

1.3.A.1 Unit Plans

I Policy Index:



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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.

- 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. 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.

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.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

07/31/2018

Date