
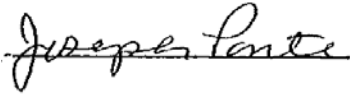


<b>POLICY TITLE: UNIT MEETINGS AND COMMUNICATIONS</b>		<b>PAGE 1 OF 4</b>
<b>POLICY NUMBER: 28.6</b>		
<b>CHAPTER 28: UNIT MANAGEMENT OPERATIONS</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b>  	<b>PROFESSIONAL STANDARDS</b>  <b>See Section VII</b>
	<b>EFFECTIVE DATE:</b> <b>February 1, 2002</b>	<b>LATEST REVISION:</b> <b>December 30, 2011</b>

**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 with Unit Management

**III. POLICY**

It is the policy of the Maine Department of Corrections that regular and ongoing meetings occur at the facility department head and unit levels to facilitate clear lines of communication and an effective exchange of information. Regularly scheduled meetings help to foster team work, encourage staff to contribute to the development of policy, procedures and programs, and to take part in team problem solving. In addition, meetings facilitate the development of proactive methods of resolving conflicts between both staff and prisoners, enhance facility operations and enhance staff morale. With proper communication and an effective exchange of information, the facility staff team will be more cohesive, informed and effective.

**IV. CONTENTS**

- Procedure A: Management Staff Meetings
- Procedure B: Unit Management Staff/Team Meetings
- Procedure C: Individual Supervisory Conferences
- Procedure D: Interactions among Staff and Prisoners
- Procedure E: Prisoner Bulletin Boards
- Procedure F: Prisoner Orientation

**V. ATTACHMENTS**

None

## **VI. PROCEDURES**

### **Procedure A: Management Staff Meeting**

1. The Deputy Chief Administrative Officer for Operations shall schedule weekly meetings with Unit Managers, Shift Commanders and other department heads to share information, solve problems, review administrative, security and program issues related to the management of the units and to ensure that all relevant new or revised policies are reviewed and distributed. Other management staff may be invited to attend this meeting if issues/problems regarding their areas need to be discussed. All staff shall be given an opportunity and be encouraged to participate during staff meetings.
2. The Deputy Chief Administrative Officer is responsible to ensure that minutes of each meeting are taken and that copies are distributed to the Chief Administrative Officer, Deputy Chief Administrative Officers, meeting participants and other staff, as appropriate.

### **Procedure B: Unit Management Staff Team Meetings**

1. All Unit Managers shall hold weekly meetings with their unit team for the purpose of sharing information received from the weekly Deputy's meetings, to ensure that all relevant new or revised policies are reviewed and distributed, provide brief training sessions, provide a forum for problem solving and unit status reviews (monthly reports, statistics, etc.), and to ensure continuity of programming and operations. It is equally important that all information is forwarded by the unit staff to the Unit Manager. All unit staff shall be given an opportunity and be encouraged to participate during unit staff meetings. If the unit Correctional Officer(s) cannot be relieved to attend the meeting, copies of weekly minutes shall be distributed to the officer(s).
2. The Unit Managers are responsible to ensure that minutes of each meeting are taken and that copies are distributed to the Deputy Chief Administrative Officer for Operations and the unit team.

### **Procedure C: Individual Supervisory Conferences**

1. The Deputy Chief Administrative Officer shall schedule individual supervisory conferences with each Unit Manager at least semi-annually and on an as-needed basis to review individual performance, to review progress regarding individual goals and objectives, and to identify possible problem areas that may need to be addressed, for example, through additional training.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>28.6 Unit Meetings and Communications</b>	<b>28. Unit Management</b>	<b>Page 2 of 4</b>  12/30/11R

2. Unit Managers shall also schedule individual supervisory conferences for all team members for the same purposes as stated above.

**Procedure D: Interactions among Staff and Prisoners**

1. The Deputy Chief Administrative Officer for Operations and Unit Managers shall ensure that there is frequent, ongoing communication and interaction between their staff members and other department staff and between their staff and the prisoner population. Unit team members (except the Unit Clerk) are expected to tour the unit daily and remain accessible to prisoners during their shift. Unit Managers shall also ensure that their staff is sharing pertinent security information with security supervisors when situations occur or information is learned that should be brought to their attention.

**Procedure E: Prisoner Bulletin Boards**

1. The Unit Manager shall maintain a plexi-glass enclosed, locked bulletin board on every pod containing general information for the prisoners.
2. Any document posted on the bulletin board must have signed authorization of the Unit Manager, a Deputy Chief Administrative Officer or the Chief Administrative Officer.

**Procedure F: Prisoner Orientation Program**

1. All prisoners received from other facilities shall receive an orientation to the new facility within one week after admission. This orientation is in addition to the prisoner's individual meeting with his/her Correctional Caseworker or Correctional Care and Treatment Worker regarding personal case management issues. Prisoners transferring to a new unit shall also be provided a unit orientation that shall include a copy of the unit's handbook, and a meeting with his/her Correctional Care and Treatment Worker. Each unit shall be responsible to develop and provide an orientation that shall include:
  - a. an introduction to unit staff and assignment of Caseworker or Correctional Care and Treatment Worker
  - b. facility chain of command, if new to the facility
  - c. review of facility rules, if new to the facility
  - d. review of unit security/safety/sanitation rules
  - e. review of unit schedule and activities

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
28.6 Unit Meetings and Communications	28. Unit Management	Page 3 of 4  12/30/11R

- f. review of facility programs and how to access them, if new to the facility
  - g. expectations of the prisoners regarding personal and unit objectives
  - h. review of prisoners' handbook, if new to the facility
2. A prisoner orientation checklist shall be developed by the unit team and shall be signed and dated by the staff orientation coordinator and the prisoner upon completion of orientation. This signed checklist shall be placed in the prisoner's file.

**VII. PROFESSIONAL STANDARDS**

**ACI – 4-4015** Written policy, procedure, and practice provide for regular meetings between the warden/superintendent and all department heads and between department heads and their key staff members. Such meetings are to be conducted at least monthly.

**4-ACRS-7D-35** There are regular meetings, at least monthly, between the administrator and key staff members.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
28.6 Unit Meetings and Communications	28. Unit Management	Page 4 of 4  12/30/11R