

1.3.A.1 Unit Plans

I Policy Index:



Date Signed: 07/15/2019
Distribution: Public
Replaces Policy: 3A.16
Supersedes Policy Dated: 07/31/2018
Affected Units: All Institutions
Effective Date: 07/17/2019
Scheduled Revision Date: May 2020
Revision Number: 17
Office of Primary Responsibility: DOC Administration

II Policy:

The housing units at each Department of Corrections (DOC) institution will have a Unit Plan that outlines the general organization, operation, and structure of the unit as it relates to the inmates housed within that 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 inmate responsibilities in the case of an emergency.

Unit Team:

Correctional staff assigned to a particular housing unit of an adult institution, 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:

1. A description of the rules 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, tablet and mail procedures (See DOC policies 1.5.D.3 *Inmate Correspondence* and 1.5.D.4 *Inmate Access to Telephones and Tablets*).

C. Inmate programs and services:

1. A description of programs and services available to inmates, which will supplement information provided in the *Inmate Living Guide*.
2. Staff members responsible for programs or services available, as well as the location and times the program or service is offered.
3. Programs and services that should be included:
 - a. Health Services (See DOC policy 1.4.E.1 *Inmate Health Care Services*).
 - b. Classification.
 - c. Behavioral Health.
 - d. Self-help, education, programming, classes, etc.

- e. Access to Administrative Remedy forms and process (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. Disciplinary (See DOC policy 1.3.C.2 [Inmate Discipline System](#)).
 - 3. Unit schedules.
- E. Unit staffing: An outline of the job positions, roles/authority, and work schedules of staff regularly assigned to the unit.
- F. Unit emergency plans:
- 1. Description of inmate evacuation plans for the unit in the event of an emergency (See DOC policy 1.2.A.1 [Fire Prevention](#)).

3. Staff Review of the Unit Plan:

- A. Regular maintenance 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 by the unit manager at least annually. Updates and revisions to the plan will be made promptly, as required.

4. Inmate Access to the Unit Plan:

- A. Each housing unit plan will be available for inmate review.
- 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.D.1 – [Inmate Visiting](#)
- DOC policy 1.5.D.3 – [Inmate Correspondence](#)
- DOC policy 1.5.D.4 – [Inmate Access to Telephones and Tablets](#)

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.

May 2018: Minor language and structure changes.

May 2019: **Reviewed** with no changes.

Mike Leidholt (original signature on file)

Mike Leidholt, Secretary of Corrections

07/15/2019

Date