

## 1.1.D.3 Facility Access and ID Requirements

### I Policy Index:



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**Office of Primary Responsibility:** DOC Administration

### II Policy:

Adult Department of Corrections facilities will issue identification (ID) cards to offenders upon admission to the facility. Designated staff members within (DOC) are authorized to issue non-inmate identification (ID) cards to qualifying individuals upon completion of all mandatory training, testing and/or after signing all required documentation forms. Four (4) categories of non-inmate ID cards shall be utilized by DOC to assist DOC staff in determining the access and supervision levels of the card holder.

### III Definitions:

#### Staff Member:

For the purposes of this policy, a staff member is any person employed by the DOC full time or part time, including an individual under contract who is assigned to the DOC and/or an employee of another state agency who is assigned to the DOC. Includes paid and non-paid student interns assigned to the DOC who are employed by the DOC or another state agency.

#### Vendor:

For the purposes of this policy, a vendor is someone employed by a private company who provides a service to a DOC facility as needed, i.e. plumbers, electricians, contractors, etc.

#### Level One Individuals:

Individuals who enter an adult DOC institution more than once a month, have reviewed the [South Dakota Department of Corrections Volunteer Handbook](#), completed the required information requested within this handbook, completed a minimum of thirty-two (32) hours of core curriculum during pre-service training and a minimum of four (4) hours of mandatory topics during annual in-service training.

#### Level Two Individuals:

Individuals who enter an adult DOC institution more than once a year but less than once a month who have reviewed the [South Dakota Department of Corrections Volunteer Handbook](#) and completed the required documentation.

#### DOC Administration Staff:

For the purposes of this policy, DOC administration staff consists of individuals who do not work specifically for the adult institutions, parole services or the juvenile division but typically work

from the central office in Pierre.

**Student Preceptor:**

For the purposes of this policy, a student preceptor is a person who completes clinical experience in exchange for a grade in a desired course of study. Often times referred to as student nurses or student teachers.

**Offender:**

For the purposes of this policy, an offender is an inmate in the custody of the DOC institutional system.

**Security Perimeter:**

Fences and/or walls (including the exterior wall of a building) that provide for the secure confinement of offenders within a facility. All entrances and exits of a security perimeter are under the control of facility staff, thereby preventing an offender from leaving the facility unsupervised or without permission. For the purposes of this policy, anything beyond the designated inmate visitor rooms is considered to be within the security perimeter.

**Direct Supervision Responsibilities:**

Regular job duties include, but are not limited to, instructing and or supervising inmates within a DOC facility.

**South Dakota Department of Corrections Volunteer Handbook:**

For the purpose of this policy, the handbook is designed to provide volunteers/individuals with information, outline expectations, safety and security measures and communicate the importance of confidentiality. The handbook is a tool used to answer questions and serve as a resource as well as provide the required paperwork for volunteers/individuals to begin the application process (See [DOC Volunteer Handbook](#)).

**Body Alarm:**

A wireless device issued to staff and individuals prior to entering the secure perimeter of an adult DOC facility that clips to the belt or pants and emits a loud alarm when activated by a pull chain.

**IV Procedures:****1. Categories of Inmate Identification (ID) Cards:**

- A. The DOC issued ID card for an inmate twenty-one (21) years of age or older will contain a white background with the inmate's picture, name and ID number.
- B. The DOC issued ID card for an inmate under twenty-one (21) years of age will contain red background with the inmate's picture, name and ID number.

**2. Categories of Non-Inmate ID Cards:**

- A. A BLUE ID card identifies DOC administration staff, DOC institutional staff, Parole Service staff and staff assigned to the DOC, i.e. Health Services, Mental Health Services, Food Service and Education staff (See definition of staff member). Student interns assigned to the DOC who **have direct supervision responsibilities** of inmates and have completed all training requirements will also be identified with a blue ID card.
- B. A PINK ID card identifies level one individuals (See definition) and staff members who have not completed all the required training for a blue ID card, i.e. contract psychiatrist or other specialists,

Bureau of Information and Technologies (BIT), Bureau of Human Resources (BHR), and certain Department of Social Services (DSS) staff, etc.

- C. An ORANGE ID card identifies level two individuals (See definition), i.e. volunteers, student interns assigned to DOC administration, other student interns assigned to the DOC facility who **do not have direct supervision responsibilities** of inmates and who have not completed all training requirements to be issued a pink ID card.
- D. A GREEN VISITOR ID (the individual's photo and name does not appear on the ID card). Identifies one-time volunteers, visitors, approved M-2/W-2 volunteers, attorneys, law enforcement, vendors, tours, student preceptors, non-DOC maintenance and service technicians, etc.

### 3. Required Documentation:

- A. Each potential non-inmate ID card holder is required to complete the appropriate documentation, submit to a background check and provide proper proof of identity prior to being issued any DOC ID card (See attachment 1)
  - 1. Staff with the facility's Human Resources office will review all applications and initiate security background checks on non-inmate applicants being considered for employment or certain positions/assignments within the DOC and prior to the issuance of DOC ID card (typically applies to those individuals issued a blue ID card).
  - 2. Designated DOC staff may initiate and/or conduct a security background check as deemed necessary for individuals who may be issued a pink, orange or green ID card.
  - 3. After the submission of all required documentation, the Training Specialist will coordinate with the Warden or his/her designee in issuing a blue I.D. card.
  - 4. The Training Specialist and/or Cultural Coordinator or supervisor will ensure all required documentation has been submitted by individuals receiving a pink or orange ID card.
  - 5. The Training Specialist or designated staff person will maintain a complete list of all individuals who are currently issued a DOC ID (blue, pink, orange).
- B. BLUE ID cards will be issued to:
  - 1. DOC Staff Members and State employees assigned to DOC – BHR packet for background checks provided by the BHR at the time of hire.
  - 2. Student Interns assigned to DOC with direct supervision of inmates – BHR packet for background checks provided by BHR at time of hire.
  - 3. Food Services staff, Health Services, Education and other contractual staff, - [DOC Access Approval](#).
- C. PINK ID cards will be issued to:
  - 1. Level One Individuals - [DOC Access Approval](#) and the [DOC Release and Waiver of Liability](#) forms (See [Attachment 1](#)). Volunteers must complete the [Volunteer Work Agreement](#) (See [Attachment 2](#)). These forms must be completed at the time of pre-service and annually thereafter.

2. Staff members who have not completed blue ID card training,- BHR packet for background checks provided by the BOHR at time of hire.
  3. Contract psychiatrists or other specialists - [DOC Access Approval](#) and the [DOC Release and Waiver of Liability](#) forms annually.
- D. ORANGE ID cards will be issued to:
1. Level Two Individuals - [DOC Access Approval](#), [DOC Release](#) and [Waiver of Liability](#). Volunteers must complete the [Volunteer Work Agreement](#), (annually).
  2. Interns assigned to DOC administration and interns who do not have **direct supervision responsibilities** of inmates and who have not completed all training requirements to be issued a blue or pink ID card- BHR packet for background checks provided by the BHR at time of hire.
- E. GREEN VISITOR ID cards will be issued to:
1. Visitors of Scheduled Activities – [DOC Access Approval](#) and the [DOC Release and Waiver of Liability](#) forms when they go beyond the security perimeter. Must provide their drivers license, state issued ID or other accepted form of picture ID.
  2. Attorneys, excluding the Public Defender’s Office – [DOC Release and Waiver of Liability](#) form. All attorneys, including attorneys from the public defender’s office, must provide their State Bar of South Dakota Certificate of Membership, otherwise known as the “Bar card”. If the attorney is unable to provide their Bar card, proof of holding a State Bar of South Dakota Certificate of Membership can be accessed by calling the State Bar of South Dakota at (605) 224-7554 (See DOC policy 1.5.D.1 [Inmate Visiting](#)).
  3. Law Enforcement – May be required to complete [DOC Release and Waiver of Liability](#) form.
  4. Approved M-2/W-2 Volunteers - [DOC Access Approval](#). Only on the rare occasion they are escorted beyond the security perimeter are they required to complete the [DOC Release and Waiver of Liability](#) form. Must provide their drivers license, state issued ID or other accepted form of picture ID.
  5. Vendors, etc. - [DOC Access Approval](#) and the [DOC Release and Waiver of Liability](#) form. Must provide their drivers license, state issued ID or other accepted form of picture ID.
  6. Approved Tours – [DOC Release and Waiver of Liability](#) form. Must provide their drivers license, state issued ID or other accepted form of picture ID.
  7. Student Preceptors – [DOC Access Approval](#) and the [DOC Release and Waiver of Liability](#) form. Must provide their drivers license, state issued ID or other accepted form of picture ID.
  8. One-time Volunteers - [DOC Access Approval](#), [DOC Release and Waiver of Liability](#) form and [Volunteer Work Agreement](#). Must provide their driver license, state issued ID or other accepted form of picture ID.

#### 4. Facility Access and Supervision Privileges:

A. BLUE ID card holders:

1. Have access to the DOC facility where he/she is assigned.

2. May access other DOC facilities subject to the facility's Warden/Superintendent or designee's approval.
  3. DOC administration staff may access any DOC facility.
    - a. The Secretary of Corrections may access any area(s) of a DOC facility at any time and does not require the Warden's prior approval.
  4. May supervise an individual issued a pink, orange or green ID card.
  5. Are **required** to carry a state radio and a "Body Alarm" or be accompanied by a staff member with a blue ID who is carrying a state radio and body alarm when inside the security perimeter.
- B. PINK ID card holders:
1. May be permitted unescorted access to **designated** areas of a DOC facility, subject to the Warden or designee's approval. Access is generally limited to the facility where the individual is assigned.
  2. Level One Individuals will be informed during pre-service and annual in-service training of the areas within their assigned facility which they are permitted to access when not escorted by a staff person with a blue ID card.
  3. Level One Individuals within their designated area may supervise orange ID card holders, or in some cases green ID card holders in their designated area.
  4. All other individuals (non-Level One) with a pink ID card must be escorted by a staff person with a blue ID card and/or may be allowed access only to the areas necessary to the completion of their assigned task(s). Such access is subject to the Warden or designee's approval.
  5. Other individuals (non-Level One) with a pink ID card may not escort other pink, orange or green ID card holders or be left alone with inmates.
  6. Are **required** to carry a state radio and a "Body Alarm" or be accompanied by a staff member with a blue ID who is carrying a state radio and body alarm when inside the security perimeter.
- C. ORANGE ID card holders:
1. May **not** be left alone with inmates at any time and must be supervised and/or escorted at all times when beyond the security perimeter by a staff person with a blue ID or a Level One Individual with a pink ID card.
  2. Are all **required** to carry a "Body Alarm" once inside a DOC facility.
- D. GREEN ID card holders:
1. Visitors and/or one-time volunteers of scheduled activities may **not** be unsupervised and/or unescorted and may not be left alone with inmates.
  2. Approved M-2/W-2 volunteers are not allowed to visit an inmate beyond the security perimeter, except for special events. During these special events, an approved M-2/W-2 volunteer may be allowed to participate in events beyond the security perimeter provided they are supervised and escorted at all times by a staff person with a blue ID card or a Level One Individual (pink ID card).

3. Attorneys and law enforcement must be supervised and/or escorted at all times by a staff person with a blue ID card but may meet in private (no audio monitoring) with the inmate.
4. Vendors, tours and student preceptors will be escorted at all times by a staff person with a blue ID or a Level One Volunteer (pink ID card) when authorized by designated DOC staff.
5. Green ID cards are a temporary ID that is valid for one day and shall be returned to the issuing control room when the individual exits the facility or secure perimeter.

## 5. Training Requirements for DOC ID Card Categories:

- A. Blue ID card training requirements are described in DOC policy 1.1.D.1 [Staff Training Requirements](#), unless the person is granted an exception by the by the Warden or Secretary of Corrections.
  1. Must complete the full pre-service training curriculum and designated annual training requirements thereafter.
  2. Non-security staff members may be exempt from certain security training; i.e. training is job-specific.
  3. Must attend the mandatory topics during annual in-service training, as determined by the Warden or designee of each institution.
- B. Pink ID card training requirements:
  1. Level One Individuals must review and complete all required documents enclosed in the [DOC Volunteer Handbook](#) (See [Attachment 3](#)) at time of pre-service and annually thereafter and return the forms to the designated Cultural Activity Coordinator or Training Specialist for processing.
    - a. Must be provided the opportunity to ask questions of the designated Cultural Activity Coordinator/Training Specialist or supervisor of the facility where the volunteer is applying to provide services.
  2. All Level One Individuals are required to complete a minimum of thirty-two (32) hours of core curriculum pre-service training and a minimum of four (4) hours of mandatory topics during annual in-service training.
  3. Other individuals (non-Level One) assigned to the DOC and issued a pink ID card may not be subject to the required training but must be escorted and directly supervised by a staff member with a blue ID card.
- C. Orange ID card training requirements:
  1. Individuals must review and complete all required documents enclosed in the [DOC Volunteer Handbook](#) (See [Attachment 3](#)) at time of application and annually thereafter and return the forms to the designated Cultural Activity Coordinator.
    - a. Must be provided the opportunity to ask questions of the designated supervisor at the facility where the individual is applying to provide services.
  2. Training requirements for orange ID card holders may be established by the Warden, or his/her designee.

- D. Green ID cards do not have any pre-service or in-service training requirements with the exception of student preceptors.
  - 1. Student preceptors are required to complete eight hours of pre-service training, with the curriculum determined by the supervising staff and the designated facility's training staff.
- E. Failure to satisfactorily comply with any of the training requirements may result in the denial or forfeiture of the respective ID card.

## **6. Facility Access with a DOC Issued ID Card:**

- A. Individuals required by this policy to sign the [DOC Access Approval](#) and/or the [DOC Release and Waiver of Liability](#) or [Volunteer Work Agreement](#) forms who refuse to do so will not be allowed inside the security perimeter of a DOC facility.
- B. It is the responsibility of the facility control room to ensure the [DOC Access Approval](#) and/or the [DOC Release and Waiver of Liability](#) and [Volunteer Work Agreement](#) (if applicable) are completed and signed by those individuals issued a green ID card. Forms must be signed prior to allowing the individual inside the security perimeter.
  - 1. The facility's Training Specialist, Cultural Coordinator or designated staff is responsible for ensuring required forms are signed and completed for all blue, pink and orange ID tag individuals (this generally occurs during pre-service and in-service training).
  - 2. The [DOC Access Approval](#) and the [DOC Release and Waiver of Liability](#) forms are valid for one (1) year from date of signature. [Volunteer Work Agreements](#) are valid only for the days specified on the form.
- C. Correctional officers are not required to display their ID card but must carry their ID card with them while on duty. Staff and all others issued a DOC ID (not including uniform staff) must display their card so it is readily visible from the front when inside the secure perimeter of a DOC facility.
- D. All blue, pink and orange ID card holders are expected to scan their ID card at the proximity card readers located in and around the institution.
- E. Each Warden or his/her designee has the final authority to determine who may enter the facility.
  - 1. Possession of a DOC issued ID card does not automatically entitle a person access to any/all DOC facilities.
  - 2. Each individual entering a facility without a staff escort shall be knowledgeable of the facility layout and familiar with emergency procedures.
- F. ID card holders must surrender their DOC issued ID card at the request of the Secretary of Corrections, Warden, Director, Superintendent or his/her designee.
- G. Missing, lost or damaged ID cards must be reported immediately to the facility's Human Resources office, a supervisor or the issuing authority.
- H. Anyone finding a DOC ID card will turn it into a supervisor or the nearest control room.
  - 1. DOC staff will attempt to contact the card holder to advise them their ID card has been turned in or received in the mail.

- I. The ID card holder is responsible for notifying their supervisor and obtaining a new ID if their name, or facility where they are assigned changes.
- J. Upon termination of employment or resignation, ID card holders will immediately surrender their ID card to the Secretary of Corrections, Warden, Director, Superintendent or his/her designee.

## 7. Records Maintenance:

- A. The Warden of each facility will designate a staff person within the institution to maintain the completed [DOC Access Approval](#), [DOC Release and Waiver of Liability](#) and [Volunteer Work Agreement](#) forms.

## V Related Directives:

DOC policy 1.5.D.1-- [Inmate Visiting](#)

DOC policy 1.1.D.1 – [Staff Training Requirements](#)

[DOC Volunteer Handbook](#)

## VI Revision Log:

**June 2008:** New policy.

**September 2008:** Added ss (A3), revised ss (B3) and ss (C3) of Categories of Non-Inmate Identification (ID) Cards to include all pink and orange ID card holders are required to carry a Body Alarm once inside the secured perimeter. **Revised** wording is ss (B of Categories of Non-Inmate ID Cards) to state where the BOP packet can be obtained and who is required to complete the Release and Waiver of Liability form. **Revised** wording in ss (C1) and **added** wording to include Level One Volunteers or student interns in ss (D1) of Categories of Non-Inmate ID Cards.

**December 2008:** **Revised** title of policy from Facility ID Cards. **Revised** policy statement stating that the adult facilities within DOC will implement the ID card and facility access. **Revised** definition of staff member to include student interns and **deleted** another contractual agency. **Added** definition of vendors, student preceptors, offender and security perimeter. **Revised** wording in definitions of level one, level two volunteers and the SD DOC VH. **Added** Mental Health staff in ss (A), **revised** ss (A, B, C and D) to provide only a description of the different issued DOC IDs, **deleted** information regarding required documentation and access and **clarified** visitors for scheduled activities within ss (D) all within Categories of Non-Inmate Identification (ID) Cards. **Added** new sections labeled “Required Documentation” and “Facility Access and Supervision Privileges”. **Added** ss (C2), **added** student preceptors in ss (D) and **added** ss (D1) of Training Requirements for ID Card Categories. **Added** ss (A, B and B1 of Facility Access with an ID Card). **Added** Records Management section. **Revised** Attachment 1 with updated forms and with instructions. **Added** Attachment 4. **Revised** bullets, numbering, wording and formatting throughout policy.

**February 2009:** **Revised** definition of Security Perimeter to include anything outside the designated visitor’s room is considered to be within the security perimeter. **Added** Parole Services staff to ss (A of Categories of Non-Inmate Identification (ID) Cards). **Added** statement regarding Public Defenders Office in ss (E2 of Required Documentation). **Added** statement regarding as determined by Warden or designee in ss (A3 of Training Requirements for ID Card Categories). **Revised** Attachment 4 to include CD and PDO.

**June 2009:** **Replaced** State Bar of South Dakota website with telephone number in ss (E2 of Required Documentation). **Added** title when referencing Attachment 4 throughout policy. **Added** hyperlinks as appropriate throughout policy.

**February 2010:** **Revised** formatting of Section 1. **Added** “non-inmate” to ss (A) and **added** language that all attorneys, including the public defenders office must show their Bar Card within ss (E2) both within Required Documentation. **Added** “and” to DOC Access Approval and/or DOC Release and Waiver of Liability forms within ss (A of Facility Access with an ID Card). **Revised** paged 2 of



Attachment 1 to reference form should be complete within 5 days v. 2 weeks prior to the visit. **Revised** title of Attachment 3 to be consistent throughout policy. **Added** reference to public defenders needing to show DOC Issued ID and Bar Card in Attachment 4.

**February 2011:** **Added** 1. to Section 6. under H. **Replaced** “the employee” in Section 6. J. with “ID card holders”. **Deleted** from Attachment 1 “Use ONLY for Pink, Orange and Green ID Cards”.

**March 2012:** **Revised** II Policy statement. **Added** definition of “body alarm” **Deleted** “Level One Volunteers” and **Replaced** with “Level One Individuals” throughout the policy. **Added** “and Education” and **Deleted** “certain contract staff” and **Replaced** with the DOC” and **Added** “and have completed all training requirements” to Section 2 A. **Deleted** BOP and **Replaced** with “Bureau of Human Resources (BOHR)” (throughout policy) and **Added** “Department of Health and Department of Social Services” to Section 2 B. **Added** “volunteers” and **Deleted** “do not have daily interaction with inmates” and **Replaced** with “and have not completed all training requirements” to Section 2 C. **Added** (the individual’s photo and name do not appear on the card) and **Deleted** “scheduled activities” and **Added** one-time volunteers and **Added** “non-DOC maintenance and service technicians” to Section 2 D. **Deleted** “holders” and **Replaced** with “will be issued to:” in Section 3 A.-E. **Added** 1.- 4. to Section 3. **Added** “and other contractual staff to Section 3 B. 3. **Added** “must be completed at the time of pre-service and annually thereafter” to Section 3 C. 1. **Added** “May be required to complete” to Section 3 E. 3. **Added** 8. “One-Time Volunteers” to Section 3 E. **Deleted** “that they would go” and **Replaced** with “they may be escorted” to Section 3 D. 4. **Deleted** “some” and **Replaced** with “other accepted” to Section 3 E. 5-7. **Deleted** “subject to the Warden’s or designee’s approval” to Section 4 A. 3. **Deleted** “staff member in any other category below” and **Replaced** with “an individual issued a pink, orange or green ID card” to Section 4 A. 5. **Deleted** “or” and **Replaced** with “and” and **Added** “and body alarm” to Section 4 A. 6. **Deleted** “Has unlimited” and **Replaced** with “May be permitted unescorted” to Section 4 B. 1. **Added** “where they are assigned” to Section 4 B. 2. **Deleted** “Who have completed the required training or are” and **Replaced** with “Level One Individuals” and **Deleted** “any other category of staff, except a staff member with a blue ID card” and **Replaced** with “orange card holders or in some cases, green ID card holders” to Section 4 B. 4. **Switched** 3 and 4 in Section 4. **Added** 5. to Section 4 B. **Deleted** “inside a DOC facility” and **Replaced** with “beyond the security perimeter” to Section 4 B. 6. **Added** “when beyond the security perimeter and **Deleted** “someone” and **Replaced** with “a staff person” to Section 4 C. 1. **Added** “and/or one-time volunteers and **Added** “left unsupervised and/or unescorted and may not be left alone” to Section 4. D. 1. **Deleted** “or a Level One Volunteer” from Section 4 D. 3. **Deleted** “someone” and **Replaced** with “a staff person” and **Added** “pink ID when authorized by designated DOC staff”. to Section 4 D. 4. **Deleted** “usually only” and **Deleted** “facility” and **Replaced** with “issuing control room” and **Deleted** “upon exiting” and **Replaced** with “when the visitor exits the facility or secure perimeter.” all in Section 4 D. 5. **Added** “and prescribed annual training thereafter” to Section 5 A. **Deleted** “is” and **Replaced** with “may be” in Section 5 A 1. **Added** “Level one Individuals” and **Added** “and return the forms to the designated Cultural Coordinator or Training Specialist for processing” to Section 5 B.1. **Deleted** c. d. and e. from Section 5 B. 1. **Deleted** “pre-service” and **Replaced** with “application” and **Added** “and return the forms to the designated Cultural Activity Coordinator” in Section 5 C. 1. **Deleted** b. c. d. e. in Section 5 C. 1. **Deleted** “Cultural Coordinator” and **Replaced** with “supervisor” in Section 5 C. 1. a. and e. **Deleted** “DOC administration interns and other interns assigned to the DOC that do not have daily contact with inmates may be exempt from the above training requirements” and **Replaced** with “Training requirements may be set by the Warden or his her designee” in Section 5 C 2. **Added** “satisfactorily” to Section 5 E. **Added** “DOC Issued” to Section 6 title. **Added** “by those individuals issued a green ID card” to Section 6 B. **Added** 1. to Section 6 B. and **Renumbered** 1. to 2. **Added** “while on duty” and “when inside the secure perimeter of a DOC facility” to Section 6 C. **Deleted** “Every staff member will be” and **Replaced** with “All blue, pink and orange ID card holders are” in Section 6 D. **Added** “lost or damaged” to Section 6 G. **Added** I. “The ID card holder is responsible for notifying their supervisor and obtaining a new ID if their name or facility there they are assigned changes.” to Section 6. **Removed** Attachment 4.

**March 2013:** **Added** 5. to Section 3 A. **Added** “(this generally occurs during pre-service and in-service training)” in Section 6 B. 1. **Deleted** “Anyone else possessing a DOC issued ID card” and **Replaced** with “Staff an all others issued a DOC ID (not including uniform staff)” in Section 6 C. **Added** “Superintendent” to Section 4 A. 2. **Added** “Access is generally limited to the facility where the

individual is assigned" in Section 4 B. 1. **Deleted** "Are all required to carry a "Body Alarm" once beyond the security perimeter" and **Replaced** with "Are required to carry a state radio and a "Body Alarm" or be accompanied by a staff member with a blue ID who is carrying a state radio and body alarm when inside the security perimeter" in Section 4 B. 6. **Deleted** "for a minimum of 3 years" in Section 7 A.

*Denny Kaemingk* (original signature on file)

Denny Kaemingk, Secretary of Corrections

04/15/2013

Date

## Attachment 1: DOC Access Approval and DOC Release and Waiver of Liability

The **DOC Access Approval and DOC Release and Waiver of Liability** is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **DOC Access Approval and DOC Release and Waiver of Liability** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
- 2.. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **DOC Access Approval and DOC Release and Waiver of Liability**.

The gray areas indicate the information that is to be entered.

**Note: Page 1 of 3 is to be printed individually and pages 2 and 3 of 3 are to be printed on front and back.**

Page 1 of 2

Page 2 of 2

Page 3 of 3

The image displays three sequential pages of a form. The first page, titled 'DOC ACCESS APPROVAL', contains instructions and a list of conditions for access. The second and third pages, both titled 'DOC RELEASE AND WAIVER OF LIABILITY', contain a list of conditions and a signature line. The form is presented in a grid-like layout with various text boxes and lines for input.



## Attachment 3: DOC Volunteer Handbook

The **DOC Volunteer Handbook** form is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **DOC Volunteer Handbook** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
- 2.. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **DOC Volunteer Handbook**.

The gray areas indicate the information that is to be entered.

