

UNIT TEAM ASSESSMENT

Institution: _____
Date: _____

Unit: _____

No. of Inmates Scheduled: _____
No. of Inmates Waived: _____
No. of Inmates Present: _____

MANDATORY TEAM MEMBERS

- 1. Unit Manager _____
- 2. Case Manager _____
- 3. Counselor _____

OPTIONAL TEAM MEMBERS

- 4. Psychologist _____
- 5. Education Advisor _____
- 6. Other (Specify) _____

CMC's shall use the responses to questions in (I-IX) to make a preliminary assessment about the unit classification team's overall performance. Based on the observations recorded in (I-IX), the CMC shall prepare a separate written assessment of the unit team meeting using the general questions on Page Two. The Unit Manager should sign the record copy not to note approval, but to ensure the Unit Manager was advised of the review and results. Copies shall then be distributed to the Associate Warden (Programs).

I. Team Member Preparation

- 1. Team members present and punctual? yes _____
- 2. Team meeting organized (i.e, dockets distributed, callouts made) yes _____
- 3. Case Manager reviewed central files prior to team? yes _____
- 4. Unit Team familiar with inmates? (program reviews) yes _____

II. Environment\Physical characteristics

- 1. Meeting room clean and sanitation satisfactory? yes _____
- 2. Meeting room provides for inmate privacy? yes _____

III. Policy Time Frames for Reviews

- 1. Initial classification timely? yes _____
- 2. Program reviews at proper interval? yes _____
- 3. Judicial recommendation(s) response Timely? yes _____

Continued below

IV. Central Inmate Monitoring Case

- 1. Reviewed properly? yes _____
- 2. White cards initialed? yes _____
- 3. Inmate advised of status? yes _____
- 4. PP10's available at team meeting? yes _____

V. Team Responsiveness to Inmate Programming and concerns

- 1. Advised of various programs offered? yes _____
- 2. Encouraged to participate in programs? yes _____
- 3. Provided opportunity to express concerns? yes _____
- 4. Responses to questions in policy? yes _____
- 5. If unsure of policy, inmates informed when a response to issue will be provided? yes _____
- 6. Entries on P.R. Report reflect discussion? yes _____
- 7. Verbal responses given in a firm, fair and non-adversarial manner? yes _____

VI. Financial Responsibility Program Concerns and Cases

- 1. Plan created for initial classification? yes _____
- 2. Existing plan reviewed and discussed? yes _____
- 3. FRP discussion noted on P.R. Report? yes _____

VII. Custody Classification Issues:

- 1. Reviewed with inmates, if needed? yes _____
- 2. If reduction denied, advised of reasons? yes _____

VIII. Release Preparation Program Issues:

- 1. Checklist in files and discussed? yes _____
- 2. CCC/HC discussed 11-13 months before release? yes _____

IX. Closing Unit Team Issues

- 1. Program Review Report signed by Chairperson? yes _____
- 2. Program Review Report copy to inmates? yes _____
- 3. Inmates advised of date for next team meeting? yes _____
- 4. Unit classification team docket signed and on file for 1 year. yes _____

Continued below

A. Unit Team Preparation

B. Unit Team Knowledge of Policy and Meeting Time Frames

C. Unit Team Responsiveness to Inmate Concerns/Programs

D. Findings and Conclusions (overall strengths and weaknesses)

E. Recommendations for Improvement (to correct deficiencies)

UNIT MANAGER _____