



# **How to Become an AA Volunteer for Correctional Facilities**

**Correctional Facilities Committee  
District 66  
October 2022**

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# INTRODUCTION

The purpose of the District 66 Correctional Facilities Committee Chair is to coordinate the work of individual A.A. members who are interested in carrying our message of recovery to alcoholics “behind the walls”. This is accomplished by bringing AA meetings and literature into Correctional Facilities located within the District.

Correctional Facilities within District 66:

- **Brockville Jail**
  - Located on Wall Street, Brockville
  - Maximum security facility for males, 18 or older
  
- **Secure Treatment Unit (STU)**
  - Located on Highway 2 East, Brockville
  - Hybrid correctional facility and mental health centre for males, 18 or older
  
- **Forensic Treatment Unit (FTU)**
  - Located on Highway 2 East, Brockville
  - Hybrid correctional facility and mental health centre for males and females, 18 or older who may or have been found unfit to stand trial (not criminally responsible on account of mental illness)

This document details the procedures required for those who wish to Volunteer to host AA meetings within Correctional Facilities in District 66. New Volunteers are always welcome.

Contact the District 66 Correctional Facilities Committee Chair should you have any questions:

**[correctionalfacilities@lanarkleedsaa.org](mailto:correctionalfacilities@lanarkleedsaa.org)**

**“Having prison experience is not a prerequisite - sobriety in A.A. is”**

(AAWS Corrections Workbook, page 7)

# BECOMING A VOLUNTEER - OVERVIEW

1. Submit the following information to the District 66 Correctional Facilities (CF) Chair at **correctionalfacilities@lanarkleedsaa.org**:
  - Full Name
  - Address
  - Phone Number
  - Email address
  - Please specify if you have a preference of where you like to volunteer (Brockville Jail, Secure Treatment Unit or Forensic Treatment Unit).
  - The CF Chair will submit your information to the Royal Ottawa Secure Treatment Unit. The Royal handles authorizations for all Correctional Facilities within the District.
2. The Royal will issue a Letter of Authorization requesting a Vulnerable Sector Check (VSC).
  - The letter will be forwarded to the CF Chair who will forward it to you.
3. Apply for Vulnerable Sector Check (VSC)
  - Applications must be submitted Online, with a few exceptions. VSC Clearance will be issued directly to you via email.
4. Complete Volunteer Application
  - Volunteer Application will be supplied by the CF Chair or can be downloaded from the D66 website
5. Submit VSC Clearance and Volunteer Application to the CF Chair
  - CF Chair will submit your documents to the Royal
6. CF Chair will be notified when you are cleared to take training
  - CF Chair will notify you when you are cleared
7. Attend onsite training delivered by Correctional Services
  - CF Chair will be notified of training schedule and will forward information to you
8. Once training is complete, you will be added to the list of authorized AA Volunteers

# SAMPLE LETTER OF AUTHORIZATION



Services de santé  
**Royal Ottawa**  
Health Care Group

## INTEGRATED FORENSIC PROGRAM

**Forensic Treatment Unit – Southeast**  
Brockville Mental Health Centre  
F. 613.345.1461 F. 613.345.7276

**Secure Treatment Unit**  
*of the St. Lawrence Valley Correctional & Treatment Centre*  
Brockville Mental Health Centre  
T. 613.341.2870 F. 613.341.2884

**Forensic Treatment Unit – Champlain**  
Royal Ottawa Mental Health Centre  
T. 613.722.6521 F. 613.798.2992

September 8, 2022

Dear Sir/Madam:

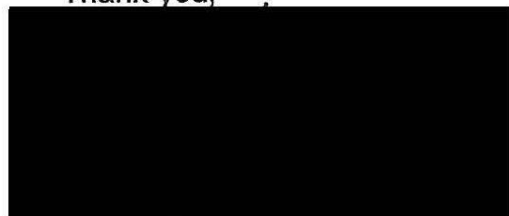
### RE: BACKGROUND CHECKS

Please accept this letter as confirmation that [REDACTED] will be entering the St. Lawrence Correctional and Treatment Center, Secure Treatment Unit as a volunteer.

[REDACTED] will be required to obtain a criminal record and judicial matters check intended for individuals seeking a volunteer and/or employment position with children or vulnerable person(s).

If you have any questions regarding this matter please feel free to contact me at the number listed below. I am available Monday- Friday from 8:00am until 4:00 pm.

Thank-you,



Secure Treatment Unit

# VULNERABLE SECTOR CHECK (VSC)

A VSC is a criminal record check for those working or volunteering with vulnerable persons. For more information visit the following link:

There is no cost for a Volunteer Vulnerable Sector Check, provided you have your letter of Authorization from the Royal Ottawa STU.

## IN PERSON APPLICATIONS

In person applications are no longer being accepted at OPP stations, with a few exceptions. Please refer to the ***see exceptions*** link below.

## ONLINE APPLICATIONS

Visit the following website:

**[opp.ca/recordchecks](http://opp.ca/recordchecks)**

- Read the information in the **[Electronic Identity Verification](#)** and **[see exceptions](#)** links on the above website page before starting your application

## REQUIREMENTS:

- Letter of Authorization for VSC from the Royal
  - pdf or jpg file can be uploaded during the application process
- 5-year residential address history
- Government Issued Identification may or may not be required, depending on if you are able to complete the Electronic Identify Verification (EIV) process

# ELECTRONIC IDENTIFICATION VERIFICATION (FOR ONLINE VSC APPLICATIONS)

- The EIV process creates four identifier questions relating to your credit history and personal information (does not affect your credit rating!)
- Questions may be multiple choice
- Sample questions:
  - Cell phone provider
  - City of residence during a certain year
  - Former employer
  - Last four digits of your Social Insurance Number
  - Name of street that you live on
- Note that prior to starting the EIV process you will be given a chance to review/modify your application information but once you complete the EIV questions your application is automatically submitted, i.e., no chance to go back and review your application information

# SAMPLE VOLUNTEER APPLICATION



**Ontario** Ministry of Community Safety & Correctional Services

## Volunteer Appointment Application

Name (Last, First, Middle)		
Address, City, Postal Code		Home Telephone No.
Is it convenient to telephone you at your place of business? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address (if applicable)	Work Telephone No.
Languages spoken (X) <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Italian <input type="checkbox"/> German <input type="checkbox"/> Other _____	Do you have the use of a car? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What hobbies and recreational activities do you enjoy?		
Have you any academic or other qualifications or experience(s) which you feel you could utilize as a volunteer?		
Affiliation with community groups (service organizations, etc.) <b>Alcoholics Anonymous</b>		
Any previous volunteer experience? <b>Service Positions within Alcoholics Anonymous</b>		
How did you learn of our program? <b>District 66 Alcoholics Anonymous</b>		
My preference for volunteer involvement would be with <input checked="" type="checkbox"/> Institution <input type="checkbox"/> Probation/Parole Why do you wish to be a volunteer in this program?		
<b>References</b>		
Reference Name		Telephone No.
Address		Occupation
Reference Name		Telephone No.
Address		Occupation
In making this application I hereby give the Ministry of Community Safety and Correctional Services authority to contact the persons named as references and to make enquiries with the police authorities as may be deemed necessary to ascertain my suitability as a volunteer.		
Signed		Date day month year

CSD 078-012 (10/04)



# SUBMISSION OF DOCUMENTS

- Submit VSC Clearance and Volunteer Application to CF Chair at **correctionalfacilities@lanarkleedsaa.org**
- CF Chair will submit your documents to the Royal
- CF Chair will be notified when you are approved to attend onsite training

**Note that all correspondence with the Royal Ottawa is managed by the CF Chair**

## ONSITE TRAINING

- CF Chair will be notified when onsite training is scheduled
- Delivered by Correctional Services
- Completion of training is mandatory
- Approximately 3 hours in duration
- Trainees will be issued a Correctional Volunteer Handbook
- CF Chair will be notified when an applicant has completed training and is authorized to enter the Facility

# VISITING A CORRECTIONAL FACILITY

- CF Chair is responsible for scheduling Volunteers
- Facility will maintain a list of authorized AA Volunteers
- Be familiar with the rules and regulations as outlined in the Correctional Volunteer Handbook
- Suggest that at least 2 AA Volunteers attend meetings
- Authorized Volunteers Only
  - You are welcome to bring other Volunteers, but they must be authorized to enter the Facility, i.e., on the list of AA Volunteers maintained by the Facility
- First impressions are especially important so look your best and be on time
- Arrive early to allow for Visitor processing
- Bring Identification
- Lockdowns
  - Occasionally the Facility may be in lockdown mode at which time no volunteers may enter. You will likely not know ahead of time if a lockdown is in place.
- Searches
  - Staff may visually inspect the contents of a visitor's purse, bag, or package
- Be aware of COVID-19 Protocols (subject to change)
  - Rapid Antigen Test immediately before entering Facility
    - CF Chair will provide Rapid Antigen Tests to Volunteers
  - Take a picture of your test results to show upon entry to the Facility
  - Masks must be worn at all times during your visit

# SUGGESTED AA MEETING GUIDELINES

- Meeting materials available at the Facility (Format, Preamble, 12 Steps, etc.)
- Speaker and/or Discussion meeting
- Suggested length of meeting is 1 hour
- *“When carrying the message into a correctional facility, we share experience, strength and hope with other alcoholics as we do at any A.A. meeting on the “outside.” \**
- *“People in custody are more interested in learning how we got and stayed sober through A.A.’s Twelve Steps, rather than hearing about time we may have spent in prison” \**
- Maintain Confidentiality
- Encourage questions and answer from your own experience
- Keep It Simple

*\* AAWS Corrections Workbook, page 7*

## MATERIAL FROM AA WORLD SERVICES

### VIDEOS

<https://www.aa.org/A.A-in-Correctional-Facilities>

<https://www.aa.org/Carrying-the-Message-Behind-These-Walls>

### READING MATERIAL (pdf format)

<https://www.aa.org/correctional-facilities-aa-group-handbook>

<https://www.aa.org/sharing-from-behind-the-walls>