

## 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 Director/Unit Manager:**

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

#### **Unit Plan:**

A written plan that describes the operations, schedules, rules, regulations, programs, services staffing and inmate responsibilities.

#### **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, institutional operational memorandums (OMs) and directives.
- B. Unit Plans will consist of, at a minimum, the following six (6) sections:
  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.
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 the following:
  - a. Room/cell/bed assignment and 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/weekly schedule.
  - 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 basic information contained within the *Inmate Living Guide*.
2. Staff responsible for programs or services, as well as the location and times the program or service is offered.
3. Must include the following:
  - 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](#)) and access to the courts.
- f. Visitation (See DOC policy 1.5.D.1 [Inmate Visiting](#)).

D. Unit operations and schedules:

- 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:

- 1. An outline of the staff, roles/authority, and work schedules of staff regularly assigned to the unit.

F. Unit emergency plans:

- 1. Description of inmate evacuation plans and responsibilities 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 input from the unit team.
- B. The unit plan will be reviewed by the Unit Director or Manager, and Deputy Warden at least annually. Updates and revisions to the plan will be made promptly, as required.

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

- A. Unit plans will be accessible to inmates on the unit.
- 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.B.14 – [Female Inmate Classification](#)
- 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](#)
- [Inmate Living Guide](#)

## VI Revision Log:

Removed revisions August 2002-May 2009.

**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.

**June 2020:** Reviewed with no changes

**June 2021:** Added "Unit Director/" to definition of "Unit Manager". Added "Director or" to Section 3 B. Updated policy title for 1.2.A.3 to "Sanitation, Safety and Fire Prevention Inspections" throughout policy.

*Mike Leidholt (original signature on file)*

Mike Leidholt, Secretary of Corrections

06/11/2021

Date