1.3.A.1 Unit Plans

I Policy Index:

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 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:

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.
1. Access to Administrative Remedy forms and process (See DOC policy 1.3.E.2 Administrative Remedy for Inmates).

2. 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 job positions, roles/authority, and work schedules of staff regularly assigned to the unit.

F. Unit emergency plans:

1. Description of evacuation plans for the unit in the event of an emergency.
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. 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 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.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 and Tablets

VI Revision Log:
August 2002: Revised definition of Unit Team Added related directives.
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 Revised 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.

Denny Kaemingk (original signature on file) 07/31/2018
Denny Kaemingk, Secretary of Corrections Date

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