

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 401.19

EFFECTIVE DATE: 06 September 2023

**SUBJECT: UNIT TEAMS IN JAIL
FACILITIES**

POLICY DIRECTIVE

PURPOSE:

To define the roles, responsibilities and functions of the Unit Team within Division of Corrections and Rehabilitation jail facilities.

REFERENCE:

None.

RESPONSIBILITY:

Superintendents are responsible for ensuring the requirements of this Policy Directive are included in applicable Post Orders.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All jail facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. The Division of Corrections and Rehabilitation (DCR) utilizes Unit Teams in jail facilities to enhance communication, responsiveness, teamwork, supervision and access. By placing competent, trained staff in proximity to inmates, it enables them to address and resolve concerns at a manageable level and reduce the likelihood of incidents or disputes. Unit

Team members serve important and dual roles in security and programs. They “walk and talk” to inmates and familiarize themselves with personalities and identify concerns. They are able to encourage prosocial facility and community behaviors that benefit staff, inmates, victims, and society.

- A. The Unit Team is responsible for coordinating all inmate services including, but not limited to:
 - 1. Library services.
 - 2. Recreational activities.
 - 3. Program delivery.
 - 4. Weekly inspections to ensure cells are clean, uncluttered and organized.
 - 5. Distribution of hygiene items.
 - 6. Classification/housing assignment.
 - 7. Case management.
 - 8. Other services as required by Operational Procedures or Post Orders.
 - B. Unit Team staff offices will be located in the secure portion of the facility in order for staff and inmates to be accessible to each other.
 - C. The primary means of communication is personal contact between staff and inmates and Unit Teams may use group and individual meetings, at their discretion, to improve communication.
 - D. Unit Teams will provide inmate access to written information of interest (e.g., posting on tablets).
 - E. Unit Managers will hold regular meetings with Unit Team staff, not less than twice per month and preferably weekly.
- II. Unit Teams in jail facilities typically consist of a Unit Manager, Case Manager and Correctional Counselors. Depending upon specialty units and staffing patterns at a particular facility, the Superintendent may assign other employees to comprise the Unit Team. Each team member’s role and range of duties must be clearly defined and identifiable to other staff and the inmate population.
- A. **Corrections Unit Manager**
 - 1. Serves as a department head and is delegated decision-making responsibility and authority. As such he/she maintains close working relationships with other

departments and staff to achieve a mutually beneficial working relationship and use each other's expertise.

2. Supervises Case Manager, Counselors, and the Corrections Program Specialist (records clerk), with direct responsibility for their schedules and employee performance appraisals.
3. Responsible for inmate grievances at the first level including logging, assigning number and ensuring timely response in accordance with DCR Policy Directive 335.00.
4. Supervises and ensures appropriate program delivery to the inmate population, including serving as a liaison with the Department of Education staff.
5. Conducts weekly visits to all inmate living areas to encourage informal contact with inmates and to informally observe living conditions.
6. Other duties assigned by Policy Directives, Operational Procedures, Post Orders, or other written instructions.

B. Corrections Case Manager

1. Responsible for implementing programs within the unit and managing an inmate caseload. Caseload management includes the development/monitoring of inmate program plans, inmate classification, inmate reentry plans and other related tasks.
2. When the Unit Manager is unavailable, the Case Manager generally serves as the Unit Manager's designee.
3. Other duties assigned by Policy Directives, Operational Procedures, Post Orders, or other written instructions.

C. Correctional Counselor

1. May be classified as Correctional Counselor I or II.
2. Serves as an inmate behavior and relations coordinator and is expected to regularly tour living areas.
3. Responsible for attempting to resolve inmate concerns and complaints and offer guidance and direction to inmates.
4. Counselors are the first resource for inmates in resolving daily problems, as well as for crisis counseling.
5. To encourage informal contact with inmates and to informally observe living conditions, counselors shall visit each section at least once daily.

6. Other duties assigned by Policy Directives, Operational Procedures, Post Orders, or other written instructions.

D. Work hours for Unit Team members will be scheduled to meet the needs of the facility.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: William K. Marshall III Sept 6, 2023
William K. Marshall, III Commissioner Date