

## 1.3.A.1 Unit Plans

### I Policy Index:



**Date Signed:** 07/09/2017  
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**Replaces Policy:** 3A.16  
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**Affected Units:** All Institutions  
**Effective Date:** 07/11/2017  
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**Office of Primary Responsibility:** DOC Administration

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### II Policy:

The housing units at each Department of Corrections (DOC) institution will have a Unit Plan that outlines the operation, goals and objectives of the unit.

### III Definitions:

#### **Unit Manager:**

The administrator, supervisor and leader of the unit team assigned to work in the housing unit.

#### **Unit Plan:**

A written plan designed to describe the housing unit operations, schedules, rules, regulations, programs, services, staffing and emergency plans.

#### **Unit Team:**

A team of correctional staff assigned to a particular housing unit of an adult facility, usually consisting of a unit manager, case manager and unit coordinator.

### IV Procedures:

#### **1. Order:**

- A. Unit Plans will be developed and maintained by the unit manager and will conform with all applicable DOC policies and institutional operational memorandums (OMs).
- B. Unit Plans will consist of six (6) sections outlining the operation of the unit. The sections will be in the following order:
  1. Unit description.
  2. Unit rules and regulations.
  3. Unit programs and services.
  4. Unit operations and schedules.

5. Unit staffing.
6. Unit emergency plans.

## **2. Content:**

### **A. Unit description:**

1. A narrative describing the unit, i.e. location, size.
2. Classification of inmates on the unit (See DOC policies 1.4.B.2 [Male Inmate Classification](#) and 1.4.B.14 [Female Inmate Classification](#)) and AIMS code (male inmates only) (See DOC policy 1.4.B.3 [Adult Internal Management System \(AIMS\)](#)).
3. Staffing levels.
4. Overall mission, goals and objectives of the unit.

### **B. Unit rules and regulations:**

1. A description of the rules and regulations specific to the unit.
2. At a minimum, this section will include a description of:
  - a. Room/cell/bed assignment and the procedures for requesting a room/cell/bed change.
  - b. List of allowable personal property and process to obtain property (See DOC policy 1.3.C.4 [Inmate Personal Property](#)).
  - c. The daily schedule for inmates assigned to the unit.
  - d. Inmate telephone and mail procedures (See DOC policies 1.5.D.3 [Inmate Correspondence](#) and 1.5.D.4 [Inmate Access to Telephones](#)).

### **C. Inmate programs and services:**

1. A description of programs and services available to inmates which may supplement those described within in the [Inmate Living Guide](#).
2. The Unit Plan will include the staff member responsible for the program or service as well as the location and time.
3. The following is a list of the programs and services that will be described in this section of the Unit Plan:
  - a. Health Services (See DOC policy 1.4.E.1 [Inmate Health Care Services](#)).
  - b. Classification.
  - c. Counseling.
  - d. Self-help programs.

- e. Administrative Remedies (See DOC policy 1.3.E.2 *Administrative Remedy for Inmates*).
  - f. Visitation (See DOC policy 1.5.D.1 *Inmate Visiting*).
- D. Unit operations and schedules: A description of the following operations will be included in the unit plan:
- 1. Unit safety and sanitation. (See DOC policy 1.2.A.3 *Sanitation, Safety and Fire Prevention Inspections*).
  - 2. Unit team meetings.
  - 3. Unit Disciplinary Board (See DOC policy 1.3.C.2 *Inmate Discipline System*).
  - 4. Staff availability.
  - 5. Unit schedules.
- E. Unit staffing: An outline of the positions, roles and work schedules of each staff member in the unit team.
- F. Unit emergency plans:
- 1. A detailed description specific to the housing unit of the plans in the event of an emergency such as a fire, fire drills, escape, disturbance control, homicide and suicide.
  - 2. This section will not be made available to inmates, although the fire evacuation plan will be posted on the housing unit. (See DOC policy 1.2.A.1 *Fire Prevention*).

### **3. Staff Review of the Unit Plan:**

- A. Maintenance and revision of the Unit Plan is the responsibility of the unit manager, with the input from the other members of the unit team.
- B. The Unit Plan will be reviewed at least annually and updated as needed.

### **4. Inmate Access to the Unit Plan:**

- A. Each housing unit plan will be available for inmate review, except for unit emergency plans.
- B. Inmates may only review the unit plan for the housing unit in which they reside.

## **V Related Directives:**

- DOC policy 1.2.A.1-- *Fire Prevention*
- DOC policy 1.2.A.3 --*Sanitation, Safety and Fire Prevention Inspections*
- DOC policy 1.3.C.2 – *Inmate Discipline System*
- DOC policy 1.3.C.4 – *Inmate Personal Property*
- DOC policy 1.3.E.2 – *Administrative Remedy for Inmates*
- DOC policy 1.4.B.2 – *Male Inmate Classification*
- DOC policy 1.4.B.3 – *Adult Internal Management System (AIMS)*
- DOC policy 1.4.E.1 –*Inmate Health Care Services*

DOC policy 1.5.B.1 – [Inmate Programs](#)  
 DOC policy 1.5.D.1 – [Inmate Visiting](#)  
 DOC policy 1.5.D.3 – [Inmate Correspondence](#)  
 DOC policy 1.5.D.4 – [Inmate Access to Telephones](#)

## VI Revision Log:

**August 2002:** **Revised** definition of Unit Team **Added** related directives.

**June 2004:** **Revised** policy statement and definitions. **Deleted** reference to Unit Management Manual **Updated** DOC policy references.

**May 2005:** **Revised** the definition of Unit Plan and Unit Manager **Renamed** the sections of the policy. **Added** specific language on the order of material in the Unit Plan **Added** reference to policies 1.5.D.3 and 1.5.D.4 Added language to clarify inmate access to the unit plan.

**June 2006:** **Revised** the name of DOC policy 1.4.E.1 **Deleted** redundant language regarding consistency with DOC policy and operational memorandums.

**June 2007:** **Revised** the definitions of Unit Team and Unit Manager **Added** a reference to the PREA assessment. **Combined** room/cell and bed assignments into one area **Deleted** A&O reference under inmate programs and services. Minor style/format changes throughout the document.

**May 2008:** **Revised** formatting of policy in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management policy **Removed** "Correctional Officers" as part of the definition of "Unit Team" to be consistent with other DOC policies **Changed** operational memorandums to OMs throughout policy as appropriate. **Removed** "Adults" in subsection (C3e of Inmate programs and services section) as it relates to DOC policy 1.3.E.2, Administrative Remedy for Inmates **Revised** bullets to read chronologically.

**May 2009:** **Reviewed** with no significant changes.

**May 2010:** **Revised** formatting of Section 1. **Revised** titles of DOC policies: 1.4.B.2, 1.4.B.12, 1.4.B.14, 1.4.B.15, 1.4.E.1 and 1.5.D.3.

**May 2011:** **Added** hyperlink for DOC policy 1.2.A.1 and DOC policy 1.2.A.3.

**May 2012:** **Deleted** "Non-Public" and **Replaced** with "Public".

**May 2013:** **Reviewed** with no changes.

**May 2014:** **Reviewed** with no changes.

**May 2015:** **Reviewed** with no changes.

**May 2016:** **Reviewed** with no changes.

**May 2017:** **Reviewed** with no changes.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

07/09/2017

Date