
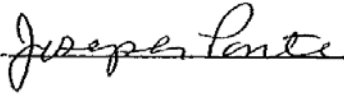


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CHAPTER 28: UNIT MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS See Section VII
	EFFECTIVE DATE: February 1, 2002	LATEST REVISION: December 30, 2011

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 all unit management staff have responsibility to ensure proper security policies and procedures are being followed on the unit and to be aware of, and properly trained in procedures to take in the event of an emergency. It is the shared responsibility of the Shift Commanders, Unit Managers and Unit Sergeants to ensure that security practices on all housing units are consistent with the overall security plan of the facility and with Departmental policies. Shared responsibility for security results in a more well-informed and communicative staff, fosters a greater sense of teamwork and cohesiveness and results in a more safe and secure environment for both staff and prisoners.

In the event of an emergency, the Shift Commander is the ultimate responsible authority for facility security and the Unit Manager shall cede to that authority. However, whenever possible, the collaborative working relationship shall exist between Unit Managers and Shift Commanders.

IV. CONTENTS

- Procedure A: Responsibilities of Unit Manager
- Procedure B: Responsibilities of Unit Sergeant
- Procedure C: Responsibilities of Shift Commander

- Procedure D: Responsibilities of Other Unit Staff
- Procedure E: Responsibilities of Correctional Officers

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Responsibilities of Unit Manager

1. Unit Managers shall work collaboratively with the Unit Sergeant and the Shift Commanders to ensure that units operate in a manner consistent with the unit plan, the facility’s overall security plan and Departmental policies. Responsible for the overall operation of the unit, including security, Unit Managers shall ensure that unit security standards are carried out and maintained by appropriate unit team members. Responsibilities include the following:
 - a. supervision of all staff assigned to the unit
 - b. development and review of unit post orders
 - c. contraband control
 - d. unit fire/safety inspections
 - e. searches of prisoners, cells and all common areas as necessary
 - f. prisoner population counts
 - g. monitoring prisoner movement
 - h. ensuring the appropriate use of force and restraints in strict accordance with Department policies and procedures
 - i. providing frequent or, as necessary, continuous observation of all areas and activities
 - j. providing intermittent or, as necessary, continuous observation of prisoners in their cells
 - k. ensuring security and confidentiality of prisoner files and staff computers
 - l. supervising key and tool control
 - m. carrying out emergency response procedures and evacuation plans

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- n. responding to incidents on unit
- o. enforcement of prisoner disciplinary procedures
- p. observing, communicating and documenting matters related to suspicious behavior or changes in prisoner behavior
- q. exchanging pertinent unit information with Shift Commanders
- r. maintaining frequent communication with all members of the unit team and prisoners for early identification and resolution of potential problems
- s. ensuring housing unit log(s) is properly maintained
- t. identifying and taking steps to resolve any security deficiencies

Procedure B: Responsibilities of Unit Sergeant

1. The Unit Sergeant has primary responsibility for security on the unit, reports directly to the Unit Manager, and works collaboratively with the Shift Commander where appropriate. He/she may assume responsibility for supervision of the unit in the absence of the Unit Manager. General security responsibilities include:
 - a. assuming primary responsibility for unit operations as they relate to security, prisoner accountability and sanitation
 - b. supervising and directing the activities of Correctional Officers within the unit
 - c. working collaboratively with the Shift Commander to ensure all security operations of the unit are in compliance with the facility security plan and Departmental policies and procedures
 - d. establishing an ongoing communication network with and among unit staff, prisoners, all department heads, administrative staff and others, as appropriate
 - e. developing and maintaining unit post orders, recommending updates when necessary
 - f. organizing and monitoring cell searches of prisoners, cells and all common areas as necessary
 - g. monitoring prisoner movement

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- h. monitoring key and tool control
- i. collecting, reviewing and assessing security information to identify and monitor threatening situations, identify patterns, trends, etc. and take proactive measures as required by the Unit Manager
- j. advising the Unit Manager and team members daily of security concerns related to prisoners or the unit as a whole
- k. investigating security related issues and grievances
- l. ensuring appropriate response during emergency situations
- m. identifying and taking steps to resolve security deficiencies

Procedure C: Responsibilities of Shift Commander

1. The Shift Commander assumes authority over all facility security operations in the absence of the Chief Administrative Officer, and Deputy Chief Administrative Officers. Other duties include:
 - a. assuming direct supervision of the unit Correctional Officers in the absence of the Unit Manager, or designee, as well as Correctional Officers in non-unit areas of the facility
 - b. working collaboratively with the Unit Manager and Unit Sergeant in ensuring that all security operations of the unit are in compliance with the overall facility security plan and Departmental policies and procedures
 - c. directing all prisoner movement and security outside the unit, e.g., mass movements, (meals, work details, yard), prisoner transportation, etc.
 - d. providing additional Correctional Officer support to the units as needed to manage disruptive prisoners and to assist with cell entry and other security support functions as requested
 - e. assuming command of the total facility in the event of a facility emergency until relieved in accordance with the facility's emergency response plan
 - f. ensuring appropriate response during emergency situations
 - g. managing the staff roster, Correctional Officer relief assignments, overtime and annual vacation and sick leave approval
 - h. providing input into security staff performance evaluations

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Procedure D: Responsibilities of Other Unit Staff

1. In addition to being responsible for all case management matters for prisoners under his/her supervision, the Correctional Caseworker and/or Correctional Care and Treatment Worker also has some responsibility for security of the unit, such as:
 - a. maintaining on-going communication with Correctional Officers to ensure identification of individual prisoner’s behavioral problems and appropriate responses
 - b. providing guidance to Correctional Officers in informal counseling skills
 - c. reporting and documenting relevant prisoner information that affect the security of the unit
 - d. responding to incidents on unit, consistent with training

2. In addition to being responsible for all mental health matters for prisoners on his/her caseload, the Mental Health Counselor also has some responsibility for security on the unit such as:
 - a. maintaining on-going communication with Correctional Officers to ensure identification of mental health related individual prisoner’s behavioral problems and appropriate responses
 - b. providing guidance to Correctional Officers in informal counseling skills and approaches to dealing with prisoners on psychotropic medication or experiencing mental health problems
 - c. reporting and documenting relevant prisoner mental health information that affect the security of the unit
 - d. responding to incidents on unit, consistent with training
 - e. providing training to unit staff in methods and approaches to dealing with prisoners with mental health problems in conjunction with training staff and the Psychologist and medical contractor

3. The Unit Clerk also has security related responsibilities which include:
 - a. maintaining accountability, security and confidentiality of prisoner files and any other paperwork (correspondence, policies, etc.) or information considered confidential

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- b. being familiar with the regular unit activity schedules and routines for the purpose of developing awareness of something unusual or out of the ordinary that may occur
- c. being alert and observant and reporting unusual or suspicious prisoner behavior to security staff
- d. appropriately screening and routing phone calls
- e. responding to incidents on unit, consistent with training

Procedure E: Responsibilities of Correctional Officers

1. The unit Correctional Officer has primary responsibility for unit matters related to security, accountability and sanitation under the direct supervision of the Unit Sergeant, as directed by the Unit Manager. In the absence of the Unit Sergeant and Unit Manager, or designee, unit Correctional Officers report directly to the Shift Commander. Primary security responsibilities include:
 - a. observing prisoner behavior and looking for changes, intervening when necessary and documenting observations
 - b. providing direct supervision of prisoners and maintaining a presence in the unit
 - c. establishing and maintaining ongoing communication with staff and prisoners
 - d. searching prisoners, cells, and all common areas for contraband as necessary
 - e. supervising prisoner movement
 - f. maintaining accurate population counts
 - g. controlling access to and egress from the pod/unit
 - h. instructing prisoners on personal hygiene and general housekeeping duties
 - i. supervising on-unit laundry activities
 - j. maintaining unit sanitation
 - k. making appropriate log book entries

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- l. identifying and reporting on prisoner leaders and potential organizers
- m. supervising on-unit prisoner work details, preparing performance evaluations for prisoners
- n. performing unit security checks
- o. maintaining tool and key control
- p. ensuring appropriate response in emergency situations

VII. PROFESSIONAL STANDARDS

ACA

ACI – 4-4177 Correctional officer posts are located in or immediately adjacent to inmate living areas to permit officers to hear and respond promptly to emergency situations.

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