1.3.A.1 Unit Plans

I Policy Index:

Date Signed: 06/01/2020
Distribution: Public
Replaces Policy: 3A.16
Supersedes Policy Dated: 07/15/2019
Affected Units: All Institutions
Effective Date: 06/01/2020
Scheduled Revision Date: May 2021
Revision Number: 18
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 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)).


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 Institutional Sanitation and Safety 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 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.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:

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.