
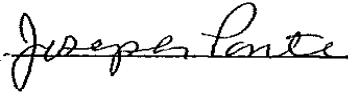


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POLICY NUMBER: 28.5		
CHAPTER 28: UNIT MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: February 1, 2002	LATEST REVISION: August 17, 2011

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

All facilities operating under unit management shall have a unit plan written by each Unit Manager. The unit plan shall describe that unit's mission and operations and shall reflect the policies and procedures contained in the Department's unit management policies and procedures. Development of a detailed unit plan and operating procedures ensures that there is consistency and continuity in the application of operations within and between facilities, provides a tool for monitoring unit operations and assessing levels of program success, and provides a resource book where staff can find a detailed description of how the unit functions.

IV. CONTENTS

- Procedure A: Contents of Unit Plan
- Procedure B: Quality Control and Review
- Procedure C: Location of Unit Plan
- Procedure D: Unit Records Management

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Contents of Unit Plan

1. A detailed unit plan shall be written by each Unit Manager with input from other unit staff members and shall contain the following:
 - a. Mission statement – a paragraph which describes the purpose of the unit
 - b. Unit objectives – clearly defined objectives for unit team members and for the prisoner population of the unit.
 - c. Unit description – a site plan of the facility, bed capacity of the unit, physical description such as number of tiers and cells, specially marked cells, e.g., handicapped accessible, single or dry cells, location of exits, dayrooms, etc.
 - d. Description of the unit’s prisoner population – custody level(s), special needs prisoners, etc.
 - e. Table of organization – a chart showing reporting responsibilities within the facility and within the unit.
 - f. Staff responsibilities – a detailed list of responsibilities assigned to each of the unit team members. Each team member’s job description should also be attached.
 - g. Staff coverage and schedules
 - h. Program descriptions – a description of the program services provided to prisoners on the unit, e.g., a stress and anger management or other counseling program, unit orientation for prisoners, classification services, prisoner organizations, regularly scheduled special events, etc. A schedule of these programs and how to access them should be included.
 - i. Staff orientation
 - j. Unit monthly/annual reports – monthly and annual reports for the current year, e.g., security and sanitation inspection reports, training needs reports, statistical reports etc. These statistical reports include data on program participation, grievances, disciplinary reports, case management, prisoner employment, etc.
 - k. Prisoner communication list establishing appropriate contacts for different information or services.

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I. Unit post orders for the following:

- 1) count schedules and requirements: daily times of formal and informal counts
- 2) prisoner movement: times and description of mass movements, e.g., meals, work, yard recreation, school, visiting, commissary, sick call, medication administration, religious services, library services, centralized program services, barber services, etc.
- 3) prisoner pass system (if applicable): what movements require passes, who prepares passes
- 4) lights out: time of lights out on weekdays and weekends/holidays
- 5) dayroom: daily times for dayroom access, personal belongings permitted, appropriate attire and other requirements/restrictions
- 6) outside recreation: daily times, articles permitted to be taken, proper attire
- 7) phone calls: prisoner phone call schedule and restrictions on prisoner telephone access
- 8) showers: schedule of daily showers, length of time, proper attire to and from
- 9) mail procedures: schedule of distribution and collection, instructions on how prisoners are to mail letters and packages, inspection of mail, legal mail requirements, mail restrictions
- 10) prisoner grievance procedures: how prisoners are to access and properly complete a grievance form and restrictions
- 11) on and off-unit laundry schedule and procedures: schedule and procedures for washing personal belongings on-unit and for state-issued linen and clothing exchange
- 12) sick-call sign up: instructions and times for sick call or other medical appointment sign-up, hours and location of sick-call, and movement restrictions for medical lay-ins
- 13) request slips: how prisoners are to access and properly complete a request slip

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- 14) daily call-out list: where located and what's included
- 15) prisoner attire requirements
- 16) Sanitation and hygiene: unit housekeeping plan to include daily prisoner work crew cleaning schedules, cell sanitation requirements, other regularly scheduled unit cleaning/maintenance requirements, chemical storage, and prisoner hygiene and grooming requirements, and
- 17) unit emergency plans: detailed instructions on actions to be taken by unit staff during a facility emergency,

Procedure B: Quality Control and Review

- 1. Each unit plan is to be reviewed and updated on an annual basis by the Unit Manager, with input from the unit team, and then forwarded to the Deputy Chief Administrative Officer for Operations for review. This review should be performed prior to the annual audit from the Department's Division of Operations. The deputy shall assess the unit's performance and whether unit objectives were accomplished for the year. Unit Managers may be given a specified period of time to correct any deficiencies noted by the deputy.

Procedure C: Location of Unit Plan

- 1. The unit plan shall be maintained in the Unit Clerk's office in a secure location and made available to all unit staff.

Procedure D: Unit Records Management

- 1. Required reports and log books must be maintained on the unit as needed in order for the unit team to track important information and to enable the Unit Manager to assess and analyze performance of the team and whether unit objectives have been met. Monthly reports shall be reviewed by the Unit Manager, copies sent to the Deputy Chief Administrative Officer for Operations, or other appropriate staff, and then filed in the unit plan.
- 2. The Unit Clerk shall be responsible for filing, maintaining, and keeping up to date all unit related forms. The Unit Clerk shall be responsible for filing and maintaining required unit reports.
- 3. The Correctional Caseworker or the Correctional Care and Treatment Worker is responsible for maintaining Case Management Records.

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4. All records must be secure. The staff who is responsible for the record shall maintain a sign-out log to ensure accountability for all records.

VII. PROFESSIONAL STANDARDS

None

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