
IDAHO

DEPARTMENT OF CORRECTION



VRC Volgistics Guide

March 2016

Purpose: This guide serves as a resource for Volunteer and Religious Activity Coordinators (VRC) Department-wide in using Volgistics, the online volunteer management tool, in fulfilling their responsibility as VRC. Facility VRC's are responsible for coordinating, recruiting, and managing volunteers and volunteer activities as well as coordinating and supervising religious activities.

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I. Definitions

Coordinator: this is the facility VRC.

Volunteer Record: this is the record created for the volunteer in Volgistics.

Volgistics Administrator: this is the person at Central Office responsible for overseeing the volunteer program statewide; referred to as Prisons Division VRC in policy.

VicNet: online volunteer portal for volunteers to update contact information, view volunteer service schedules, receive updates on training and IDOC activities.

VicTouch: online check in/out system for officers to check volunteer in/out of the facility.

II. Volunteer Service Requirements

New Volunteers are required to:

1. Complete the online volunteer application
2. Complete 6 hours of New Volunteer Training
3. Complete Facility Orientation

Returning Volunteers are required to:

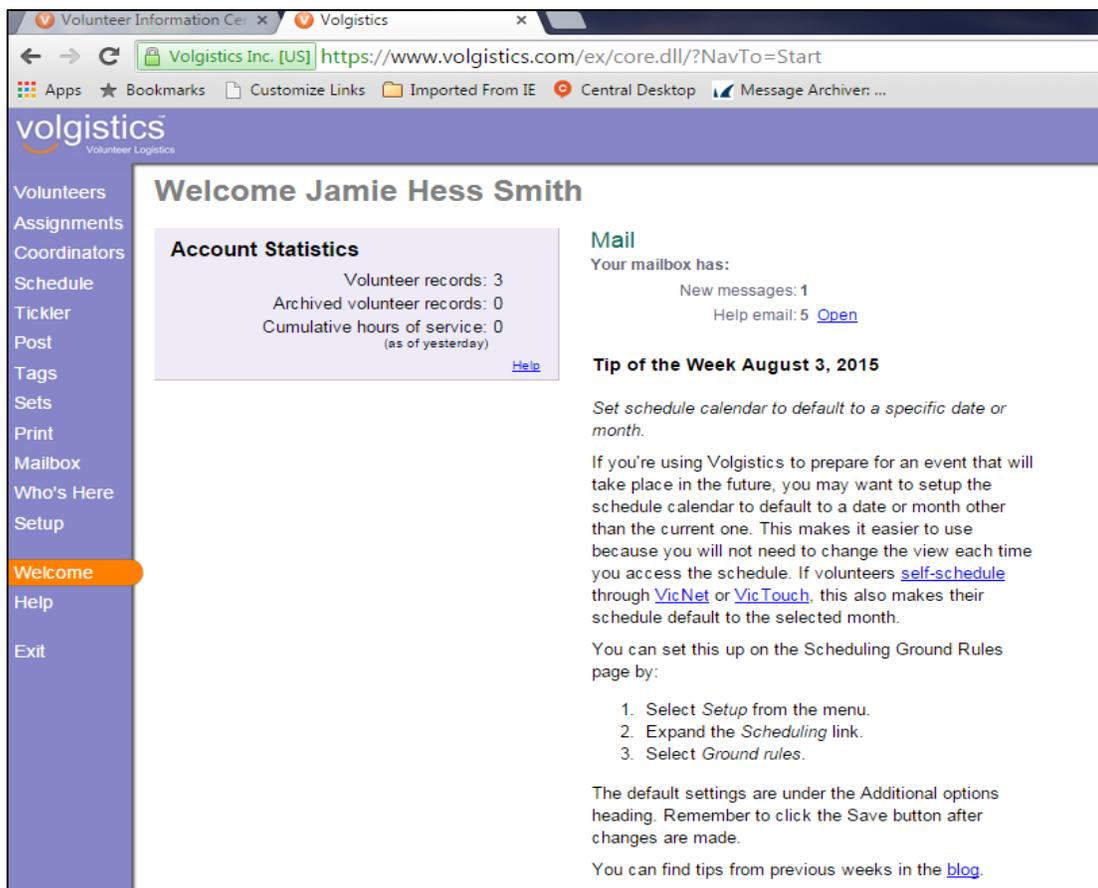
1. Complete the online volunteer application initially during implementation of Volgistics
2. Complete 4 hours of Volunteer Training annually

VRC's are required to:

1. Ensure the Volunteer Application Review form is completed at their specific facility and the volunteer is approved before the volunteer begins his/her volunteer service.
2. Ensure a background check is completed for all volunteers at least annually.
3. If there is a change in the volunteer's background security check, circulate the Volunteer Application Review form to determine if the facility leadership still approves the volunteer's access to the facility.
4. Notify other VRC's if volunteer access is revoked from your facility.

III. Logging in to Volgistics

1. Go to: <https://www.volgistics.com/>
2. Select the yellow **Login** button on the top right corner and enter your account number, email and password. Select **Login**.
 - a. **Account Number:** 539687712
 - b. **Email:** your IDOC designated email address (e.g. name@idoc.idaho.gov)
 - c. **Password:** your initial password will be Volgistics01
 - i. Change your password when you first log in
 - ii. If you forget your password, notify the Administrator and he/she will reset your password.
3. You will automatically be taken to the **Welcome** page. Notice in the left menu, **Welcome** is highlighted orange.

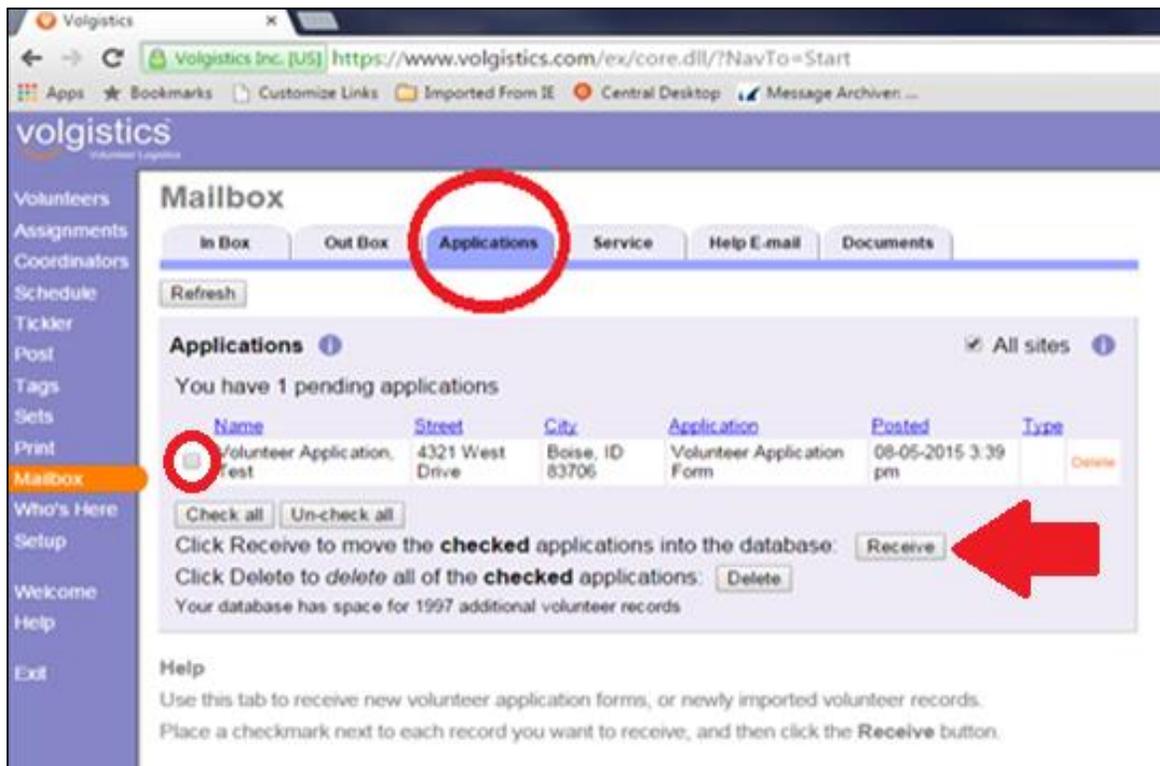


4. Select **Exit** from the menu on the left column if you would like to log out at any time.

IV. Processing New Volunteer Applications

A. Application Receipt

- Initially, all volunteers are **required** to submit their application online.
- VRC's will receive an email from the central point of contact for volunteer applications when an application has been submitted.
- Log into your Volgistics account and select **Mailbox** from the left column menu. You will see 6 tabs on the main window, see picture below. Select the third tab, **Applications**.

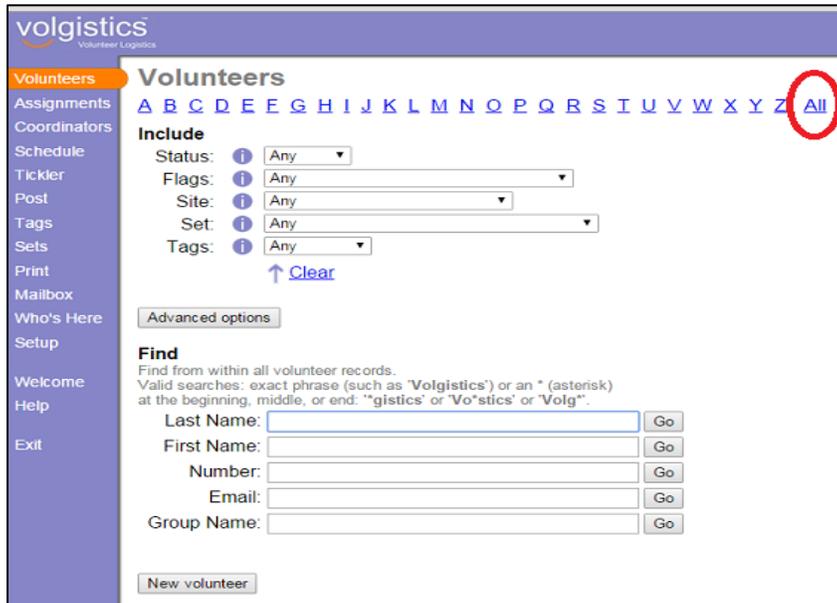


- Check the box next to the volunteer application and select **Receive**.

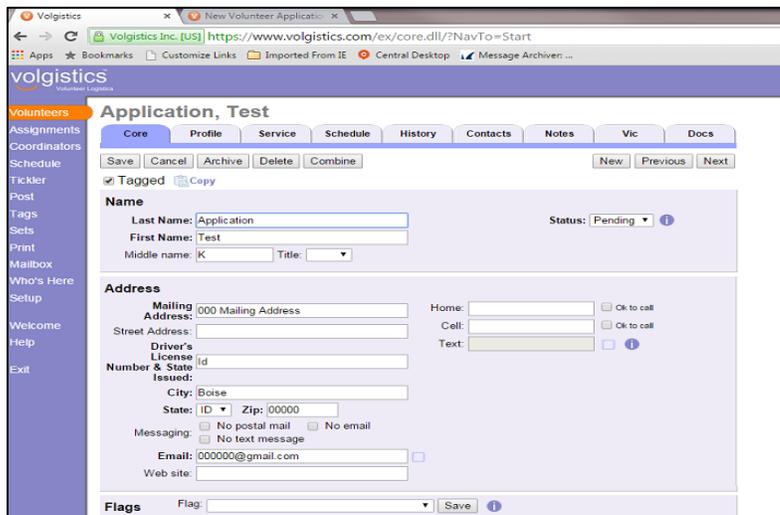
NOTE: Once you click "Receive," a new volunteer record is automatically created! All of the information the volunteer entered in the online application will populate the volunteer record. Take note of the person who submitted the application to locate it easily later.

B. Review Volunteer Record

- Select **Volunteers** from the left column menu. You can either: select **All** from the top of the screen to show all of the volunteer records, or select the letter of the name of the new applicant.



- a. If you do not recall the name of the volunteer applicant, select **All** from the top right corner, look at the **Date Entered** column on the right side of the screen to determine which volunteer submitted the new application.
2. Select the new volunteer and review the record. Make sure all information needed is adequately entered in the volunteer record by navigating through all 9 tabs.



Notice in the **Core** tab of the volunteer applicant's record, the **Status** is "**Pending**." This must remain as "**Pending**" until the volunteer application has been reviewed by the ILETS Operator and facility leadership.

C. Obtain the New Volunteer Application

1. From the new volunteer's record, click on the **Docs** tab.

The screenshot shows the Volgistics Volunteer Logistics interface. The 'Docs' tab is selected in the top navigation bar. Below the tabs, there are buttons for 'Refresh', 'Filter', and 'Tagged'. A table of documents is displayed with the following columns: 'Kind', 'File Name', and 'Uploaded'. One document is listed: 'Application - New Volunteer Application', which is circled in red. The 'Uploaded' date for this document is '08/20/15 11:22 AM'. There is an 'Edit' button next to the document. A red arrow points to the 'Docs' tab.

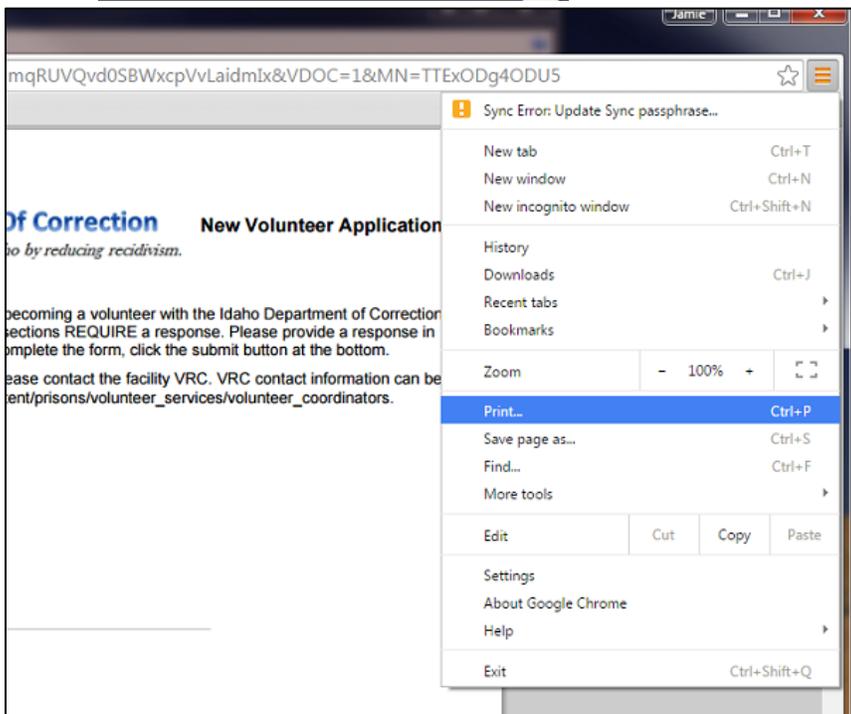
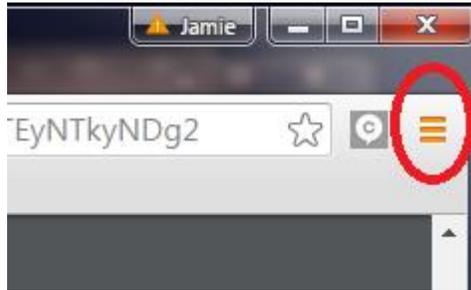
2. Click on the link to the application.
3. A new internet tab will pop up with the completed application.

The screenshot shows a web browser window displaying the Idaho Department of Correction New Volunteer Application form. The browser address bar shows the URL: <https://www.volgistics.com/ex/rpts.dll/Download?ID=8TLWWYh5kg6anZ5MvutTmNWNQ0fGh6l1&VDOC=1&MN=1>. The form header includes the Idaho Department of Correction logo and the text: 'Idaho Department Of Correction New Volunteer Application' and 'Our Mission: To promote a safer Idaho by reducing recidivism.' The form content includes a paragraph of instructions and a section titled 'Personal Information' with the following fields: First Name: Test, Last Name: Application, Middle name: K, Mailing Address: 000 Mailing Address, Street Address: _____, Driver's License ID Number & State Issued: _____, City: Boise, State: ID, Zip: 00000, Home phone: _____, Cell phone: _____, and Email address: 00000@gmail.com.

4. You can **print** the application or **save** it as a PDF.
 - a. At the top of the screen the following options will appear



- b. Click the  to save the file. Click the  to print it.
- c. Or click the  menu option on the internet browser and select print.



D. Route the New Volunteer Application for Review

1. Submit the New Volunteer Application to the ILETs Operator at your facility along with a blank Volunteer Application Review form.

		Volunteer Application Review Form For use by the Idaho Department of Correction ONLY	
Volunteer Name: _____		Date: _____	
<i>Last</i>		<i>First</i> <i>M.I.</i>	
I LETS Operator			
Criminal Background Check			
<input type="checkbox"/> No criminal record.			
<input type="checkbox"/> No misdemeanor drug conviction within the last 3 years.			
<input type="checkbox"/> No felony conviction.			
<input type="checkbox"/> Has misdemeanor drug conviction within the last 3 years (Complete section below).			
<input type="checkbox"/> Has a felony conviction (Complete section below).			
Is the volunteer on an offender visiting list? <input type="checkbox"/> Yes <input type="checkbox"/> No			
I LETS Operator Name (Print):		Assoc. #:	
Work Location:		Phone:	
If applicable, I LETS Results			
Also known as/Alias:			
States Needing Query Run:			

- If you have more than one pending application, make sure you include a clean Volunteer Application Review form for each one.

NOTE: If, at any time in the process, you need additional information from the volunteer applicant, please contact the volunteer!

If there's an error in the online application, you can either 1) Have the volunteer resubmit the online application, or 2) manually enter the information into the volunteer record.

If you have the applicant resubmit, contact the Volgistics Administrator to delete the volunteer record from Voglistics. Remember, when a new applicant submits their application online, a new volunteer record is automatically created when you "Receive" the application.

- Once the I LETS Operator returns the Volunteer Application and Volunteer Application Review form, make your recommendation.

VRC		
Type of Volunteer:	<input type="checkbox"/> Level 1	<input type="checkbox"/> Limited Service
Recommend Approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	OR <input type="checkbox"/> Restricted Access Approval
If no, please explain:		
If recommending Restricted Access status, please explain:		
VRC Name (Print):	Assoc. #:	Date:
VRC Signature: _____	Date: _____	

- a. A criminal record is not an automatic disqualification of volunteer status. Always process the application regardless of the outcome background check. You can recommend **Restricted Access Approval** if you have concerns about the applicant.
 - b. The volunteer's initial volunteer status will be either: **Level 1** or **Limited Service**. A volunteer may request Level 2 status. Please see section **XI. Moving from Level 1 to Level 2 Status** of this guidebook.
4. Circulate the application to the Deputy Warden, or second in command, and the Warden or CRC Manager for review.
 - a. There may be instances where the background review "failed," but the facility leadership elects to approve the volunteer.

E. Volunteer Applicant Denied

1. If the new volunteer applicant is not approved, notify the applicant. Go into the volunteer's record in Volgistics. Under the **Core** tab, update the **Status** from "Pending" to "**Denied**." Click .

The screenshot shows the Volgistics interface for a volunteer record. At the top, there are tabs for Core, Profile, Service, Schedule, History, Contacts, Notes, Vic, and Docs. Below the tabs are buttons for Save, Cancel, Archive, Delete, and Combine, along with New, Previous, and Next buttons. The 'Name' section includes fields for Last Name (Application), First Name (Test), Middle name (K), and Title. The 'Status' dropdown menu is open, showing options: Active, Denied, Inactive, and Pending. The 'Denied' option is highlighted with a red circle. A red arrow points to the 'Save' button.

2. Notify the Division VRC of the denial.
3. Save the Volunteer Application Review Form articulating the denial in the volunteer record based on the instructions below.

F. Volunteer Applicant Approved

1. Save the completed Volunteer Application Review Form in the volunteer record based on the steps below. Complete the steps outlined in Section V. Update Volunteer Record for Approved Volunteer.

G. Save the Volunteer Application Review Form in the Docs Tab

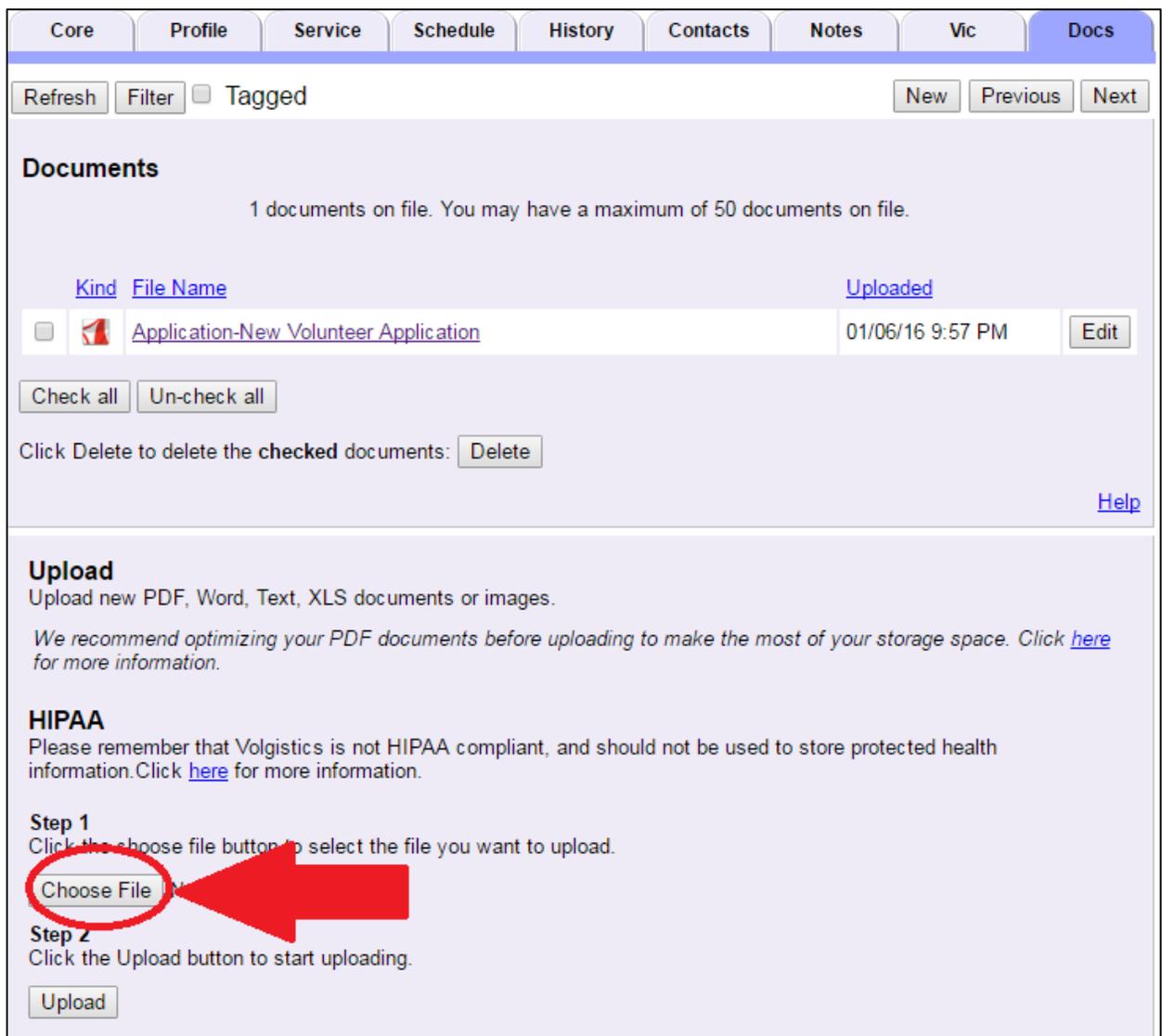
1. Scan the signed Volunteer Application Review Form (not the application) and save it based on the following naming sequence:

- a. Last Name, First Name-Date(year XXXX, month XX, and day XX)-Facility
- b. For example, “Smith, Jamie-2015.09.25-ISCC”

 Smith, Jamie-2015-09-25-ISCC

Notice, there are no spaces between the first name, the dash, and the year or between the day and the facility. You **must** use **four** numbers for the year, **two** numbers for the month, and **two** numbers for the date. It is critical that this naming sequence is adhered to by all VRC’s. This will help sort the volunteer applications for easy access in the future.

2. Log into Volgistics, navigate to the volunteer’s volunteer record. Make sure you’re in the right volunteer’s volunteer record.
3. Click on the **Docs** tab. Click **Choose File**.



Core Profile Service Schedule History Contacts Notes Vic Docs

Refresh Filter Tagged New Previous Next

Documents

1 documents on file. You may have a maximum of 50 documents on file.

Kind	File Name	Uploaded	
<input type="checkbox"/>	 Application-New Volunteer Application	01/06/16 9:57 PM	Edit

Check all Un-check all

Click Delete to delete the checked documents: Delete

[Help](#)

Upload
Upload new PDF, Word, Text, XLS documents or images.
We recommend optimizing your PDF documents before uploading to make the most of your storage space. Click [here](#) for more information.

HIPAA
Please remember that Volgistics is not HIPAA compliant, and should not be used to store protected health information. Click [here](#) for more information.

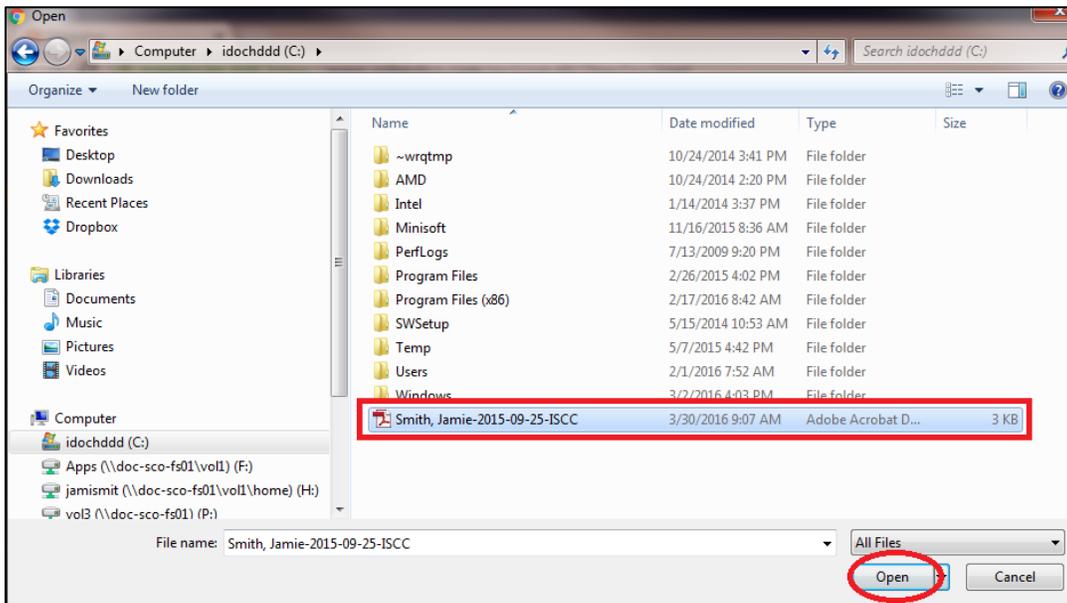
Step 1
Click the choose file button to select the file you want to upload.

Choose File

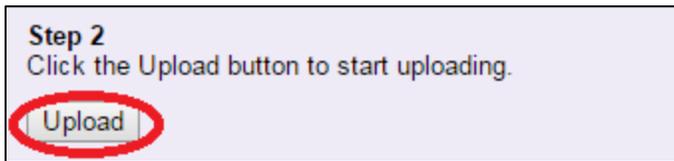
Step 2
Click the Upload button to start uploading.

Upload

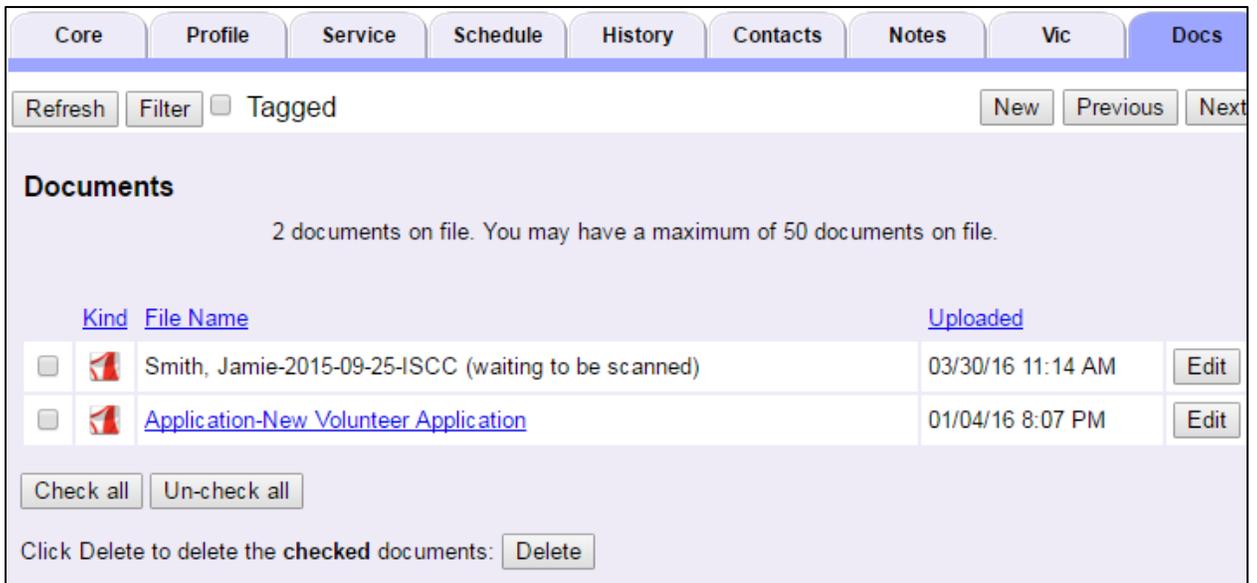
4. Find the saved file and click **Open**.

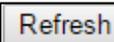


5. Click .



6. Wait for the file to upload. You will see a “waiting to be scanned” next to the file name.



7. If you don't see the file, click  from the bottom of the page.
8. Once the download is complete, you will see the new file next to the volunteer application.

Core Profile Service Schedule History Contacts Notes Vic Docs

Refresh Filter Tagged New Previous Next

Documents

2 documents on file. You may have a maximum of 50 documents on file.

	Kind	File Name	Uploaded	
<input type="checkbox"/>		Smith, Jamie-2015-09-25-ISCC	03/30/16 11:12 AM	<input type="button" value="Edit"/>
<input type="checkbox"/>		Application-New Volunteer Application	01/04/16 8:07 PM	<input type="button" value="Edit"/>

Click Delete to delete the **checked** documents:

V. Update Volunteer Record for Approved Volunteer

If the volunteer's application was approved, complete each of the following steps in this section. Go into the volunteer's record in Volgistics by selecting **Volunteers** from the left menu column and select **All** or the letter of the last name of the volunteer and navigate to that volunteer's record.

NOTE: Do NOT use the "Previous" or "Next" buttons while updating the volunteer record. It will take you to the 'previous' or 'next' volunteer record and can lead to changes in the wrong record.

The screenshot shows the 'Application, Test' record page in Volgistics. The left sidebar has 'Volunteers' selected. The main content area has tabs for 'Core', 'Profile', 'Service', 'Schedule', 'History', 'Contacts', 'Notes', 'Vic', and 'Doc'. Below the tabs are buttons for 'Save', 'Cancel', 'Archive', 'Delete', and 'Combine'. To the right are 'New', 'Previous', and 'Next' buttons. The 'Previous' and 'Next' buttons are circled in red with a diagonal line through them. The 'Name' section has fields for 'Last Name: Application', 'First Name: Test', and 'Middle name: K'. The 'Status' is set to 'Pending'.

A. Change Status from Pending to Active

- Under the **Core** tab, update the **Status** from "Pending" to "Active." Click **Save**.

The screenshot shows the 'Application, Test' record page with the 'Core' tab selected. The 'Status' dropdown menu is open, showing options: 'Active', 'Active', 'Denied', 'Inactive', and 'Pending'. The 'Active' option is highlighted. A red circle is drawn around the dropdown menu. A red arrow points to the 'Site' field. The 'Name' section has fields for 'Last Name: Hess Smith', 'First Name: Jamie', and 'Middle name:'. The 'Address' section has fields for 'Mailing Address: 1299 N. Orchard St., Suite 110', 'Street Address:', 'City: Boise', 'State: ID', 'Zip: 83706', 'Home: (208) 672-3432', 'Work: (208) 672-3432', 'Cell: (208) 672-3432', 'Text:', and 'Fax:'. The 'Statistics' section shows 'Hours: 0:00', 'Life: 0:00', 'YTD: 0:00', 'MTD: 0:00', 'Years of service: None', and 'Date of last activity: None'.

NOTE: Skip the **Profile** tab. All of the information in the **Profile** tab was already populated with the volunteer's online application entries.

B. Update Service Tab

The **Service** tab will be used to view the facility the volunteer is assigned to, the type of volunteer, the date the initial application was approved, the date the new volunteer training is completed, the date the facility orientation was completed, and the type of volunteer service.

1. Select the **Service** tab. There will be a box for **Assignments** and a box for **Service**.
Enter the following volunteer information in the **Assignments** section:

The screenshot shows a web application interface for 'Application, Test'. The 'Service' tab is selected and highlighted with a red arrow. Below the tabs, there is a 'Tagged' checkbox and 'New', 'Previous', and 'Next' buttons. The 'Assignments' section is circled in red and contains the following fields: 'Assignment' (dropdown), 'Type of Volunteer' (Level 1 Volunteer), 'Initial Application Approved' (calendar), 'New Volunteer Training Completed' (calendar), 'Facility Orientation Completed' (calendar), and 'Type of Volunteer Service' (Blank). There are 'Save' and 'Cancel' buttons at the bottom right of the 'Assignments' section. Below the 'Assignments' section, the 'Service' section is partially visible, showing an 'Add' button and an 'Assignment' dropdown.

2. Select your facility from the drop down menu next to **Assignment**.
3. Select the Type of Volunteer from the drop down menu next to **Type of Volunteer**. This will automatically default to Level 1 Volunteer, but be sure to select the appropriate category, for example, if the volunteer is a limited service volunteer, that option needs to be selected from the drop down.
4. Enter the date the volunteer's initial application was approved in the **Initial Application Approved** section. If you do not have record of the date the initial application was approved, enter the date of the last signature of the most recent application.
5. Enter the date the New Volunteer Training was completed in the **New Volunteer Training Completed** section.

NOTE: New Volunteer Training is different from the Annual Refresher Training.

6. Enter the date the Facility Orientation was completed in the Facility Orientation Completed: section. If this hasn't been completed yet, leave it blank.
7. Select the type of service from the drop down menu in the Type of Volunteer Service: section. This list includes the most common types of volunteer service, including faith-based and secular options (e.g. AA/NA, Vocational, etc.).
- 8.

Application, Test

Core Profile **Service** Schedule History Contacts Notes Vic

Tagged New Previous Next

Assignments ⓘ

Add

Assignment: ISCC Volunteer ▼

Type of Volunteer: Level 1 Volunteer ▼

Initial Application Approved: 09-14-2015 [calendar] New Volunteer Training Completed: 09-12-2015 [calendar]

Facility Orientation Completed: [calendar]

Type of Volunteer Service: Jehovah's Witness ▼

↓

Save Cancel

9. Once the information is entered, click Save.
10. The information entered will be saved as a line item under assignment. Notice, the Coordinator column will automatically populate the VRC's name based on the facility.

Application, Test

Core Profile **Service** Schedule History Contacts Notes Vic

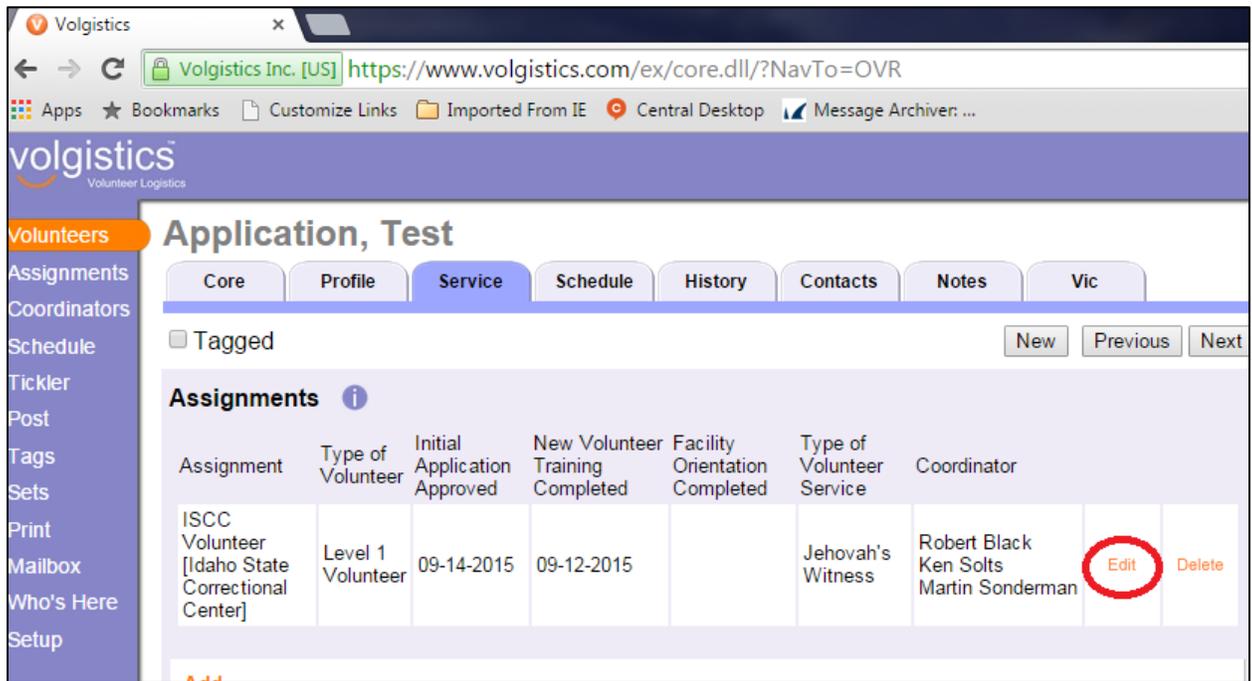
Tagged New Previous Next

Assignments ⓘ

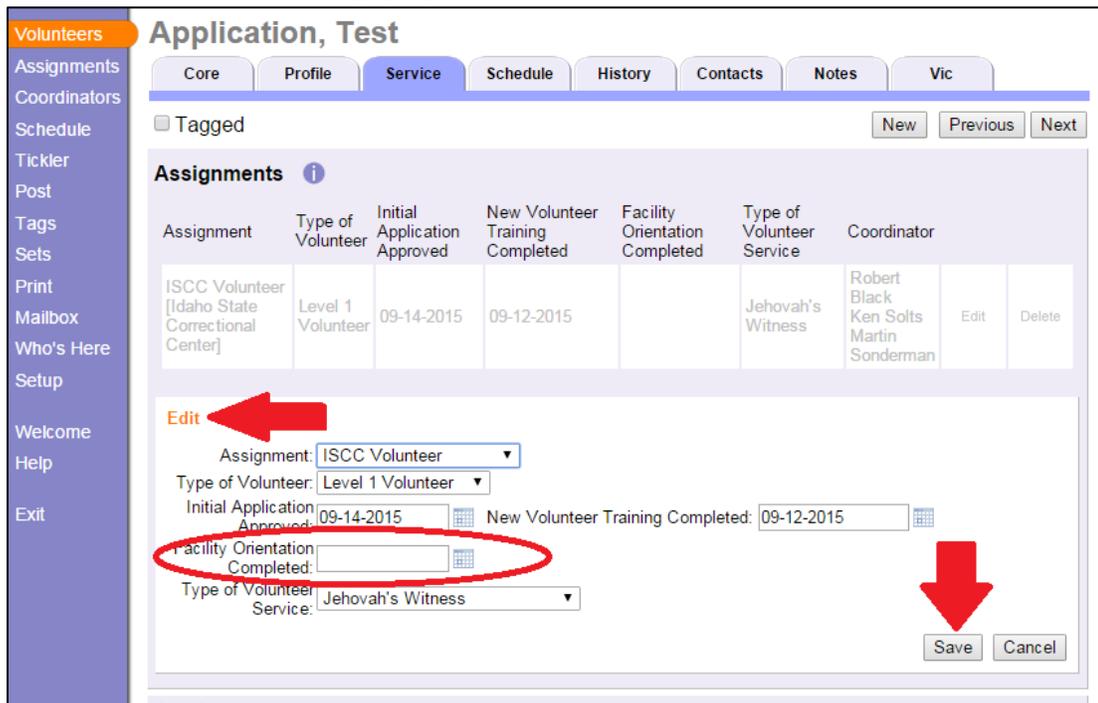
Assignment	Type of Volunteer	Initial Application Approved	New Volunteer Training Completed	Facility Orientation Completed	Type of Volunteer Service	Coordinator
ISCC Volunteer [Idaho State Correctional Center]	Level 1 Volunteer	09-14-2015	09-12-2015		Jehovah's Witness	Robert Black Ken Solts Martin Sonderman

Edit Delete

11. If you need to edit, the information, select the small orange Edit button to the right of the entry.



12. For example, to update the Facility Orientation Completed date, select the orange **Edit** button. An Edit section will pop up.



13. Enter the **Facility Orientation Completed:** in the Edit section and click **Save**.

NOTE: Skip the **Schedule** tab at this time. The volunteer’s schedule cannot be added through this tab, but will be added through the **Schedule** section after all of the volunteer records are added.

C. Update History Tab

The **History** tab is used to document “Checklist” items. Checklist items include the Annual Background Check and the Annual Refresher Training. These are two items that are required on an annual basis. Updating this tab is one of the most important steps!

1. Go to the **History** tab. Notice, the status change from **Pending** to **Active** is automatically documented in this tab.

The screenshot shows the 'volgistics' interface for an application named 'Application, Test'. The 'History' tab is selected, showing a table of status changes. The table has columns for Status, Event, Date, Expires, and Notation. Two rows are visible: one with Status 'Active' and Date '08-24-2015', and another with Status 'Pending' and Date '08-20-2015'. Below the table is an 'Edit' section with fields for 'Add a: [dropdown] date', 'Event: Date: 09-14-2015', and 'Expires: [calendar]', along with 'Save' and 'Cancel' buttons.

Status	Event	Date	Expires	Notation	Edit	Delete
Active		08-24-2015			Edit	Delete
Pending		08-20-2015			Edit	Delete

2. In the Edit section of the **History** tab, select **Checklist** from the dropdown menu.

The screenshot shows the 'History' tab in a software interface. At the top, there are tabs for 'Core', 'Profile', 'Service', 'Schedule', 'History', 'Contacts', 'Notes', and 'Vic'. Below the tabs are buttons for 'Save', 'Cancel', 'Tagged', 'New', 'Previous', and 'Next'. The main content area is divided into three sections: 'Checklist', 'Dates', and 'Edit'.
 - The 'Checklist' section has a title 'Checklist items' and two checkboxes: 'Annual Background Check' and 'Annual Refresher Training Due'. There are 'Save' and 'Refresh' buttons to the right.
 - The 'Dates' section shows 'Start date: 08-24-2015' and 'Date entered: 08-20-2015'. Below this is a table with columns: Event, Date, Expires, and Notation. The table contains two rows: one with 'Status' as 'Active' and 'Date' as '08-24-2015', and another with 'Status' as 'Pending' and 'Date' as '08-20-2015'. Each row has 'Edit' and 'Delete' buttons.
 - The 'Edit' section has a label 'Add a:' followed by a dropdown menu currently showing 'Status'. Below it, there are labels for 'Event', 'Date', and 'Expires'. The 'Event' dropdown is open, showing 'Checklist' selected. The 'Date' and 'Expires' fields have calendar icons next to them. There are 'Save' and 'Cancel' buttons at the bottom right.

3. Under Event, the two checklist items will be available in the drop down menu.

- a. Select **Annual Background Check**.

- i. In the **Date:** section, enter the date of the last signature on the Volunteer Application Review Form.
- ii. In the **Expires:** section, **enter one of the four quarterly due dates: January 1, April 1, July 1, or October 1 of the following year. Make sure the due dates of your volunteer population are staggered evenly between the four dates, i.e. ¼ are due January 31, ¼ are due April 30, ¼ are due July 31, and ¼ are due October 31 of the following year.**
- iii. In the **Notation:** section, leave this section blank until it's complete.
- iv. Click **Save**.

Core Profile Service Schedule **History** Contacts Notes Vic

Save Cancel Tagged New Previous Next

Checklist

Checklist items

- Annual Background Check (due again on 09-14-2016 **Renewed**)
- Annual Refresher Training Due

Save Refresh

Dates Start date: **i** Date entered: 08-20-2015 **i**
Stop date: **i**

	Event	Date	Expires	Notation		
Status	Active	09-14-2016			Edit	Delete
Status	Pending	08-20-2015			Edit	Delete
Checklist	Annual Background Check	09-14-2015	09-14-2016		Edit	Delete

Add

Add a: date

Event:

Date: Expires:

Save Cancel

- b. Select **Annual Refresher Training Due**
- If this is a new volunteer, enter the date the New Volunteer Training as completed in the **Date:** section.
 - Training is good for a full calendar year. In the **Expires:** section, enter December 31 of the next calendar year. For example, if the New Volunteer Training was completed on 9/14/15, enter 12/31/16.
 - In the **Notation:** section, leave this section blank until it's complete.
 - Click **Save**.

Core Profile Service Schedule **History** Contacts Notes Vic

Save Cancel Tagged New Previous Next

Checklist

Checklist items

- Annual Background Check (due again on 09-14-2016 **Renewed**)
- Annual Refresher Training Due (due again on 12-31-2016 **Renewed**)

Save Refresh

Dates Start date: **i** Date entered: 08-20-2015 **i**
Stop date: **i**

	Event	Date	Expires	Notation		
Status	Active	09-14-2016			Edit	Delete
Status	Pending	08-20-2015			Edit	Delete
Checklist	Annual Refresher Training Due	09-14-2015	12-31-2016		Edit	Delete
Checklist	Annual Background Check	09-14-2015	09-14-2016		Edit	Delete

Add

NOTE: The Checklist items will automatically update at the top of the screen with the expiration dates entered! Make sure you enter the expiration date and that it's accurate!

The screenshot shows a web interface with tabs: Core, Profile, Service, Schedule, History, Contacts, Notes, Vic. Below the tabs are buttons: Save, Cancel, Tagged, New, Previous, Next. The 'Checklist' section has two items, both checked and marked 'Renewed'. A red arrow points to the 'Renewed' button for the first item. Below is a 'Dates' section with a table of events.

Status	Event	Date	Expires	Notation	Edit	Delete
Active		09-14-2016			Edit	Delete
Pending		08-20-2015			Edit	Delete
Checklist	Annual Refresher Training Due	09-14-2015	12-31-2016		Edit	Delete
Checklist	Annual Background Check	09-14-2015	09-14-2016		Edit	Delete

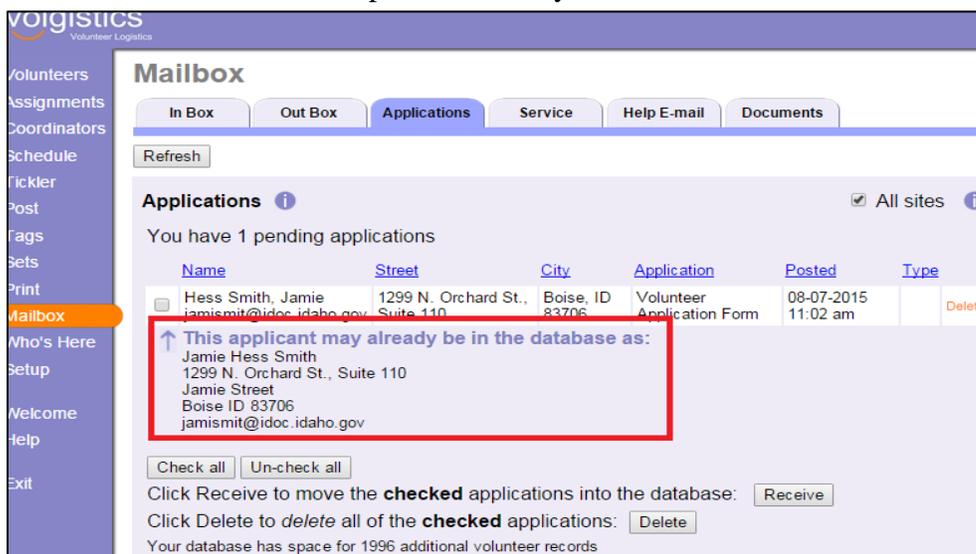
4. Notice, the check box is checked next to this checklist item, but the next expiration date is documented. **Do not** click on the **Renewed** button next to the Checklist item!

Note: If you click on the small orange **Renewed** button next to the Checklist item, the item will automatically be marked completed and will be added as a line item in the Dates section of the **History** tab. Be careful **not** to select this button if the item hasn't actually been completed!!!

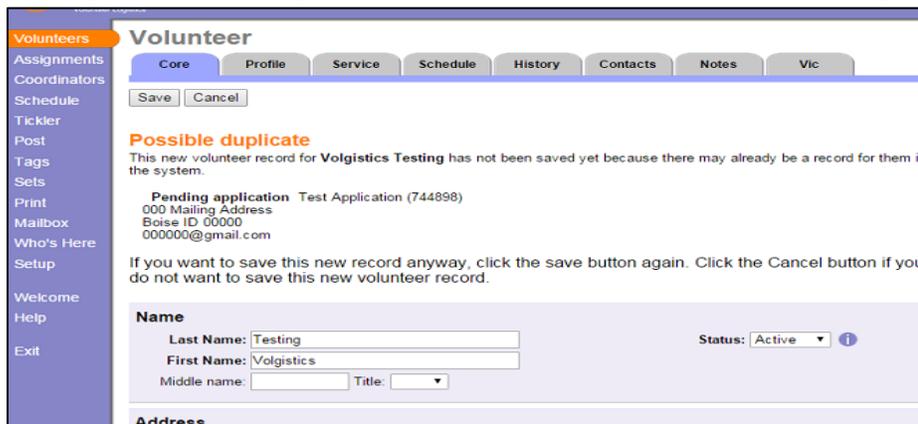
VI. Duplicate Volunteer Records

Volunteers continuing to volunteer DO NOT need to resubmit their application on an annual basis! The Department will complete a background check and approval of the volunteers on an annual basis, but this no longer requires re-application.

1. If they resubmit an online application, Volgistics will recognize that it may be a duplicate. If this occurs, go to your **Mailbox**, click the **Applications** tab. Check the box next to the application and click **Delete**. It's important to delete the application if the volunteer is already in the database because the application will create a new volunteer record and there will be a duplicate in the system.



2. If you manually enter a volunteer that is already entered in the system, Volgistics will identify if there is a duplicate. Click **Cancel** and do not enter the duplicate record.



3. If a duplicate record is entered, contact the Administrator and request the deletion of the duplicate. Make sure you know which volunteer record needs to be deleted.

VII. Volunteer at Multiple Facilities

A. New Volunteer

1. When submitting the online volunteer application, volunteers are only able to select one facility.
2. If the volunteer wants to volunteer at additional facilities, notify the VRC(s) at the other facility site(s).
3. VRC's statewide will be able to access the volunteer application through Volgistics and the signed Volunteer Application Review Form from the P Drive.
4. Make sure the Volunteer Application Review Form is completed for **each** site prior to accessing additional sites.

B. Route Clean Volunteer Application Review Form for Facility Approval

1. Obtain the other facility's Application Review Form from the Docs tab. Make sure the background check has been completed within the year.
2. On a clean Volunteer Application Review Form, note that the background check has been completed and reference the date.

If applicable, ILETS Results	
Also known as/Alias:	
States Needing Query Run:	
Disclosures:	
Relatives in System:	
Felony Record? <input type="checkbox"/> Yes <input type="checkbox"/> No	Misdemeanor Record within 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
Valid Driver's License? <input type="checkbox"/> Yes, State Issued: <input type="checkbox"/> No	Motor Vehicle Record? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description of record(s):	
<p>Please see SICI's Review Form notes. The background check was completed on 3/30/16.</p>	
ILETS Operator Signature: _____ Date: _____	

3. Complete the VRC section of the clean form.
4. Take the other facility's completed Volunteer Application Review Form and the clean one for your facility and route it for facility approval.

C. Adding a Facility to Volunteer Record

1. If approved, notify the volunteer of the approval, scan and save the completed Volunteer Application Review Form in the Docs tab in accordance with [Section V., G. Save the Volunteer Application Review Form in the Docs Tab.](#)

2. Select **Volunteers** from the left column menu. Navigate to the volunteer's record.

Under the **Core** tab, you will see a **Sites** section.

3. Select your facility from the dropdown and click **Save**.

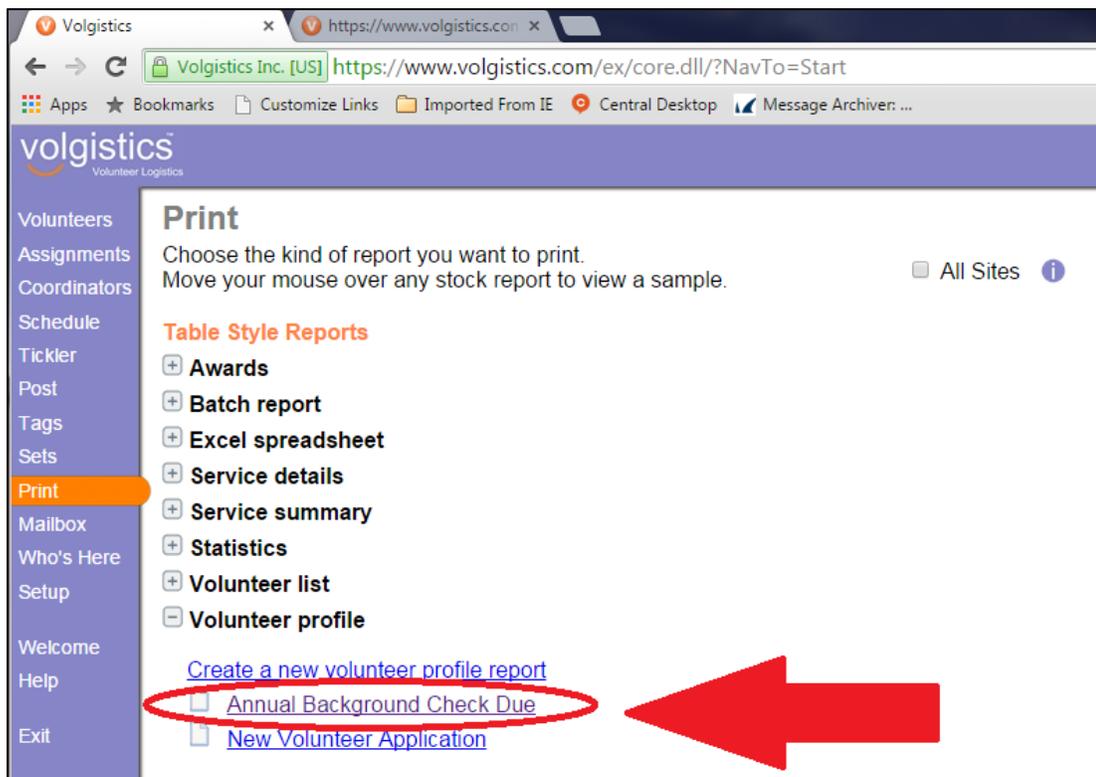
4. Go to the volunteer's **Service** tab, and add the facility under **Assignments** with the applicable information in accordance with [Section V., B. Update Service Tab](#).

VIII. Annual Background Check

VRC's are required to initiate an annual background check on a quarterly basis. During implementation of Volgistics, backgrounds were staggered evenly to be due on a quarterly basis. E.g. ¼ of the applications will be due January 31, ¼ will be due April 30, ¼ will be due July 31, and ¼ will be due October 31, of the following year. All due dates for the background check to be completed must fall on one of the four dates. If it does not, contact the Volgistics Administrator.

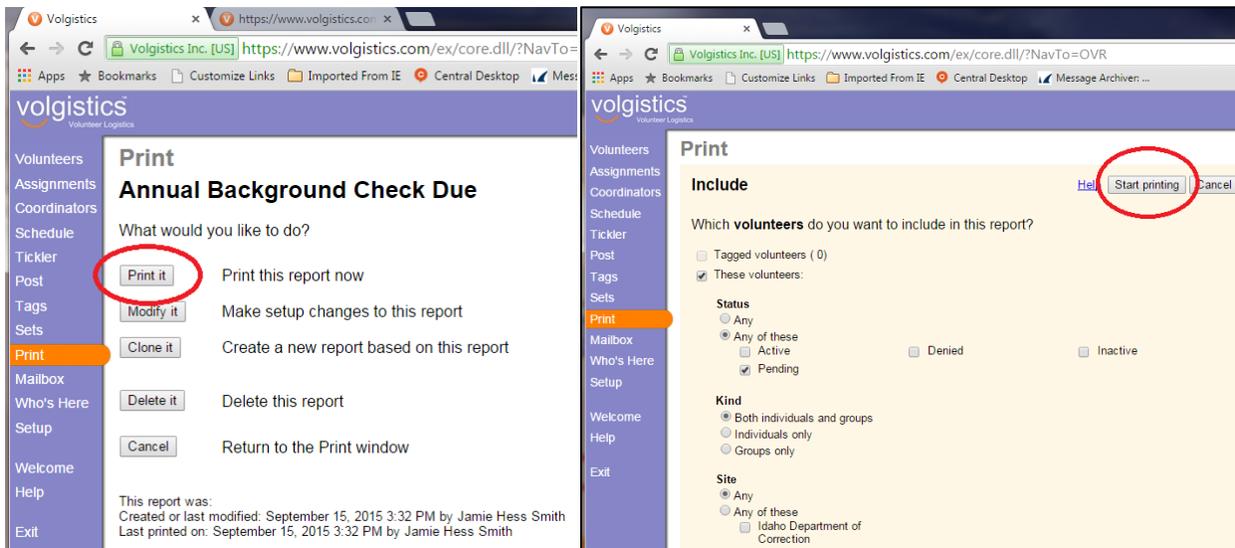
1. Select **Print** from the left column menu. Click the plus sign to the left of

Volunteer profile. Click **Annual Background Check Due**.



2. Click **Print it**. Then, click **Start printing**.

Note: Please do **NOT** make any changes on this page. The report is already set up.



Note: The application will not actually print. It will be sent to your **Mailbox**.

3. Once you click **Start printing**, you will receive the following notification:

Print

Your report is being prepared

The completed report will be delivered to your Volgistics Mailbox as soon as it is finished. You may continue working in Volgistics while your report is being prepared.

To view the report when it is complete, choose **Mailbox** from the menu. The report will appear in your **In box**.

4. Select **Mailbox** from the left column menu. Notice, you will automatically be in the **In Box** tab. Click the **Annual Background Check Due** report. If you don't see the report, click the **Refresh** button from the Volgistics screen, **not** the website window.

5. A new window will pop up with the report.

NOTE: The report includes the information the ILETS Operator needs to run a background check: volunteer name, driver’s license number and state issued, date of birth, SSN, and gender. There is also the Assignment, so we know which facility/facilities the person volunteers at, and the checklist information.

Annual Background Check Due
Idaho Department of Correction
Test Application

Application, Test

Address
Driver's License Number & State Issued: Id

Personal
Date of birth: 01-01-1960 Social security number: 000-00-0000
Gender: Female

Assignments
Assignment
ISCC Volunteer

Checklist
Annual Background Check (due again 09-14-2016)
Annual Refresher Training Due (due again 12-31-2015)

Dates

Date	Expires
09-15-2015	09-14-2016
09-15-2015	12-31-2015

Approved (signature) Date

6. Print the report and submit it to the ILETS Operator. Notice, there is a signature block for the ILETS Operator to note whether the application is approved.
7. If the status of the volunteer's background check has changed from the previous year, the ILETS Operator will need to complete a new Volunteer Application Review form.

	<p>Volunteer Application Review Form For use by the Idaho Department of Correction ONLY</p>
<p>Volunteer Name: _____ Date: _____</p> <p style="text-align: center;"><i>Last First M.I.</i></p>	
ILETS Operator	
<p>Criminal Background Check</p> <p><input type="checkbox"/> No criminal record.</p> <p><input type="checkbox"/> No misdemeanor drug conviction within the last 3 years.</p> <p><input type="checkbox"/> No felony conviction.</p> <p><input type="checkbox"/> Has misdemeanor drug conviction within the last 3 years (Complete section below).</p> <p><input type="checkbox"/> Has a felony conviction (Complete section below).</p>	
<p>Is the volunteer on an offender visiting list? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
ILETS Operator Name (Print):	Assoc. #:
Work Location:	Phone:
If applicable, ILETS Results	
Also known as/Alias:	
States Needing Query Run:	

Note: If nothing changed from the previous year's background check, the application **DOES NOT** need to be routed for facility approval.

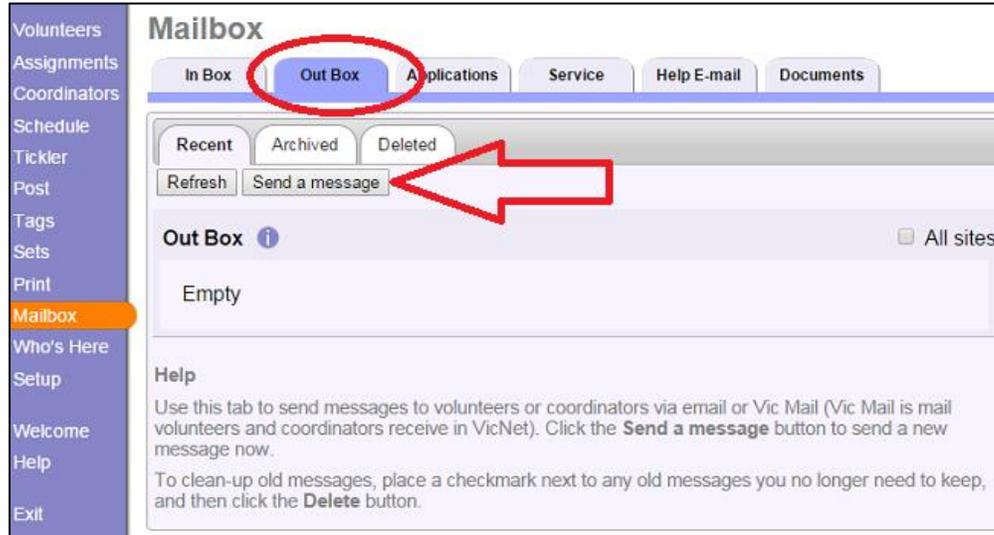
IX. Mailbox

A. Sending Messages to Volunteers

1. Select **Mailbox** from the left menu column. Go to the **Out Box** tab.



2. Select **Send a message**.



3. From there, you can send a message by Email, VIC mail, or Text Message. The Email option will send the message to the volunteer's personal email that was entered in their volunteer record. VIC mail will go to the Volunteer Portal. Text Message will go to the volunteer's cell phone. Check the box next to the option you wish to send the message.

New message

Send this message by:

Email
 VIC mail
 Text Message

From: Jamie Hess Smith (jamismit@idoc.idaho.gov)

To: Volunteers

Tagged volunteers (1)
 All volunteers

All of the volunteers in this Set:

All volunteers

Coordinators

All coordinators (16)

Subject:

Attachment:

Message:

4. Under “To:” you can send it to Volunteers and/or Coordinators.
 - a. Under Volunteers, you can select a volunteer from the drop down men, select Tagged volunteers, certain volunteers based on their status (Active, Pending, Denied, or Inactive), volunteers within a specific Set, or all volunteers.

New message

Send this message by:

Email
 VIC mail
 Text Message

From: Jamie Hess Smith (jamismit@idoc.idaho.gov)

To: Volunteers

Tagged volunteers (1)
 All volunteers

All of the volunteers in this Set:

All volunteers

Coordinators

All coordinators (16)

Subject:

Attachment:

Message:

- b. Under coordinators, you can select a specific coordinator from the drop down box, or send the message to all of the coordinators.

New message

Send this message by:

Email
 VIC mail
 Text Message

From: Jamie Hess Smith (jamismit@idoc.idaho.gov)

To: Volunteers

[dropdown]
 Tagged volunteers (1)
 All Active [dropdown] volunteers
 All of the volunteers in this Set: Application & Agreement Renewal Required [dropdown]
 All volunteers

Coordinators

[dropdown]
 All coordinators (16)

Subject: [text box]

Attachment: None [dropdown]

Message: [text box]

5. Enter the subject of the message, any attachments needed, and the message. Remember, you are representing the volunteer services for the entire Department. Make sure your message is professional and related to the volunteer services.
6. At the bottom of the page, you can Save to send later, Send now, or Cancel.

X. Scheduling

1. Select the **Schedule** tab from the left menu column.

2. Select the volunteer from the drop down menu. Enter the volunteer service schedule information.

Volunteer:

Assignment:

From: to

Frequency: One time:

Regular:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Every	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
1st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time period: Starting:

Ongoing

Ending:

This schedule entry is not linked to an opening

3. Click .

4. Select **Volunteers** from the left menu column. Navigate to the volunteer's record. Select the **Schedule** tab. You will see the volunteer service schedule that was just entered from **Schedule**.

Application, Test

Core Profile Service **Schedule** History Contacts Notes Vic Docs

Tagged New Previous Next

August 2015 Aug 2015 Go Prev month Next month

[Printable View](#)

Assignment	From	To	Reg
ISCC Volunteer [Idaho State Correctional Center]	10:00 a	11:00 a	<input checked="" type="checkbox"/> Edit Remove

Add to schedule
Choose the Assignment you want to schedule this volunteer for, then click Go:
CAPP Volunteer [Correctional Alternative Placement Program] Go

Regular Schedule

Assignment	From time	To time	Days	Starting	Ending
ISCC Volunteer [Idaho State Correctional Center]	10:00 a	11:00 a	Su (every)	08-30-2015	Ongoing Edit Remove

New Previous Next