

**DAI Policy 309.06.03 – Non-DOC Personnel, Business & Professional Visitors**  
**Attachment A – Category, Training & Status Matrix**  
**Effective – 09/24/24**

Non-DOC Personnel, Business & Professional Visitor (hereafter Non-DOC Personnel) – Any individual approved to enter DAI facilities for a specified purpose who is not a DOC staff member or PIOC personal visitor.

NOTE: For purposes of this policy, individuals who undergo NETS orientation or other applicable new employee training through human resources procedures are equivalent to employees, and therefore are not identified as “Non-DOC Personnel” (e.g. Doctoral Internship in Health Service Psychology, HSU contract staff, selected Reentry Unit and OPS contractors).

Facilities shall require all Non-DOC Personnel to submit DOC-2674 and complete background checks consistent with DAI 300.00.92 (except some Legal Services and Law Enforcement/Local First Responders as specified below). DAI Security Chief may authorize DAI-wide applications to be processed within DAI Central Office (see Attachment B for further DOC-2674 instructions).

The charts below indicate typical staff supervision of each role, minimum required training, whether fingerprint-based background check and photo ID badges are required, and location of records (see Attachment B for further details). NOTE: When multiple training tier options are indicated for a category, Warden/designee shall assess appropriate needs case-by-case and may require training beyond minimum expectations.

Category	Definition	Supervision/Subject Matter Experts for Supplemental Training	Training Level	Fingerprinting & DOC Photo ID Badges	Records Location
Volunteer	Individual approved to facilitate congregate or individual program/service/activity directly with PIOC (e.g. religious worship/study, self-help support group, literacy tutor, recreation).	Chaplain; CPS; Education Director; etc.	2 or 3	Tier 2 – No; Tier 3 – Yes	Volunteer
Pastoral Visitor	A religious care provider/clergy delivering 1-1 spiritual counseling to PIOC per DAI Policy 309.61.01 (i.e. one-time visit and/or multiple ongoing sessions). <b>NOTE: 1-1 professional visits shall be tracked in WICS, as detailed in Section II.B.4.</b>	Chaplain/designee	2 or 3	Tier 2 – No; Tier 3 – Yes	Volunteer
Guest Speaker/ Performance/ Program Guest	Individual providing a single or time-limited program/service/activity for PIOC (e.g. concert, employment/reentry fair, graduation ceremony, special event). <b>NOTE: Escort and/or limit PIOC contact.</b>	Staff supervising correlated event	1 or 2	No	Volunteer
Student/ Intern	A college/university student approved to take classes alongside PIOC, or work with a staff member for the purpose of professional training within an accredited educational program (e.g. Practicum; Student in Field Placement). See DOC-310.	Facility supervisor correlated with professional training	2 – students taking classes with PIOC remotely; 3 and/or 4 – students taking classes with PIOC within DAI facility; students in professional practicum	Tier 2 – No; Tier 3/4 – Yes	Volunteer
Facility Vendor	For purposes of this policy, employees from an external agency with which DOC has established a business relationship to provide certain services to the institution as a whole (e.g. construction, deliveries, equipment/facility repair, laboratory, sanitation). <b>NOTE: Security Director/designee may require staff escort and/or limit PIOC contact case-by-case.</b>	Business office; building maintenance; food service; HSU; Security Director, etc.	1	No	Business Visitor

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Program Contractor	A staff member or representative of a private organization with which the DOC has established an agreement, and whose job duties include provision of direct services to PIOC. The contract or MOU defines the scope of professional services to be provided prior to and/or following discharge from custody (e.g. case management, disabilities advocacy, education, employment support, legal assistance, peer support, veteran services).	Reentry Unit; Office of Program Services (OPS); correlated facility staff; etc.	2 – online only teachers; 3 and/or 4 –based on role	Tier 2 – No; Tier 3/ 4 – Yes	Business Visitor
Other County, State or Federal Agency	Subcategories: <ul style="list-style-type: none"> <li>Representative of Dept. of Health Services (DHS), Workforce Development (DWD) or Veterans Affairs (DVA) providing direct services to PIOC (i.e. equivalent to Program Contractor).</li> <li>Regulatory Agency/Inspector/Auditor carrying out business functions with DOC and/or facility (e.g. NIC, PREA audit).</li> </ul> <p><b>NOTE: Security Director/designee may require staff escort and/or limit PIOC contact case-by-case.</b></p>	Reentry Unit; Office of Program Services (OPS); correlated facility staff; etc.	1 – single regulatory visit; 2 – multiple regulatory visits (may be waived case-by-case); 3 – PIOC service providers	Tier 1 – No; Tier 2 - No; Tier 3 – Yes	Business Visitor
Secure Offender Transport Services	Employees from an external agency with which DOC or law enforcement has established a business relationship for secure transport of PIOC. Agency provides employee roster with photographs – posted to MyDOC. <b>NOTE: Consistent with DAI policy 325.00.05, PIOC shall only be released to external custody with pre-arrangement confirmed by designated facility staff; and after ID verification with agency roster.</b>	DAI Security Chief, Security Director, Records Supervisor, etc.	4 – specialized security training by contracted transport agency	No – Must Produce External Agency ID for Verification	Business Visitor
Employee Trainer	Individual presenting training to employees who has no contact or unsupervised interaction with PIOC. <b>NOTE: Escort and/or limit PIOC contact.</b>	Corrections Training Center (CTC); facility training supervisor; DAI committee; etc.	1	No	Business Visitor
Special Event/ Tour Group	Non-DOC Government Officials (e.g. elected official, judicial staff, legislative staff) participating in official visit or tour; members of public approved to enter facility for official tour/visit as part of community relations or educational opportunities (e.g. university class, staff friends & family day). <b>NOTE: Escort and/or limit PIOC contact.</b>	Staff supervising correlated event	1	No	Business Visitor

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Legal Services	<p>Individual or group providing legal representation or services to incarcerated population.</p> <p>The following are exempt from background check and training requirements; not required to submit DOC-2674:</p> <ul style="list-style-type: none"> <li>• Licensed attorneys verified by the State Bar of Wisconsin</li> <li>• Court officials, court reporters and court staff with verified identification card</li> <li>• Employees of the State Public Defender with verified identification card</li> </ul> <p>Licensed attorneys with whom DOC has a <u>contractor/vendor relationship</u> (e.g. Remington Center, Disability Rights Wisconsin, Reentry Legal Services) are exempt from background check requirements, but <u>must complete PREA training via DOC-2674 submission; filed for audit purposes only.</u></p> <p>Non-attorney legal services personnel (e.g. paralegals, investigators, etc.) shall undergo background check and level 1 PREA training via DOC-2674 submission (excluding court and State Public Defender employees as cited above).</p> <p><b>NOTE: Regardless of cited exemptions, all 1-1 professional visits shall be tracked in WICS, as detailed in Section II.B.4.</b></p>	Office of Legal Counsel; Reentry Unit; DAI Remington Center Liaison; etc.	1 – non-attorney personnel; 4 – law students	No	Business Visitor (as applicable)
Law Enforcement/ Local First Responders	<p>Sworn or badged officers of a government agency (e.g. city, county, state, federal) responsible for prevention, investigation and enforcement of criminal laws. Official business within DOC sites may include evidence gathering, interviewing PIOC or staff, etc.</p> <p>Emergency services personnel (e.g. ambulance/EMT, fire fighter) entering facilities on an emergency basis or for preparedness, planning or training (e.g. fire inspections, table-top exercises).</p> <p><b>NOTE: 1-1 professional visits shall be tracked in WICS, as detailed in Section II.B.4.</b></p>	Security Director/designee, Warden, Deputy Warden, DAI Security Chief	Not Applicable	No – Must Produce Badge &/or Photo ID for Verification	not applicable; no DOC-2674; no SharePoint record

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TRAINING LEVEL	<b>ORIENTATION/TRAINING REQUIREMENTS BY TIER</b> (Orientation requirements below establish minimum DAI expectations; facilities may require additional training based upon individual role, level of PIOC contact, frequency of facility entry, etc.)
1	Persons entering facilities on a short-term, escorted basis and not having direct contact or unsupervised contact with PIOC; also licensed attorneys. POC-0054 as incorporated into DOC-2674 fulfills minimum PREA training requirements for all tiers.
2	Persons entering all DAI facilities 1-4 times per year; may have limited, supervised PIOC contact. POC-0080 brief training is required.
3	Persons entering all DAI facilities 5-or-more times per year; may have 1-1 PIOC contact or unsupervised PIOC contact (i.e. consistent with facility procedures). POC-0079 full training is required.
4	Persons providing contracted professional services directly with PIOC, and needing supplemental training targeted to their specific role; may also include some students/interns. Training requirements are identified by correlated DAI subject matter experts (e.g. Education Director, Security Chief, etc.); level 4 training may be provided by external organization as detailed by contract/MOU (e.g. Remington Center, Inside/Out College; secure transport agency).

<b>FACILITY ENTRY STATUS</b> (Determination of Non-DOC Personnel's approval/readiness to enter DAI facilities and provide program/service/activity)	
<b>GOOD STANDING</b>	Active – Orientation is up-to-date; available for scheduling NOTE: May be inactive at specific site(s) due to unique situation (e.g. family member incarcerated at site; conflict of interest or prior incarceration at site); staff shall detail reasons in SharePoint comments field
	Inactive – Not currently available for scheduling due to (not exhaustive – staff shall detail reasons in SharePoint comments field): <ul style="list-style-type: none"> <li>○ DOC-2674 in progress (e.g. pending background check/approval)</li> <li>○ Orientation update required</li> <li>○ Personal choice (e.g. medical, travel)</li> <li>○ DOC-2674 Not Processed – No Fault (e.g. withdrawn, event cancelled, facility volunteer needs met);</li> </ul> NOTE: indicate application not processed & file in group folders in case of future activation
<b>REVIEW STATUS OR DENIED APPLICATION</b>	<p>New applicant or previously approved Non-DOC Personnel with history of resolved or unresolved rule-violations/issues/concerns:</p> <ul style="list-style-type: none"> <li>● Facility entry privileges may be withheld during procedures specified in Section VIII.</li> <li>● If facility entry privileges are approved, active/inactive status may be site-specific.</li> </ul> <p>Staff shall detail reasons in SharePoint comments field:</p> <ul style="list-style-type: none"> <li>● Temporary Suspension of Privileges Pending Investigation (applies to all DAI facilities during investigation)</li> <li>● Reinstatement Following Investigation NOTE: active status resumed (may be site-specific)</li> <li>● Revocation of Facility Entry Privileges (applies to all DAI facilities)</li> <li>● Approval Following Revocation &amp; Reapplication NOTE: active status resumed (may be site-specific and/or conditional)</li> <li>● Denied Application (e.g. background check; inappropriate/ineligible applicant)</li> </ul>