
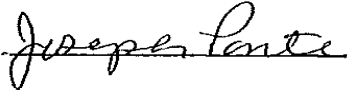


POLICY TITLE: UNIT TRAINING AND EMPLOYEE DEVELOPMENT		PAGE 1 OF 3
POLICY NUMBER: 28.4		
CHAPTER 28: UNIT MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS See Section VII
	EFFECTIVE DATE: February 1, 2002	LATEST REVISION: December 30, 2011

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A., Section 1403

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Maine Department of Corrections that a comprehensive unit management training plan be developed and implemented for executive staff, unit management staff members, and non-unit staff members. Annual “refresher” training shall also be incorporated in all facilities’ annual in-service training program. One of the most critical components to successful implementation of unit management is a well-trained staff who has a commitment to the unit management concept and principles.

IV. CONTENTS

- Procedure A: Training for Executive Staff
- Procedure B: Training for Unit Management Team Members
- Procedure C: Training for Non-Unit Staff
- Procedure D: Unit-Based Orientation

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Training for Executive Staff

1. All executive staff shall receive training consistent with their positions. This training shall include a comprehensive overview of unit management. The topics generally shall include the principles of unit management, unit management staff roles, and the principles of direct supervision of prisoners.

Procedure B: Training for Unit Management Team Members

1. Unit Management Team Members include Unit Managers, Unit Sergeants, Correctional Caseworkers, Correctional Care and Treatment Workers, Mental Health Counselors, Correctional Officers, Unit Clerks and any other staff assigned on a full-time basis to a unit team.
2. All Unit Management Team members shall receive training consistent with their job assignments as outlined in Policy 4.3, General and Job Specific Training. This training shall include a comprehensive overview of Unit Management. The topics generally shall include the principles of unit management, unit management staff roles, conflict resolution, communication skills, team building, and the principles of direct supervision of prisoners.
3. Unit Management Team Members shall receive training to ensure specific unit operations are addressed. This training, when possible, shall take place as a unit team.
4. Each facility's training department shall work in consultation with Unit Managers and Deputy Chief Administrative Officers to identify annual in-service training needs.
5. Unit Managers shall provide ongoing feedback to the training department as to the ongoing training needs of the unit.
6. In-service training for unit team members shall include topics that reinforce unit management principles and operation and other topics consistent with staff job assignments. Training should include topics emphasizing interpersonal skills, leadership, teamwork and problem solving to further develop unit management skills and concepts.
7. Training shall also provide a forum to update unit team members on new policies, procedures, practices, programs and treatment methods that may impact the unit.

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Procedure C: Training for Non-Unit Staff

1. All facility staff who are not assigned to a unit team shall receive a general orientation to unit management at the facility level. Non-unit staff shall receive training consistent with their job assignments as outlined in Policy 4.3. This training shall include a comprehensive overview of Unit Management. The topics generally shall include the principles of unit management, unit management staff roles, conflict resolution, communication skills, and the principles of direct supervision of prisoners.

Procedure D: Unit-Based Orientation

1. The Unit Managers, in conjunction with the training department, shall develop unit-based orientation. Unit-based orientation generally shall include a review of:
 - a. Unit plan
 - b. Unit management staff roles
 - c. Prisoner orientation procedures
 - d. In-unit post orders
 - e. Applicable policies and procedures
2. The Unit Manager shall coordinate the unit training for new employees assigned to the unit.

VII. PROFESSIONAL STANDARDS

None

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