

**North Carolina Department of Public Safety**  
**Prisons**  
**Policy Summary Sheet**



**Unit Management**

Chapter: A

Section: .0700

**Current Review Date:** January 16, 2019

**Reviewed By:** Prisons Security Accountability Section

**Next Review Due:** **January 16, 2020**

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**Current Revision Date:** January 16, 2019

**Supersedes Revision Dated:** **July 20, 2010**

**Current Revision Summary (if applicable):**

All current changes are highlighted in yellow. Minor grammatical corrections have been made. Term “inmate” changed to “offender” and “Department of Correction” changed to “Department of Public Safety” throughout policy.

**Specific Changes**

**.0703 Overview**

Page 1 in second paragraph, added “professional” to relationships “formed” between staff and offenders, for clarity. Also changed “the staff who make primary decision about them,” to “decision making staff.”

Page 2 (6) “Region Directors will address any recommended changes to the Director of Prisons or the Director’s designee,” added to clarify decision making on recommended changes.

**.0704 Objectives**

Page 2 (a) (6) The word “specified” was added.

**.0705 Staff Roles**

Page 3 (a) (1) The term “segregation” is changed to “restrictive housing.”

Page 4 (a) (4) The designations of Unit Manager II and Unit Manager III added to

policy to correspond with the position classifications of Unit Manager I, II and III.

Page 5 (a) (5) The designations of Unit Manager I and Unit Manager II added to policy to correspond with the position classifications of Unit Manager I, II and III. The overlapping time was increased from “at least two hours” to “at least four hours...”

Page 5 (a) (6) Language was added designating “motivational interviewing” as a case management function.

Page 6 (a) (9) Information defining Unit Management Coordinator was removed from policy.

#### **.0706 Essentials of Unit Management**

Page 7 (a) (3) “A unit plan written by each unit manager and approved by the Assistant Superintendent, which describes that unit’s operation within parameters established by both division policy and the institution’s procedure manual” has been changed to read, “Each unit must have a written plan with describes that unit’s operation within parameters established by both division policy and facility SOPs. This plan must be approved by the Assistant Superintendent and Administrator.

Page 8 (c) Amended by removing “Unit Size may range up to 300 inmates. Unit populations in excess of 300 are not considered conducive to unit management in North Carolina.” Currently policy does not stipulate specific number of inmates.

Page 8 (g) Amended with language, “Twenty-four hours of division sponsored training will occur upon a new institution opening that has been staffed to operate under the unit management concept,” changed to read, “Prisons sponsored Unit Management training will occur upon a new institution opening that has been staffed to operate under the unit management concept.” The (h) subsection Audit, was removed.

#### **.0707 Unit Operations**

Page 9 (d) Amended language by removing “segregation” and adding “restrictive housing.”

Pages 9-10 (e) Language added to provide clarity by removing “a designated unit log” and adding “Correspondence Tracking System.” Also changed “requires Unit Manager’s signature” to “Unit Management’s signature” and “through CTS” was added to sentence.

Page 10 (f) Changed “Unit Manager” to “Unit Management.”

Page 10 (g) Added stated for clarity, “Staff should utilize CTS for all correspondences.”

Page 11 (i) Language changed from “Security Threat Group” to “Security Risk Group” and “STG” changed to “SRG.”

**.0708 Classification/Case Management/Programs**

Pages 11-12 (a) Language changed from “Unit Manager” to “Unit Management.” Also language amended replacing the term “administrative segregation” with the term “restrictive housing for administrative purposes.”

Page 12 (b) “The Assistant Unit Manager” was changed to read “Unit Manager I.”

Page 13 (d) Changed “Unit Manager to “Unit Management.”

**.0709 Staff Supervision and Management**

Page 13 (a) Language was amended to clarify the Unit Manager “may” recommend the level of disciplinary action...

Page 13 (b) “The Appraisal Process (TAP) was changed throughout to reflect current “Valuing Individual Performance (VIP) Appraisal System.”

Page 13 (d) Changed “Unit Manager” to “Unit Management.”

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01/16/19  
Interim Prisons Policy Coordinator Date