnaire
- CDCR 1887 (Rev. 08/08) Parent Consent for Participation (if applicable)

Annual Quiz results/Certificates for online training of:

- Communicable Disease Prevention
- Inmate/Staff Relations
- Emergency Operations
- Equal Employment Opportunity and Sexual Harassment Prevention

Annual DAI Volunteer OJT Modules (Only submit signed acknowledgements) for training of:

- Fire Prevention and Life Safety
- Information Practices Act
- Prison Rape Elimination Act
- Tuberculosis Testing Self-Education

Additional Required Documents

- Valid Government ID card (photocopy front and back)

Formerly Incarcerated Persons, Parolees, and Probationers are required to attach documentation of at least one of the following:

- Current employment
- Participation in the community
- Academic status
- Volunteer status at another departmental institution.
- If discharged, evidence of discharge from parole.

AND attach documentation of one of the following:

- If you are a Parolee, Written Approval of the Regional Parole Administrator or designee.
- If you are on Supervised Probation, Written Approval of the Chief of Probation Officer or designee.
- If you are on Informal Probation, Written Approval of the court or representative of the court.
- If you are on Discharged from Prison or Parole, a letter addressed to the Warden outlining the circumstances.

Note: All documents MUST be turned in together for tracking purposes. Failure to complete thoroughly can result in a delay in the approval to enter the facility.

The MANDATORY volunteer training IS completed online via the following link. The password changes on a monthly basis. **If you are unable to log in, notify: Tye Griffith- Manager for Justice Education**

Online Training (access via Edge): <https://extranet.cdcr.ca.gov/VolunteerTraining/SitePages/Home.aspx>

Login ID: cdcrtraining@yahoo.com

Password: Extr@net38